

C>ONSTRUCTOR
UNIVERSITY















Incoming Guide

For incoming and prospective students studying
abroad at Constructor University

**More
Information**




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Study Abroad Checklist



<p>3 Months Prior</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for a visa (if you need one) (see pg. 7 for more info)  <input type="checkbox"/> Find out if your health insurance covers you in Germany (see pg. 6 for more info)
<p>1 Month Prior</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Refill any prescriptions and collect any over-the-counter products that may not be available in Germany (make sure they are legal in Germany). <input type="checkbox"/> Prepare copies of your passport, visa, tickets and other travel passes <ul style="list-style-type: none"> <input type="checkbox"/> Passport and Visa <input type="checkbox"/> Tickets and other travel passes <input type="checkbox"/> Notify the international office of your arrival day/time <input type="checkbox"/> Constructor University official admission letter and tuition waiver <input type="checkbox"/> Check your email for the „Freshie Journey“ Online Orientation <div data-bbox="1123 1048 1203 1128" data-label="Image"></div> <div data-bbox="1219 1025 1433 1128" data-label="Text"> <p><i>Kindly note that medicine is not allowed to be shipped into Germany.</i></p> </div>
<p>1 Week Prior</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pack; keep in mind airline regulations <input type="checkbox"/> Check your email for the „O-Week“ Orientation Schedule <input type="checkbox"/> Leave Constructor University International Office Contacts with your family <input type="checkbox"/> Place baggage tags on each piece of baggage with your name and the International Office address: Constructor University Bremen, Attention International Office RLH 178, Campus Ring 1, 28759, Bremen Germany <input type="checkbox"/> Arrive during the early arrival period or no later than the morning of the official arrival day (see pg. 2 for more info) <div data-bbox="1123 1509 1203 1590" data-label="Image"></div> <div data-bbox="1219 1509 1337 1590" data-label="Text"> <p><i>Don't forget your winter clothes!</i></p> </div>

Visa, Insurance and Arrival



Visa and Health Insurance

Visa Information



Citizens of these countries do not need a visa to enter Germany:

- EU citizens
- Iceland
- Norway
- Liechtenstein
- Switzerland



Visa Process



Citizens of the following countries may enter Germany without a visa, then apply for a residence permit within the first three months of their stay:

- Australia Canada
- Israel
- Japan
- New Zealand
- the Republic of Korea
- the United States of America



Students from countries not listed above require a student visa and should arrange for one well in advance.

Students from the countries that are allowed to enter Germany without a visa may nevertheless apply for a visa for the duration of their stay instead of applying for residence permit (PRIOR to entering Germany).

Visa Application

Students that require a visa would normally need to prepare the following documents (confirm this with your respective embassy or consulate):



- Visa Application
- Valid passport
- Constructor University Admission Letter
- Proof of sufficient funding **
- Proof of health insurance valid in Germany
- Biometric passport photograph



****Students will receive an official tuition and admission letter upon acceptance to Constructor University. In case additional documentation is required, you may make a request to the International Office.**



Please allow six to eight weeks for your visa application to be approved.

Health Insurance in Germany

Students in Germany are required to provide their university with a proof of valid health insurance to be enrolled in a German university and to obtain student visa or residence permit for their studies.

Therefore, Constructor University requires from students (upon enrolment) to provide either:

- Proof of insurance with a German public health insurance company OR
- Proof of insurance with a public health insurance company from the EU, usually in the form of a European Health Insurance Card OR
- A dispensation from the obligation to insure with a public health insurance company (for those privately insured). The dispensation can only be issued by a German public health insurance company upon inspection of the private insurance shown by the student.

Dispensations from the obligation to insure with a public company will not be granted if:

- Your private foreign or German health insurance covers only a limited period of time, namely less than the entire duration of your studies in Germany.
- Your private foreign or German health insurance has an upper limit for the coverage of outpatient and inpatient treatment.
- The medical assistance covered by the private foreign or German health insurance does not correspond to the coverage offered by the German public health insurance.

The following health insurance company is an official partner of Constructor University:

Techniker Krankenkasse (TK)

Contact:

Jessica Petrusch, Campus Consultant
Campus Ring 1, RLH 100, 28759 Bremen
Phone: +49 40 - 46 06 62 53 00
Mobile: +49 151 - 57 63 59 54
E-mail: constructor.university@tk.de



In the following video you learn about what to do for getting a health insurance in Germany as a foreign student:

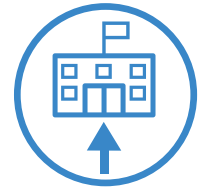


Apply for TK, german public health insurance, online:



Since most foreign private insurances do not fulfil these requirements, it is highly unlikely that they will be accepted for dispensation. Therefore, students should either come with European public health insurance or get a German insurance.

Arrival



Arrival to Airport

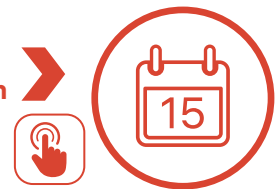
You should plan to arrive on campus 1 week prior to the start of the semester:

- Please plan to arrive during the Early Arrival period or on the official Arrival Day as stated on your official admission letter.
- Please note there are no shuttle buses running from the airport.



*Kindly let the international office
know the exact time of your arrival
in Bremen as soon as possible*

**Please check the Academic Calendar
on the Constructor website to confirm
when your classes will begin**



Arrival to Campus

Multiple shuttle buses will be operating on the official Arrival Day. Incoming Fall students flying into Bremen on this day can take the shuttle bus to Constructor University. Please note this service is not available during the Spring semester.

**Find out more about the
campus map and directions
on our website - click the map**





Registration in Germany

All students – regardless of nationality - must register with the local authorities within 14 days of arrival in any German residence.

We will help you with the registration process, however you are required to bring the following documents:

- Passport, photo copy of your passport, and a headshot photo.
- The registration form ‚Anmeldeformular‘ is available during Orientation Week.

Residence Permit Information

All international students outside the EU who do not have visa for their duration of stay at Constructor University Bremen need to apply for a residence permit once in Germany. The cost for the residence permit is about €100.

For the residence permit, you normally need to present the following documents:

- Valid passport
- Proof of health insurance valid in Germany (please see pg. 8 for more info)
- Resident Permit Application Form
- Proof of Local Registration (Meldebescheinigung, available during Orientation Week)
- One or two biometric passport photos
- Proof of enrolment (Immatrikulationsbescheinigung, available during Orientation Week)



**application
guide**



Student Services



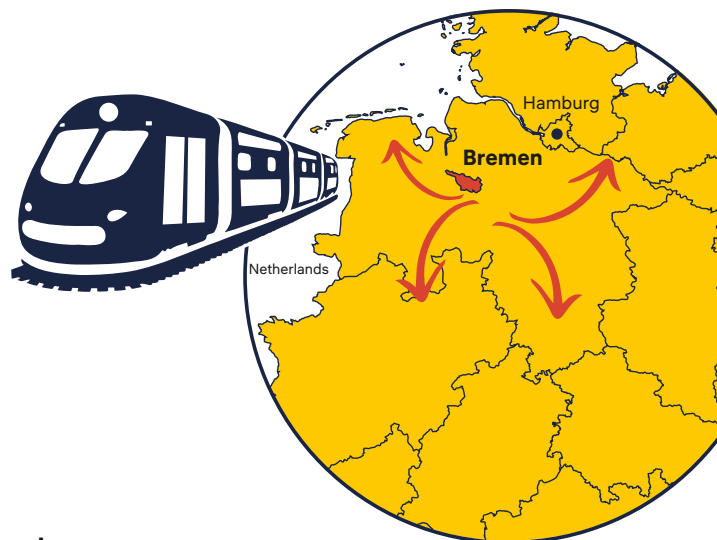
Student ID, Campus Card and Semester Ticket

When you arrive on campus, you will receive your:

- Student ID which functions as a campus card
- Semester ticket
- Dorm room assignment
- Housing contract

Your campus card is used for paying for meals on campus, doing laundry as well as copying and printing. The semester ticket is a personalized ticket for public transportation in and around Bremen.

**find out more about the semester ticket
and public transportation here**



Student Services Center - SSC

SSC offers first-level support, document pick-up services, and general information to:

- Receive Semester Tickets
- Receive Excusal from Academic Obligations
- Receive support with orientation and student arrival
- Receive support with information regarding other departments
- Order a Confirmation Letter
- Update your Address
- Order a transcript

For inquiries contact **studentservice@constructor.university**



**Student service
center**





Student Housing

Students reside in 1 of 4 possible residential colleges on campus:

- College Nordmetall
- College III
- Krupp E and F College
- Mercator College



Upon arrival, students are provided sheets, towels, pillowcases, and duvet covers for a separate charge of 50 Euros.

If students partake in the intersession period, please note that this will have to be communicated to the International Office and to Housing as early as possible to assure that your housing is guaranteed for this period.

Housing options:

A Single room with shared bathroom

B Loft bed with shared bathroom

Contact housing@constructor.university for more information.

Costs for room and board have to be paid by you or by your home university. Please note that residing outside of campus is only possible in exceptional cases and must be officially approved. As intercultural living and learning is a part of Constructor University's core values and it is therefore an integral part of the Study Abroad Program.



Dining Services

Each college has its own servery with a selection of tasty dishes and a menu that changes daily. On a regular basis, fresh regional products are served, and vegan, vegetarian and halal meals are always available. Since our students come from more than 100 countries, a mixture of different international cuisines and German dishes are prepared.

For more information visit our website:



**Dining
Services**



Counselling Services

The Counselling Center offers workshops dealing with topics such as intercultural understanding, stress management, creative expression, and self-confidence. Group counselling, individual counselling, and walk-in hours are also offered to help those with questions.



**Counseling & Intercultural
Services**



TalkCampus App

TalkCampus is a global mental health support network:

- Kept Safe by Professionals
- Instant Support, Available 24/7
- Completely Anonymous and a Safe Space
- App & Web Based

Student life can be incredibly tough. We're here for the moments when you just need a friend. Talk anonymously to students around the world going through the exact same struggles you are, anytime of the day or night. This is a safe space where you can talk about whatever is on your mind. For inquiries contact **counseling@constructor.university**



Download now
TalkCampus for free
using your student
email address.



Campus life



Clubs and Activities

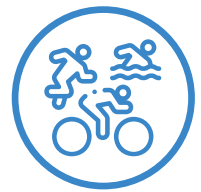
Constructor University offers many opportunities for student activities outside of the class-room. The variety of over 50 student clubs and more than 100 student-driven events during the year such as cultural festivals like the Deepavali Festival of Lights or Chinese New Year, and educational events like Country Information Days, are the hallmark of our vibrant campus community.

Clubs choices:

- **Sports:** American Football, Badminton, Men's Basketball, Women's Basketball, Capoeira, Chess Club, Climbing Club, CrossFit, Frisbee Club, Hockey Club, Kickboxing Club, Men's Soccer, Women's Soccer, Yoga, and many more
- **Dance:** Ballet, Campus Crew (Hip Hop Club), Fire and Flow Dancing Club, Oriental Dance, Cheerleading/Drill Club
- **STEM:** Aeronautics Club, Astronomical Society, Community of Innovations and Technologies, Entrepreneur and Consulting Club, Girls who code, Investment Banking & Capital Markets Society, and many more
- **Others:** African Heritage Society, Amnesty International, Board Games, Catholic Community, Christian Fellowship, Environmental Club, Explore Bremen, Global China Connection, and many more



Campus life



Living in Bremen Germany

Constructor University is based in the north of Bremen – a city with a maritime atmosphere and 1,200 years of history. Bremen hosts half a million residents while the city offers bike and walking friendly routes, convenient train-lines, and high quality living standards. The historical market square is famous for Bremen's mascots, the Town Musicians from the Brothers Grimm fairy tale, and is a UNESCO World Heritage site. More than 30,000 students live and study in Bremen and nearby Bremerhaven which together form the Bundesland (state) Bremen.



living in bremen



tourism bremen



Academic life





Academic Life

Course Information and Registration

During your studies at Constructor University you will be taking four to six courses per semester (typically 5 ECTS points each). Constructor University students usually take 30 ECTS, however on average study abroad students take 25 ECTS during a semester.

Students will receive access to courses and grades through CampusNet. During Orientation Week, there will be academic advising sessions to review and confirm course plans with a Constructor University Academic Advisor.

- **25-30 ECTS is the recommended course-load per semester**
- **1 ECTS is equivalent to about 25 study hours**

Students are strongly encouraged to have a pre-liminary course plan. This can be based on the prior year's courses if the current semester's course catalogue is not yet published.



After the add/drop deadline no changes in course schedules are possible.

**CampusNet
course catalogue**



**Study program
handbooks**



**Link to academic policies,
regulations and guidelines**



Study Excursions

The International Office offers study excursions for international exchange students. Students must be registered for the courses to attend the excursion and the course may be taken for 2.5 or 5 ECTS, depending on the student's goals and course load. A small fee is invoiced to students upon registration to cover minimal travel costs - the majority of the excursions are compensated via grant funding.



Community Impact Project (CIP)

With the community impact project initiative, Constructor University students in their fifth semester engage in major-related projects for the benefit of the community to create positive change. With their international and strong academic background, Constructor University students support NGOs, administrative organizations, schools, businesses, or startup companies by applying their knowledge and taking on social responsibility for the greater good of the Bremen region. The CIP project may be taken for ECTS by study abroad students, with prior approval from their home university.

**find out
more here**





Financial Information

University Tuitution Fees

Exchange Students Program

If you are studying abroad through Erasmus or a Partner University, your tuition fee at Constructor University is waived. Students are required to pay remaining fees, such as room and board, bedding/towels, and university fees.

Visiting Program Students

If you are studying abroad through a Visiting Program, your tuition fee at Constructor University is waived. Please confirm with your home university whether they cover additional costs (room and board, university fees, excursion fees, bedding/towels, gym/pool membership).

Free Movers

Free Movers are required to cover all associated costs.

Please refer to the Cost Sheet for the most up to date costs.



Personal Expenses

As a suggestion, students should consider the following personal expenses per semester (these will vary from student to student):

Books & Supplies	€ 180 per semester
Health Insurance	€ 600 per semester
Laundry	€ 40 per semester
Clothing & Personal Care	€ 300 per semester
Miscellaneous Expenses	€ 450 per semester
Study Excursion Costs	€ 100-400 per semester



Students may expect to receive their invoice typically one month before the semester start date.

Useful information

- Electricity - We suggest purchasing a voltage converter kit in addition to adapters.
- Parcels & Customs - Please be aware that any new item that has a declared value over \$50 (for students coming from the US, items declared over \$ 40) will usually be charged a customs fee upon arrival.
- Medication - Please note that it is not allowed to mail medicine to Germany.
- Getting around - Walking, cycling and public transports are the best modes of transport in Bremen- you certainly don't need a car! Bremen has more than 650 kilometres of excellent cycling paths.



Useful Contacts:

community@constructor.university

Student Clubs, Student Events, Community Venues (TOS, MusicLab, Cinema, TheaterSpace, Sports Halls, Gym, Pool, Dance Room, BBQ Area)

resident-mentors-list@lists.jacobs-university.de

Emergency crisis support, student social welfare

counseling@constructor.university

Psychological support and intercultural affairs

housing@constructor.university

Room booking issues, campus cards, meal plan issues

facility@constructor.university

Repairs for malfunctioning or broken infrastructure issues

itstudentsupport@constructor.university

WiFi access problems, malfunctioning printers, or other IT technical issues

Transponder@constructor.university

Transponder and door key issues

student-packages@constructor.university

Student package pick up services

studentservice@constructor.university

Semester tickets, academic documents, front office for Registrar Services

sfs@constructor.university

Student financial services, student account issues

info@constructor.university

All other issues

We look forward to hearing from you, and hope to see you soon in Bremen!

Your International Office Team at Constructor University Bremen



➤ **Magdalena Dieterle**
International Programs Coordinator
✉ mdieterle@constructor.university



➤ **Sheena Dass**
International Programs Coordinator
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➤ **Student Assistant**
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