

PRACTICAL GUIDE

FOR
EXCHANGE STUDENTS


- GETTING STARTED -



Summer Semester
2022



Let's get connected!

 / [jguinternationalstudents](#)

 / [unimainz_internationalstudents](#)

 / www.uni-mainz.de/video/JGU_welcome



A Semester Abroad at JGU and Corona

The information in this guide regarding Corona is valid according to the current state of affairs (March 2022). We will inform you as soon as possible in case of further changes.

Please stay informed by regularly checking the currently applicable regulations in Germany/Rhineland-Palatinate/Mainz/at JGU. Here is an overview of the most important websites for information on Corona:

ENTRY REQUIREMENTS – QUARANTINE – VACCINATION STATUS

- Entry and quarantine regulations for Germany
www.auswaertiges-amt.de/en/coronavirus/2317268
- Quarantine regulations Rhineland-Palatinate and Mainz (link in German)
corona.rlp.de/de/themen/uebersicht-quarantaene-und-einreise/absonderung-und-quarantaeneregelungen
- Vaccines with a marketing authorization in Germany
www.pei.de/EN/medicinal-products/vaccines-human/covid-19/covid-19-list-1.html?jsessionid=604013819046DF2499096EB005CBA556.intranet231
- Corona Warn App
www.bundesregierung.de/breg-de/themen/corona-warn-app/corona-warn-app-englisch

TESTS – VACCINATIONS – INFECTIONS

- Local health authority Mainz (link in German)
www.mainz-bingen.de/de/Aemter-Abteilungen/Gesundheit/
Corona hotline: 06131-69333-4275
Phone number in case of a suspected Corona infection: 116 117
- Testing options in Mainz (link in German)
www.mainz.de/verwaltung-und-politik/buergerservice-online/corona-testmoeglichkeiten.php

- Where to get vaccinated in Mainz
www.mainz.de/verwaltung-und-politik/buergerservice-online/corona-impfzentrum.php (link in German)

en.corona.uni-mainz.de/vaccination-offer/

STUDIES AND FREE TIME

- JGU's Corona regulations
en.corona.uni-mainz.de
- JGU's student newsletter
As soon as you are enrolled, you will regularly receive the JGU student newsletter with information on the current Corona regulations (courses, library, campus, access, dining options, etc.)
- Cultural and free time offers
You can find out whether or not the cultural and free time offers mentioned in the guide (pages 28-29) are taking place on the corresponding websites.

IMPORTANT EVERY-DAY RULES AND CONCEPTS TO KNOW



- **FFP-2 mask/medical mask**
Please pay attention to which mask must be worn where
- **AHA rule:**
Please keep to the so-called AHA rule: Distance, Hygiene, Masks (= "**A**bstand, **H**ygien**e**, **A**lltagsmaske"): Distancing, hygiene measures, and face coverings
- **2G/3G/2G+**
Please pay attention to the different access rules for vaccinated, recovered, and tested persons (= "**G**eimpfte, **G**enesene, **G**etestete")
- **Antigen tests/PCR tests**
Please pay attention to which test you must take when/for what
- **Collection of contact details**
You might be required to register for certain events and submit your contact details for tracing.

Dear students,

the Gutenberg International School Services (GIS Services) are very happy to soon welcome you here in Mainz! We are part of the International Office and your main contact during your stay in Mainz.

You probably already have a lot of questions. This brochure will help guide you through all the important steps of your exchange semester, such as how to prepare for your studies. You will get all the important information you will need for a successful time abroad.

Since you're not only here to study, we will also give you tips for (cultural) events you shouldn't miss on and around campus.

Please read more about our services on page 13.

We wish you good health, a lot of fun and great success for your exchange semester in Mainz!

Your GIS Services Team

Silke Jennerich | Dr. Thomas Weik | Jan Koloska | Fouad Ahsayni | Manal Al-Towaie | Marija Skaramuca



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CHECKLIST

PREPARING FOR TRAVEL

You're starting a new chapter in your studies soon!

You're probably nervous and busy planning 😊. We made you a checklist, so you don't forget anything!

- Remember the **Practical Guide Part 1**
You should have completed most of it by now

7 SCHRITTE ZUR JGU / 7 STEPS TO JGU

PRACTICAL GUIDE Part 1

- 1a – HINWEISE ZU CORONA/ INFORMATION ABOUT CORONA i
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- 2 – ONLINE BEWERBUNG STUDIENPLATZ/ ONLINE APPLICATION STUDIES 🖥️
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- 4 – KURSWAHL/ COURSES 🔍
- 5 – SEMESTERBEITRAG/ SEMESTER FEE & IMMATRIKULATION/ ENROLLMENT 📖
- 6 – KRANKENVERSICHERUNG/ HEALTH INSURANCE 🛡️
- 7 – BUDDY PROGRAMM/ BUDDY PROGRAM 👤

- It would be best if you have also already completed everything for your **enrollment** (see the instructions in the email you received).

CHECKLISTE

- ✓ Ich habe die Zulassung durch JGU-Skript erhalten
- ✓ Zulassung speichern/ ausdrucken
- ✓ Antrag auf Immatrikulation ausfüllen, unterschreiben, scannen
- ✓ Semesterbeitrag überweisen und Nachweis scannen
- ✓ Ausweisdokument scannen
- ✓ E-Mail an antrag@international@uni-jgu.de schicken mit
 - ✓ Scan Antrag auf Immatrikulation
 - ✓ Scan Zahlungsnachweis
 - ✓ Scan Ausweisdokument
- ✓ E-Mails an gesundheits@international@uni-jgu.de schreiben
 - ✓ Versicherungsstatus/Versicherungsschutz klären
- ✓ Ich habe eine E-Mail erhalten, dass die Meldung der Krankenversicherung an die JGU erfolgr. ist.
- ✓ **Deine Immatrikulation? - alles erledigt! 😊**



Ich erhalte den **Practical Guide Part 2** durch die GIS Services per E-Mail (März 2022), damit ich mein Studium an der JGU planen kann.

CHECKLIST

- ✓ I have received the letter of admission via JGU-Skript
- ✓ Save/print letter of admission
- ✓ Fill in, sign and scan „Antrag auf Immatrikulation“ (application for enrollment, last two pages of your letter of admission)
- ✓ Pay semester fee and scan bank receipt/proof of transaction
- ✓ Scan ID Card/Passport
- ✓ Send email to antrag@international@uni-jgu.de including
 - ✓ Scan of the „Antrag auf Immatrikulation“ (application for enrollment)
 - ✓ Scan of the proof of transaction
 - ✓ Scan of the ID card/passport
- ✓ Write an email to a health insurance provider
 - ✓ Clarify your insurance status
- ✓ I have received an email that the health insurance provider informed JGU.
- ✓ **Your enrollment? Everything done! 😊**



I will receive **Practical Guide Part 2** via email by the GIS Services (March 2022) to prepare my studies at JGU.





All done? Great! You have almost reached your goal: JGU is on the horizon!



You noticed something you haven't done yet?

Then try to complete it as fast as possible or write us an email so we can help you.

TO DO BEFORE YOU DEPART?

- Carefully read through this **guide** 😊



PLAN YOUR ARRIVAL

- The first day you can officially **move in** to the Studierendenwerk's dormitories is April 1st, 2022
- The **InfoDays** take place from April 4th to April 8th, 2022.
- Order a **Basic-Pack** in case you need basic items for your room in the Studierendenwerk's dormitories (see page 12)



PACKING YOUR SUITCASE – TAKE IMPORTANT DOCUMENTS


Remember to bring all of your documents either as paper copy or saved on your phone/computer:



- Passport/ID card
 - EU citizens: passport or ID card (at least 3 months to expiration date)
 - Non-EU citizens: passport (at least 15 months to expiration date), including residence permit or student visa.
- official letter of admission
- confirmation of semester fee payment
- certificate of health insurance coverage (home country) (EU students: EHIC, for example)
- proof of corona vaccination
- Only scholarship recipients: certificate/confirmation of scholarship

IMPORTANT DATES - TIMELINE OF YOUR STAY

Your journey starts here...

WELCOME WEEK	ARRIVAL	From 01.04.2022	Start of moving into the dormitories of the Studierendenwerk Mainz
	ENROLLMENT	Until 07.04.2022	Send all your documents to JGU until 07.04.22 (see page 6) Install the JGU app to be able to use your semester ticket and your student ID (see page 37)
		04.04.2022/ 05.04.2022	InfoDays: Day 1 & 2 Welcome to JGU
		06.04.2022/ 07.04.2022	InfoDays: Day 3 & 4 Welcome to your studies & student life
08.04.2022		InfoDays: Days 5 Welcome to the city	
PREPARING STUDY START	REGISTRATION FOR CLASSES	From 01.04.2022	Use the registration form for courses and contact your subject advisors (see page 22).
	REGISTRATION FOR GERMAN COURSES	06.04. - 11.04.2022	Register for German Language Courses (see page 21)
		Further Tasks: ✓ Get your StudiCard to be able to use printers on campus and cashless payment in cafeterias (see page 41) ✓ Register at the city's registration office = Bürgerservice Mainz (see page 38-39) ✓ Register for license fee for public service media (see page 40) ✓ Download your certificate of enrollment (see page 36)	
LECTURE PERIOD		19.04.2022	Begin of lecture period
	PUBLIC HOLIDAYS	26.05.2022 06.06.2022 16.06.2022	Ascension Day Whit Monday Corpus Christi
			Time to study, live & explore ✓ Make use of your student ticket ✓ Take part in social activities ✓ Enjoy the #mainzgefühl ✓ Study hard 😊

IMPORTANT DATES - TIMELINE OF YOUR STAY



LECTURE PERIOD	REGISTRATION FOR EXAMS	~ first/second week of July	This is the registration period for exams. If you haven't discussed the exam procedure with your lecturer yet, now is the time! (Note: Exchange students usually do NOT register via JOGU-StInE)
	EXTENDING YOURSTAY?	before 30.09.2022	Tasks: <ul style="list-style-type: none"> ✓ Apply for the extension in JOGU-StInE (You will get more information about that from the GIS Services) ✓ Get the confirmation/approval from your home university and the confirmation from your department at JGU (both via email) and upload the confirmations in your application in JOGU-StInE. ✓ Transfer the semester fee after receiving the notification from JOGU-StInE that your stay will be extended. ✓ Extend your rental contract -and inform the Studierendenwerk- and all other contracts, Visa, health insurance...
	DEADLINE REMATRICATION SEMESTERFEE	15.07.2022	You're staying longer than one semester? Remember to transfer the student semesterfee by July 15th, 2022! You can find more information here: www.studying.uni-mainz.de/rematriculation/
		23.07.2022	End of lecture period
DEPARTURE	END OF STAY TASK LIST		Tasks: <ul style="list-style-type: none"> ✓ You will receive the Practical Guide Part 3 including all relevant information before the end of your stay from GIS Services via email at the end of the lecture period. ✓ Download your confirmation of exmatriculation in JOGU-StInE (your account will remain active for another semester, see page 36) ✓ Have your Confirmation of Departure signed by GIS Services (by email). ✓ Contact your department for the Transcript of Records (by email). ✓ Deregister at the Bürgerservice Mainz ✓ Deregister from the license fee for public media service
		30.09.2022	End of semester student ID/ticket expires
STAYING IN TOUCH	ALUMNI NETWORK		We hope you enjoyed your stay in Mainz and at JGU! If you would like to stay connected and hear about the events going on at JGU, then sign up for the alumni network! eng.alumni.uni-mainz.de GUTENBERG alumni



In the following, we will provide you with a quick overview on how to travel to Mainz and JGU. If you need further information, please check:

www.uni-mainz.de/eng/118.php



TRAVELING FROM THE AIRPORT TO MAINZ CENTRAL STATION

There are two airports close to Mainz:

1. FRANKFURT INTERNATIONAL AIRPORT (30 MIN. AWAY)

From there you can catch the train or S-Bahn to Mainz central station.

From Frankfurt/Flughafen Fernbahnhof, trains: (EC), Intercity (IC), Intercity Express (ICE), tickets cost around EUR 13,60, travel time: about 20 minutes.

From Frankfurt / Flughafen Regionalbahnhof, trains: S-Bahn S8, Regional Railway (RB), Regional Express (RE), tickets cost around EUR 5,20, travel time: around 30 minutes.

You can find the link to the train schedule here:

www.bahn.com/en/view/index.shtml

2. FRANKFURT HAHN AIRPORT (HUNSRÜCK REGION, 90 MIN. AWAY)

From there you can travel by bus to Mainz central station. The "Flibco" bus leaves from Terminal 3 every three hours for Mainz central station. Tickets cost around EUR 12, travel time: around 90 minutes.

You can find the timetable here:

www.bohr.de/en/scheduled-services/busline-hahn-mainz

You can book the tickets here:

www.flibco.com



TRAVELING FROM MAINZ CENTRAL STATION TO THE CAMPUS

Plenty of buses and tram lines go from the central station to the campus. There are several different stops due to the large scale of the university campus. We would recommend using tram lines 51, 53, 59 or the number 57 bus, because they stop directly at the main entrance of the campus.

All of the stations are marked with this image on the campus map:





For buses, tram and train schedules in and to Mainz you can check the app or homepage of the MVG – Mainzer Mobilität:
www.mainzer-mobilitaet.de/

RMV-Rhein-Main
Verkehrsgesellschaft - which also covers the whole region:
www.rmv.de/c/en/homepage

RIDE A BIKE IN MAINZ

You want to buy a bike? Have a look on portals like *ebay Kleinanzeigen*, postings on the notice boards or in unibike shop.



RENTAL BIKES

Once you settle in, you can also explore the campus and the city by bike. You can register online to use the Mainz city bikes.

You can find further information about registration and the bike stations here:
www.mainzer-mobilitaet.de/meinrad/neuigkeiten

You can find all of the rental bike stations on the campus by looking on the campus map (See Page 45).

„GREEN MOBILITY “

Sustainability and climate protection are two of our time’s central topics and everyone can contribute. JGU Mainz is glad about every exchange student who (if possible) chooses to travel to the university using **climate friendly modes of transport** (train or bus instead of airplane or car).

Mainz is easily reached with a train from most European cities via Frankfurt am Main.



Information for Erasmus+ students:

The Erasmus+ program is also pursuing the goal of becoming more sustainable – ask your home university if you can receive the special “green mobility” grant for your trip.



ACCOMODATION

STUDIERENDENWERK MAINZ DORMITORIES

Here you will find an overview of all the dormitories of the Studierendenwerk Mainz (Stw Mainz). To find out how to get there, simply click on your dormitory and you will be provided with a description.

www.studierendenwerk-mainz.de/en/wohnen/dormitories

ROOM EQUIPMENT: BASICPACK

Every room is equipped with furniture (wardrobe, bed, chair, table and desk chair). Please keep in mind that the following is NOT provided:

Bedding (blanket, pillow, bedcovers) & towels

Dishes, cooking pots & cutlery

If you are unwilling or unable to transport these items, you can order a basic package that includes the listed items for 75 euros. More information:

www.studierendenwerk-mainz.de/en/internationales/housing-international/basic-room-equipment


EINZUG

Head directly to your dormitory on moving-in day. The facility manager will give you the keys to your room. Beginning on April 1st, 2022, you can move in on any business day, Monday through Friday. For Saturdays, Sundays, or holidays, the following business day is moving-in day. The Studierendenwerk will send you further information on the moving-in process via email shortly before you move in.

RENT

Transfer the rent and the deposit to the Studierendenwerk Mainz **before**

the contract period begins. Information on payment and the account information is in the email "Mietvertrag angekommen" from the Studierendenwerk.

Once you have returned the contract digitally to wohnen@studierendenwerk-mainz.de, send the original contract with your original signature (pen on paper ) to the following address within the next 10 days:

Studierendenwerk Mainz
Abteilung Studentisches Wohnen
Staudingerweg 21
55128 Mainz

If you do **not** live in Europe, take the original contract with you and either drop it in the letterbox at the **Info point** (Studierendenwerk Mainz, Abteilung Studentisches Wohnen, Staudingerweg 21, 55128 Mainz), hand it in there, or send it via regular mail once you arrive at JGU.

DEPOSIT

When moving in, you are required to pay a one-time deposit ("Kautions"= the sum of two month's rent), which will be returned to you when you move out, providing that you have left your room in good condition. Report any damages present when you move in to your dormitory's facility manager office and have them entered in the log.

Looking for private accommodation?!

www.studierendenwerk-mainz.de/en/wohnen/private-living/page

GUTENBERG INTERNATIONAL SCHOOL SERVICES

The Gutenberg International School Services (GIS Services) are your main contact for your time abroad at JGU Mainz.

We are here for you in order to make your time in Mainz as pleasant and successful as possible. We will accompany you through all the phases of your study abroad at JGU – from preparation at home to advice and support here on the spot, to your departure at the end of your stay.

If you have any questions concerning your stay – administrative matters, accommodation, health insurance, on-campus orientation or study organization – don't hesitate to contact us!

We can either answer your question right away or we will know who to ask. 😊

You can reach us via email and telephone.

We are looking forward to welcoming you in Mainz soon!

During the InfoDays from the 4th to 8th of April we will be available daily in the Alte Mensa to answer your questions (Details will follow via email).

Your GIS Services Team

OUR SERVICES AT A GLANCE

you can contact/visit us for...

...Advice on

- Administrative matters
- Health care
- Visa matters
- Financial matters
- Accommodation
- Study organization

...Help and support for any other problem and question

...Or just to chat with us 😊

GIS SERVICES

Building: Forum universitatis 2
Rooms: 00-241

Phone: +49 6131 39-20695

Email: gis@international.uni-mainz.de

Please check our website for more information:

www.international-office.uni-mainz.de/exchange/





INFODAYS



During the InfoDays, JGU welcomes all of the newly arrived international exchange students on the Mainz campus.

Over the course of the InfoDays, you will get to know the campus together with us and find out all the necessary information for a good start into your exchange semester at JGU.



You can't attend the InfoDays?

First of all, don't panic – you can still study at JGU!

But please do inform us of your absence in advance via email: gis@international.uni-mainz.de.

We will send you further information regarding your next steps and when you can meet us.



The Confirmation of Arrival for Erasmus+

students will be signed by GIS Services during the InfoDays.

INFODAYS PROGRAM



We will send you a detailed program via email.

**DAY 1 & 2 –
April 4th and 5th, 2022**
WELCOME TO JGU

- Welcoming address
- Campus tour in groups

**DAY 3 & 4 –
April 6th and 7th,
2022**
WELCOME TO YOUR
STUDIES AND
STUDENT LIFE

- Online presentation on how to sign up for courses
- Information on offers on campus

**DAY 5 –
April 8th, 2022**
WELCOME TO THE
CITY

- Guided city tour through Mainz



IMPORTANT THINGS TO DO AFTER YOU ARRIVE IN MAINZ

STARTING INTO YOUR STUDIES



- ❑ download and install the JGU app (page 37)
- ❑ upload your picture in the app (page 36)
- ❑ activate your student ID card and semester ticket in the app (page 34)
- ❑ activate your student account (page 35)
- ❑ apply for your library account through the app (page 43)
- ❑ update your address (page 36)
- ❑ get a StudiCard (page 41)
- ❑ get your Confirmation of Arrival (page 14)
- ❑ take part in the InfoDays and get to know the campus (page 14)
- ❑ sign up for the German language course (Page 21)
- ❑ sign up for courses (page 22)

MOVING IN





- ❑ move into your dormitory room: Basic- Pack, taking possession of your room, keys (page 12)
- ❑ hand in your original rental contract (page 12)
- ❑ activate WiFi

LIVING IN MAINZ



- ❑ register at the city's registration office (Bürgeramt) (page 38/ 39)
- ❑ appointment for your visa (page 39)
- ❑ license fee (page 40)
- ❑ open an account (optional/ page 39)
- ❑ take part in a city tour (page 14)

Special Office Hours  
during the InfoDays
from April 4th to April 8th, 2022, GIS Services will be available to answer your questions daily in the **Alte Mensa** (see campus map). (Further details will be sent via email).



STUDYING IN MAINZ IS MUCH MORE THAN "JUST" STUDYING

VIRTUAL INFOCAFÉ



Always well advised!

Find out more about the services and advising offers for every stage of your life!

Broaden your academic horizon!

Take a look at the academic options JGU has to offer!

Lonely? Not with us!

Get to know students and citizens of Mainz!

Boredom? What's that?

Sports, music, art, theater, excursions everywhere you look!



Did we arouse your interest in the different offers?

You won't have to wait long – we'll send you the link to the current virtual InfoCafé presentation via email!

UNIVERSITY GROUPS ("Hochschulgruppen")

Get to know the different student university groups through the virtual university group fair (link in German):

asta.uni-mainz.de/service/hochschulgruppen/hsg-vorstellung

STUDENT COUNCILS ("Fachschaften")

The student councils are student representatives for the students of specific faculties. You can find information on events for the beginning of the semester on your faculty's student council page. Here is a list of all the student councils (link in German):

www.studium.uni-mainz.de/fachschaften/



GET READY FOR YOUR STUDIES

In this chapter, we will provide you with all the necessary information on how to organize and succeed in your studies!



Watch our online presentations April 6th and 7th during the InfoDays (the program will follow via email).

WELCOME TO YOUR STUDIES

You are already enrolled at JGU – now your studies can finally begin! In cooperation with the departments at JGU, we will try to answer all of your questions!

WHO CAN ANSWER MY QUESTIONS?

THE GIS SERVICES

...give you an **overview** for your exchange semester at JGU

...can answer your **general** questions about the course registration process

THE DEPARTMENTAL ACADEMIC ADVISORS AND THE ERASMUS+ DEPARTMENTAL COORDINATORS

...can answer all of your **academic** questions

...give you advice on and confirm your choice of courses

Which deadlines do I need to be aware of?

Who are my academic advisors?

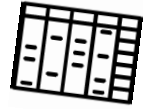
Where do I find the course catalogue?

Is it possible to attend courses from different departments?

Which courses are taught in English or in another foreign language?



WHAT JGU HAS IN STORE FOR YOU



As an exchange student, you have many options to fill your timetable. In the following, we will inform you of JGU's various offers and tell you where you can find the right course for you.

GUTENBERG INTERNATIONAL SCHOOL

The Gutenberg International School (GIS) offers courses for students with no knowledge of the German language or students who have German language skills on an intermediate level.

Our interdisciplinary GIS courses mainly deal with the topics (German) history and culture, as well as social sciences and society.

Additionally, you can improve your German language skills with our special offers for exchange students.

You can either earn all your credits with GIS courses or complement the courses from your subject in case you want to gain insight into other fields. Please note: the registration for the courses must be done in the subjects in which these courses are offered and **not** through the Gutenberg International School!

As a special service, we will also provide you with a list of all the courses taught in languages other than German at JGU which are open for exchange students.

So, just have a look what JGU has in store for you!

Contact: Dr. Thomas Weik (GIS)
gis@international.uni-mainz.de



You want to...

... improve
your
German
Skills?

... earn credits?

... broaden
your horizon?



COURSE OFFER

GIS- SPECIAL COURSES FOR EXCHANGE STUDENTS



HISTORY
& CULTURE

Are you interested in German history & culture and/or History & Culture in general? Do you want to learn about the influence of the past and its effect on today's culture? Just take a look at the interdisciplinary offers in English in these areas.

Do you study social sciences or just want to see what kind of research is done here in Germany in this field (from international relations or innovation and technology sociology to media and globalization)? Then these English-language offers may be the right fit for you.



SOCIAL
SCIENCE
& SOCIETY



GERMAN
LANGUAGE

Would you like to study at JGU primarily to improve your German language skills and learn more about German literature and culture at the same time? We may have just what you need.

LIST OF NON-GERMAN-LANGUAGE COURSES OPEN FOR EXCHANGE STUDENTS

Studying at JGU without sufficient German language skills is not possible? Wrong! Check out the JGU courses offered in languages other than German (which also includes the GIS courses in languages other than German). As an exchange student, you are very flexible in taking courses from various departments, so you can construct your class schedule according to your wishes.



NON-GERMAN
COURSES

Check out the course offer on:

www.international-office.uni-mainz.de/exchange/gis/



JGU GENERAL OFFER

You already know our main study-platform JOGU-StiNe from your application. You can also find there the general course catalogue, which lists (nearly) all of the courses offered by the various subjects, departments and other institutions.

You don't need a login for the course catalogue!
jogustine.uni-mainz.de




Course catalogue

Overview


- Faculty 01 - Catholic Theology and Protestant Theology
- Faculty 02 - Social Sciences, Media, and Sports
- Faculty 03 - Law, Management, and Economics
- Faculty 04 - Human Medicine and Dentistry
- Faculty 05 - Philosophy and Philology
- Faculty 06 - Translation Studies, Linguistics and Cultural Studies
- Faculty 07 - History and Cultural Studies
- Faculty 08 - Physics, Mathematics and Computer Science
- Faculty 09 - Chemistry, Pharmaceutical Sciences, Geography and Geoscience
- Faculty 10 - Biology
- Mainz Academy of Arts
- Mainz School of Music
- Career Service
- Gutenberg International School (GIS)
- International Preparatory and Language Center (ISSK)
- Studium generale
- University Library
- Teacher Training Center (ZfL)
- Data Center (ZDV)
- Zentrum für interdisziplinäre Forensik (ZIF)

 GENERAL COURSE OFFER

 GIS COURSES FOR EXCHANGE STUDENTS
 You can find all offers on the website:
www.international.uni-mainz.de/exchange/gis/
 (See pages 18 and 19)

STUDIUM GENERALE 

Interdisciplinary lecture series that deals with contemporary issues in the fields of philosophy, cultural studies and inter-culturalism.

ZDV COURSES – COMPUTER SKILLS 

Courses offered by the ZDV (Data Center) for all students (e.g. PowerPoint, Photoshop etc.)

ACADEMIC WRITING SKILLS 

Tutorials for academic writing open for students from all subjects.
www.schreibwerkstatt.uni-mainz.de/

THERE ARE MANY OPTIONS WAITING FOR YOU!
 So don't hesitate to ask the academic advisors to organize your timetable and find out the courses that fit best for YOU.



LEARNING GERMAN

ISSK – INTERNATIONALES
STUDIEN- UND SPRACHENKOLLEG

(= International Preparatory and
Language Center)

 BINGER STR. 14-16

21

COURSES OFFERED

Classes at levels A1- C1 meet twice
or three times a week for a total of
4 to 6 academic units per week.

For every course you successfully
complete, you can obtain ECTS (after
passing the exam).

CONTACT GERMAN COURSES

Internationales Studien-
und Sprachenkolleg


ISSK

Ms. Dr. Dorota Piestrak-Demirezen
piestrad@uni-mainz.de

REGISTRATION

FROM 06.04.2022 TO 11.04.2022

Please register for the courses
within this period.

 Registration forms sent before
or after this period will not be
accepted or processed!

You find the course overview in
JOGU-StINE under [course
catalogue > summer semester
2022 > ISSK > German as a foreign
language](#)

Detailed information about the
registration and the placement
(placement test; language
certificates) can be found on the
ISSK website (link in German):

[issk-en.uni-mainz.de/registration-
for-the-german-courses/](https://issk-en.uni-mainz.de/registration-for-the-german-courses/)



HOW TO REGISTER FOR CLASSES



PLEASE NOTE

Special conditions apply to LAW and BUSINESS & ECONOMICS students.

Please visit the links below:

BUSINESS & ECONOMICS:
erasmus.wiwi.uni-mainz.de

LAW:
auslandsbuero.jura.uni-mainz.de

In order to register, you will need to select all the courses you would like to attend on a registration form and have it confirmed by the academic advisor of the subject you would like to take classes in.

You can download the registration form, the list of academic advisors and further explanations about the registration process here:

www.international.uni-mainz.de/exchange/gis/
(in the download menu)

1



STEP 1: DOWNLOAD AND FILL IN THE REGISTRATION FORM

- a) Download the registration form. You can fill it out on your computer and save it or print it out.
- b) Write down all courses you would like to attend.

Please note:

- ✓ The total number of courses should not exceed **30 ECTS** each semester.
- ✓ Your **major** (the subject in which you are enrolled at JGU, compare to your letter of admission) should account for 15 ECTS minimum. If you have to achieve more than 15 ECTS, the remaining credits can also be chosen from different subjects.
- ✓ **Erasmus+ students:** Please try to stick to your **Learning Agreement** as much as possible. Please make sure that you enter the correct Erasmus+ departmental coordinator. Please also note the information in our Practical Guide Part 1 ("7 steps to JGU").



Anmeldung zu Lehrveranstaltungen für Austauschstudierende Course Registration for Exchange Students



Bitte rufe www.uni-mainz.de auf, klicke den Button "Anmeldungen" und klicke links auf das entsprechende Semester. Die Veranstaltungen sind nach Fachbereichen sortiert. Zu welchem Fachbereich deine gewünschte Studienrichtung gehören, erfährst du auf studien.uni-mainz.de/studienangebot/. Fülle dieses Formular vollständig aus und drucke es aus. Gehe mit dem Formular in die Sprachabteilung der Studentenfürsprecher (SFS) aller Fächer, in denen du Lehrveranstaltungen belegen willst. Und lasse es dort prüfen und bestätigen. Deine Anmeldung für die Lehrveranstaltungen ist verbindlich und kann nach dem Einreichen der Formulare bei den Studentenfürsprechern nicht mehr geändert werden.

Please go to www.uni-mainz.de, change the language to English in the top-right corner, click on "Course Catalogue" and select the respective semester on the left-hand side. The courses are sorted by the faculties that offer them; if you are not sure which faculty offers your course of study, please go to studien.uni-mainz.de/study/branches-of-study-2/. Then, complete this registration form with all the courses you wish to attend and print it out. Take the form to the academic advisors (AA) of each subject in which you plan to take courses to and let them check and confirm it. Please note: Your course registration is binding and cannot be changed once the registration process is completed.

Persönliche Daten/ Personal Data

Nachname/ Family Name: _____ Vorname/ First Name: _____

Matrikelnummer/ Student ID Number: _____ E-Mail-Adresse/ E-mail Address: _____

Heimhochschule/ Home University: _____ Land/ Country: _____

1 Enter your personal data

Studium/ Course of Study

Semester/ Semester: **WiSe 2019/20**

Kernfach/ Major: **Bitte auswählen/ Please select**

Inmatrikulation an der Uni Mainz/ Enrollment at Mainz University

Ich bin neu an der Uni Mainz immatrikuliert / I'm newly enrolled at Mainz University

Ich bin seit dem letzten Semester an der Uni Mainz immatrikuliert / I have been enrolled at Mainz University since last semester

2 Choose "I'm newly enrolled in Mainz"

Veranstaltungsanmeldung/ Course Registration

Fach/ Subject	Nummer/ Number	Kursbezeichnung/ Course Title	Wochentag u. Uhrzeit/ Weekday and Time	Credits	Unterschrift der SFS/ Signature by AA
<input type="checkbox"/> Doorkursen für Austausch/Interimsstud. / German Course for Exchange Students					
<input type="checkbox"/> Beispiel/ Example Subject	19 021 590	Modernveranstaltung/ Example Course	Mo, 10:15-11:45 Uhr		
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					
<input type="checkbox"/> weitere Veranstaltung/ additional course					

3 Enter your choice of courses

This part will be filled in by the academic advisors

There is no general deadline for the registration. Please check with your department!

STEP 2: PERSONAL CONSULTATION WITH YOUR ACADEMIC ADVISOR

- Check the list of academic advisors (see links on previous page). Choose the relevant person(s) and contact them by email.
- They will advise you and officially confirm your choice. He/She will forward the form to the Studienbüro (registration for courses).
- Repeat the process for every subject in which you would like to attend classes.



Please note: Your registration is binding and cannot be changed once you have submitted the form!

2





REGISTRATION FOR EXAMINATION

There is **no general rule for exam registrations** (except for students of Law & Economics - see page 22).

In each course, you have to ask your teacher which regulations apply to you. Usually, exams are taken at the end of the lecture period or shortly after.



Please consider this when planning your departure!

There is no general deadline for the exam registration. Please check with your department

Grade distribution:

You will receive grades between 1.0 and 5.0. You pass your examination when your grade is between 1.0 (very good) and 4.0 (sufficient). You fail when you get a 5.0 (not sufficient).

Exception Law: Points between 0 and 18 (You pass with 4 points)

Credit Points (CP)/ ECTS:

The workload of 1 CP is up to 30 hours. They are based on the ECTS (European Credit Transfer System).



TYPES OF EXAMS

There are usually four different types of exams depending on the classes you take:

WRITTEN EXAM ("KLAUSUR")

Usually written at the end of the semester in one of the last sessions or shortly after the end of the lecture period.

ORAL EXAM ("MÜNDLICHE PRÜFUNG")

An examination in the form of a discussion between you and your examiner, on a certain academic subject.

WRITTEN TERM PAPER ("SCHRIFTLICHE HAUSARBEIT")

After consulting with your teacher, you choose a topic connected to your class to write a term paper on.

PRESENTATION ("REFERAT")

The teacher assigns a topic that is relevant to the course. You have to prepare an oral report, either alone or in a group. Presentations are usually held during the semester in one of the class sessions.



ADMINISTRATION

- ✓ Semester fee
- ✓ Health insurance
- ✓ Enrollment & semester ticket
- ✓ Internet & student account
- ✓ Rental contract
- ✓ Register at the *Bürgerservice*
- ✓ Visa

PREPARATION FOR YOUR STUDIES

- ✓ Find courses
- ✓ Learn German
- ✓ Register for courses

GET TO KNOW

- ✓ Campus
- ✓ City
- ✓ People

You are here

READY FOR YOUR STUDENT LIFE?
see the next part





WHERE TO EAT?

There are plenty of possibilities to refill your energy supply before the next course – here's a culinary overview of the campus. You can check the daily offer and the current opening hours here: www.studying.uni-mainz.de/refreshment-facilities-on-campus/ or in the JGU app. Please note that there may be closures or special access rules due to the Corona pandemic.

- 1 **ZENTRALMENSA**
Staudingerweg 15
Offers hot meals at 4 different counters (Theken) including vegetarian or vegan options
you can only pay with the StudCard!

13

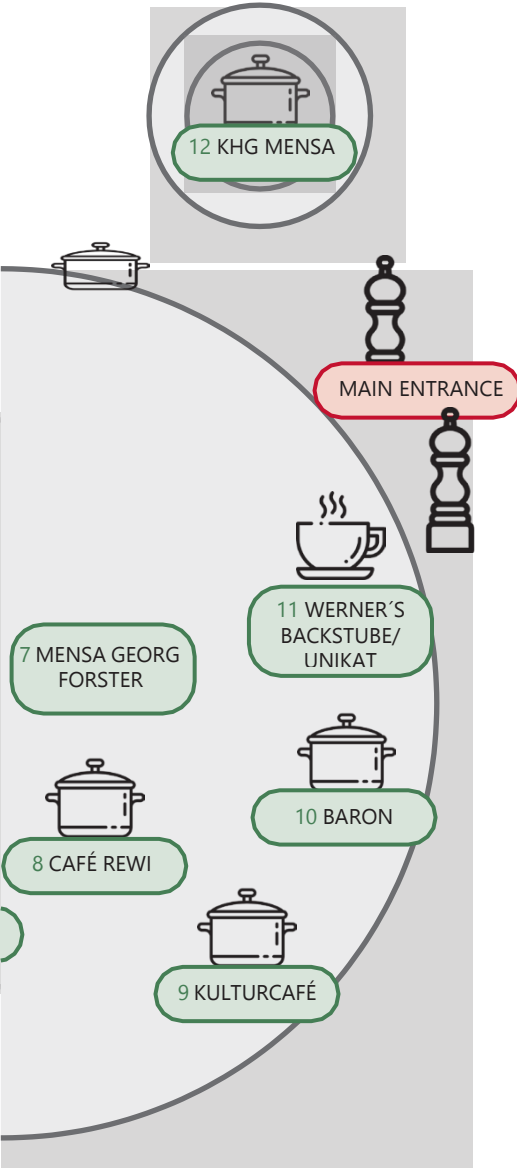
- 2 **MENS@RIA**
Staudingerweg 15
Offers snacks as well as hot meals and coffee

- 3 **BALI BISTRO**
Staudingerweg 21
Offers burgers, pokebowls & more

- 4 **INSGRÜNE – KAFFEEBAR IM PHILO**
Jakob-Welder-Weg 18,
Philosophicum
Offers snacks like bagels, pastries, smoothies and fresh coffee

- 5 **DIWAN**
Johann-Joachim-Becher-Weg 23a
Middle Eastern cuisine, offers kebab, falafel, pizza and pasta & rice dishes
www.diwan-mainz.de





MENSA GEORG FORSTER 7
 Jakob-Welder-Weg 12, Georg-Forster Gebäude
 Offers warm meals - including vegetarian options as well as sandwiches, pastry, salads, sweets and coffee

CAFÉ REWI 8
 Jakob-Welder-Weg 9, ReWi Gebäude
 Two different meal options – including a vegetarian option, stews, as well as sandwiches, salads and coffee. Highlight: the MüsliBar (cereals) for an energized start to your morning!

KULTURCAFÉ/Q-KAFF 9
 Johann-Joachim-Becher-Weg 5
 Offers warm meals, sandwiches, snacks, pastries & coffee
 That's not all! In the evening, it transforms into an event location!
www.kulturcafe-mainz.de/veranstaltungen

BARON 10
 Johann-Joachim-Becher-Weg 3
 Offers warm meals, a bit more pricey
 That's not all! In the evening, it transforms into an event location!
www.baron-mainz.de/veranstaltungen

WERNER'S BACKSTUBE/ UNIKAT 11
 Jakob-Welder-Weg 1
 Bakery, offers sandwiches, pastries, and coffee

KHG MENSA 12
 Saarstraße 20
 Offers two meals – meat and vegetarian options



LEISURE TIME - SOCIAL AND CULTURAL ACTIVITIES



It's not all about studying...
We have some ideas for you!

How about...

SINGING?

The UniChor of the **Collegium Musicum** is open for all JGU students and staff.
www.unichor-mainz.de/home.html

The **Joy Singers** of Studierendenwerk Mainz meet every Tuesday. Join either the singing group (like singing around a campfire) or the regular choir.
www.studierendenwerk-mainz.de/en/eventsandkultur/alt/cultural-student-unions/choirs

The Authentic Voices are the choir of the English Department of JGU. They meet every Thursday (open to all students). www.authentic-voices.de

SPORTS?

11

The "**Allgemeiner Hochschulsport (AHS)**" of JGU offers a broad range of sports. You will find everything from Aerobics to Yoga.
The best thing: it's for free!
(Apart from certain special courses.)
You can check out and download the program on the website (German Link). www.hochschulsport.uni-mainz.de

A TASTE OF THE WINE REGION?

Part of your program to explore Mainz should definitely be a trip through the vineyards. "**Campus Mainz**" organizes monthly trips to the vineyards or wine markets in the region. Costs are around EUR 15 per person.

You can check out their program on their website or get inspired for your own trips.
www.campus-mainz.net/weinexpress/

MEETING NEW PEOPLE?

A **Buddy** can help you feel comfortable in Mainz. If you have a Buddy, you can also improve your German language skills and – most importantly – a Buddy can become a lifelong friend! www.studierendenwerk-mainz.de/en/buddy

GOING TO THE CAMPUS CINEMA?

Every Monday and Wednesday, the lecture hall N2 in the "Muschel" (see campus map no. 8) turns into a **cinema**. You can purchase drinks at the entrance. You can find the program here:
www.unifilm.de/studentenkinos/Mainz

MASTERING A NEW SKILL?

The "**Kulturkurse**" are a great opportunity to learn a skill you always wanted to learn, like dance, survival in the woods, calligraphy or a software program – to name just a few examples of the varied program.
www.campus-mainz.net/kulturkurse/



BEING A JOURNALIST?

Students who want to gain experience working in the media (TV, radio, online) have several opportunities at JGU.

TV made by students for students. The team of **CampusTV Mainz** produces broadcasts and videos about all kinds of topics connected with studies, research and life on the JGU campus.

Open to all students.

www.campus-tv.uni-mainz.de/wp2/

Campusradio is a JGU project to give students insight into the work of a radio station. Students learn how to produce their own radio broadcast.

www.campusradio.uni-mainz.de/tag/campusradio-mainz/

CAMPUS Mainz is a non-profit organization that offers information on campusnews, food, events, studies and more on their website. If you would like to support the editors and write articles, you can contact them via email.

mail@campus-mainz.net

www.campus-mainz.net

PRACTICING YOUR LANGUAGE SKILLS?

The **Sprachcafé** is the ideal place to practice your language skills or to speak your language to interested persons and help them practice yours.

www.studierendenwerk-mainz.de/en/eventsandkultur/language-cafe-wednesdays

www.facebook.com/stwmainz

GOING TO THE THEATRE?

You can visit the **State Theatre Mainz** for free!



You can go to the box office and get a ticket for free 3 days before the performance you want to see. There, you will need to show your student ID and a picture ID in order to get the ticket.

www.staatstheater-mainz.com/web

📍 Gutenbergplatz 7, city center

GETTING TO KNOW PEOPLE FROM MAINZ?

The Studierendenwerk Mainz offers a program called **Foreigners become Friends** (Fremde werden Freunde) where you can get to know people from Mainz who are not students. Have a coffee, go for a walk, practice your German and explore the region together!

If you are interested, you can register here:

www.studierendenwerk-mainz.de/en/internationales/making-friends/foreigners-become-friends



Check out the map in the end of the guide!

ON-CAMPUS ORIENTATION AND USEFUL ADDRESSES



Info-Point

Studierendenhaus/Studi-Haus
Staudingerweg 21 , 55128 Mainz
www.studierendenwerk-mainz.de/en/internationales-wohnen@studierendenwerk-mainz.de

SERVICES

GUTENBERG INTERNATIONAL SCHOOL SERVICES/ INTERNATIONAL OFFICE

1

Here you can get help with any question concerning your stay.
Forum universitatis, entrance 2, Ground floor, room 00-241
Office hours: please check the website www.international-office.uni-mainz.de/exchange/
gis@international.uni-mainz.de

STUDENT SERVICES/ INFO DESK

2

The Student Service Center (Infodesk) is responsible for the general student administration.

Forum universitatis, Entrance 1, 1st floor
www.studying.uni-mainz.de/service

STUDIERENDENWERK MAINZ (Stw Mainz)

17

The Stw Mainz is responsible for the social services for students. It supports students in social, economic and cultural aspects. It assists international students with finding accommodation before arrival, coordinates contact programs and organizes events and parties together with student's volunteer teams. You can pay your rent here and get answers to any question concerning your accommodation.

ALLGEMEINER STUDIERENDEN-

AUSSCHUSS (ASTA) – TEXT CAFÉ & LEGAL ADVICE

15

The AStA (General Student Committee) has various sections. This includes the section for international students, which offers support in the process of integration on campus and in Mainz through cultural events, workshops, seminars, and the TextCafé, which is the place to go for help with German language assignments. Support for socially disadvantaged students can be found here, as well as political and cultural events and free legal advice for international students.

Studierendenhaus, Staudingerweg 21
Textcafé
www.schreibwerkstatt.uni-mainz.de

Legal Advice for International Students
<https://en.asta.uni-mainz.de/sb/asta/international/>

HEALTH INSURANCES

14

Staudingerweg 21 (both)
AOK
www.aok.de/pk/rps/kontakt/aok-vorort/
TK
www.tk.de/service/app/2025128/filiale/detail.app?tkcm=ab



AGENTUR FÜR ARBEIT MAINZ – BLEIB!

16

Are you thinking of staying and working in Germany? The Agentur für Arbeit Mainz can help you with applications for internships and jobs in Germany. Advice is offered in German and English, as is the preparation and correction of application documents, workshops and trainings for international students and graduates. All of these services are free. Staudingerweg 21, entrance F
www.arbeitsagentur.de/vor-ort/mainz/bleib
mainz.152-berufsberatung@arbeitsagentur.de

MENTAL HEALTH SERVICES FOR STUDENTS (PBS) - me@JGU

19

JGU's Mental Health Services provide professional help in dealing with specific problems that may occur while you are at the university. If you are having personal problems or trouble coping with your studies (such as test anxiety), need life advice or simply someone to listen, see the Mental Health Services. They also offer counseling and some courses in English. Additionally, the JGU Health Services offer courses like "Test Anxiety", "Writers Block", "Stress Management". If you need tips or information, you can have a look at **me@JGU**, an online portal for JGU students. The website contains exercises on various topics in form of texts, audios, videos and podcasts. www.me-at-jgu.de

Hegelstraße 61, 5th floor
www.pbs.uni-mainz.de/
 Tel.: 06131-39 22312
pbs@uni-mainz.de

To make an appointment for a consultation, you can write an email or call during office hours:
 Mo - Fri 9 a.m. - 12 p.m

OFFICE OF ACCESSIBILITY (SBS)

If you are handicapped, chronically ill or have mental health issues, the Office of Accessibility can provide support and advice on personal problems, problems with studies, legal questions, organisation and financing.
 Forum 1, room 02-101

accessible.uni-mainz.de/
barrierefrei@uni-mainz.de

INTERNATIONAL PREPARATORY AND LANGUAGE CENTER (ISSK)

21

You want to learn German or another foreign language? The ISSK (International Preparatory and Language Center) offers a variety of foreign language and German courses at different levels.

issk-en.uni-mainz.de/registration-for-the-german-courses/
 (also see page 21)
 ☺ Binger Straße 14-16



BUILDINGS & LIBRARIES

UB - UNIVERSITY LIBRARY

4

The University Library consists of the Central Library, eight departmental libraries and the central archive.

Jakob-Welder-Weg 6

Opening hours for all UB locations (link in German):

www.ub.uni-mainz.de/de/schrittweise-wiedereroeffnung-der-ub-standorte#zeiten

Overview of locations:

www.ub.uni-mainz.de/en/standorte

REWI GEBÄUDE

3

(LAW & ECONOMICS BUILDING)

The Faculty of Law, Management, and Economics.

In the so-called ReWi (Recht und Wirtschaft) building, you can find the departments of law, economics, and business education. Lecture hall RW1 is the biggest on campus, with almost 1000 seats. The departmental library is also located here.

Jakob-Welder-Weg 9

GEORG FORSTER GEBÄUDE (GFG)

5

The Institute of Education, the Department of Political Science, the Department of Communication, and the Institute of Sociology are all located in the GFG. Various departmental libraries as well as the USA library are located here. The library is closed on public holidays. Jakob-Welder-Weg 16

PHILOSOPHICUM

6

The Philosophicum library is a combination of 15 departmental libraries of

Faculty 05 (Department of English Literature and Linguistics, German Department, Gutenberg Institute for World Literature and Written Media, Institute of Film, Theater, Media and Culture Studies, Department of Slavic Studies, Department of Philosophy, Department of Romance Studies) and Faculty 07 (History and Cultural Studies). The names of the lecture halls and rooms in the Philosophicum start with a "P". Lecture Hall P1 is the biggest in the Philosophicum, and it is located outside the main entrance of the building. Films and student plays are occasionally shown here during the semester. Jakob-Welder-Weg 18

HOCHSCHULE FÜR MUSIK (HfM) (SCHOOL OF MUSIC)

7

The Mainz School of Music is the only college of music in Rhineland-Palatinate! You can go to concerts here and join the choir or the orchestra (page 28).

Jakob-Welder-Weg 28

www.musik.uni-mainz.de/veranstaltungen/veranstaltungskalender

UNIVERSITY MEDICAL CENTER

23

The map of the campus of the University Medical Center can be found here

www.unimedizin-mainz.de/header/anfahrt.html (link in German)



LEISURE

KUNSTHOCHSCHULE

At the Kunsthochschule you can go to exhibitions or listen to lectures.

Am Taubertsberg 6

kunsthochschule-mainz.de/neues/calender

ZENTRUM FÜR DATEN- VERARBEITUNG (ZDV) 9

DATA CENTER / NATFAK BUILDING

Numerous computer labs with internet access, various software programs and printers are located in the ZDV. The ZDV information center is located in room 00-47. The courses offered by the ZDV take place here.

NatFak (Naturwissens. Fakultät)

Anselm-Franz-von-Bentzel-Weg 12

www.zdv.uni-mainz.de/

ZDV Service Center Opening Hours:

Mon-Fri 9 am – 6 pm

NATURAL SCIENCES 

The Institutes of Physics, Mathematics, Computer Science and Meteorology are located in these buildings.

Staudingerweg 7

www.phmi.uni-mainz.de/fachbereich-08/institute-des-fachbereichs/

"MUSCHEL" + CINEMA (KLUBKINO MAINZ) 

If you wondered what a "Muschel" (shell) is doing on the campus – it's a lecture building shaped like a shell ☺

But it is also the place where the

"Klubkino" – cinema in a lecture hall (room N2) – takes place. More

information about the program and the tickets under:

www.unifilm.de/studentenkinos/Mainz

Johann-Joachim-Becher-Weg 21

BOTANICAL GARDEN 

The JGU Botanical Garden is an educational and scientific garden. It displays a broad range of plants and contributes to research and conservation. It is also nice to take a walk through the different vegetations to refresh body and mind on an exhausting day.

Anselm-Franz-von-Bentzel-Weg 9b

www.botgarten.uni-mainz.de

CATHOLIC COMMUNITY MAINZ (KHG) & PROTESTANT STUDENT

COMMUNITY MAINZ (ESG)

KHG and ESG are Catholic and Protestant student institutions, respectively. They offer a wide variety of events which may be of interest to you. They also offer counseling services.

KHG: Saarstraße 20

55122 Mainz

www.khg-mainz.de/

ESG: Am Gonsenheimer Spieß 1 55122 Mainz

esg.ekhn.de/esg-mainz/index.html

UNIKAT SHOP (in the bakery)

Here you can buy souvenirs for your friends and family, but also for yourself. Go and get your JGU jumper, a cup, a pen and so on!

Jakob-Welder-Weg 1

Opening Hours

Mon-Fri: 8am - 6pmr

Sat 8am - 3pm (during vacation from 8am - 2pm)



TUTORIAL SECTION

STUDENT ID = STUDENT SEMESTER TICKET

FREE USE OF PUBLIC TRANSPORT

Once you are enrolled, you will receive your semester ticket via the JGU-App (see page 37).

You can find the relevant information here: www.studium.uni-mainz.de/app-ticket/

It allows you to use public transportation for free – buses, trams, subways and trains (excluding IC, EC and ICE).

The semester ticket is valid in the area of Mainzer Verkehrsgesellschaft (MVG), Rhein-Main-Verkehrsverbund (RMV) and Rhein-Nahe-Nahverkehrsverbund (RNN). This is a rather large area (see area marked in green).

So make sure you visit some places during your stay!



AREA OF YOUR TICKET



- Geltungsbereich des Semestertickets
- Geltungsbereich des VRN-Zusatztickets
- Geltungsbereich des Westpfalz-Zusatztickets
- Übergangsbereiche mit besonderen Regelungen (bitte Webplaner & Verbund-Webseiten beachten)
- Klein geschriebene Orte sind die Letzten Haltestellen innerhalb des Geltungsbereiches



Loreley, Darmstadt,
Felsenmeer...

You can find ideas for trips with your student semester ticket here:

www.campus-mainz.net/newsdetails/news/artikelrhe-mit-dem-semesterticket-nach/



With your student ID, you can also visit the theatre Staatstheater Mainz for free! For more information see page 29.



HOW TO ACTIVATE YOUR STUDENT ACCOUNT



Once you are enrolled, you will receive your log-in data for your student account. Your username and password enable you to log into any computer on campus, to use your own student email account as well as the printers and photocopiers all across campus and to log in to JOGU-StInE. You will also have access to the WIFI on the campus and in the dormitories.

ACTIVATING YOUR ACCOUNT

In order to be able to use your student account, you have to activate it:

You will receive an email to your private email address with an individual link and a personal activation code.

After clicking on the link, you have to enter the activation code. Then you can create your personal password.

CREATING A SAFE PASSWORD

Please note the following rules for your password:

www.en-zdv.uni-mainz.de/account-change-of-password/

Your password should consist of...

- ✓ at least 12 characters
- ✓ from the following categories:
 - ✓ upper case letters (A...Z)
 - ✓ lower case letters (a...z)
 - ✓ numbers (0...9)
 - ✓ symbols (!"#\$%&/()=?)

Please avoid:

- ✓ characters which are not part of all keyboards, such as: \$, Ä, ö, ü, Ö, Ü
- ✓ words from dictionaries
- ✓ parts of your first or last name
- ✓ your old password
- ✓ y, Y, z or Z

CHANGING YOUR PASSWORD

Please write down your password or take a photo of it. In case you happen to forget it anyway, you can change it here: account.uni-mainz.de/password



Please access your student email (...@students.uni-mainz.de) regularly, since some offices only use this address! You can also set up a forwarding address. Find out how that works by clicking on: www.zdv.uni-mainz.de/mailweiterleitung/ (link in German)



CERTIFICATES OF ENROLLMENT AND EXMATRICULATION



If you need a certificate of **enrollment** at JGU in order to submit it to authorities or your home university, for example, you can print it out yourself.

You can also print out your certificate of **exmatriculation** for your time at JGU yourself. You will need a certificate of exmatriculation in case you plan to spend another semester abroad or complete a degree in Germany. The certificate is made available mid-April (winter semester) or mid-October (summer semester).

In order to access the certificates, log into JOGU-StI Ne and select "Service" – "My Documents". Download your documents from the online portal and save them in order to have permanent access to them.



The Access to the online platform JOGU-StI Ne is limited to the duration of your enrollment and will be deleted the semester after the end of your stay

Your documents are provided only in electronic form and will **not** be sent via email.

UPDATE YOUR ADDRESS

We need your address in Germany for the duration of your time at JGU.

Please use your student account to log into JOGU-StI Ne and update your address.

In order to do so, click on "Service" > "Personal Details" > "Change" > "Save".

If you do not have a valid address yet, please enter the address you are staying at, whether that's a hotel or a friend's apartment.

If you move later, please always remember to change your address here.

UPLOAD A PICTURE

You can upload two pictures in your account:

1. Account picture
= profile picture for Skype, Outlook, MS Teams, etc.
2. ID Photo
= for use of your semester ticket and your student ID.

You CANNOT access your semester ticket in the app without an ID photo.



For further information (link in German):

www.zdv.uni-mainz.de/account-benutzerbilder-hochladen-aendern/



JGU – APP

Where can I find the app?

You can find all of the necessary information concerning the download here: www.en-zdv.uni-mainz.de/jgu-app/

How do I sign up?

You sign up using your JGU account (see p. 35).

Please upload an **ID photo** in the JGU account management for use of the student ID and the student ticket account.uni-mainz.de/

What functions does the app have to offer?

Digital student ID and digital semester ticket

You can pull up the student ID and the digital ticket in the app once you have uploaded an ID photo.

Library card: You can apply for your library card here (link in German): www.ub.uni-mainz.de/de/bibliotheksausweis-beantragen

Campus map: Overview of all of JGU's buildings and libraries.

View your semester timetable:

See <https://www.en-zdv.uni-mainz.de/2021/08/12/uni-mainz-app-with-a-new-function-the-semester-timetable-can-be-displayed/>

Search function: you can search for contact information and office addresses of staff members as well as for buildings and offices on campus.

Public transportation: Bus and tram timetables for the stops on campus.

Canteen: canteen and cafeteria meal plans for the current week (Studierendenwerk and KHG).

Libraries: link for searches and the UB opening hours.

Data Center service status: current status of the separate Data Center services at JGU.



Summer 2022 is the first time the **digital semester ticket** will be used for all students via the JGU app. Please be understanding in case you experience any problems. 😊

In exceptional cases, you can have your semester ticket issued in paper form.



REGISTRATION AT THE "BÜRGERSERVICE" MAINZ

During your time in Germany you have to be registered at the city's registration office ("Bürgerservice"). You have to make an appointment with the "Bürgerservice" yourself. You can find out how to do this on the next page.

If you live in another city, you have to visit the registration office there in order to register. At the end of your stay, you need to de-register again.



You must register yourself within 14 days after your arrival.

The checklist will help you to make an appointment at the registration office. You will need the following information to register in Mainz:

Nachname Last name
Geburtsname Birth name
Vorname First name
Geburtsort Place of birth
Staatsangehörigkeit Nationality
Familienstand (ledig/ verheiratet) Civil status (unmarried/ married)
Religionszugehörigkeit Religion
Bisherige Wohnung im Ausland (Stadt, Land) Previous location abroad (City Country)

FOR THE REGISTRATION, YOU NEED TO BRING:

- "Wohnungsgeberbestätigung":**
You receive this from the Studierendenwerk (if you sign the rental contract there) or from your private landlord
- Passport/identity card**

ADDRESS

Bürgeramt:
Abteilung Bürgerservice,
Stadthaus, Lauteren-Flügel,
Entrance Kaiserstraße 3-5
55116 Mainz

One minute walk from the
Bus & tram stop:
Mainz central station



HOW TO MAKE AN APPOINTMENT ONLINE AT THE „BÜRGERSERVICE“

You can arrange your appointment under : www.mainz.de/termin

STEP 1: Confirm the Data Protection

STEP 2: Click “Bürgerservice”

STEP 3: Choose “Anmeldung eines Wohnsitzes in Mainz, Unionsbürger und Ausländer”

STEP 4: Optional download of the „Wohnungsgeberbescheinigung“. You receive this from the Studierendenwerk. You only need to download it and have your landlord fill it out if you live in a private flat.

STEP 5: Choose a time.
grey = free time slot red = already taken green = your choice

STEP 6: Fill in your personal data

STEP 7: Choose “Termin reservieren” (Make a reservation)

STEP 8: Check your emails and confirm the link – only then does the office get notice of your request

STEP 9: Your request will be checked and you will get a second email with the final confirmation and information.



VISA

For any and all questions concerning your visa, contact the International Office:

service@international.uni-mainz.de

All students with a visa must make a further **appointment with the Foreigners’ Registration Office in Mainz AFTER registering with the city of Mainz.**

You can make an appointment online under www.mainz.de/termin

Note the instructions on the left side of this page, choose “Online-Terminvereinbarung Bürgeramt”, then „Abteilung Ausländerangelegenheiten“ and then „Aufenthaltserlaubnis zum Studium/Sprachkurs“.

OPENING A BANK ACCOUNT (OPTIONAL)

You are not required to open a bank account. However, it could be useful if you hail from a non-EU country, for example.

In order to open an account, you need a tax identification number. This will automatically be sent to you once you registered with the city. If you don’t receive anything, you can go to your local tax office and inquire there. If you have further questions, write us an email using gis@international.uni-mainz.de.



HOW TO REGISTER FOR THE LICENCE FEE



18,36 €
each
month

Once you registered at the „Bürgerservice“ Mainz, you are also required to register for the so called „Rundfunkbeitrag“ (licence fee) which finances the public sector media.

You can register under

www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/index_ger.html

STEP 1: Choose “Wohnung anmelden” and “Online ausfüllen”

STEP 2: Fill in your personal data

STEP 3: Insert data of the room/flat

STEP 4: Choose your payment pattern and method

1. Persönliche Daten > **2. Wohnung** > **3. Zahlungs-**

Pflichtfelder sind mit * gekennzeichnet.

Ich möchte wie folgt zahlen:

Zahlungsrhythmus *

gesetzlich in der Mitte eines Dreimonatszeitraums (zum 15.)

vierteljährlich im Voraus (1.5./1.4./1.7./1.10.)

halbjährlich im Voraus (1.5./1.7.)

jährlich im Voraus (1.1.)

Zahlungsart *

durch Lastschrift von meinem/unsere(n) Konto(s)

durch Überweisung

2 PAYMENT METHOD
Decide between
1 "Lastschrift" – automatic transfer
2 own bank transfer

PAYMENT PATTERN
Decide between
1 in the middle of a three-month period (by the 15th)
2 quarter- yearly (3 months) in advance
3 half-yearly (6 months) in advance
4 annually in advance (only if you stay 2 semesters)

3. Zahlungs-

Anmelden

STEP 5: Re- check your information for accuracy, if necessary, click on "Korrigieren" to correct, something. If everything is fine, click



PLEASE NOTE:

After submitting your online registration, you will receive a confirmation. As soon as the payment is due, you will receive a notification from the "Rundfunkbeitragservice" via regular mail/post. With this notification, you will receive information about the payment and the recipient account (IBAN and amount).

BUT I DON'T HAVE A TV!

The payment is due regardless of whether you possess a TV or a radio since all programs are also available online.

SHARED APARTMENT = SHARED FEE

If you live in a shared apartment, please check with your flat mates to see if somebody is already paying because each household only has to pay once (not per person but per apartment door). If this is the case, you can deregister at:

www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html
(German version only)

ALL OF THE INFORMATION FOR STUDENTS IS SUMMARIZED AT:

www.rundfunkbeitrag.de/welcome/englisch/index_ger.html



HOW TO RECEIVE AND USE THE STUDICARD

The StudiCard enables you to pay without cash in the Mensa and cafeterias as well as use printers and photocopiers on campus and wash machines and dryers in the dormitories.



HOW TO OBTAIN THE STUDICARD

You can get the StudiCard for 5 Euro at the:

Info-Point, (Studihaus, Staudingerweg 21, Entrance F), or in **mensa and all cafeterias** on campus:

- Mensaria
- INSGRÜNE Cafébar im Philo
- Mensa Georg Forster
- Café Rewi



The only reason you don't need to buy the StudiCard is if you received it as a **key** for your dormitory apartment (except Hechtsheim and Weisenau).

In order to pick it up you need to bring:

- ✓ Your student ID (App)
- ✓ A valid photo ID (passport)
- ✓ 5 Euro for issuing the card

HOW TO LOAD MONEY

Your Studicard has the function to automatically reload as soon as it runs out of money (**Autoload**).

To activate this function, you must first share your bank information with the staff of the Info-Point.



Alternatively you can also use the so called „**Kartenaufwerter**“, to load money on the card. You find them in the Mensa or in any cafeteria. The machine only accepts bills (no coins!)



PLEASE NOTE:

There are two different accounts on your StudiCard.

a) GENERAL ACCOUNT

this is the money you load on your card via the “Kartenaufwerter” (see picture above) and which you use to pay in the Mensa.

b) PRINTING ACCOUNT

this allows you to use the campus printing system. In order to load money on your printing account, you first have to make sure that you have enough money on your “general account”, then to go to a service terminal e.g. in the UniversityLibrary (UB) and choose “Geld aufbuchen” (more details on page 42).

Bonus of ZDV: You get 2.50 euros for free on your printing account!



HOW TO PRINT



You can print and scan in most of the libraries or in the ZDV (Data center) computer pool. For this you need your StudiCard (see previous page).

You can also check out these detailed instructions www.en-zdv.uni-mainz.de/operating-instructions-for-service-terminals/

STEP 1: FIND A SERVICE TERMINAL(COMPUTER)

Go to a service terminal, e.g. in the University Library (UB)
More locations: www.zdv.uni-mainz.de/standorte-serviceterminals/ The service terminal's screen will look like this:



STEP 2: ASSIGNING YOUR STUDI-CARD

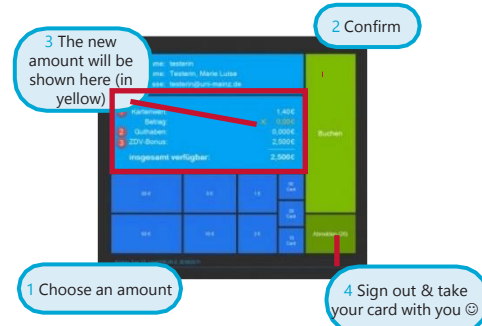
- Click on "Karte zuordnen"
- Log in with your student account (you received the login data during the matriculation).
- Change your PIN (only numbers, at least 4)

STEP 3: LOAD MONEY ON YOUR STUDICARD PRINTING ACCOUNT

First you have to check if you have

enough money on your card's general account. If you do, follow the next steps:

- Click "Druckguthaben aufbuchen" on the service terminal screen
- Hold your card to the black/blue –scanner
- Enter your PIN
- Hold your card to the other scanner(light blue/grey)
- Follow step 1-4:



STEP 4: SCANNING & PRINTING

Scanning

- Put your StudiCard on the card reader at the side of the printer
- Enter your PIN

Printing

- Send your print jobs to the printer \jgu-ps-1.zdv.net\Drucken or upload them online under [drucken.zdv.net/ app](http://drucken.zdv.net/app)
- Put your Studicard on the card-reader at the side of the printer
- Enter your PIN, choose your print job



FINDING LITERATURE IN LIBRARIES AND ONLINE CATALOGUE



You will find a wide variety of libraries on campus.

Except for libraries from the Medicine and Psychology departments, all other departments are represented on the campus.

You can find an overview of all libraries and their addresses here:

www.ub.uni-mainz.de/en/standorte

See also the campus map at the end of the guide for the exact locations.

In the online catalogue ("Rechercheportal") you can check out where to find certain books and browse through the huge digital catalogue of literature:

hds.hebis.de/ubmz/index.php

In most of the libraries, you can also find computer rooms where you have the opportunity to scan and print out literature.

HOW TO OBTAIN A LIBRARY CARD

If you want to borrow books, you will need a library ID. You can apply for this online and use it with the JGU app.

You can find detailed instructions here:

www.ub.uni-mainz.de/de/bibliotheksausweis-beantragen



BORROWING AND RETURNING BOOKS

Please note: In most libraries, taking books home for long periods of time is not permitted. Most likely you may only borrow them overnight or for a weekend. Exception: University Library - There, you can borrow books for up to 4 weeks. In order to borrow books there, use the book scanners at the entrance of the "Lehrbuchsammlung". You put your library card in the slot and enter your library card PIN (your date of birth in the format dd/mm/yy) or use the JGU-app.





IN CASE OF EMERGENCY...

The most important number for you is 112. You only need to dial this number (free of charge) in order to reach the emergency services – police, medical services or fire brigade – anywhere in Germany and Europe immediately.

Stay **SAFE** anywhere in Europe!

Emergency?

112
SOS

Call **112** anywhere **in the EU**, free of charge, 24/7 for:

- police
- emergency medical services
- fire brigade

SOS

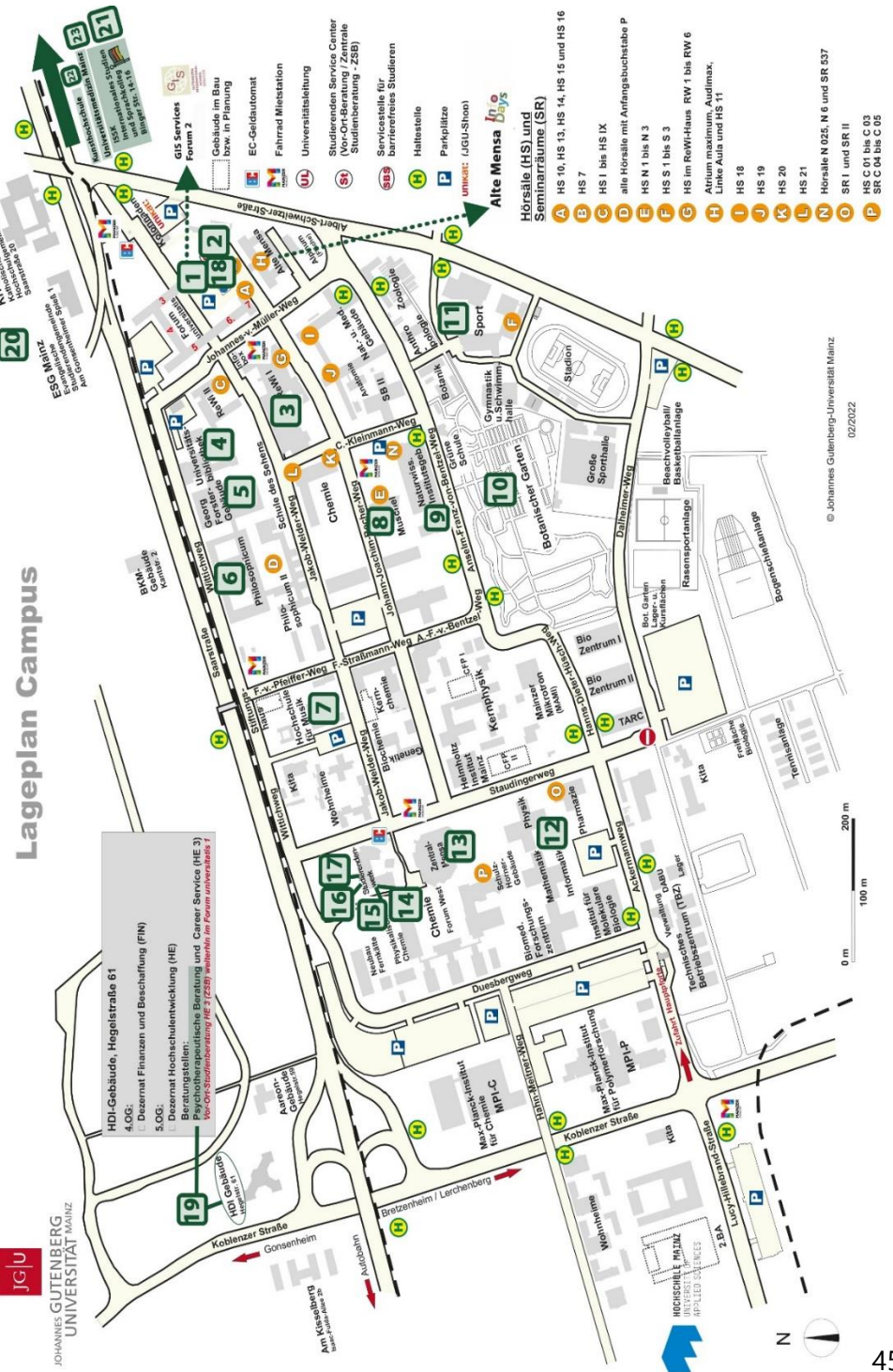
More important local emergency addresses and numbers in and around Mainz:

Suspicion of a Corona infection: central patientservice	116117
Gesundheitsamt Mainz/ Landkreis Mainz-Bingen	Corona-Hotline: 06131 - 69333-4275 www.mainz-bingen.de/de/Aemter-Abteilungen/Gesundheit/corona@mainz-bingen.de
Emergency medical services/ ambulance	Tel.: 19 222
Police	Tel.: 110
Central Phone number University Hospital Mainz	06131-17-0
Poison helpline	06131 - 19240 or 0700/44384636
Hospitals Mainz and Rhineland Palatinate	gesundheitsseiten.de/notdienst_krankenhaus.php
Pharmacy emergency service	gesundheitsseiten.de/notdienst_apotheke.php Rheinland-Pfalz: 0800 - 228 228 0 (free service number also from your mobile phone!) www.lak-rlp.de/startseite/
Medical emergency service Mainz St Vincenz Hospital	An der Goldgrube 11 , 55131 Mainz Tel.: 116 117 Weekend: Fri 4pm - Mon 7am Weekdays: 7pm - 7am / Wed 2pm – Thu 7pm gesundheitsseiten.de/notdienst_arzt.php

We hope that you will not need one of these emergency services while you are in Mainz, but it is always good to know where to get quick help in case of an emergency. Of course, you can always contact us in case of emergency or afterwards, no matter what has happened (accident, violence, theft....) – we are there to support and assist you!
GIS: +49 16131 39-20695 or gis@international.uni-mainz.de

Lageplan Campus

HDI-Gebäude, Hegelstraße 61
 4.OG: Dezernat Finanzen und Beschaffung (FN)
 5.OG: Dezernat Hochschulentwicklung (HE)
 Beratungstellen: **Personalplanung, Beschaffung und Career Services (HE 3)**
Postfachnummer: 11000 (Postfachnummer für Personalplanung)



- GIS Services Forum 2
- Gebäude im Bau bzw. in Planung
- EC-Geldautomat
- Fahrrad-Mietstation
- Universitätsleitung
- Studenten Service Center (eigene Beratung und Studienberatung - ZSB)
- Servicestelle für barrierefreie Studieren
- Hallestelle
- Parkplätze
- umwelt (JGU-Shoe)

- Alle Mensa Ino Days**
- Hörsäle (HS) und Seminarräume (SR)**
- A HS 10, HS 13, HS 14, HS 15 und HS 16
 - B HS 7
 - C HS I bis HS IX
 - D alle Hörsäle mit Anfangsbuchstabe P
 - E HS N 1 bis N 3
 - F HS S 1 bis S 3
 - G HS im RWI-Haus RW 1 bis RW 6
 - H Altnum maximum, Audimax, Unter Aula und HS 11
 - I HS 18
 - J HS 19
 - K HS 20
 - L HS 21
 - N Hörsäle N 025, N 6 und SR 537
 - O SR I und SR II
 - P HS C 01 bis C 03
 - Q SRC C 04 bis C 05

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YouTube icon, Icon made by Pixel perfect from www.flaticon.com, S. 1, Traveler with a suitcase free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. front, 7,10,11, Black plane free icon, Icon made by Google, google.com, from www.flaticon.com, S. 10, Bus and Train Silhouettes free icon, Icon made by Scott de Jonge, <http://www.scottdejonge.com>, from www.flaticon.com, S. 10, 34, Bicycle free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 11, Creative free icon, Icon designed by Good Ware, from Freepik, www.freepik.com, www.flaticon.com, S. 11, 14, 16, 24, 35, 41, Calendar free icon, Icon made by Smashicons, www.smashicons.com, from www.flaticon.com, front, S. 8, 9, Home free icon, Icon made by Smashicons, www.smashicons.com, from www.flaticon.com, front, S. 12,15 Placeholder free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 21, 29, 31 Pin free Icon, Icon made by Smashicons, www.smashicons.com, from 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www.flaticon.com, S. front, S. 25-33, Pot free icon, Icon made by Freepik from www.flaticon.com, S. 26, 27, Coffee cup free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 26, 27, Pepper Mill free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 27, Fork free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 25, 26, Joy free icon, Icon made by Retinaicons, www.flaticon.com/authors/retinaicons, from www.flaticon.com, front, S. 25, 28 Contract free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 22, 25 Printer free icon, Icon made by Gregor Cresnar, www.flaticon.com/authors/gregor-cresnar, from www.flaticon.com, S. 22, 41-43, Man Certificate free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 23, Graduated student free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 23, Communication free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 23, Map free icon, Icon made by Smashicons, www.smashicons.com, from www.flaticon.com, front, 25,30, Settings free icon, Icon made by Smashicons, www.smashicons.com, from www.flaticon.com, front, S. 34-44, Theater masks couple free icon, Icon made by Freepik from www.flaticon.com, S. 29, 34, Question free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, front, 7, 15 Chat free icon, Icon made by dmitri13, www.flaticon.com/authors/dmitri13, from www.flaticon.com, front,15 Computer free icon, Icon made by Freepik from www.flaticon.com, S. 20, 33, 43, City hall free icon, Icon made by Creacticca Creative Agency, <http://www.creaticca.com/>, from www.flaticon.com, S. 25, 39, Coins free icon, Icon made by Smashicons, www.smashicons.com/, from www.flaticon.com, S. 40, Sunset free icon, Icon made by monkik, www.flaticon.com/authors/monkik, from www.flaticon.com, S. 34, Video camera free icon, Icon made by Good Ware, www.flaticon.com/authors/goodware, from www.flaticon.com, S. 33, Pencil free icon, Icon made by Situ Herrera, www.rivolta.es, from www.flaticon.com, S. 20, 22, Passport free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 25, 39, Credit card free icon, Icon made by Dave Gandy, fontawesome.io, from www.flaticon.com, S. 39, Studicard, [www.studierendenwerk-mainz.de/essentrinken/studicard/](http://www.studierendenwerk-mainz.de/essentrinken/studicard/?L=3), S. 41, Suitcase with white details, icon made by Daniel Bruce, <http://www.danielbruce.se>, from www.flaticon.com, S. 7, Pillar free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 19, Holding hands in a circle free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 19, Speech bubble free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 19, List free icon, Icon made by Gregor Cresnar, www.flaticon.com/authors/gregor-cresnar, from www.flaticon.com, S. 19, Skyline free icon, Icon made by Freepik from www.flaticon.com, S. 25, Schedule free icon, Icon made by Pause08, www.flaticon.com/authors/pause08, S. 18, College graduation free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. front, 17, 20, Checklist free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, front, S. 6, 7, Mask free icon, Icon from Microsoft 365, S. 2, Coronavirus free icon, Icon from Microsoft 365, S. 3, www.rundfunkbeitrag.de/