

Information for Incoming Students

School of Science & Technology – Summer Term

2021

1 Term of Use

This document gives information relevant for incoming students for international master courses provided by the School of Science & Technology of the University of Siegen. Please read the following information carefully.

For any inquiry not answered in or forwarded by this document as well as/or course specific questions, please consult the website of your Master course or contact the examination office or send a mail to the Master course's mail address (see Sec. 7).

Important Note: Please keep in mind that your inquiries are replied to much faster and more effectively when you contact the right person only. There is no need and no benefit to ask the question or send the same email to different persons, it just wastes resources and delays our answer.

2 Before arrival

1. Kindly do not travel before the date mentioned on your visa.
2. You should have the presence letter. You can get it by sending email to registration office at (registration@zv.uni-siegen.de).
3. Make sure that someone at the university administration is aware of your travel plans.

Please send a mail to

- Master Chemistry: pa@chemie.uni-siegen.de
- Master Computer Science: master-cs@uni-siegen.de
- Master Nanoscience and Nanotechnology: nanoscience@nt.uni-siegen.de
- Master Mechatronics: master-mechatronics@mb.uni-siegen.de
- Master Physics: international.master@physik.uni-siegen.de

Optionally, you can inform Faria Afzal: igs.advisor@nt.uni-siegen.de

4. Make yourself aware about the corona test requirements for traveling to Germany.
5. As you will not be able to leave the room for few initial days you can buy the basic utensils from the University (<https://www.studierendenwerk-siegen.de/?id=251&L=2>)

3 Travel & Quarantine

1. The two airports suitable for arriving in Siegen are Frankfurt airport and Düsseldorf International Airport.
2. From both of the above airports there are trains available. You can check the train schedule on the following website (<https://www.bahn.com/en/view/index.shtml>)
3. Since Frankfurt has many train stations use "Frankfurt(M) Flughafen" as your starting point.
4. While traveling have your documents in your handbag/carry-on and not in your luggage as you will face immigration before your luggage pick up.
5. If you have applied for visa using the admission letter from another University make sure that you have a copy of the admission letter for immigration check.

6. Make yourself aware of information regarding compulsory quarantine. You should have a place to do this. If you break this rule heavy fine can be implemented by the city administration. You should read the information provided on the following link (https://www.uni-siegen.de/isa/wege_nach_siegen/covid-19/index.html.en?lang=en) and (<https://www.uni-siegen.de/corona/allgemein/index.html.en?lang=en>)

Most important: In case of a verified or suspicious Corona infection, you have to inform the University (+49 271 740-5555) and the local authorities (+49 271 333-1120).

7. For more information regarding quarantine and how to get groceries etc. during that time period please check publically available information and services, such as
 - a. Groceries delivery service¹, such as <https://siegen.lozuka.de> or <https://www.rewe.de/service/lebensmittel-lieferservice/>
 - b. #SIWIHILFT is a support service from the county Siegen-Wittgenstein which organizes various support services for people that need help due to the Corona pandemic.
You may contact them under +49 271 333-1120 (Monday to Friday, 8:00-16:00; communication in English is offered).
8. If you are still looking for accommodation visit the following page for more information (https://www.uni-siegen.de/isa/wege_nach_siegen/leben_in_siegen/wohnen.html.en?lang=en)
 - a. Please be aware that there is no open/free WiFi in most places. So check the local situation beforehand and purchase a surfstick or a pay-as-you-go SIM card, for instance.

4 Health insurance

1. When you applied for visa you also have a travel insurance. The travel insurance is different than health insurance. It is mandatory for all students to have health insurance; the health insurance contribution is paid monthly.
2. Your health insurance should start from 1st April otherwise you have to pay the back amount for the whole winter semester (October 2021-March 2021).
3. Details about health information are available on the following webpage (https://www.uni-siegen.de/isa/wege_nach_siegen/leben_in_siegen/versicherung.html.en?lang=en)
4. The certificate of health insurance registration can be sent directly via email to (registration@zv.uni-siegen.de).
5. Please note that in order to extend your visa and remain a student you should have a valid health insurance during your whole study period.

5 Bank account and contracts

1. After arrival you will need to open bank account in a local bank to access your block account. The process depends on the bank you select, but since due to quarantine you are restricted in your room for few days make sure that you have enough cash to sustain yourself until you are able to use the money in your block account.

¹ You may want to use a web browser with automatic translation functionality, such as chrome

2. As it might take some time to open up an account at a local bank and to get an ATM/cash card, you can also use a standard credit card. In Germany, Visa and Master cards are widely accepted for online business. However, while ATM/cash cards are accepted almost everywhere, not all shops accept credit cards.
3. In Germany a contract once signed is legally binding (you have 14 days in some cases to inform the company (in writing) to get out of the contract). If you sign an internet contract for your accommodation and the condition is minimum duration 2 years you will most likely have to pay the entire fee, even if you change the place of residence, so check every document carefully before signing.

6 City registration and visa extension

After arrival you should inform the city administration within 14 days. You will not be allowed to enter in city hall (Rathaus Siegen) without an appointment so you can do this step online through the following link (<https://www.terminland.de/stadtsiegen/>)² (Right now it may take more than 14 days but it is fine if you have already registered for an appointment in time).

You have received a visa of 3 or 6 months and this needs to be extended. It will be done in the Rathaus (city hall). You will need the following documents

- Passport, passport photograph (biometrically compatible)
- Application form for residence permission
- Proof of finance (block account)
- Health insurance certificate
- Study certificate (certificate of enrolment/matriculation); you can get this from UNISONO (my studies-reports-) and students' card

You will get a renewable residence permission for up to 1 year (~100 Euro, free for scholarship holders).

7 Study related information and contacts

In the following, relevant contact information and some hints for first steps at the University of Siegen are given.

Important Note: Please keep in mind that your inquiries are replied to much faster and more effectively when you contact the right person only. There is no need and no benefit to ask the question or send the same email to different persons, it just wastes resources and delays our answer.

7.1 Main Master course websites

For any study and course related question, first check the available information in the Master course's website.

- Master Chemistry: <https://www.chemie-biologie.uni-siegen.de/igs/index.html?lang=de>
- Master Computer Science: <http://www.master-cs.eti.uni-siegen.de/en>

² https://www.uni-siegen.de/isa/wege_nach_siegen/internationale_studierende/welcome/dokumente/anmeldung_rathaus.pdf

- Master Nanoscience and Nanotechnology: <https://www.uni-siegen.de/nt/nano/>
- Master Mechatronics: <https://www.mechatronics.eti.uni-siegen.de>
- Master Physics: <https://www.physik.uni-siegen.de/studium/index.html.en>

7.2 Exam offices and course related questions

If you have any issues regarding course registration for classes, exams, exams date etc. or your grades kindly (and only) contact your relevant examination office (Prüfungsamt).

- Examination office Chemistry: pa@chemie.uni-siegen.de
- Examination office Computer Science: pruefungsamt-inf@uni-siegen.de
- Examination office Nanoscience and Nanotechnology: pa-nanoscience@nt.uni-siegen.de
- Examination office Mechatronics: pruefungsamt.mechatronics@uni-siegen.de
- Examination office Physics : pruefungsamt@physik.uni-siegen.de

In case of further course related questions, you can get into contact with the course representatives via the following mail addresses.

- Master Chemistry: gunnej@chemie.uni-siegen.de
- Master Computer Science: master-cs@uni-siegen.de
- Master Nanoscience and Nanotechnology: mario.agio@uni-siegen.de
- Master Mechatronics: master-mechatronics@mb.uni-siegen.de
- Master Physics: international.master@physik.uni-siegen.de

7.3 Some hints on the first steps

7.3.1 UNISONO (Registration for classes /exams)

[UNISONO](#) is the **main study portal** of the University of Siegen for course and examination registration. Without course registration, you will most likely not get access to the relevant course material, lectures, exercises etc.

Some basic hints in case of trouble

- In case you are unable to access your UNISONO account: wait for 24 hours, as sometimes the access is restricted for few hours when the system is updated.
 - If it still does not work check your password and reset it, if necessary.
 - If it still does not work contact support@zimt.uni-siegen.de.
 - Do not contact the teaching staff for this issue as they will not be able to help you in this regard.
- If you are not able to log in and it is the last date to enroll for a course: contact the responsible lecturer via mail.
- If you are not able to log in and it is the last date to enroll for examination: make sure you contact the examination office during their office time so you can be enrolled.

Not being able to log in is not accepted as an excuse for enrollment after due date.

7.3.2 USi Card

You can apply for your University Siegen identification card through UNISONO. Do not provide international address. You can provide a care-of address (c/o). You can change the address later.

In April you can pick up your card directly at the SSC building (campus Adolf Reichwein).

The USi Card can be used to using public transport within North Rhine-Westphalia. For more Information: <https://www.uni-siegen.de/isa/aktuelles/935869.html>.

8 Further useful link

- Public transport (VWS): <https://www.vws-siegen.de/>
- Site plan of the University's campuses: https://www.uni-siegen.de/start/kontakt/anfahrt_und_lageplaene/index.html.en?lang=en
- Corona portal of the University: <https://www.uni-siegen.de/corona/?lang=en>
- Corona portal of the county Siegen Wittgenstein (German only): <https://www.siegen-wittgenstein.de/Kreisverwaltung/Themen-und-Projekte/Coronavirus>
- Welcome page of the University: https://www.uni-siegen.de/isa/wege_nach_siegen/internationale_studierende/welcome/index.html.en?lang=en