

Catholic University of Applied Sciences Mainz

Information for Exchange Students



We set up this information sheet to give you some first information on different aspects of living in Mainz, Germany and studying at Catholic University of Applied Sciences Mainz (CUAS Mainz).



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1. Matriculation and De-Registration

If you are admitted to study at our university, you will be informed of this in writing (by mail). The notification of admission and the enclosures will include:

- Information about the programme in which you will be admitted
- Information about the matriculation period

- Information about the required documents for enrolment at our university
- Information about the required payment of the semester fee

In order to enrol at our university, you must submit the signed letter of admission with the required documents listed below and transfer the semester fee. Enrolment must take place within the time specified in the letter of admission. It is necessary that you transfer the semester fee (tuition fee, student ticket fee + StudiCard fee) in due time. The costs for the student ticket are adjusted each semester. As a rule, the semester fee in the first semester is approx. 360,- EUR. You will receive the exact amount of the semester fee with your admission.

In addition, the following documents must be submitted to the Student Secretariat of the Catholic University of Applied Sciences Mainz (CUAS) within the enrolment period:

- Copy of identity card (front and back)
- Insurance certificate of the health insurance company for presentation to the university
- Proof of payment (account statement) for the semester fee listed above and paid

Student identity card: After your enrolment you will receive your student status. You will receive a student identity card and a matriculation number to identify your studies. You will also receive the new access data with which you upload the picture for the StudiCard. After you have successfully uploaded your picture, the StudiCard will be sent to you by the Student Secretariat, including the semester ticket and study certificates. The StudiCard contains the semester ticket with which you can use public transport. With the StudiCard you can borrow and return books.

To use the copying machines, you need a rechargeable copy card. You can obtain this in the library (room 3.009). Once you have received the card, you can charge it at the machines on the 2nd floor.

University e-mail address: The university will provide students with a personalised e-mail address for communication with the university and for study-related purposes. The access data consists of studentname@students.kh-mz.de and your personal password.

De-registration (removal from the register of students for any reason including graduation): Resign at the library and return all books. All documents required for this process can be found [here](#) and have to be completed. Afterwards please hand them in at the Student Secretariat. You will only receive your transcript of records after handing in all required de-registration documents!

2. Money and Banks

The German currency is the Euro. We advise to open an account at a local bank for monthly deductions i.e. for rent. When opening a bank account you have to bring your passport/ national ID, proof of registration in Germany from the local residents office (in German: Einwohnermeldeamt) and your students ID card. In general students do not have to pay any bank account management fees (in German: Kontoführungsgebühren). Please show your student ID with you when opening your bank account to receive the discount.

When opening or closing your account you have to do this in person. Please check in advance the business hours of your local bank. It is also wise to contact the bank by phone to arrange for an appointment. A few weeks after opening your account you will receive your card(s) as well as your individual security codes via post mail.

After opening a bank account you may carry out monetary transactions and get cash free of charge from your specific bank institution. However other bank institutions will charge you a service fee for each withdrawal.

Germany is a safe country however you have to be careful of criminals misusing your card. In case of card losses please call your bank immediately to freeze the cards and inform the police. You can block your bank account at any time via the general emergency hotline to report losses and thefts: 116116.

3. Transportation

Most probably you will arrive via plane in Frankfurt Main Airport or Frankfurt Hahn Airport.

Frankfurt Main Airport is the biggest transportation hub in Germany and one of the biggest in Europe. The railway station is situated right in the airport building. You can take regular trains to easily travel from Frankfurt Main Airport to Mainz. Please look for the regional train station at the airport and remember to buy a ticket before you hop on the train. The ticket machine takes coins and usually, 5€, 10€ and 20€ bills. The ticket is only valid for a specific time frame and you are not allowed to board any long distance trains (Intercity or Intercity Express trains). From Frankfurt to Mainz you may take the S8 line or the vlexx trains. Both take about 25 minutes. For more information on public transportation please refer to: <https://www.bahn.com/en/view/index.shtml>.

Frankfurt Hahn Airport is frequented by many European low-cost airlines. It is not as connected to Mainz as Frankfurt Main Airport. There is a shuttle bus connection between Frankfurt Hahn and Mainz central station. The journey takes about 1.5 hours and you can look up the departure times here: <https://www.bohr.de/linienverkehr/buslinie-hahn-mainz>.

Alternatively you can also hire a car from both airports. In Germany the main rental companies are Sixt, Europcar and Avis. We do not advise you to take a cab/taxi as they are very expensive.

Public Transportation: Mainz CUAS is located ten minutes walking distance to Mainz Main Station. You can travel around Mainz with buses and trains.

Information public transportation can be found here:

<https://www.bahn.com/en/view/index.shtml>. All students at Mainz CUAS will receive a semester ticket for unlimited transportation on the local busses and trains in the area (Wiesbaden, Frankfurt, Mainz). Please always remember to have your semester ticket with you when using the public transportation.

4. Healthcare and health insurance

In Germany every student has to have an adequate health insurance. This also applies to all international students coming to CUAS Mainz. You will only be admitted to CUAS Mainz if you hand in an adequate proof of your health insurance.

If you are a European citizen your national health insurance plan is usually recognized in Germany. Your national health insurance company issues your European Health Insurance Card (EHIC). Please hand in a copy of the EHIC to the student office.

If you come from a Non-EU-Member country you most likely have to purchase an additional health insurance for studying in Germany. A valid health insurance plan is mandatory for your visa/residence permit and the German immigration office is very strict in this matter. Please carefully consider whether to purchase a public German insurance plan or a private insurance plan. Public German insurance plans e.g. from Techniker Krankenkasse, Barmer, AOK are most comprehensive and provide the best services. Private insurance plans are often cheaper than public German insurance plans, but also less comprehensive and mostly you have to pay treatments in advance before being able to reclaim some of the costs. If you decide for a private health insurance contract you need to present your private health insurance policy (in English or German) to one of the public German health insurance companies. They have to verify whether your private plan equals their comprehensive plans. If so you receive an insurance exemption certificate which you have to hand in at CUAS Mainz.

You can find further information on health insurance on the [German Academic Exchange Service's website](#).

If you need to see a doctor you usually have to make an appointment except for acute pain situations. When going to a doctor or hospital always remember to bring your health insurance plan. If you need specific medicine you have to go to a pharmacy. There you can get freely-available drugs and prescription-only drugs (the latter have to be prescribed by a doctor). You will need to pay for

the medication yourself but you may submit the receipts at your insurance company. Outside of business hours (night times, Sundays etc.) at least one pharmacy in the area/city is open. In case of an emergency you can call the free-of-charge number: 112 to call an ambulance.

5. Visa

Please inform yourself as early as possible at the German embassy or consulate in your country whether you need a visa to enter Germany for the purpose of studying or whether you only need to apply for a residence permit here after your entry. Please also find out there which documents you exactly need and prepare them carefully.

If you need a student visa, you must apply in advance to the German diplomatic representation in your home country. Under no circumstances is it possible to first enter Germany on a tourist visa and then transform it into a student visa on the spot.

If you need a visa to enter Germany, you will need, among other things, a proof of financing. The proof of financing serves to demonstrate that every international student can pay for his or her living expenses. Therefore, 836 euros per month and 10,032 euros for a whole year must be proven. This money must actually be available to you and is usually blocked on a German bank account.

6. Compulsory Address Registration

All people living in Germany have to register their address within 14 days after moving to a new address. In order to register you have to pay a visit to the closest resident registration office (Einwohnermeldeamt) and bring the following documents with you: your ID card / passport, rental agreement, residence permit and the document "Wohnungsgeberbestätigung" which your landlord has to give to you.

Keep in mind that you also need to de-register your address at the end of your studies at CUAS Mainz. You need to do so 1-5 days before departure in person. For de-registering you need to submit a newly completed "Wohnungsgeberbestätigung".

Students living in Mainz need to register at: Stadtverwaltung Mainz, 33 - Bürgeramt, Bürgerservice, Stadthaus, Lauteren-Flügel, Kaiserstraße 3-5, 55116 Mainz

7. Immigration Office

Non EU or EEA citizens have to go to the Immigration Office (Ausländerbehörde) to apply for a residence permit (Aufenthaltstitel).

Documents you need to bring:

- valid passport (valid for at least 3 months)
- current enrolment receipt from CUAS Mainz
- current health insurance certificate (membership certificate)
- current biometric passport photographs
- completed and signed application form
- current proof of funding (blocked bank account (for more information please click [here](#)), letter of commitment or scholarship)

Please remember: A residence permit always has a time limit. If you need to renew your residence permit you will have to apply for a renewal prior to the end of the validity.

8. Living in Mainz, Germany

There are many reasons for living and studying in Germany. We will tell you five and leave the rest up for you to explore:

- Top quality: German universities are ranked among the best in the world and offer excellent teaching and research opportunities.
- Practical orientation: universities of applied sciences as Mainz CUAS offer practice-oriented approaches to academic questions. The study programmes combine theory and practice. This will greatly facilitate your career start.
- Safety first: In comparison to other countries, Germany is a safe country and you can move around freely. Germany offers economic and political stability, which makes it an ideal place for you to study.
- Natural Diversity: Discover the beauty and diversity in Germany! Besides your studies you have so many opportunities to find out more about your host country. For example, you can do a tour along the river Rhine, go for a walk on a beach, swim in a lake, climb a mountain or visit an old castle.
- Living Tradition: Germans find ways to celebrate in every season. In February we dress up for Carnival (esp. in Cologne and Mainz), in April we celebrate Easter, in summer time we have festivals in every village and they lead up to the biggest festival in autumn: the Oktoberfest, in September the wine markets in and around Mainz are attractive meeting points and in December we come together at our Christmas markets and celebrate German Christmas traditions.

Every country has its own customs and traditions. When you are planning your semester abroad think about the new culture that you will face. Germans are polite, formal, hospitable and known to be very punctual. This is the way they want to be treated as well.

The city of Mainz impresses you with its vibrant present and rich history. Mainz is idyllically situated between vineyards and castles on the river Rhine. The capital of the state of Rhineland-Palatinate has a long and rich history. It was

founded by the Romans over 2,000 years ago. Many parts of Mainz still bear witness to this period even today. Mainz's cathedral of St. Martin is also over 1,000 years old. The city's most famous son is Johannes Gutenberg, inventor of movable type printing.

The city offers a wide variety of leisure activities. If you're interested in culture, take in a show at the Staatstheater Mainz. When the weather's good, Stadtpark and Volkspark are great places to go. The two parks run into each other, and this is where you can meet for picnics. There are also a minigolf course, café and designated barbecue spots. From the Stadtpark, you have a good view of the Rhine, which is not far away. You can jog or cycle along the Rheinpromenade or simply relax on the banks of the river.

9. Life at CUAS Mainz

CUAS Mainz is a small university and our professors, students and staff members work closely together. It is easy to find your way around and we will provide you with personal guidance and support. Our educational approach does not stop after lectures and seminars; we support an open communication and we take care of each other. Therefore we offer a wide range of activities outside of your study programme. Our student's council organizes parties, a summer festival and a yearly CUAS Mainz - Day. Moreover the students in the council represent the CUAS student body and are your main point of contact when you have any problems at the university. The university has its own theater and choir group where you can participate in and practice for shows together with other talented university members. In regular intervals you can attend movie-, theater- and cabaret-nights at CUAS Mainz and we also offer an open mic night where everybody is invited to go on stage.

If you are looking for some peace and calm in your busy university life you can participate in our meditation sessions, prayers or worship services. The university warmly welcomes everybody in our church community. And if you are struggling with a difficult situation please do not hesitate to meet and talk with our psychologist or our spiritual mentor. We also offer a variety of workshops to help you study and to develop your competencies. In regards to career services we offer trainings and lectures to prepare you for your professional career. In addition we work closely with the Federal Employment Agency and offer specific workshops and counselling specifically designed for international students and graduates.