

## Content

Getting information about student exchange opportunities .....	1
Before Mobility .....	2
Application .....	2
German Language Requirements .....	3
Freemover.....	4
Accommodation .....	4
I did not receive accommodation through the allotment for exchange students .....	4
I received accommodation through the allotment for exchange students .....	5
Broadcasting fee ( <i>Rundfunkbeitrag</i> ) .....	6
Course Overview ( <i>Vorlesungsverzeichnis</i> ) .....	6
Pre-Semester German Language Course – <i>Deutsch-Intensiv für Austauschstudierende</i> (DIA) .....	7
During the mobility .....	7
Semester dates/Academic calendar .....	7
o Winter semester .....	7
o Summer semester.....	7
Arrival dates .....	8
Semester social contribution ( <i>Semestersozialbeitrag</i> ) .....	8
Semester ticket/Goethe-Card.....	9
Usage of computers at the University .....	10
Platforms used during the study mobility .....	10
Copy, Print, Scan.....	10
Exam Schedule .....	10
Registration Exams .....	11
Re-Enrollment/Extension .....	11
Before Leaving .....	11
Withdrawal from university and registration office .....	11
Transcript of Records .....	12
Certificate of Attendance (ERASMUS+ students).....	12
After Leaving .....	12

## Getting information about student exchange opportunities

- I am interested in participating in a student exchange program, whom do I need to contact first?  
    You need to contact the International Office **of your home university first**. They can tell you what exchange programs are available, what the deadlines and requirements for application are. They can also give you basic information on the partner institutions.

- Where can I find information as a prospective exchange student of Goethe University?  
You can find all necessary information in our [Guide for Visiting Students \(http://www.io.uni-frankfurt.de/incoming/guide\)](http://www.io.uni-frankfurt.de/incoming/guide) as well as on the website for [Exchange and ERASMUS Students \(http://www.io.uni-frankfurt.de/incoming/en\)](http://www.io.uni-frankfurt.de/incoming/en).
- Where can I check, if there is a co-operation between my home university and Goethe University?  
In addition to contacting the International Office of your home university about exchange opportunities, you can search for co-operations in the [Goethe Globe](#).
- What do I need to do, before contacting the International Office of Goethe University with questions regarding an exchange program?  
You need to have contacted the International Office or International Relations Office or the responsible person for student exchange **at your home university**. At some institutions, information about exchange opportunities may be provided by a central office, in other cases, the faculty or department may provide information about these exchange opportunities.
- What information about myself do I need to provide when first contacting the International Office of Goethe University about a prospective application, in order for the International Office to provide me with the requested information?  
You need to provide your full name, country and full name of your home university (no abbreviations), the exchange program you are interested in (e.g. Erasmus or Freemover), your planned field of study at Goethe University and the planned study period (e.g. winter term 2020/2021). In case the field of study of the exchange program differs from the field of study you wish to apply for as an exchange student, please let us know.  
**Without this information, we are unable to reply adequately to any of your queries.**
- Who can apply for  $\nearrow$ ERASMUS+ and how can I apply?  
Students studying at a **European** partner institution of Goethe University can apply through the ERASMUS+ student mobility program. Goethe University currently does not have ERASMUS+ co-operations with universities outside Europe.  
Worldwide co-operations: Outside Europe Goethe University has a number of direct exchange programs (i.e. university wide partnerships), as well as departmental exchanges (partnerships between a department, e.g. Economics and Business Administration, at your home institution and Goethe University).
- I am interested in studying at Goethe University, where can I find the fields of study, which are offered?  
Please check our [website](#) on Bachelor/ Master level degree programs.
- Are there language requirements and how are they tested?  
Information on the language requirements can be found [here](#).
- If there is no co-operation between my home university and Goethe-University can I still apply?  
Students from non-partner institutions or students from partner institutions who cannot be nominated within an existing exchange program, e.g., because the maximum number of students has already been nominated or because their field of study does not concur with the exchange agreement can apply as [Freemover](#) guest students.

## Before Mobility

### Application

- Who is my contact person at Goethe University? What is the difference between the International Office and the departmental coordinator?

The **International Office** at Goethe University is responsible for all questions regarding the administrative part of your stay, such as the application process, admission (letter of admission), accommodation and enrollment. You can contact us via:

incoming@uni-frankfurt.de

The departmental coordinator is subject specific and can help you with all problems and questions connected to your studies. This includes information about selecting courses, Learning Agreements and exam registration.

- When is the application period?
  - Winter Semester: Middle of April until June 15
  - Summer Semester: November until December 15
- What should I do, if I have been nominated by my university for studying abroad, but in Mid-November (nomination for winter term) or end of April (nomination for summer term), I have not yet received an online-application link?

You should first check your spam folder for the e-mail with the online-application link. If the e-mail is not in your spam folder, please contact us, so we can check why you did not receive the e-mail.
- Why does my tracking service for the printed housing application, which I sent to your office, confirm arrival at final destination, but this information does not appear in my Mobility-Online account?

“Arrival at final destination” refers to the university’s main postal office. You need to allow a couple of days for the distribution of mail on campus. Therefore, you do not need to worry, if it takes a couple of days, until we mark off the application as received.
- What should I do, if I am nominated for a specific study field, but I would like to take courses from another discipline?

In that case, you need to ask **both** your home university **and** your departmental coordinator at Goethe University if that is possible.
- Whom do I send my Learning Agreement? Who needs to sign my Learning Agreement?

The Learning Agreement has to be sent to the **departmental coordinator** and **not** to the International Office. The following persons need to sign the Learning Agreement: you, your departmental-/ERASMUS-coordinator at your home institution, and your departmental coordinator at Goethe University.

## German Language Requirements

- Do I need to know German in order to study at Goethe University?

Minimum German language requirement for all exchange students is **B1 Common European Framework of References for Languages** (unless otherwise agreed upon in the bilateral agreement of the cooperation between your home university and Goethe University). Since the majority of courses –especially on the undergraduate level – are taught in German, the majority of agreements require B1 German language skills.

Exception: Students at the faculty of Economics and Business Administration, students of the Master Audiovisual and Cinema Studies (IMACS), Moving Cultures – Transcultural Encounters, and Anglophone Literatures, Cultures and Media do not need any German language skills.
- What do I have to do, if I do not have the necessary German language skills?

If you do not meet the German language pre-requisite (B1), you need to contact the respective faculty at Goethe University directly, in order to enquire whether you may be admitted into courses. This may be possible, e.g. in faculties offering a large number of courses in English. In that case, please provide written confirmation, (e-mail of responsible person at the respective faculty of Goethe University is sufficient), together with your exchange student application, in order for the International Office to be informed that the German language requirement has been waived for you by the faculty. Please note that in some faculties the entire syllabus is in German.

- How are my language skills tested?  
By signing the application, your home institution confirms that they have tested your language skills and that they are sufficient for study (at least level B1 according to the Common European Framework of Reference for Languages) – applicable to German taught programs. (see exceptions above).

## Freemover

- Who can apply as a Freemover?  
Students from non-partner institutions or students from partner institutions who cannot be nominated within an existing exchange program, e.g., because the maximum number of students has already been nominated. Please keep in mind that some faculties (e.g. Economics and Business Administration) usually do not accept Freemovers.
- How do I apply as a Freemover?  
Applicants need to find an academic supervisor on their own accord. The International Office will not be able to assist in this matter.
- Do Freemovers receive a scholarship or financial support?  
Freemovers do not receive any kind of financial support from Goethe University. Information about the costs of [living](#) and [studying](#) can be found on our website.
- Can Freemovers apply for student accommodation?  
Unfortunately, we cannot offer student accommodation for the incoming Freemovers.

## Accommodation

- How do I apply for student accommodation?  
Exchange students apply through a limited allotment together with their exchange student application (International Office).
- Besides submitting the student residence application provided by the International Office, do I also need to fill in the form on the website of the [Studentenwerk Frankfurt](#)?  
No. The additional application does not increase chances of receiving accommodation. The only way for exchange students to apply for housing in a student residence administered by [Studentenwerk Frankfurt](#) is through the International Office.
- Can I apply for any student residence administered by [Studentenwerk Frankfurt](#)?  
No. The choices are limited to the student residences listed on the application for exchange students. Currently, the following choices are available:
  - Student Residence Max Kade, Hansaallee -> 1-room apartments -> approx. €350/month
  - Ginnheimer Landstr. -> single rooms (kitchen and bathroom shared with other students) -> approx. €250/month
- How is accommodation assigned?  
Accommodation is assigned first come, first served based upon the upload (in your Mobility-Online account) date and time [hh:mm:ss] of your **signed** student residence application.
- Do I need to send the application via postal mail after uploading it in my work-flow?  
Yes. You need to post it together **with an additional passport-sized photo**.
- When will I know, if my application for accommodation was successful?  
E-mail confirmations will be sent approx. beginning of January (for summer term); beginning of July (for winter term).

## I did not receive accommodation through the allotment for exchange students

- What happens if I do not receive accommodation through the allotment for exchange students?  
You need to start looking for private accommodation on your own.

In the [Guide for Visiting Students](#), you will find some useful tips for finding private accommodation. Please note, applications for accommodation in a privately owned dormitory (e.g. [Bauverein Katholische Studentenheime e.V.](#), or [Evangelische Kirche in Hessen und Nassau](#)) need to be sent directly to the respective student housing administration.

On the website of [Student Services](#), you can find a list of privately owned dormitories. The following website of [Student Services](#) might also be helpful in finding accommodation: <http://www.wohnraum-gesucht.de/wohnraumangebote.html>\*. In addition, the link for shared private flats [WG Gesucht in Frankfurt](#)\* might be helpful. (\*The International Office has no influence on the contents of external websites and cannot be held responsible for the contents.) This [information brochure](#) (Finding a place to live) might also be helpful.

- Is there a waiting list?  
Yes, if you applied for the allotment and do not receive housing, you are automatically on the waiting list.
- Do I need to inform the International Office, if I have found private accommodation?  
Yes, please inform us, in order for us to take you off the waiting list.
- What are the chances of receiving accommodation for students on the waiting list?  
That is difficult to assess and may vary greatly from semester to semester. You certainly should not rely on receiving accommodation through the waiting list as your only option. Instead, you need to start looking for alternatives. On average, we have approx. ten cancellations each semester. You can contact us, in order to find out your place on the waiting list. That way, you get a better assessment of the chances.
- How will you contact me, if accommodation becomes available due to a cancellation?  
Offers will be sent via e-mail. As we need to find replacement candidates quickly, there will be a very short deadline for students contacted, in order to respond to the offer.
- Will the International Office forward me private offers?  
Yes, if during the application procedure, you have consented to receiving e-mails from the International Office with information on housing, we will forward you offers that are sent to us by private parties.
- Has the International Office checked these offers for legitimacy?  
No, unfortunately, we have no means of checking these offers for legitimacy. We are merely forwarding them. Generally, please be vigilant, as unfortunately, in the past exchange students have been the victims of fraudulent offers, when looking for accommodation on the private housing market.

### I received accommodation through the allotment for exchange students

- I have received student housing through the allotment, how and when do I pay the deposit and first monthly rent (September/March)?  
The conditional confirmation we send to you in January/July will include instructions (deadline, account information, exact amount) necessary. Please read the instructions carefully.
- When will the student housing administration return my deposit?  
The deposit remains intact throughout the entire rental period (i.e. it will not be used to pay rent). Provided there is no damage to your accommodation and no outstanding bill, the student housing administration will return the deposit **six weeks after the rental period has ended (=end of standardized rental period and not your personal moving out date)**. Please inform the student housing administration, to which account the deposit is supposed to be returned. The fees for the international wire transfer will be at your expense.
- What is the rental period?

The standardized rental period runs **from** 01 March (summer term), 01 September (winter term). The standardized rental period runs **until** 31 July (Ginnheimer Landstr.) 31 August (Student Residence Max Kade, Hansaallee) or 28 February.

- If I move in later (April/October), do I still need to pay the rent from March/September?  
Yes. All rental contracts for exchange students are standardized. The rental period cannot be extended or shortened. **Individual departure and arrival dates, unfortunately, cannot be considered by the student housing administration.**
- If I move out earlier (e.g. January in the winter term or June/July in the summer term) do I still need to pay the rent until February or July (Ginnheimer Landstr.)/August (Hansaallee)?  
Yes. All rental contracts for exchange students are standardized. The rental period cannot be extended or shortened. **Individual departure and arrival dates, unfortunately, cannot be considered by the student housing administration.**
- How can I cancel my housing contract?  
Once you have signed the rental contract, you have rented the accommodation for the entire standardized rental period. It is not possible to terminate the rental period prematurely, except for in special cases (e.g. illness that results in an early termination of your stay at Goethe University). In those cases, you need to contact the International Office. We will ask the student housing administration to allow exiting the contract under the extenuating circumstances. The International Office will try to find a new tenant for the accommodation as soon as possible. However, you are liable to pay the outstanding rent, until the accommodation can be rented to a new tenant. The rent will be deducted from your deposit.

### **Broadcasting fee (*Rundfunkbeitrag*)**

- What is the broadcasting fee (*Rundfunkbeitrag*)?  
Every adult who lives in Germany and is registered as a resident is obliged by German law to pay a license fee to finance public service broadcasting ARD, ZDF and *Deutschlandradio*. How many radios, TV sets or computers are in the apartment does not matter as the fee is conform to the principle "one apartment, one fee". It is payable once only per apartment by one person and is valid for everyone who lives there. The new license fee of €17.98 per month also covers the car radios of everyone who lives in the flat. For further information about [exemption or the reduced rate](#) as well as e.g. registration forms, visit [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de).

### **Course Overview (*Vorlesungsverzeichnis*)**

- Where can I find the course overview of the current semester?  
The course overview for the current semester can be found here: <https://qis.server.uni-frankfurt.de>
- Do I need a login to view the course overview?  
No. Under the blue banner, you click on the tab: "Courses". Then, in the navigation on the left hand side, you click on "Course overview". You will see a list of all faculties.
- How do I switch languages?  
By clicking on the flag (right upper hand corner). Unfortunately, not all content is available in English.
- Who can I contact to receive additional information on courses (e.g. language of instruction, ECTS, etc.)?  
Erasmus students contact their designated [departmental coordinator](#). All other students need to contact the respective student advisory service of the respective department/faculty. You can find a list of all faculties [here](#). Not all faculties will have websites in English available.
- When will the course overview for the following semester be online?  
Winter semester (01 October – 31 March) available approx. Mid-June; summer semester (01 April – 30 September) available approx. Mid-January.

- What can I do, if I need information on courses before the course overview for the following semester is online?  
You can get a general impression of what courses to choose from by looking at the current course overview, while the course overview of the following semester is not yet available. Please note, not all courses listed, for example, in the winter semester 2018/19 will be offered in winter semester 2019/20. In addition, Erasmus students should contact their designated [departmental coordinator](#). All other students contact the respective student advisory service of the respective department/faculty. They may or may not have information on courses available before the course catalogue is online.
- Does my faculty also offer courses that are held in English?  
Most of the faculties offer some courses in English. A general overview can be found on our [website](#).

### **Pre-Semester German Language Course – *Deutsch-Intensiv für Austauschstudierende (DIA)***

- How can I apply for the pre-semester German course?  
You have to mark the respective field during your online application on Mobility-Online. In case you have not done so, but you decide that you want to take part in it, please write us an e-mail.
- What do I have to do, if I decide to withdraw from the DIA course?  
You need to send us an e-mail once you decide that you do no longer wish to take part in the DIA course.
- If I stay for two semesters and could not take the pre-semester course before the first semester, can I take it before the second semester?  
Yes, if the *Internationales Studien- und Sprachenzentrum (ISZ)* agrees and there are free places. Please note that newly arriving students have priority. For registering, please send us an e-mail.

## **During the mobility**

### **Semester dates/Academic calendar**

- What are the semester dates?
  - [Winter semester](#)  
Beginning of study period: Middle of October  
End of study period: Middle of February
  - [Summer semester](#)  
Beginning of study period: Middle of April  
End of study period: Middle of July

Further information can be found on our website:  
<http://www.io.uni-frankfurt.de/incoming/semesterdates>

Please contact the respective faculty directly, in order to receive information about exam schedules. Exams may be held after the lecture period has ended.
- What is the difference between the semester period and the lecture period?  
The academic year is divided into two semesters and it starts with the winter term (*Wintersemester*) aka fall semester followed by the summer term (*Sommersemester*) aka spring semester. The winter term officially starts 01 October and end on 31 March. The summer term officially starts 01 April and ends 30 September. These are the official semester dates; they never vary.

The lecture period (*Vorlesungszeit*) runs from Mid-October to Mid-February (winter)/Mid-April to Mid-July (summer). You can find the current [dates](#) on our website. The lecture period is followed by the semester break (*vorlesungsfreie Zeit*), i.e. the period when no lectures are held. The university will not close during the semester break – it is only closed during national



holidays – however, please note that lecturers, as well as the university administration, will offer reduced receiving hours and services during the semester break. You are well advised to take care of all administrative and organizational matters related to your mobility and studies during the lecture period and not during semester break. On short notice, you may not be able to receive advice from lecturers and administrative staff during that time.

In the weeks between the official beginning of the semester and the beginning of the lecture period, faculties usually hold orientation days.

## Arrival dates

- When should I schedule my arrival?  
You should schedule your arrival according to one of the two suggested enrollment days. Preliminary dates will be published on our [website](#) as soon as possible. The letter of admission for guest students will include the exact time and place of the enrollment.
- What happens if I cannot schedule my arrival in Frankfurt according to any of the two suggested enrollment days?  
If you cannot come to either of the two enrollment dates because you have urgent business to attend to or have not yet arrived in Frankfurt, you can come to the International Office during our [office hours](#). Please check our website for the current office hours and address, in order to avoid coming in vain.
- Should I travel to Frankfurt just to enroll, even if it means I still have to go back to my home country again before the lecture period starts, e.g. because I still need to complete exams at my home institution?  
No. Enrollment should be completed once you have arrived for good, i.e. you are staying for your study period.
- What happens if I arrive late, i.e. after the beginning of the lecture period?  
You need to inform the International Office as well as the academic advisor at the faculty/department about your late arrival. The academic advisor will tell you, if it is at all possible to start classes late and what the consequences are. Of course, ideally, you should arrive in time for the lecture period. Also, please be aware that you may not have the Goethe-Card/university account by the beginning of the lecture period, if you arrive late.

## Semester social contribution (*Semestersozialbeitrag*)

- What is the semester social contribution?  
It is **no tuition fee**, but a social contribution to the student body committees plus the cost of the semester ticket. This sum comprises the following amounts:  
26% for Student Services; 4% for Student Body Committees; the remaining 70% for the costs of the semester ticket of the Rhein-Main-Verkehrsverbund (RMV). The advantages of the semester ticket are: during the whole semester, every student has free use of public transport within the area of the Rhein-Main-Verkehrsverbund. The student card (Goethe-Card) is valid as a ticket. In addition, students receive reduced prices in the cafeterias of Student Services (Studentenwerk). The contribution makes these solidarity arrangements possible, i.e. all students pay, all students profit. An administrative fee of €50 – usually required of all students – is waived for all exchange students.  
Further information can be found here:  
<https://www.goethe-university-frankfurt.de/44422460/enrollment#semcon>
- Do I need to pay the semester social contribution? When do I need to pay it?  
Yes. All students of Goethe University need to pay the semester social contribution. You need to transfer it, before you come to enrollment. You will receive detailed payment instructions in the letter of admission.
- Who is eligible for refund of the semester ticket portion of the semester social contribution? What are the circumstances under which I can apply for the refund at the hardship fund?



The circumstance and applications form can be found on the website of [Student Services](#).

- Am I eligible for refund, because I am an exchange student or because I usually ride my bike to the university?  
[No](#). Eligible are students, e.g. for socio-economic hardship. For the necessary documentation of the hardship, please contact the hardship fund. Another reason may be disability.

## Semester ticket/Goethe-Card

- How can I use public transportation before I receive my Goethe-Card?  
[You must purchase a regular \(daily/weekly/monthly\) ticket.](#)
- Can I get a refund for the tickets I bought during the period in which I did not yet have my Goethe-Card?  
[No](#), it is not possible to get a refund from the University.
- Does the *Stammdatenblatt*/confirmation of enrollment I receive during enrollment from the International Office suffice as semester ticket?  
[No](#), it does not. The *Rhein-Main-Verkehrsverbund (RMV)/Verkehrsgesellschaft Frankfurt (VGF)* and other public transportation providers are not required to accept these documents as semester ticket. The only document valid as semester ticket is your Goethe-Card after validation.
- Where do I pick up the Goethe-Card?  
[Exchange/guest students pick up their Goethe-Card with one of the staff members of the International Office, working in the area of exchange/guest students.](#)
- When can I pick up my Goethe-Card?  
[Approx. one week after your enrollment. During enrollment, our staff members will tell you when and where exactly you can pick up your Goethe-Card with one of the staff members of the International Office, working in the area of exchange/guest students.](#)
- Can I pick up my Goethe-Card anywhere else than with staff member of the International Office working in the area of exchange/guest students, e.g. the computing center (*Hochschulrechenzentrum/Goethe-Card Service (HRZ)*), Registrar's office (*Studierendensekretariat*), Service-Center staff, the department/faculty, etc.?  
[No](#). The **only** place where exchange/guest students can pick up their Goethe-Card is with the staff members of the International Office, working in the area of exchange/guest students.
- What happens, if I miss the date given to me during enrollment, in order to pick up my Goethe-Card?  
[In that case, you can pick up your Goethe-Card with one of the staff members during regular office hours. Please check our website for the current time and place.](#)
- What happens, if I have not paid the semester social contribution/not the full amount of the semester social contribution yet?  
[Your Goethe-Card can only be issued and validated, once you have transferred the full amount of the semester social contribution and the full amount has been booked under your name in the university system.](#)
- How long does it usually take for the amount to be booked under my name in the university system?  
[The money transferal and booking takes approx. \*\*five working days\*\*. International wire transfers might even take longer.](#)
- What do I have to keep in mind, when I fill in the transfer form?  
[You must state the reason of transfer \(\*Verwendungszweck\*\). You can find it on your letter of admission. It is your student number/matriculation number.](#)
- What happens, if I forgot to put the reason of transfer (*Verwendungszweck*) when I filled in the transfer form?  
[If you transferred the amount from your account and your name is on the receipt under payee, chances are that administrative accounting will be able to book the amount under your name, even with the reason of transfer \(\*Verwendungszweck\*\) missing. In case your name is missing on](#)

the receipt, you need to take the receipt to the [Studierendensekretariat \(SSC\)](#) during their office hours.

- Can I pay the amount cash or via credit card at the University?  
No. The only way to pay the semester social contribution is via transfer.

## Usage of computers at the University

- Where can I find computers to work with?  
Every university student receives a user account at the university computer center (*Hochschulrechenzentrum* or HRZ) for the duration of his/her enrollment as a student at Goethe University. Guest students receive their HRZ-account together with their Goethe-Card at the International Office. Available Computer Rooms:  
[https://www.rz.uni-frankfurt.de/44420692/Drucken\\_in\\_den\\_Pool\\_Kursr%C3%A4umen](https://www.rz.uni-frankfurt.de/44420692/Drucken_in_den_Pool_Kursr%C3%A4umen)

## Platforms used during the study mobility

- What is QIS/LSF and how can I use it?  
The [QIS/LSF](#) system is online system of Goethe University through which the course catalogue is available. You can also log in with your HRZ-account and create your timetable, download study confirmations and check both your registration for exams and grades.
- How can I log into OLAT and what is it for?  
[OLAT](#) is the online learning platform of the University. Lecturers will provide their materials, such as the syllabus, slides, research questions or topics, and further readings through OLAT. Please note that not all faculties use OLAT, but most of them do. You need your HRZ-account for logging in. If you are required to register for a course via OLAT before you receive your HRZ-account, please contact the corresponding lecturer via e-mail.
- What is the university portal (HISinOne)?  
It is a new platform of Goethe University, where you can change your address, download study confirmations, and have access to QIS/LSF. It is supposed to replace QIS/LSF in the future; but for now, the two platforms work simultaneously.
- How can I gain access to the University's library account?  
Your library account is the long number on your Goethe Card (e.g. 300001234567) as username and your date of birth as password (DDMMYY). You should change the password when logging in to the library account the first time. With your library account, you can administer your library loan account; you also need it for using the computers in the library. You have to activate your account before using it.

## Copy, Print, Scan

- Is it possible to copy, print or scan at the University?  
Yes, you can copy, print, and scan in the libraries, either via USB or Follow-me-print (from the library computers). If you need help, you can ask the librarians or fellow students. You can also find more printers [here](#). Please note that you will need to charge your Goethe-Card with money for paying the service. Use the charging machines next to the validating machines. There are also various copy shops close to Campus Westend and Bockenheim. They offer all varieties of services related to printing, etc. Prices vary and may be higher or lower than at the University; if you have to print a lot, you should compare price lists.

## Exam Schedule

- When do exams usually take place?  
Faculties/departments are decentralized at Goethe University; consequently, there is no centralized exam period. At the faculty of Economics and Business Administration, e.g., exams are held in March/August, i.e. after the lecture period has ended. In other faculties, e.g.

Modern Languages, final course work may be a written paper *Hausarbeit* that is written during the semester break. Lecturers will set the deadline for these papers to be submitted.

- Who can I contact to receive information about the exam schedule?  
You need to contact the department/faculty, in order to receive information about the exam schedule. ERASMUS+ students contact the [departmental coordinator](#).

## Registration Exams

- How can I register for my exams?  
Since at Goethe University there is no centralized exam registration, you need to contact your [departmental coordinator](#) or academic advisor at the faculty/department in order to find out, how to register for exams.

## Re-Enrollment/Extension

- Why do I have to re-enroll?  
For every consecutive semester of your stay, you need to revalidate your semester ticket the same way you did for the first semester.  
That means you have to insert your Goethe-Card into the validating machines and wait for the printing process to be completed.  
Condition for being able to revalidate your Goethe-Card, is payment of the semester social contribution for each semester you stay at Goethe University. That means you have to re-enroll.  
Information about the re-enrollment for exchange students can be found under the following link: <http://www.goethe-university-frankfurt.de/44422460/enrollment#reenroll>.
- When can I re-enroll?  
The re-enrollment period for the summer semester starts on **01 January and ends 31 January**. For the winter semester, it starts on **01 July and ends 31 July**. Please remember to state the correct reason for transfer (*Verwendungszweck*) – your student/matriculation number. Please note that the transfer can take up to five working days.
- How can I download the confirmation of enrollment for the new semester?  
Your confirmation of enrollment is available for download on both university systems - [QIS/LSF](#) and [HISinOne](#).  
In QIS/LSF you can access your current and past confirmations of enrollment. Just go to “My Functions” and then to “Administration of studies”. When you click on “Study reports for all terms” you should be able to download the needed document.  
In HISinOne you can access it by going to „Reports“ and looking under “Bescheinigungen”. There is a PDF-document named “Stammdatenblatt”. The second page is your confirmation of enrollment.

## Before Leaving

### Withdrawal from university and registration office

- What do I have to do before I leave Germany?  
You need to withdraw from the University and give notice of departure at the resident's registration office ([Bürgeramt](#)) before leaving Germany.
- How can I withdraw from university?  
Please turn to the **Student Registration Office** (*Studierendensekretariat*) and not to the International Office. Please fill in the request of un-enrolment form (“*Antrag auf Exmatrikulation*”), which you can find [here](#). Please hand in the filled in form at the Student Registration Office located at Campus Westend, PEG-Building, 1<sup>st</sup> floor. Office hours are posted at the door. Instead, you can send the form to the Student Registration Office: Goethe-Universität, Studien-Service-Center, Studierendensekretariat, Postfach 11 19 32, 60629 Frankfurt am Main.

- How do I fill in the form request of un-enrolment form (“Antrag auf Exmatrikulation”) correctly?  
As “reason for withdrawal” check off “other reasons” and add, e.g.: “exchange student – end of temporary study period at Goethe University”.  
As postal address on the form, please enter your permanent address to which the confirmation of un-enrollment will be sent. This will most likely not be your German address as in most cases this will no longer be valid when the confirmations are sent out by the registrar’s office, approx. end of February/July, i.e. after the re-enrollment period has ended.

## Transcript of Records

- How can I receive my Transcript of Records?  
Students studying at one of the following three faculties receive the Transcript of Records from the *Auslandsbüro* (International Office) of their faculty:
  - [Law](#)
  - [Economics and Business Administration](#)
  - [Medicine](#)

If your department/faculty at Goethe University issues a transcript, you do not need to have the document signed by the International Office. It is sufficient if the department/faculty or the International Office issues the transcript.

All other students can find detailed information on the following website:

[https://www.goethe-university-frankfurt.de/47971870/Transcript\\_of\\_Records](https://www.goethe-university-frankfurt.de/47971870/Transcript_of_Records)

## Certificate of Attendance (ERASMUS+ students)

- Do I need to come to the International Office in person to get my certificate of attendance signed?  
Yes, you need to come to our office in person.
- When do I need to go to the International Office?  
You need to come to the last [office hour](#) before your departure. If you cannot make it to our office hours, you can contact us to find an alternative solution.
- What will be my date of arrival and my date of departure?  
Your **date of arrival** will be the date of your enrollment, even if you arrive before that date.  
If you leave during the lecture period, your **date of departure** will be the date you come to the International Office. If you leave after the lecture period has ended, your date of departure will be the [last day of the lecture period](#). Booking receipts of your flights will not be sufficient to change your arrival and departure dates on the certificate. The attested study period relates to the study period at Goethe University, i.e. (pre-semester German language course), lecture and exam period. It does not relate to your personal arrival/departure dates.
- What do I need to do, if I have exams or term papers after the lecture period?  
If you stay past the lecture period because of exams or term papers, you can send us a proof of registration for the exam/term paper or your professor can send us an e-mail that states your necessity to stay until a certain date. Your date of departure will then be the date of your last exam or as stated in the e-mail by your professor.
- There is a mistake on my certificate of attendance but I have already returned to my home country, what can I do?  
Please tell us what information needs to be corrected and send us an empty template of your certificate of attendance so that we can fill it out again and send it back to you.

## After Leaving

- What do I need to do in the University system, once I have left Frankfurt?  
You need to check off your home address as postal address, in order to e.g. receive the confirmation of un-enrolment send by the **Student Registration Office**

(*Studierendensekretariat*) after the end of February/July, when your German address is probably no longer valid.