

JOHANNES GUTENBERG  
UNIVERSITÄT MAINZ



Department of Business & Economics



# UNOFFICIAL STUDENT MANUAL

A GUIDE FOR STUDENTS, BY STUDENTS



# REGISTRATION: HOW TO DEAL WITH...

## ENROLLMENT

All incoming students have to enroll at the ***Studierendensekretariat*** office which is located in Forum 1 (the entrance is just across the “Alte Mensa”).

You should receive the list of required documents via mail. Be sure to complete the enrollment process before the stated deadline.

# MODULE/EXAM REGISTRATION

Module registration will be explained during the introduction meeting. You can also find a detailed guide [here](#).

All module registration is completed online via [Jogustine](#), the student portal. After your enrollment, in case you do not receive the Jogustine login code via email, you may obtain it at the main library (*Zentralbibliothek*).

All registration must be completed by the end of the registration period. Otherwise, you will not be able to register for exams. With most classes, you will need to register for first the module, then the lecture as well as the tutorial. There is enough time to register for classes in that week. There are sufficient seat allocation in each class for as many students. **Do not panic.**

You will register for exams separately during the semester. This registration period will be announced via e-mail to your student email account. Note that you cannot take an exam and receive credit if you do not register. [Here is a great guide for exam registration.](#)





# RESIDENCE REGISTRATION & PERMIT FOR INTERNATIONAL STUDENTS

Within 14-days of moving into your residence in Mainz, you will need to register (“*Anmeldung*”) your new accommodation in the city of Mainz. You need to make an appointment for this on the following website: ([Online-Terminvereinbarung bei der Stadtverwaltung Mainz | Terminvereinbarung online](#)).

In order to get your *Anmeldung*, your landlord (whomever you are renting from) has to provide you with a confirmation of address form (“***Wohnungsüberbestätigung***”). You will present this form and other details to the citizen’s office. You can find out more about what you will need here: ([Wohnsitz anmelden | Landeshauptstadt Mainz](#)).

Once you have successfully completed your city registration, you can apply for your residence permit. It is advisable to book an appointment date within 3-6 months from the expiry of your current visa permit, using the same link above.

If however your Visa/permit does expire or you are unable to get an appointment in time, you can apply for a Fiktionsbescheinigung (temporary permit) through e-mail ([auslaenderbehoerde@stadt.mainz.de](mailto:auslaenderbehoerde@stadt.mainz.de)).

Make sure the mail is in German to increase chances of them responding. You do have to pay around 30 Euros extra for the document on your next appointment for the permit.



The citizen's office (*Stadthaus Kaiserstrasse*) is located within walking distance of the Mainz Central Station. The office hours are provided below:

***Bürgeramt/Ausländerbehörde*** (Office Hours)

Monday 09:00 - 13:00 and 15:00 - 19:00,  
Tuesday, Wednesday 09:00 - 13:00 and 14:30 - 17:00,  
Thursday, Friday 07:30 - 13:00.

## LATE ARRIVAL & MEDIUM OF INSTRUCTION LETTER

If you're enrolled in either the Master of Science in International Economics or Public Policy or Quantitative Decision Making in Economics and Management, you might require a letter of late arrival and/or medium of instruction. Please contact your study manager via E-Mail ([miepp@uni-mainz.de](mailto:miepp@uni-mainz.de) or [gdem@uni-mainz.de](mailto:gdem@uni-mainz.de) respectively) and she will be gladly provide you with such a document.

## LIVING FUNDAMENTALS

## HOUSING/ACCOMMODATION IN MAINZ

Student housing (a.k.a. *Wohnheim / Wohnung*) by *Studierendenwerk*:  
<https://www.studierendenwerk-mainz.de/wohnen/>

Alternatively, check out THE standard online platform for shared flats: <http://www.wg-gesucht.de/en/> or other similar platforms.

Follow Facebook pages from the various *Wohnheims* (e.g. <https://www.facebook.com/groups/154522171249483>, <https://www.facebook.com/groups/408519909181415> etc.) to keep an eye out for announcements regarding people subletting.

Joining the *Wohnheim* WhatsApp groups also helps in this regard. Also, it is useful to check in the university building blackboard, Flat shares are often announced, in this media. It is very common to find post or announcements of Flat Shares within university campus, from other students.

## BANKING

Students can choose from a wide variety of banks to open their accounts. Student accounts are usually free (i.e. no annual fees, transaction fees etc.), and online banking transactions are secured with 2nd factor authentication (i.e. TAN codes). However, please note that the banks may charge fees if you withdraw from an ATM that belongs to a different bank.

Good thing to note: there are banking unions where groups of banks share their ATM networks and hence do not charge fees if withdrawals are made from ATMs within the group (e.g. Cash group banks).

However, most bank accounts require you to deposit some amount of money into the account every month in order for it to be free. E.g. a *Commerzbank Girokonto* is free of charge as long as there is a deposit of 700 Euros every month, otherwise there is a monthly charge of 11 Euros. Also it is generally a good idea to **avoid** *Deutsche Bank* as the entire process for opening an account takes a few weeks and is usually done by post. After a recent change in regulations however, most banks now require a residence permit to open a new account.

Therefore, if you do not have a residence permit yet and you do not need to deposit cash on your account and can live without in-person consultation, an alternative choice might be an online bank which does not charge any fees and in addition allows for free cash withdrawals at **any(!) ATM** (some may only be applicable for EU-citizens/long-term residents). Examples of such online banks are **Wise and Revolut**. The waiting time for opening an account with them is super short (usually one day or even less, the card arrives by post in a few days though) so if you need an account in a pinch this would be the way to go.

Some commonly used banks and their respective banking groups:

Cash Group: *Commerzbank, Deutsche Bank, Postbank & Hypovereinsbank*.

Sparkassen Network: *Sparkassen* in Germany (e.g. *Sparkasse Mainz*)

VR Group: *Volksbanken & Raiffeisenbanken* in Germany (e.g. *Mainzer Volksbank eG*)

Direct (online) Banks: N26, Comdirect, DAB, DKB

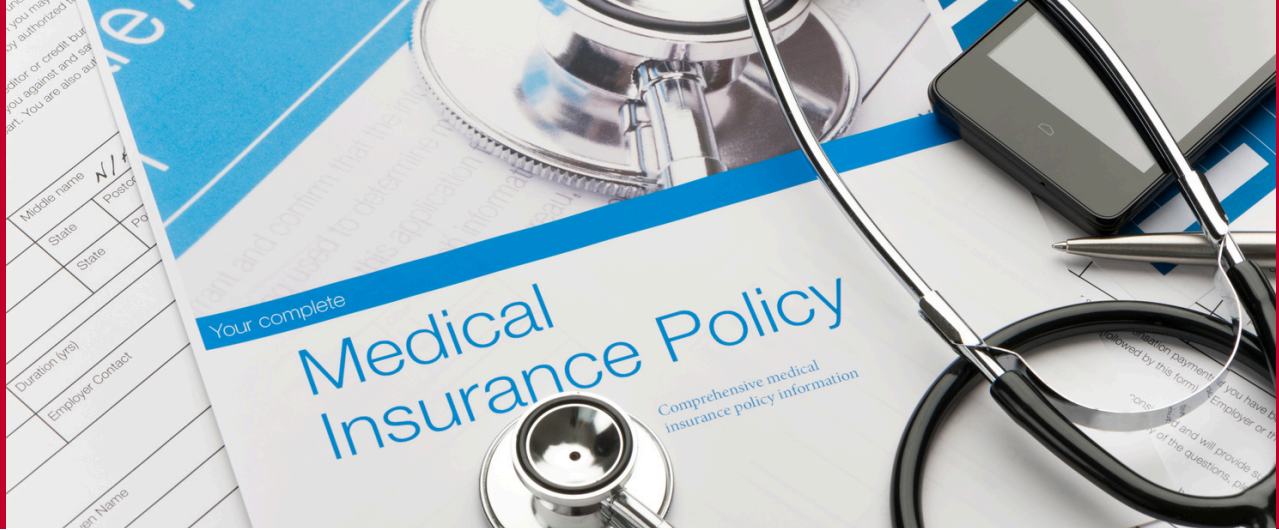
**\*Please note that this is not a complete overview of all available banks.**



For more information, you may also want to check out bank-comparison websites: <http://banks-germany.com/> ,  
<https://www.check24.de/konto-kredit/>.

Also, in case you arrived in Germany and you don't have a German bank account, and you need to make some payments (rent, university fees, international transfer of money, etc), you can try "**Reisebank**", they have a small office inside Mainz Main central station, you don't need to have a bank account to make payments through them. The only thing is that there is a fee of approx. 6 euros per transaction.





# HEALTH INSURANCE

As you probably know, having a health insurance is **mandatory** in Germany. If you do not hold a valid health insurance policy, the university may withdraw your place!

EU students may be covered by their domestic insurance provider. Just ask your provider for the **European Health Insurance Card (EHIC)**. If you come from a non-EU country, there are many providers you can choose from, both public and private. Private health insurance policies tend to be cheaper but may not have the same coverage as the public ones, so choose one according to your needs. Students who are older than 30 years may face some restrictions. Some commonly used insurance companies:

Public: *AOK, DAK, HKK, TK* (approx. 100-140 Eur per month for students) (Also *AOK* and *TK* have offices to sign up within University campus, next to *Zentral Mensa*)

Private: *Debeka, Hanse Merkur, Mawista* **accepts students older than 30 years**, however you will need a letter of exemption from a statutory insurance provider. You can obtain this letter from the *TK* office on campus.

**\*Please note that this is not a complete overview of all available insurance companies.**

# MEDICAL CARE

**General practitioner** – Find a house-doctor as soon as possible to avoid long waiting times and unnecessary hassle at the hospital in the time of need. A house-doctor can recommend you to a specialist or provide written recommendation for medical tests and also provide you with a sick note for University or job when needed. You can Google for **Hausarzt** in Mainz to find recommendations, e.g. Dr. Ulla Behringer <http://www.praxis-behringer.de/>.

**Dentist** - Dent. M. Saad Kundakji, Dr. Kraus implantklinik etc.

Alternative search engines to find doctors in Germany:

<http://www.jameda.de/>

<http://www.doctolib.de/>





# STUDENT AID/ BAFÖG



In Germany, everyone who is a formal resident (working or studying here for a longer period) **may be eligible for financial help from the state**. If, and how much aid you receive depends on your overall financial situation and the income of your parents (important: not the wealth of your parents, only their income!).

The office will have a look at your individual case and decide whether or not you are entitled to receive aid.

For general information check out the following website:

<https://www.bafög.de>

For JGU-specific information check out the local Bafög office

homepage: <http://www.blogs.uni-mainz.de/einrbafog/>



# TRANSPORTATION

Your semester contribution currently includes the **49 Euro D-Ticket** which allows you to take any regional or local transport (Buses, Trams, Trains except IC, ICE or other high speed trains).

## **General information by the traffic authority of Mainz:**

<http://www.mainz.de/leben-und-arbeit/mobilitaet-und-verkehr/mobil-in-mainz.php>

## **Conversion of foreign driving licenses:**

<https://www.mainz.de/vv/produkte/verkehrsueberwachung/Fuehrerschein-Umschreibung-auslaendische-Fahrerlaubnis.php>



# OTHER ESSENTIALS

## LEARNING MATERIALS

Our professors will usually upload their slide sets on either moodle (<https://moodle.uni-mainz.de/login/index.php>) or Microsoft Teams (details are announced by each professor during the first lecture). You will need to log in with your university account to gain access. You may use the search function to find the appropriate module, and use the password given in class to access the lecture notes and tutorial sheets.



## SEMESTER ABROAD/ EXCHANGE

Students may apply for a semester abroad. Further information can be found on the page below. There will also be information sessions during the course of the semester for prospective students, do look out for them if you're keen!

<https://erasmus.wiwi.uni-mainz.de/>

## JGU CAREER SERVICES

As you all know, networking is key. Make the next step and check out the official JGU portal: <https://www.blogs.uni-mainz.de/career-eng/>





## IT RELATED STUFF

# CHANGING UNIVERSITY ACCOUNT LANGUAGE TO ENGLISH

After having activated the ZDV account, some of you may be stumped by the default system language. To switch to English using Microsoft Windows 7 Operating System and MS Office software in English, just click on the Windows Start-button and enter "*Softwarecenter*" into your search box. In this program "*Verfügbare Software*" refers to the available versions of a bunch of tools and programs. Select "Windows 7 Language Pack EN-US V1000 - install - passive" & "Office 2013 Pro Plus EN ZDV V1000 - install - passive" and click on "*Auswahl installieren*" to install the language packs. You may be prompted to log-out of the system. After a short logout, just login again and enjoy using the system in the language of your choice. If you have difficulties with this, please check the Appendix for screenshots.

# PRINTING FROM YOUR PERSONAL DEVICE

If you prefer using the university's printers but do not want to miss the comfort of working with your own device - this section may be helpful. Just add your preferred printers in the university wifi network to your personal device (you need to be connected to Uni Mainz WIFI in order to do so). Posters above the printer usually indicate their respective network ID.

<https://www.zdv.uni-mainz.de/drucker-hinzufuegen/>

## REMOTE ACCESS TO UNIVERSITY ACCOUNT FROM A PERSONAL DEVICE

Students are able to use remote desktop applications to access their university account from a personal device (laptop - Windows/Mac, Android phones, Windows phones, iPhones, tablets).

This is a very useful feature that will come in handy when you're chilling on a beach in Mauritius and would like to read some journal articles 😊

<https://www.en-zdv.uni-mainz.de/remote-desktop-working-from-an-off-campus-workplace/>

If you want to access your files without loading the remote desktop, WebDAV is a faster option: <https://www.zdv.uni-mainz.de/webdav-mit-windows/>

# SOFTWARE

Our university has signed an agreement with Microsoft allowing all students to download, install and use **Microsoft Office 365** software on their personal computing devices for free. This is valid for both Windows and Macintosh systems: <https://www.zdv.uni-mainz.de/software/>

## UNIVERSITY EMAIL ACCOUNT

**All official information** will be distributed via the official student email account. It is a good idea to set up your account right at the beginning using the official ZDV guideline: <https://www.zdv.uni-mainz.de/e-mail/>

## VIRTUAL PRIVATE NETWORK (VPN)

As you may possibly be aware of, Virtual Private Networks (VPN) grant access to your favourite Youtube stars or Facebook followers even if you are in a country with restricted access to the world wide web (successfully tested in China).

More importantly, a VPN allows you to access the journal articles for your research which are sponsored by the University of Mainz 😊  
So if you prefer to read them on your personal device right at your swimming pool rather than at the library PC pool - here's how to set up a **free Uni Mainz VPN**: <https://www.en-zdv.uni-mainz.de/net-access-from-outside-of-campus-via-vpn/>





# STUDENT LIFE

## WELCOME03 PROGRAM

At the beginning of every semester, you are welcome to join the Department of Business & Economics' **Welcome03** Buddy Program. Each participating international student is assigned a student from a higher semester as a buddy. Your buddy can help you figure out some of the hurdles you might be facing during the initial days of being a JGU student and lend you valuable experience regarding university life. Throughout the semester different activities will be organized by the mentoring program, such as a visit to the Christmas market, bowling, hiking or a pub quiz evening.

**This is the perfect way to meet other students!**

You can sign up prior to the semester start [here](#).

# ACTIVITIES BY THE ERASMUS TEAM

For international students (including non-EU), there are many interesting activities organised by the Erasmus team in Mainz and the nearby regions (wine hikes, day trips, canoeing etc).

Check out their homepage and sign up for their newsletter to receive regular updates: <https://www.international.uni-mainz.de/erasmusteam-mainz/>

You can also follow them via Instagram and WhatsApp to stay updated regarding their events.

## FOREIGNERS-BECOME-FRIENDS PROGRAM

Organised by *Studierendenwerk*, this programme matches international students with families who are living in and around Mainz. There are many opportunities to get in touch with the German way of life through their activities (food sharing, hiking, tours, cultural events etc.) <https://www.studierendenwerk-mainz.de/en/freetime/foreigners-become-friends>





# STUDIS WERDEN FREUNDE

If you are new in Mainz and would like to make more friends, having a new buddy might be helpful. This programme is organised by the *Studierendenwerk* and matches local students with international students (university-wide). <https://www.studierendenwerk-mainz.de/freizeit/studis-werden-freunde>



## ISIC: INTERNATIONAL STUDENT IDENTITY CARD

Students all over the world are able to prove their official student status by showing the **ISIC card**. ISIC enables you to make the most out of targeted **student benefits and discounts** in almost 125,000 locations across some 130 countries. An ISIC can be obtained at the *Studierendenwerk* office on campus. Feel free to check out the benefits: <http://www.isic.de/en/benefits/>

# OTHER STUFF THE UNIVERSITY HAS TO OFFER

If you love sports, politics, debating, partying or have any other interest that you suspect other students might also have, there probably is a university club/group/team for it. There are numerous sport groups and teams you can sign up for, political clubs or debating groups where you can just show up and other interesting activities at the university which do not involve taking derivatives.

You can get a broad overview by following these links:

**International student initiatives:** <https://www.international-office.uni-mainz.de/initiatives-international-students/>

**Language classes:** <http://www.issk.uni-mainz.de/>

**Sports:** <https://www.ahs.uni-mainz.de/>

**Student groups:** <http://www.campus-mainz.net/freizeit/studigruppen/>

Note that most of these websites are in German and that the working language in many groups is usually German, too. If you are in for doing a little more research, looking for university groups at JGU Mainz on Facebook or Google will probably yield good results, too.

# CONTACT

Feel free to reach out if you have any problems or questions!

**International Office at FB03:** [fb03-international@uni-mainz.de](mailto:fb03-international@uni-mainz.de)

**Study Office:** [studienbuero-fb03@uni-mainz.de](mailto:studienbuero-fb03@uni-mainz.de)

**GIS:** [gis@international.uni-mainz.de](mailto:gis@international.uni-mainz.de)

**Central Student Services:** [studsek@uni-mainz.de](mailto:studsek@uni-mainz.de)

