

**University of Konstanz**  
**Exchange Studies**  
**Winter Semester 2024/2025**  
**EU/EEA Formalities**



# Today's Webinar is hosted by:



**Frank E. Lutzenberger**

Adviser for international exchange students  
Coordination GO-Konstanz and OriPro



**Tina Bebensee**

Coordination Incoming Exchange,  
Cooperations with USA and Canada

[international.incoming@uni-konstanz.de](mailto:international.incoming@uni-konstanz.de)

# Topics

## I. Bureaucratic Tasks for EU/EEA students

### 1. Mobility Online (work-flow)

#### a) Admission (deadline was 15.5.2024)

- Complete tasks in work-flow
- Learning Agreement
- Download the Letter of Admission
- Buddy Programme?

#### b) Enrollment (deadline is 15.7.2024)

- EHIC/Provisional Replacement Certificate
- Payment of Social Contribution Fee (and GO-Konstanz)
- Photo for UniCard (student ID)
- Exmatriculation Certificate

### 2. Other formalities

#### a) German/European Bank Account (SEPA)

#### b) Seezeit Accommodation

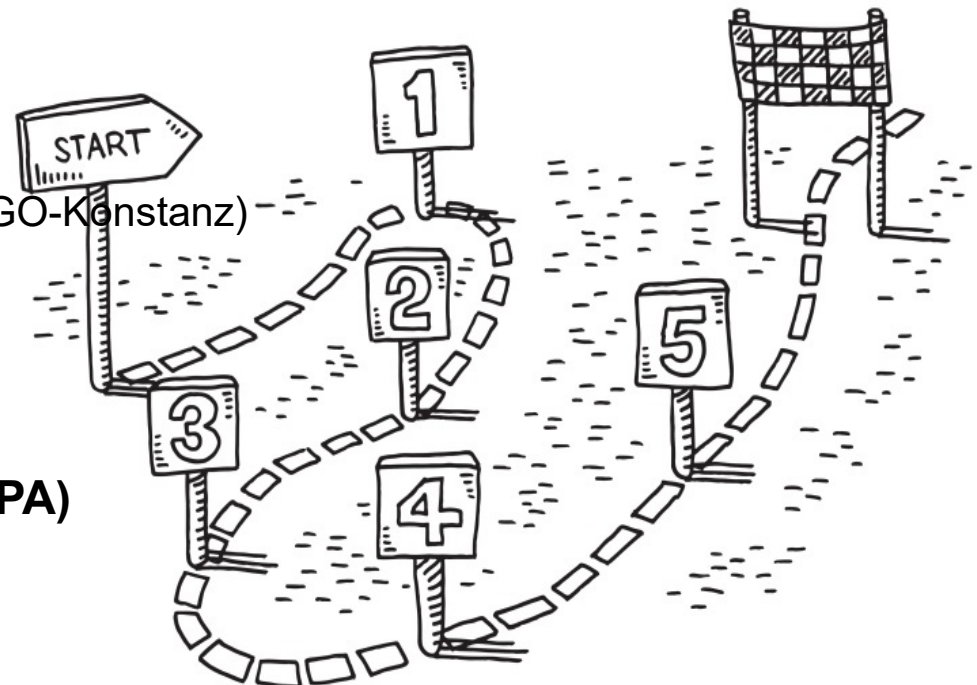
## II. Last but not least

### 1. Next Webinars

### 2. Buddy Programme

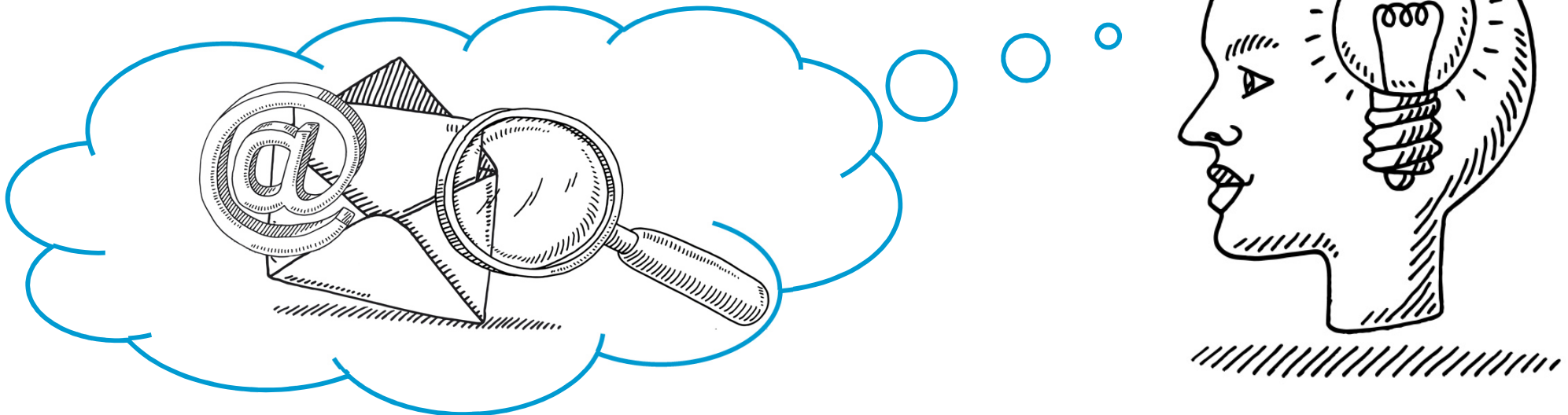
### 3. Get connected!

## III. Q&A



# Remember:

- ☑ Please check your emails regularly for emails from the University of Konstanz or Seezeit (also spam folder)!
- ☑ Ultimate deadline for cancellation is:
  - For participants of GO-Konstanz: 15th August
  - For participants of OriPro: 15th September



# I. Bureaucratic Tasks for EU/EEA students

## 1) Mobility Online (work-flow)

### a) Admission (deadline was 15.5.2024)



Complete tasks in work-flow (housing, admission, orientation programme)

**Deadline was 15.5.2024!!!!**

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 24
Application for Admission, Housing and Orientation Programme					4 / 4
Transcript of Records					2 / 2
Language Certificate					2 / 2
Personal ID Card   Passport					2 / 2
Housing - Proof of Payment for Deposit					2 / 2
Learning Agreement					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>			<a href="#">Get Information and upload your Learning Agreement</a>	
Admission, Housing and Orientation Programme					1 / 2
Application documents complete and approved	<input checked="" type="checkbox"/>	28.11.2022	Petra Nagel		
Letter of Admission provided	<input type="checkbox"/>			<a href="#">Download Letter of Admission and activate enrolment process</a>	
Buddy Programm					0 / 1
EHIC-European Health Insurance Card					0 / 2
Proof of Payment for Social Contribution Fee and (if applicable) GO-Konstanz					0 / 2
Exmatriculation Certificate					0 / 2
Photo for UniCard					0 / 2

# I. Bureaucratic Tasks for EU/EEA students

## 1) Mobility Online (work-flow)

### a) Admission (deadline was 15.5.2024)

- Complete tasks in work-flow (housing, admission, orientation programme)
- Learning Agreement

**Learning Agreement is NOT relevant for admission!**

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 24
+ Application for Admission, Housing and Orientation Programme					4 / 4
+ Transcript of Records					2 / 2
+ Language Certificate					2 / 2
+ Personal ID Card   Passport					2 / 2
+ Housing - Proof of Payment for Deposit					2 / 2
- Learning Agreement					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>			<a href="#">Get Information and upload your Learning Agreement</a>	
- Admission, Housing and Orientation Programme					1 / 2
Application documents complete and approved	<input checked="" type="checkbox"/>	28.11.2022	Petra Nagel		
Letter of Admission provided	<input type="checkbox"/>			<a href="#">Download Letter of Admission and activate enrolment process</a>	
+ Buddy Programm					0 / 1
+ EHIC-European Health Insurance Card					0 / 2
+ Proof of Payment for Social Contribution Fee and (if applicable) GO-Konstanz					0 / 2
+ Exmatriculation Certificate					0 / 2
+ Photo for UniCard					0 / 2

# I. Bureaucratic Tasks for EU/EEA students

## 1) Mobility Online (work-flow)

### a) Admission (deadline was 15.5.2024)

- Complete tasks in work-flow (housing, admission, orientation programme)
- Learning Agreement (is NOT relevant for admission)
- Download Letter of Admission to activate enrolment process!!!

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 24
+ Application for Admission, Housing and Orientation Programme					4 / 4
+ Transcript of Records					2 / 2
+ Language Certificate					2 / 2
+ Personal ID Card   Passport					2 / 2
+ Housing - Proof of Payment for Deposit					2 / 2
- Learning Agreement					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>			<a href="#">Get Information and upload your Learning Agreement</a>	
- Admission, Housing and Orientation Programme					1 / 2
Application documents complete and approved	<input checked="" type="checkbox"/>	28.11.2022	Petra Nagel		
Letter of Admission provided	<input type="checkbox"/>			<a href="#">Download Letter of Admission and activate enrolment process</a> !!!	
+ Buddy Programm					0 / 1
+ EHIC-European Health Insurance Card					0 / 2
+ Proof of Payment for Social Contribution Fee and (if applicable) GO-Konstanz					0 / 2
+ Exmatriculation Certificate					0 / 2
+ Photo for UniCard					0 / 2

# I. Bureaucratic Tasks for EU/EEA students

## 1) Mobility Online (work-flow)

### a) Admission (deadline was 15.5.2024)

- Complete tasks in work-flow (housing, admission, orientation programme)
- Learning Agreement (is NOT relevant for admission)
- Download Letter of Admission to activate enrolment process!!!
- Select, if you'd like to join Buddy Programme to activate enrolment process!!!

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 24
+ Application for Admission, Housing and Orientation Programme					4 / 4
+ Transcript of Records					2 / 2
+ Language Certificate					2 / 2
+ Personal ID Card   Passport					2 / 2
+ Housing - Proof of Payment for Deposit					2 / 2
- Learning Agreement					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>			<a href="#">Get Information and upload your Learning Agreement</a>	
- Admission, Housing and Orientation Programme					1 / 2
Application documents complete and approved	<input checked="" type="checkbox"/>	28.11.2022	Petra Nagel		
Letter of Admission provided	<input type="checkbox"/>			<a href="#">Download Letter of Admission and activate enrolment process</a>	
+ Buddy Programm					0 / 1
+ EHIC-European Health Insurance Card					0 / 2
+ Proof of Payment for Social Contribution Fee and (if applicable) GO-Konstanz					0 / 2
+ Exmatriculation Certificate					0 / 2
+ Photo for UniCard					0 / 2



# I. Bureaucratic Tasks for EU/EEA students

## 1) Mobility Online (work-flow)

### b) Enrollment (deadline is 15.7.2024)



#### EHIC/Provisional Replacement Certificate

- Both sides of the card required
- Validity period must cover **entire duration** of admitted studies (full semester)
- Please apply for the EHIC (UK: GHIC) as soon as possible (can take several weeks!)
- **If you are 30 years or older:** private health insurance sufficient

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 24
+ Application for Admission, Housing and Orientation Programme					4 / 4
+ Transcript of Records					2 / 2
+ Language Certificate					2 / 2
+ Personal ID Card   Passport					2 / 2
+ Housing - Proof of Payment for Deposit					2 / 2
- Learning Agreement					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>			<a href="#">Get Information and upload your Learning Agreement</a>	
- Admission, Housing and Orientation Programme					1 / 2
Application documents complete and approved	<input checked="" type="checkbox"/>	28.11.2022	Petra Nagel		
Letter of Admission provided	<input type="checkbox"/>			<a href="#">Download Letter of Admission and activate enrolment process</a>	
+ Buddy Programm					0 / 1
+ EHIC-European Health Insurance Card					0 / 2
+ Proof of Payment for Social Contribution Fee and (if applicable) GO-Konstanz					0 / 2
+ Exmatriculation Certificate					0 / 2
+ Photo for UniCard					0 / 2

# I. Bureaucratic Tasks for EU/EEA students

## 1) Mobility Online (work-flow)

### b) Enrollment (deadline is 15.7.2024)



EHIC/Provisional Replacement Certificate



Payment for Social Contribution Fee and (if applicable) GO-Konstanz

- Transfer voucher from your bank with:

- bank details of University of Konstanz (purpose of payment!)

- name of account holder and bank details of remittee and transferred amount visible?

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 24
+ Application for Admission, Housing and Orientation Programme					4 / 4
+ Transcript of Records					2 / 2
+ Language Certificate					2 / 2
+ Personal ID Card   Passport					2 / 2
+ Housing - Proof of Payment for Deposit					2 / 2
- Learning Agreement					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>			<a href="#">Get Information and upload your Learning Agreement</a>	
- Admission, Housing and Orientation Programme					1 / 2
Application documents complete and approved	<input checked="" type="checkbox"/>	28.11.2022	Petra Nagel		
Letter of Admission provided	<input type="checkbox"/>			<a href="#">Download Letter of Admission and activate enrolment process</a>	
+ Buddy Programm					0 / 1
+ EHIC-European Health Insurance Card					0 / 2
+ Proof of Payment for Social Contribution Fee and (if applicable) GO-Konstanz					0 / 2
+ Exmatriculation Certificate					0 / 2
+ Photo for UniCard					0 / 2

# I. Bureaucratic Tasks for EU/EEA students

## 1) Mobility Online (work-flow)

### b) Enrollment (deadline is 15.7.2024)

- EHIC/Provisional Replacement Certificate
- Payment for Social Contribution Fee and (if applicable) GO-Konstanz
- Exmatriculation Certificate ("Exmatrikulationsbescheinigung")
  - Only if you have studied at a German university before  
(NOT: summer/winter school, language course, internship, tourist, etc.)

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 24
+ Application for Admission, Housing and Orientation Programme					4 / 4
+ Transcript of Records					2 / 2
+ Language Certificate					2 / 2
+ Personal ID Card   Passport					2 / 2
+ Housing - Proof of Payment for Deposit					2 / 2
- Learning Agreement					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>			<a href="#">Get Information and upload your Learning Agreement</a>	
- Admission, Housing and Orientation Programme					1 / 2
Application documents complete and approved	<input checked="" type="checkbox"/>	28.11.2022	Petra Nagel		
Letter of Admission provided	<input type="checkbox"/>			<a href="#">Download Letter of Admission and activate enrolment process</a>	
+ Buddy Programm					0 / 1
+ EHIC-European Health Insurance Card					0 / 2
+ Proof of Payment for Social Contribution Fee and (if applicable) GO-Konstanz					0 / 2
+ Exmatriculation Certificate					0 / 2
+ Photo for UniCard					0 / 2

# I. Bureaucratic Tasks for EU/EEA students

## 1) Mobility Online (work-flow)

### b) Enrollment (deadline is 15.7.2024)

- EHIC/Provisional Replacement Certificate
- Payment for Social Contribution Fee and (if applicable) GO-Konstanz
- Exmatriculation Certificate ("Exmatrikulationsbescheinigung")
- Photo for UniCard (student ID card) – use Mobility Online cropping tool!

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 24
+ Application for Admission, Housing and Orientation Programme					4 / 4
+ Transcript of Records					2 / 2
+ Language Certificate					2 / 2
+ Personal ID Card   Passport					2 / 2
+ Housing - Proof of Payment for Deposit					2 / 2
- Learning Agreement					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>			<a href="#">Get Information and upload your Learning Agreement</a>	
- Admission, Housing and Orientation Programme					1 / 2
Application documents complete and approved	<input checked="" type="checkbox"/>	28.11.2022	Petra Nagel		
Letter of Admission provided	<input type="checkbox"/>			<a href="#">Download Letter of Admission and activate enrolment process</a>	
+ Buddy Programm					0 / 1
+ EHIC-European Health Insurance Card					0 / 2
+ Proof of Payment for Social Contribution Fee and (if applicable) GO-Konstanz					0 / 2
+ Exmatriculation Certificate					0 / 2
+ Photo for UniCard					0 / 2

# I. Bureaucratic Tasks for EU/EEA students

## 1) Other Formalities

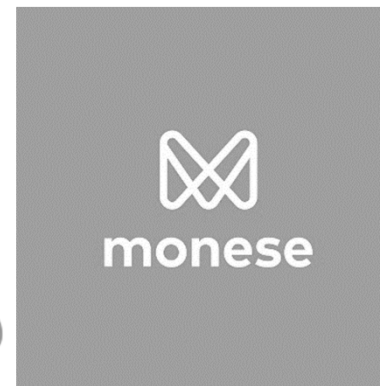
### a) German/European Bank Account (SEPA)

German/European checking account is required for:

- Seezeit: monthly rents (direct debit)

You do not have a German/European (SEPA) bank account yet?

You can open up a bank account online (app based), for example:



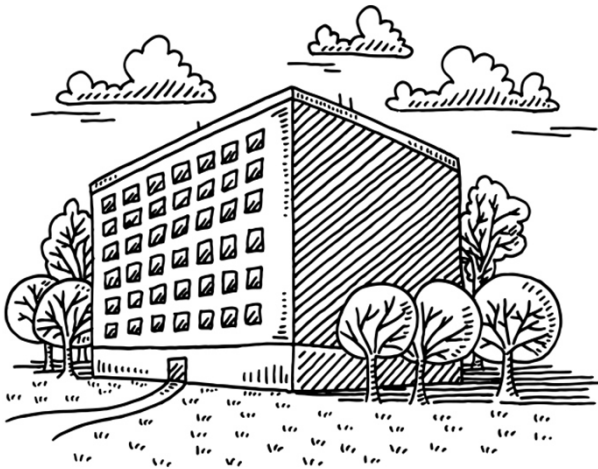
# I. Bureaucratic Tasks for EU/EEA students

## 1) Other Formalities

### b) Seezeit Accommodation

#### Tenancy contract

- Will be sent to you by e-mail around mid/end of July (GO-Konstanz)
- Will be sent to you by e-mail around mid/end of August (OriPro)
- Must be signed and sent back to Seezeit by **regular postal mail!!**



- German/European bank account (SEPA) needed!
- Official move-in dates: 2./3.9.2024 (GO-Konstanz)
- Official move-in dates: 1./2./4.10.2024 (OriPro)
- You come with car? Ask for parking place to rent
- Arrange move-in appointment with tenant service

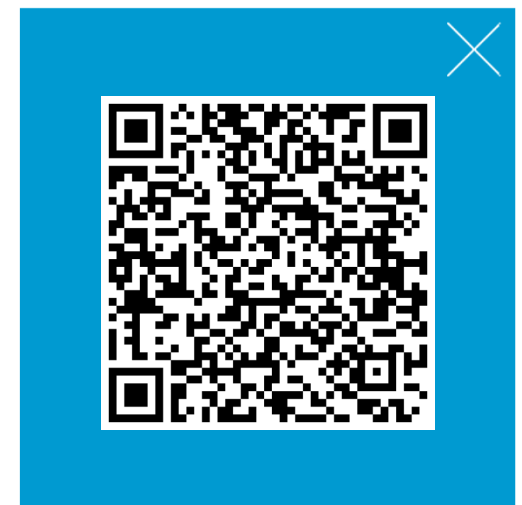
## II. Last but not least

### 1) Next Webinars

### XP2) Final Preparations & Info

<https://bit.ly/UniKN-WS24-25-XP2>

Save the date:  
Tue, 16.7.2024  
14.30 CEST (UTC+2)



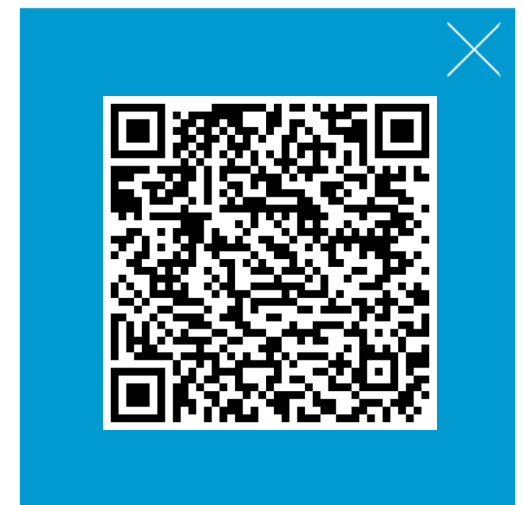
## II. Last but not least

### 1) Next Webinars

#### XP3) Introduction to Studies

<https://bit.ly/UniKN-WS24-25-XP3>

Save the date:  
Tue, 20.8.2024  
14.30 CEST (UTC+2)



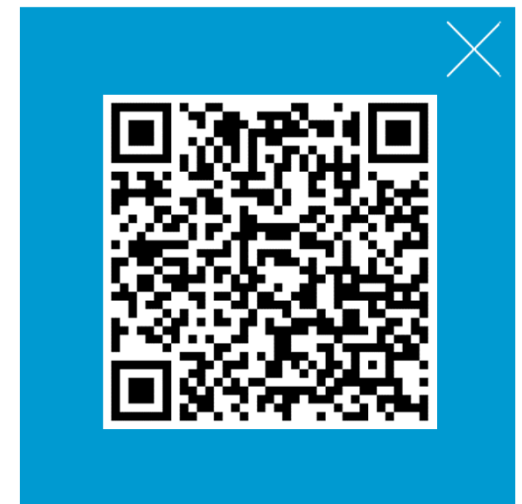
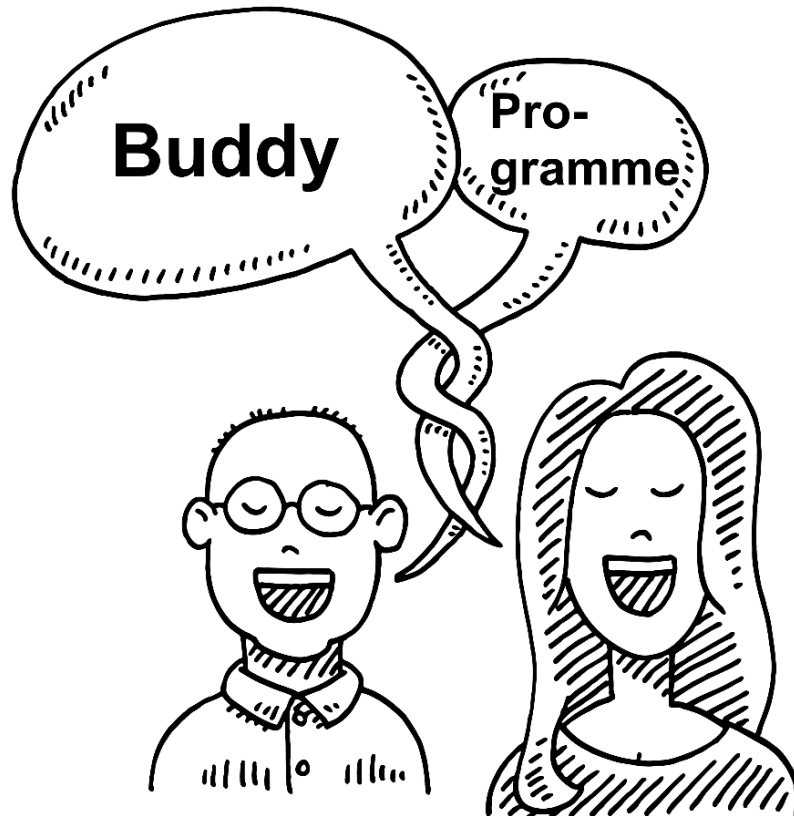


# II. Last but not least

## 2) Buddy Programme

Matching will be done by  
end of July/mid August!

Sign up for our Buddy Programme!!!



## II. Last but not least

### 3) Get connected!

Join the Discord server  
(from students for  
students)

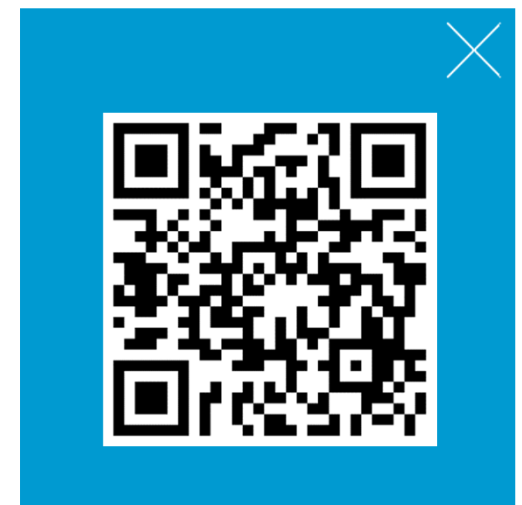
Mingle & socialize with other students!



# DISCORD

## Konstanz Students 2024

<https://discord.gg/PEy9JBcgTR>



# III. Q & A

**Any  
questions?**



**Frank E. Lutzenberger (moderator)**  
Adviser for international exchange students  
Coordination GO-Konstanz and OriPro



**Tina Bebensee (chat)**  
Coordination Incoming Exchange,  
Cooperations with USA and Canada

[international.incoming@uni-konstanz.de](mailto:international.incoming@uni-konstanz.de)

