

**C>ONSTRUCTOR**  
UNIVERSITY














# Incoming Guide

For incoming students at Constructor University

**More  
Information**




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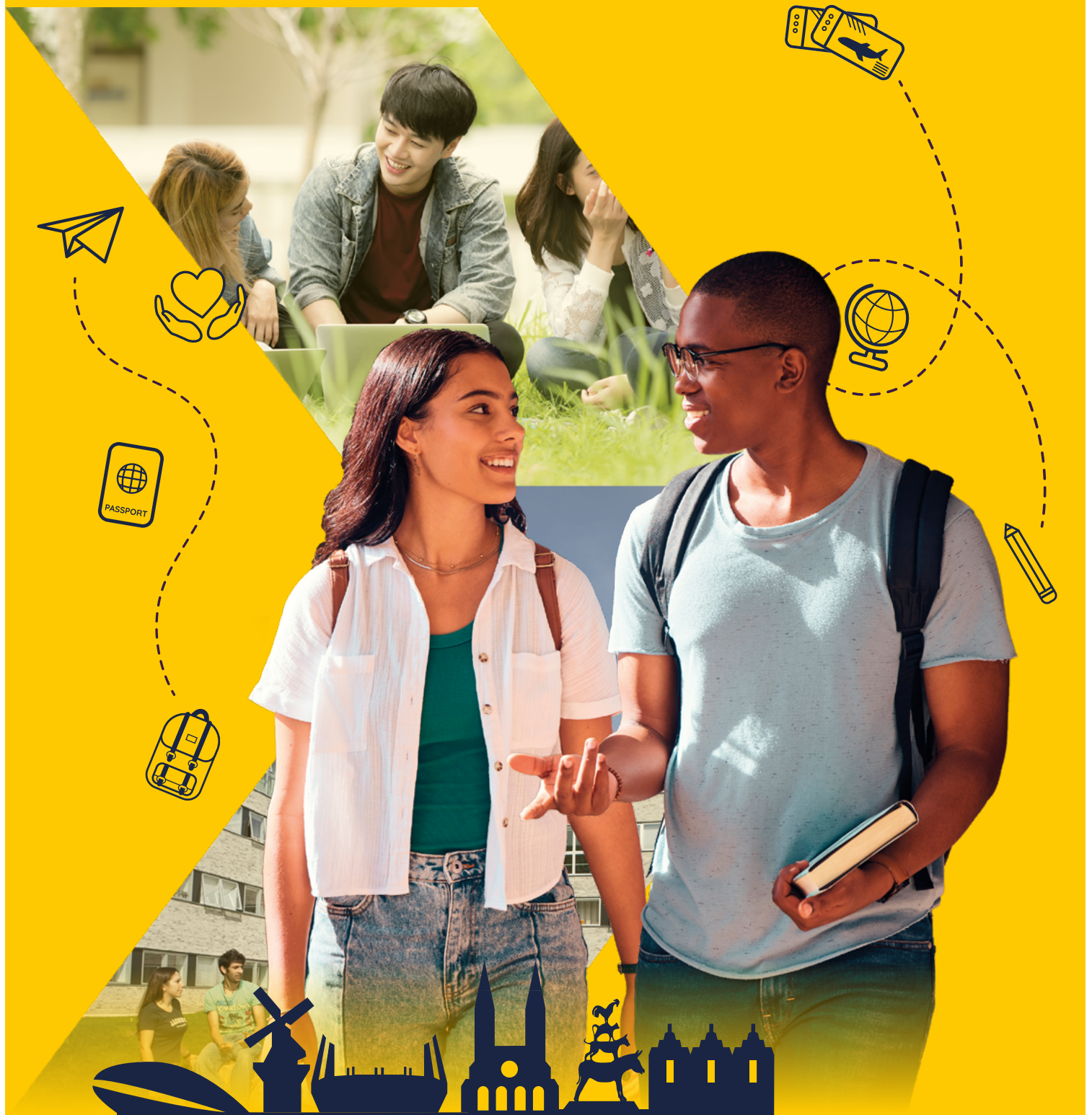
# Arrival Checklist



<p><b>3 Months Prior</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Apply for a visa (if you need one)</b> (see pg. 7 for more info) </li> <li><input type="checkbox"/> Your health insurance for Germany (see pg. 6 for more info)</li> </ul>
<p><b>1 Month Prior</b></p>	<ul style="list-style-type: none"> <li><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).</li> <li><input type="checkbox"/> <b>Prepare copies of your passport, visa, tickets and other travel passes</b></li> <li><input type="checkbox"/> Passport and Visa</li> <li><input type="checkbox"/> Tickets and other travel passes</li> <li><input type="checkbox"/> Fill out the arrival questionnaire with your arrival day/time</li> <li><input type="checkbox"/> Constructor University official admission letter, Enrollment Confirmation and Airline letter (if applicable, non-EU visa free countries only)</li> <li><input type="checkbox"/> Check your email for the „Freshie Journey“ Online Orientation</li> </ul> <div data-bbox="1123 1048 1203 1128" data-label="Image"> </div> <div data-bbox="1214 1025 1433 1128" data-label="Text"> <p><i>Kindly note that medicine is not allowed to be shipped into Germany.</i></p> </div>
<p><b>1 Week Prior</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pack; keep in mind airline regulations</li> <li><input type="checkbox"/> Check your email for the „O-Week“ Orientation Schedule</li> <li><input type="checkbox"/> Leave Constructor University Contacts with your family</li> <li><input type="checkbox"/> Place baggage tags on each piece of baggage with your name and the Student Services address: Constructor University Bremen, Attention Student Services RLH 102, Campus Ring 1, 28759, Bremen Germany</li> <li><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)</li> </ul> <div data-bbox="1123 1509 1203 1590" data-label="Image"> </div> <div data-bbox="1214 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, Brazil, Canada, El Salvador, Honduras, Israel, Japan, New Zealand, Republic of Korea, United States of America, United Kingdom



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

## 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 Form
- Valid passport
- Constructor University Admission Letter
- Proof of sufficient funding \*\*
- Proof of health insurance valid in Germany
- Biometric passport photograph



**\*\*Please consult the Visa Information System on the Proof of sufficient funding requirement.**



*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, public health insurance, and complimentary travel insurance for your visa online:**



Students who require a visa, need two insurances - one for the visa requirement (travel insurance) and one for the enrollment (public insurance). Through the link above you can obtain the public insurance and a complimentary travel insurance.

# Arrival

## Arrival to Airport

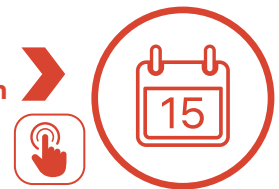
You should plan to arrive on campus 1 during Arrival Day:

- Please plan to arrive during the Early Arrival period or on the official Arrival Day.
- Airport pick-up service is only available on Arrival Day.



*Kindly let us know the exact time of your arrival in Bremen as soon as possible through arrival survey*

**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, color photo copy of your passport, and a headshot photo.
- The registration form ‚Anmeldeformular‘ is available during Orientation Week or through the QR below.

## Residence Permit Information

**All students outside the EU need to apply for a residence permit once in Germany. The cost for the residence permit is €100. You will receive an email to guide you through the process in the first weeks of enrollment.**

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 under Residence Permit - Application



# Student Services



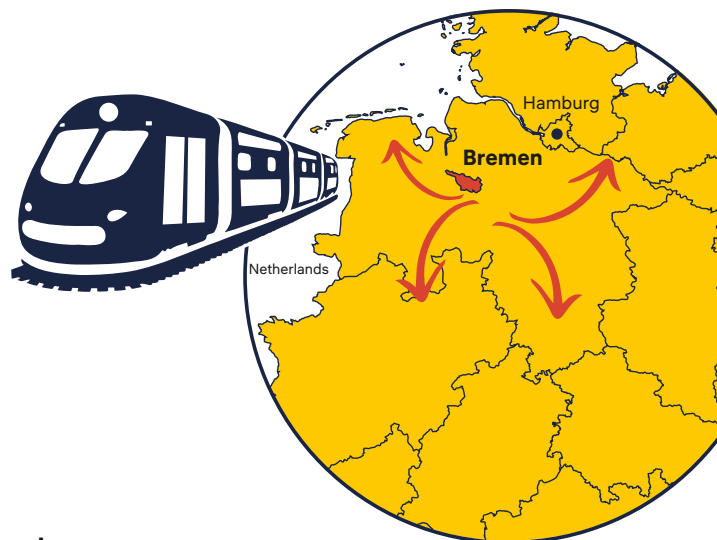
## Student ID, Campus Card and Semester Ticket

**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



### Housing options:

**B** Single room with shared bathroom

**C** Loft bed with shared bathroom

Contact [housing@constructor.university](mailto:housing@constructor.university) for more information.

**Please note that residing outside of campus during the first year is only possible in exceptional cases and must be officially approved by Campus Life. As intercultural living and learning is a part of Constructor University's core values and it is therefore an integral part of study experience.**



## 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](mailto:counseling@constructor.university)**



**Download now**  
TalkCampus for free  
using your student  
email address.



# Campus life





## Clubs and Activities

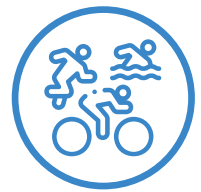
Constructor University offers many opportunities for student activities outside of the class-room. The variety of over 50 student clubs and more than 100 student-driven events during the year such as cultural festivals like the Deepavali Festival of Lights or Chinese New Year, and educational events 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 during a semester. If you have a general admission to the Bachelor programs, you may change your major as you see fit from July 15th until the add/drop deadline by sending an email to [registrar@constructor.university](mailto:registrar@constructor.university). After this deadline, you may do so through a form.

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.

- **1 ECTS is equivalent to about 25 study hours**

Students are strongly encouraged to have a pre-liminary course plan.



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

Study excursions are usually part of an academic course. Students must be registered for the courses to attend the excursion. A small fee may be invoiced to students upon registration to cover minimal travel costs.

## 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.

**find out  
more here**





# Financial Information

## University Tuitution and Housing Fees

### Visa Students

If you require a visa to study in Germany, you will be invoiced according to your Financing Offer for the first year of your studies. This is a requirement by the Visa Handbook of the German government and the local Migration office in Bremen.

### EU and non-Visa Students

If you are a EU or non-Visa student, you will be invoice according to your Financing Offer for the first semester only.

### Payment Deadlines

The invoice must be paid by August 1st, 2024!

Please refer to the Student Financial Services for more information.



### Personal Expenses

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

<b>Books &amp; Supplies</b>	<b>€ 180 per semester</b>
<b>Health Insurance</b>	<b>€ 600 per semester</b>
<b>Laundry</b>	<b>€ 40 per semester</b>
<b>Clothing &amp; Personal Care</b>	<b>€ 300 per semester</b>
<b>Miscellaneous Expenses</b>	<b>€ 450 per semester</b>



Students may expect to receive their invoice typically shortly after deposit payment.

### Useful information

- Electricity - We suggest purchasing a voltage converter kit in addition to adapters.
- Parcels & Customs - Please be aware that any new item (in their original package) 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. You must declare any cash amount over € 10 000 upon entry into the European Union.
- 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](mailto: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](mailto:resident-mentors-list@lists.jacobs-university.de)

Emergency crisis support, student social welfare

[counseling@constructor.university](mailto:counseling@constructor.university)

Psychological support and intercultural affairs

[housing@constructor.university](mailto:housing@constructor.university)

Room booking issues, campus cards, meal plan issues

[facility@constructor.university](mailto:facility@constructor.university)

Repairs for malfunctioning or broken infrastructure issues

[itstudentsupport@constructor.university](mailto:itstudentsupport@constructor.university)

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

[Transponder@constructor.university](mailto:Transponder@constructor.university)

Transponder and door key issues

[student-packages@constructor.university](mailto:student-packages@constructor.university)

Student package pick up services

[studentservice@constructor.university](mailto:studentservice@constructor.university)

Semester tickets, academic documents, front office for Registrar Services

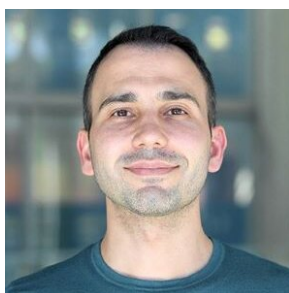
[sfs@constructor.university](mailto:sfs@constructor.university)

Student financial services, student account issues

[study@constructor.university](mailto:study@constructor.university)

All other issues

# We hope to see you soon in Bremen!



➤ **Peter Tsvetkov**  
Visa and Immigration Coordinator  
✉ [visa@constructor.university](mailto:visa@constructor.university)



➤ **Diana Wells**  
Freshie Journey Coordinator  
✉ [studentservice@constructor.university](mailto:studentservice@constructor.university)

➤ **Admission and Recruitment**  
✉ [study@constructor.university](mailto:study@constructor.university)



**Constructor University**

Campus Ring 1 · 28759 Bremen · Germany

[study@constructor.university](mailto:study@constructor.university)

