

# CIRCULAR I 2010 - PART B -

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## PART B: STUDENT GRANTEES 2010/2011

### I. INTRODUCTION

The following information has been divided into different sections, depending on **whether or not you will receive language course benefits** or not (please check Item 9: Special Provisions of your Grant Authorization). Section II is for grantees who will start their stay in Germany with language course program, while Section III is for grantees who will not be enrolled in a Commission-sponsored language course. The remaining sections will address issues relevant to all full-maintenance student grantees.

### II. GRANTEES WITH LANGUAGE COURSE PROGRAM

#### 1) Arrival and Orientation Meeting

##### a) Time and Place

The Orientation Meeting for grantees who will receive a language course will take place on **August 9 – 12, 2010** in the university town Marburg (Lahn). Grantees must **arrive at the orientation site in Marburg on August 9, 2010 between 12:00 pm and 3:00 pm**. The Orientation Meeting will take place at:

Philipps-Universität Marburg  
Begegnungszentrum Kosselhaus  
„Schwarz-Weiß“  
Geschwister-Scholl-Straße  
35039 Marburg  
Phone: +49 (0) 6421 28 26120/26176  
Fax: +49 (0) 6421 28 28998  
Internet: <http://www.uni-marburg.de>

##### b) Please observe the following procedure to meet with us in Marburg:

1. We expect that you make your own arrangements to Marburg/Lahn in the state of Hesse and to the Hauptbahnhof (main railway station)
2. Between 12:00 pm (noon) and 3:00 pm there will be a shuttle van service for you. Just look for a van or bus with a Fulbright sign right outside the main railway station on the city side.
3. This shuttle will take you to the prearranged dorms about a mile away where you will receive first information material and where you will check into your dorm room. The address of the dorm is:

Studentendorf  
Geschwister-Scholl-Straße  
35039 Marburg

4. We recommend that you plan your arrival not earlier than noon. If it is unavoidable that you arrive earlier please e-mail us so that we can try to help.
5. After the dorm check-in you will be free until 4:30 pm when the first session of the orientation meeting starts at the Begegnungszentrum Kosselhaus followed by dinner at the same place.

##### c) Information for getting to Marburg:

Please follow the respective instructions to get from the airport in Frankfurt/Main or Hauptbahnhof (central train station) in Frankfurt/Main to Marburg/Lahn Hauptbahnhof (central railway station):

- 1) Please take a train or commuter train (S-Bahn) from the Regionalbahnhof (commuter train station) directly at the airport in Frankfurt/Main to the Frankfurt/Main (central train station) Hauptbahnhof and then take a train to Marburg/Lahn. It takes about 1,5 hours and you can buy the ticket for both legs at the airport. There are hourly connections between Frankfurt/Main and Marburg/Lahn and more connections between the airport and Frankfurt/Main Hauptbahnhof.
- 2) You can check the train schedule in the internet at:  
<http://www.bahn.de/international/view/en/index.shtml>

To better orient yourself with the city of Marburg and the transportation system, please take a look at the Marburg map at <http://www.marburg.de> under "Citymap."

d) **Additional advice:**

- If you are unexpectedly delayed on the day of the orientation, please call **0170-2404942** or the International office of the Phillips University at **06421 – 2 82 61 20 or 2 82 61 76**
- Label your luggage carefully, using the Marburg University – International Office address. The Commission cannot assume any responsibility for your personal belongings or the shipment thereof.

e) If you arrive in Germany before the start of the orientation, you will have to travel to Marburg from within Germany at your own cost. Please make sure to arrive at the orientation site in Marburg by the above mentioned date and time.

**Note:** Keep in mind that your transatlantic flight tickets are only valid for up to one year. If you plan on arriving in Germany earlier in the summer before orientation begins, make sure that the homebound portion of your ticket will still be valid at least until the end of your grant period (mid-July 2011).

f) If you will be flying into Frankfurt/Main for the orientation in Marburg, you may want to consider booking your return flight from an airport closer to your host city if possible (otherwise you may have to depart from Frankfurt/Main in 2011).

g) Accommodation has been prearranged at the Marburg Studentendorf. You will have single rooms that you will keep for the duration of the orientation meeting and the language course.

2) **Information on Language Course**

a) The language course will be organized by the University of Marburg and will start on August 12.

b) Your grant authorization indicates a specific language course period (see Item 9 of the Grant Authorization) and an additional maintenance allowance. The Commission will pay the costs for the language course (tuition, room, and activities) directly to the language course center. The Commission provides you with a lump sum of Euro 450 to contribute to maintenance expenses not covered under the language course arrangement – this will be disbursed in installments by the language course administration after your arrival.

c) You need to fill out a placement test now. Please complete and return the language self-test to us soon, and **let us know immediately whether you can participate in language training**. We must receive your confirmation in order to register you in the course. You can download the text form from our website at: <http://www.fulbright.de/togermany/information-for-2010-2011-grantees/circular-i.html>

d) We have arranged for language courses at the University of Marburg at 3-4 levels with respective group instruction.

e) The language course will last until Thursday September 23, 2010. Regular Fulbright grant benefits will then start on September 24, 2010.

f) You are expected to attend classes and activities regularly and participate in the final exam.

g) You will later receive more specific information on the language course and its logistical arrangements, after we have your confirmation and language course test. Course materials will be provided, and certain extra-curricular activities will be offered.

h) Health insurance will be provided during the orientation meeting and the language course.

i) At the end of your language training, train travel from Marburg to your German host city will be reimbursed.

3) **Married Student Grantees**

a) If you participate in the language course, your spouse may also participate at the Commission's expense if there is need for language improvement and if course space is available. Spouses cannot participate on their

own and must accompany the grantee for the entire grant period. The assignment of spouses will also depend on the level of German proficiency as determined by a language course entrance test.

- b) Language course benefits for spouses are the same as for principal grantees attending language courses: the Commission will provide funding for tuition, accommodation, and a lump-sum of Euro 450 towards all other expenses. Courses must be attended full-time for the entire period. **The Commission reserves the right to request repayment of all benefits, if the spouse terminates the course and/or departs early without approval.**
- c) The spouse of a participant must enroll in the course on a regular basis and participate fully in the program of the language course centers. The following regulations have been established:
- The Commission cannot finance participation of other accompanying dependents (including children). If you have children, it will be necessary for you to make your own arrangements (e.g. separate language training for children or having your children not accompany you).

Again, more information on your language course center will be provided after your language course level has been determined. If you have not already done so, please request and return the self-test soon.

### **III. GRANTEES WITHOUT LANGUAGE PROGRAM**

#### **1) Arrival and Orientation Meeting**

##### **a) Time and Place**

The Orientation Meeting for grantees who will not receive language course benefit will take place on **September 13 - 15, 2010 in Göttingen**. Grantees must **arrive at the orientation site in Göttingen on September 13, 2010 by 3:00 pm**. The Orientation Meeting will take place at:

**Best Western Hotel am Papenberg**  
Hermann-Rein-Str. 2  
37075 Göttingen  
Phone: +49 – (0)5 51- 30 55 - 0  
Fax: +49 –(0) 5 51- 30 55 - 4 00  
Email: info@papenberg.bestwestern.de

If you arrive at Frankfurt/Main airport please take a train to Göttingen Hauptbahnhof, and check [www.bahn.de](http://www.bahn.de) for connections.

If you land elsewhere in Germany, please take a train to Göttingen in time for the Orientation Meeting. The Commission will consider a reimbursement for such travel costs.

There will be a special shuttle van to take you from the train station Göttingen to the Best Western Hotel on September 13, 2010 between **12:00 pm and 3:00 pm**. Upon arrival at Göttingen Hauptbahnhof look for the Fulbright shuttle (exit towards the taxi stands), you may have to wait a few minutes if the shuttle is gone.

**Note:** If you arrive before 12:00 pm or after 3:00 pm, or at a different place, you will have to make your own way as follows:

- Take a taxi directly to the Best Western Hotel am Papenberg for approximately Euro 10-15.
- Take the Bus #8 or #12 (in the direction of "Wende") to the bus stop "Hermann-Rein-Str." or "Zimmerstraße". For a map of Göttingen check the Göttingen webpage ([www.goettingen.de](http://www.goettingen.de)) for the Best Western Hotel check: [www.papenberg.bestwestern.de](http://www.papenberg.bestwestern.de)

#### **Additional advice:**

- If you are delayed on the day orientation begins, please call **0170-2404942** or the hotel.
- If you arrive before noon, you may leave your luggage and come back after 1:00 pm for check-in.
- Label your luggage carefully, using the orientation site (Best Western Hotel am Papenberg) address. The Commission cannot assume any responsibility for your personal belongings or the shipment thereof.

- b) The Commission assumes hotel and meal expenditures for the grantee and accompanying dependents. For the grantee (only), the Commission will also reimburse a round-trip ticket from the city of assignment (host institution) to Göttingen, or if traveling by car, the Commission will reimburse you on the basis of half of a 2nd class railway ticket (please see our reimbursement policy in Part A, Section IV, 4).
- c) The meeting will cover a broad range of topics on academic and logistical problems. Moreover, it will provide you with an opportunity to meet your fellow Fulbrighters. Please complete and send us the Orientation Registration (Part C). This information will help us to prepare for the meeting.
- d) If you arrive in Germany before the start of orientation, please make sure to arrive at the orientation site in Göttingen by the above mentioned date and time.  
**Note:** Keep in mind that your transatlantic flight tickets are only valid for up to one year. If you plan on arriving in Germany earlier in the summer before orientation begins, make sure that the homebound portion of your ticket will still be valid at least until the end of your grant period (mid-July 2011).

#### **IV. BENEFITS FOR ALL FULL-MAINTENANCE GRANTEES**

- 1) **Monthly Maintenance:** Once your grant period begins, a lump sum stipend of Euro 750/month will be provided by monthly bank transfers. Doctoral candidates receive Euro 1.000/month (please see Section V, 2 for our definition of a doctoral candidate). The stipend will be paid during the grant period as stated in your Grant Authorization.
- 2) **Books and Incidental Allowance:** The books and incidental allowance (Grant Authorization 8D) for full-maintenance student grantees has been established as follows: Grantees in the fields other than performing music or fine arts receive **Euro 250 per semester**. Students in performing arts (e.g. voice, piano, painting; but not art history or musicology) receive **Euro 375 per semester**. The Commission does not require an account of how you spend this money. The first installment will be paid at the beginning of your grant period, the second installment at the end of the semester break in March or April. Please note that this incidental allowance is also meant to cover such expenses as fees for residence registration, medical check-ups, university registration, etc.
- 3) **Settling-In Allowance:** All full-maintenance student grantees will also receive a lump-sum contribution of **Euro 100** towards their settling-in expenses (e.g. housing search).
- 4) **Tuition Fees:**  
 As of 2007 certain German universities charge tuition fees. The amount is usually Euro 500 per semester and is requested from you together with the standard administrative fees (between Euro 100 – 300, usually including a transportation semester ticket). The good news is that most German universities have exempt Fulbright program students from this tuition. However, several universities insist that you pay. Please make every attempt to explain your Fulbright status and request an exemption. If, however, you are still requested to pay, we suggest that you pay the requested total amount after arrival in Germany. If you would miss a deadline please notify us immediately. The Commission has agreed that we can reimburse you for the semester tuition (Euro 500) but not for the administrative fees (for which you get the incidental allowance). You will have to document your tuition payment and request the reimbursement.

#### **V. ADDITIONAL MATTERS**

- 1) **Married Student Grantees**  
**Note:** Please note that the following section applies to grantees with accompanying spouses. The term "accompanying spouse" has been explained in Part A of this Circular.
- a) Please bring your marriage certificate with you to Germany. Couples in which partners have different last names may need the certificate more often as proof of marriage (having differing last names is legal in

Germany). For grantees who marry after submission of the grant application, please send a copy of your marriage certificate to the Commission.

- b) Please read through the *Financial Statement* (Part C) of the Circular carefully. In it you need to document that you have enough resources. It indicates only minimum amounts; therefore, married grantees should be aware that they will have to use their own funds in addition to any Fulbright benefits. Housing might be particularly expensive for married couples as they cannot count on getting dorm rooms.
- c) Married student grantees must submit the completed *Financial Statement* form. The Commission must withhold all grant benefits until the *Financial Statement* is submitted and the required personal funds are stated by the grantee.
- d) Spouse allowance monthly payments are subject to your notifying the Commission of the arrival or presence of your spouse by using the *Fiscal Statement* (Part C).

## 2) Graduate Fellowship Status (Doctoral Candidates)

**Note:** This section refers to full-maintenance grantees with formal A.B.D. (all-but-dissertation) or J.D. status.

- a) Grantees with A.B.D. or J.D. status should have already received an application form to apply for Graduate Fellowship Status. Graduate Fellowship Status requires that doctoral candidates have completed their coursework, have an advisor, and an approved dissertation title. If you have been granted this status, you will see the term "Graduate Fellow" in Grant Authorization Item 4 (Category of Grant) and the Graduate Fellowship maintenance allowance in Item 8A will be Euro 1.000/month. Please note that the higher stipend is **subject to you proving your status** as an A.B.D. candidate. If we do not have the requested proof by **July 31, 2010**, the first stipend installment will only be at the basic level. Please contact us immediately if you have not yet received the application for Graduate Fellowship Status.
- b) Graduate Fellows will not be required to take classes but must submit evaluation letters from their German dissertation advisors instead. More on this topic and on benefits and conditions will be explained during the orientation meeting.

## 3) Banking Information

You will need to open a bank account after arriving in your university host city (students taking a language course may have the opportunity to take care of this during the language course training). Be sure to provide the Commission with your banking information, so that stipend benefits can be transferred. The information is provided in *US Personal Information Form* in Part C (Forms and Enclosures).

## 4) Institution of Affiliation and Admission

- a) Decisions on the admission of foreign students to German universities are generally made between now and as late as early October. Due to the policy of limited admission (*Numerus Clausus*), the final confirmation of admission sometimes cannot be given until a very late date and after clarification of formal prerequisites.

Since all admission arrangements will be taken care of by the Fulbright Commission in cooperation with the institution of affiliation, we will send you the admission documents as soon as we have them. In some cases, the university admission procedure will only be completed after the grantee's arrival in Germany.

Final admission and actual enrollment will be contingent upon your submitting all required documents and possibly your passing the university's own language test where applicable. For music students, a successful audition is necessary.

Please keep in mind that your Fulbright Grant is contingent upon your admission to a German institution of higher education. Furthermore, because you have received a student grant, you must be matriculated during both semesters (*Wintersemester* and *Sommersemester*) of your Fulbright grant.

- b) Documentation required for admission usually includes (in addition to what we have from you already) the **originals of your High School and Bachelor Degree diplomas**. It is important that you bring either the originals or verified/notarized copies of both forms with you to Germany. Doing so will expedite the admission process. Unfortunately, simple photocopies are not accepted.

In order to facilitate admission, the Commission needs proof that you have received at least a Bachelor or equivalent degree. It is your responsibility to inform the Commission about the completion of this prerequisite, especially if you receive the degree after submission of your application.

c) **Admission Requirements**

The international office will require that you proof payment of fees and health insurance coverage. Our Victoria plan suffices but requires (for students under 30 years) from the public health insurance system as this is the standard coverage, at least for German students. Although we recommend our Victoria plan we would like to give you the following details.

**NOTE: For grantees in the University Student Category there is an option for the German Public Health Insurance (Gesetzliche Krankenversicherung für Studenten unter 30 Jahren) instead of Victoria Insurance.**

As a **matriculated student** you could register yourself for a "public" health insurance like AOK, BEK, or TKK (usually recommended by the International Office) instead of accepting our VICTORIA coverage. This option only makes sense in some specific cases (if you are married, or have had German public health insurance before). You will find information about this option in your special section (Part B).

Please note that grantees at the age of 30 or over cannot be insured with a public insurance company at a student rate at all unless they were publicly insured for at least 24 months during the past 5 years, or the past 12 months immediately preceding the stay in Germany.

Grantees turning 30 during their grant period in Germany can be insured with a public health insurance at a student rate only until the end of the semester in which they turn 30. For the following semester after the 30<sup>th</sup> birthday the student rate is not available anymore.

Grantees affected by this regulation can be insured with our private insurance plan through Victoria Krankenversicherung. If you choose to remain with the public insurance after your 30<sup>th</sup> birthday, the Fulbright-Commission can unfortunately not assume responsibility for the higher premium costs. This also applies to married grantees.

Public insurance companies might also not cover you at a student rate if you are studying in the 14<sup>th</sup> semester or above or if you are in a "Promotionsstudium" (going towards your doctoral degree).

Grantees affected by this restriction should register with a public insurance company as a regular student (not a doctoral candidate) and should not count their American undergraduate studies towards their semester number.

- d) If the Commission has not yet received confirmation of your admission to a German higher education institution, the words "under consideration" will follow the name of your university on Item 7 of the Grant Authorization. Please rest assured, we will notify you immediately of your final admission to the institution. Usually, the proposed institution affiliations work out, but we will contact you if there is a problem.
- e) Admissions Information and Terminology:
- Antrag auf Zulassung (Application for Admission): This was mentioned in your preliminary grant letter. Please return the completed application immediately. Please follow the instructions that were sent with it.
  - Zulassungsbescheid (Letter of Acceptance): We hope to forward this document to you during the summer or to give it to you during the orientation meeting.
  - Antrag für Studentenheimplatz (Dormitory Applications, sent by only a few universities): You may write to the *Akademisches Auslandsamt* and, where available, receive additional specific information on housing.
- f) Study Preparation: Regardless of the more formal and administrative procedures of matriculation, you should know that the Commission usually does not contact any particular professor at your host institution to announce your arrival. If you have not already established contact with your prospective host institute, we recommend you to do so and introduce yourself and your project. This is not absolutely necessary, but in many cases may provide you with useful information (updated course catalog of department) and contacts (especially important for the doctoral candidates and grantees in the natural sciences). Also, check the web sites of your host institution for more information.

Please keep in mind that the individual professor or even institute (department) has nothing whatsoever to do with the university admission process.

#### 5) **Language Test at the University**

As German will be your main language during the coming academic year, you may in rare cases be required to pass a German language test before you can be admitted.

#### 6) **Vorlesungsverzeichnisse (Course Catalogues)**

In contrast to their American counterparts, German universities typically do not publish their catalogs/bulletins until shortly before the academic term begins. The most current information on courses and contacts can generally be found on the university's website, so you may want to start looking at available courses online. German institutions will not mail course catalogs to you in the United States; however, catalogs can be picked up at most bookstores in the host city or at the university itself.

#### 7) **Akademisches Auslandsamt (International Office)**

This office is the official university contact for all foreign students on campus, and it has the joint function of an American foreign student advisor and study abroad/Fulbright advisor. It handles all or most of the administrative work connected with your stay. All questions regarding matters of your host institution and of the logistics of your stay should be addressed to them. When writing to the Akademisches Auslandsamt, please identify yourself as a Fulbright student at the beginning of your letter. The address of your Akademisches Auslandsamt can be found on the host university's home page.

#### 8) **HOUSING: ACT IMMEDIATELY!**

As mentioned in Part A, it is critical that you start looking for housing now. The following section should help you start your search and establish contacts. In many cities, i.e. Munich or Hamburg, you may find it extremely difficult to secure housing at a reasonable price within the vicinity of your host institution. You must be prepared to spend a few days, or even weeks, looking for a suitable place.

##### a) **Dormitories**

Many of our grantees had positive experiences living in German dorms. Dorms are usually less expensive than private quarters, are fully furnished and conveniently located, and give you more of an opportunity to meet people. Of course, there are other options. Please see below.

If you are interested in a dorm place, we strongly urge you to **request dorm application forms**, even if the university affiliation (as indicated under Item 7 on your Grant Authorization) is still under consideration. The Akademische Auslandsamt or Studentenwerk ([www.studentenwerke.de](http://www.studentenwerke.de)) will – upon your request – forward a list of dormitories in your city of assignment. There may be special offers for foreign students. Please send in your application immediately, because dorms are filled on a first-come, first-served basis. Your application should contain:

- Your Fulbright grant status
- The date you wish to move in
- Length of time you intend to remain in the dorm
- Gender, age
- Single or double room request

Unfortunately, Fulbright grantees are ineligible for university-owned dormitories at some universities, because the stipends provided by Fulbright exceed the limits set by the universities. If this is the case at your host institution, it may still be possible to apply for housing in a private dormitory. These may cost slightly more, but Fulbright students have generally had positive experiences.

Your willingness to rent a dorm room as of October 1 (the administrative beginning of the term) may further increase your chances of receiving a dorm slot. Dorms are not rented by the month but by semesters (six months, renewable).

##### b) **Private Housing**

You can also search for private housing or for a shared apartment. *Wohngemeinschaften* or *WGs* – essentially, apartments with roommates – are very common in Germany. Your university's Akademisches Auslandsamt may also be able to help you start your search. There are also a number of websites you can use to browse and

place ads for roommates and/or apartments. Part C of this Circular includes a contact list with various websites that may be of assistance. Also, visit the Commission's website for additional links:  
[www.fulbright.de/togermany/resources/index.shtml](http://www.fulbright.de/togermany/resources/index.shtml)

c) **Contacts to Current Grantees**

We enclose addresses of current grantees. Please contact them now on matters of housing and other general information about your host city.

9) **Experiment in International Living Program (EIL)**

If you are interested in living with a host family, you can also take part in the Experiment in International Living Program (EIL), a Commission-sponsored home-stay program. It begins directly after the language course or the orientation in Göttingen and as a rule lasts three weeks. The Commission will assume all participation costs (approximately Euro 360) for grantees who wish to take part in the EIL and travel expenses (from the site of the orientation or your language course center to the location of the host family, and from there to the location of grant assignment, if different). If the EIL is successful in placing a married couple with a German family, the participation costs for the spouse cannot be covered by the Commission. For more information on this program, visit the website: <http://www.experiment-ev.de/site/index.php>

## VI. YOUR NEXT STEPS

Please keep in mind that you will need to take care of the following items immediately:

1) **Items to be Returned to the Commission:**

- One signed Copy of the Grant Authorization (mail)
- Three passport-sized photos (please write your name on the back) (mail)
- Orientation Registration (e-mail or mail)
- Married student grantees: Financial Statement (e-mail or mail)
- A.B.D. student: proof of candidacy (mail)
- VICTORIA Registration Form (e-mail or mail)

2) **Further Steps:**

- Make your travel arrangements if you haven't done so already
- Send two signed copies of Grant Authorization to IIE
- Check the validity of your passport
- If you decide to participate in the Experiment in International Living Program, return the forms soon
- Have your high school and bachelor degree diplomas ready
- Write to grantees that are still in Germany for additional information on local circumstances
- Start your housing search now!!