CHECKLIST FOR GETTING STARTED – INTERNATIONAL STUDENTS

☐ Enroll
   EU: Get your student-ID at the Studierenden-Service-Center (SSZ)
   Non-EU: Get your student-ID in room D 439, Admission Office for international students

☐ Deal with formalities
   Sign your rental contract, open a bank account, take out a health insurance, register with the City of Konstanz, apply for a residence permit card for Non-EU citizens

☐ Buy:
   a mensa card (7 Euro deposit), “VHB-Studi-Ticket” (bus/ferry), copy card

☐ Organize your courses
   Register for preparation courses, participate in introductory meetings during the university orientation week, read your study regulations and course schedule, make an appointment with your course adviser, arrange your course schedule, register for classes, get insider advice from senior students (Fachschaft)

☐ Get connected
   Activate your e-mail account, connect to wireless LAN and register for courses. Find instructions at www.rz.uni-konstanz.de

☐ Get informed and oriented
   Introductory meetings of the Central Student Advice Service, International Office, library and your department

☐ Finance your studies
   Scholarships, BAFöG, support of parents and/or a student job: www.studium.uni-konstanz.de/geld-im-studium

☐ Arrive & discover your new home
   Guided city tours, pub crawls, breakfast, freshmen retreats of student clubs and Fachschaften, Language tandems, university sports, excursions of the International Office, university choir/orchestra
WHERE DO I FIND...?

☐ **Course coordinator/adviser**  First contact in the department on study organization and exam orientation

☐ **Auslandsreferat / International Office**  
  First contact for all non-academic affairs like study preparation, visa, formalities, excursions & integration  
  Room V 801 + V 802, www.international.uni-konstanz.de

☐ **Student-Service-Centre (SSZ)**  
  Information on study programs and the collection of student-IDs and the enrollment certificates, Level B 4;  
  Mrs. Lora Schlothauer helps foreign students with the application, admission and the enrollment, D 439

☐ **Language Institute (SLI)**  
  German language courses at all levels and foreign languages, Language tandem partnerships: Two persons meet in order to  
  practise speaking in their respective mother tongue, www.uni-konstanz.de/ZE/SLI/

☐ **Central Student Advice Service (ZSB)**  
  First contact at the university on general study orientation, Level B 4, www.uni-konstanz.de/zsb

☐ **Seezeit Service Center**  Information on housing, entrance hall/next to stationery’s, www.seezeit.com

☐ **Canon-Service-Center**  
  Information on copying, printing and scanning, L 503 (between Campus Café and bus stop), www.printservice.uni-konstanz.de

☐ **IT-Service Center**  Information on activating your e-mail account and connecting to wireless LAN network, V 517

☐ **Career Service**  First contact for career planning, applications and internships  
  www.career-service.uni-konstanz.de

☐ **University Sports Center**  
  Located on the shores of Lake of Constance in Egg. Find the present course catalogue at: www.uni-konstanz.de/hochschulsport