

Extending the Period of Temporary Study



An extension of the temporary study visit can in general only be accepted in **exceptional** individual cases. Incoming **Erasmus+ ICM** exchange students **can not** extend their study visit after their admission letter for their study visit at the University of Konstanz was once issued. **Erasmus+** students may **not** extend from summer to winter semester!

Important

Applicants for an extension don't have any guarantee to live in a Seezeit student accommodation in the extended period. The International Office will draw lots with its remaining Seezeit rooms by the middle of December/May and inform all applicants by email. Thus, students who do not get a Seezeit accommodation have to find a place to stay on the private accommodation market without the assistance of the International Office.

Please be sure to find an accommodation in the private residential market duly: <https://bit.ly/AccommodationKonstanz>

Application Deadline

Please apply for the extension of the period of temporary study duly

for the next summer semester:	1 December
for the next winter semester:	1 May (<u>not</u> Erasmus+)

Documents needed:

For the extension of the period of temporary study (non-degree study), you have to submit the following documents:

- 1) a written permission from the **International Office** of your home university regarding the extension of your stay
- 2) filled out and signed application form »Application for Extending the Period of Temporary Study«:
<https://bit.ly/OrganisingStudies>
- 3) current certificate of enrolment ("Immatrikulationsbescheinigung") from the University of Konstanz.
You can print it out here:

<https://zeus.uni-konstanz.de>→ZEuS log in→"My Studies"→"Student Service"→"Reports"

- 4) **Additionally only for free movers:** current certificate of enrolment of home university

Department

After having prepared the above mentioned documents, please visit the responsible Departmental Exchange/Erasmus+ Coordinator. Your department at the University of Konstanz must accept the extension of your study visit (2nd part of application form). Please observe the information sheet »Departmental Exchange and Erasmus+ Coordinators«.

International Office

After having it signed by the department, please visit the International Office and submit all the above mentioned documents to: Frank E. Lutzenberger; room A 614; office hours: Mon-Thu 9.00-17.00: <https://bit.ly/UniKNFrankELutzenberger>

Extension

Please remember in this context to also extend the following:

- **Students from a non-EU/EEA country:**
The residence permit at the Foreigners' Registration Office Konstanz ("Ausländerbehörde")
Please note: You have to apply for the extension duly before the expiry of the residence permit/visa.
Please also mind the processing time.
- The health insurance policy
- The private liability insurance if applicable

Re-registration

Please keep in mind that as soon as you get your extension acknowledged you should re-register in order to continue your studies. Students registered at the University of Konstanz who wish to continue their studies in the next semester must state this **explicitly**. This statement is done through bank transfer of the required fees.

You can check the outstanding fees in the ZEuS Portal by selecting "**Bills and payments**":

<https://zeus.uni-konstanz.de>→ZEuS log in→"My Studies"→"Student Service"→"Bills and payments"

The statement for re-registration has to be done

for the next summer term:	15 January – 15 February
for the next winter term:	15 July – 15 August

Students who do not meet the deadline for paying the required fees and contributions will at first receive a (billable) reminder (15 Euro). In case there is still no payment, the student will be exmatriculated ex officio. Please observe the information sheet »Re-registration« for further details.