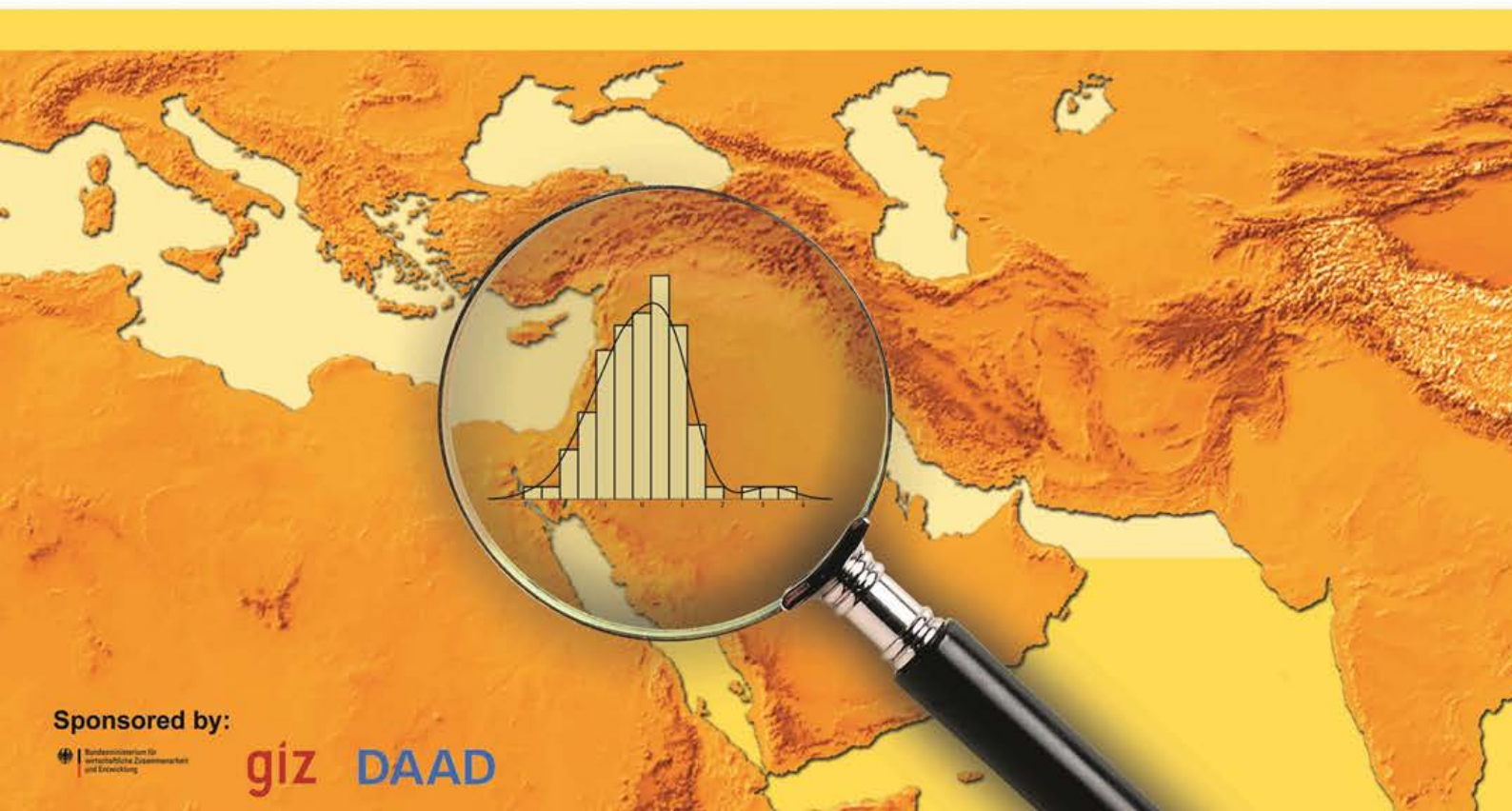
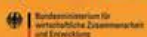


Information for Incoming and Current EMEA students

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Dear EMEA student,

The following pages contain helpful and important facts regarding specific aspects of the EMEA studies in Marburg. General aspects regarding administrative duties and living in Marburg are covered in the information booklet issued by the International Office. You can access the booklet [here](#). Should you have a question, which cannot be answered with the help of the booklet or with this document, please contact the EMEA staff, who will be happy to assist you with your inquiry.

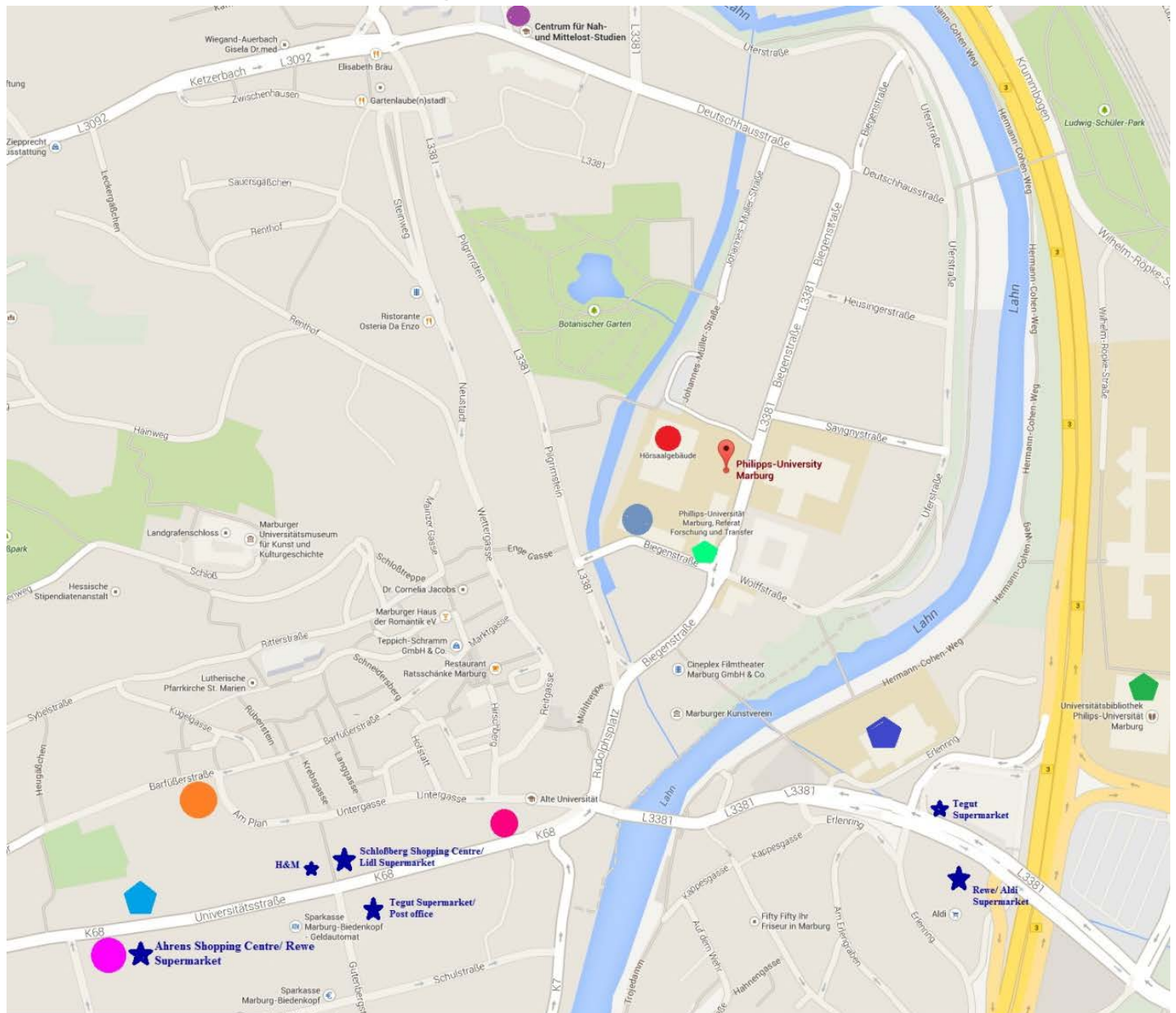
Best wishes,

The EMEA team

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Important locations in Marburg



- The Center for Near and Middle Eastern Studies (CNMS) / Department of Middle East Economics (Deuschhausstraße 12)
 - HG - Hörsaalgebäude (Biegenstraße 14)
 - Sprachenzentrum (Biegenstraße 12)
 - LH - Landgrafenhaus (Universitätsstraße 7)
 - AP - Am Plan/EMEA office (AP2)
 - AA - Altes Amtsgericht (Universitätsstraße 24)
 - ⬠ Administration Building of the Marburg University (Biegenstraße 10)
 - ⬠ Mensa Erlening (Canteen)/Studentenwerk/Asta Uni Marburg Milchbar (Erlening 5)
 - ⬠ UB - Central Library (Wilhelm-Röpke-Straße 4)
 - ⬠ Economics Library (Universitätsstraße 25)
- Note: Lectures take place at CNMS, HG, LH, AP, AA.

The map shows important places in Marburg, e.g. supermarkets and lecture venues. Most of the lecture halls are located around the city center, which means short travelling time between two lectures in a row.

Just five minutes walking from a lecture hall on the Universitätsstraße (either Altes Amtsgericht, Am Plan or Landgrafenhaus), you will be surrounded by pleasant cafes, restaurants, pubs and of course, shopping centers with the picturesque architecture of an old town.

Note: On your very first days in Marburg, it may take some time until the Internet is set up in your accommodation due to the configuration procedure. To contact your family in your homeland, a SIM card

can be easily found in the Tegut supermarket; or you can also enjoy free of charge Internet connection in the PC pools of the center library (UB) or public computers in the canteen (Mensa).

Accommodation

This section provides information on accommodation for EMEA candidates and students. Please refer to the websites of the student union or other mentioned providers in order to obtain latest information on facts, e.g. prices.

Please note that your application must reach uni-assist no later than 10 May in order to be eligible for registration for public accommodation.

Overview

Basically, there are two accommodation types, which have important differences in terms of the EMEA service and support offered:

Public accommodation is provided by the student union of Marburg (Studentenwerk Marburg). International students (non-German nationals) can receive support for obtaining public accommodation by the EMEA coordination. German nationals can apply for public accommodation online on the website of the Studentenwerk.

Private accommodation is offered by actors on the private housing market. Incoming EMEA students can search the private housing market by themselves. No service or support is offered with private accommodation by the EMEA coordination.

Important note:

Finding suitable student accommodation in Marburg on the private market is very difficult! EMEA students that opted out of the public accommodation and planned to find private housing faced huge difficulties in finding accommodation. Registration for public accommodation is highly recommended. There is no support by the EMEA coordination for students that opt out of public accommodation and face difficulties on the private housing market afterwards.

Public Accommodation

Accommodation types and prices

It is possible to apply for all types of accommodation. However, it is not guaranteed that you will be allocated a single apartment or a family/married couple apartment. These have a very limited availability and are allocated to those students in Marburg who present justified reasons for their need.

If your preference for a single apartment or family/ married couple apartment cannot be fulfilled, the student union will try to allocate a single room to you.

Single room (standard option)

- Single rooms represent the standard level.
- Approximately 11-15 of square meters
- Kitchen, toilette and bathroom are shared with tenants belonging to the same unit (e.g. floor).
- Due to past misunderstandings: Despite sharing of facilities, bathrooms and toilettes are not group facilities, i.e. only one person uses it at a time.
- Approx. price per month: 200 - 250 EUR (approximated from past prices).

Single apartment

- You can apply for single apartments, but applicants are required to provide reasons for the necessity of a single apartment due to the limited availability.
- Single apartments tend to be a bit larger compared to single rooms. A kitchenette as well as bathroom and toilette are usually part of it and are not shared.
- Approx. price per month: 250 EUR (approximated from past prices).

Please note that stated information is based upon past experience and serves only as an indicator. Changes, e.g. to prices, might have occurred in the meantime. Please visit the website of the student union (see links below) for latest information.

Location

From past experience, accommodation can be expected to be outside of the city center. It takes around 15 minutes by bus to get to the town center, where lectures will take place. Note that you will have a public transport ticket, which is covered by the matriculation fee, i.e. no additional costs occur for using public transport in Marburg.



Internet access

An integrated internet access is available in some public accommodation. Other rooms have not received such upgrades. However, it is still possible to gain internet access by either registering on your own for an internet provider or by sharing with one of the neighbors who already has internet.

Important contractual arrangements

Contracts run for a maximum of 2 semesters for non-Germans, i.e. the contract will end approximately at the start of the semester at LAU. If you need a room for the fourth semester, you will have to apply anew online (see the link for German candidates).

Due to past experiences, please note that single rooms and single apartments are to be inhabited by one person only given the terms of use in the contract.

It is not possible to let a third person collect the keys for you or inhabit the room while you are absent.

A cancellation period of approx. 3 months applies. A written notice of cancellation has to be handed in approx. 3 months before the moving-out date if you want to avoid paying rent beyond that date. We advise that you contact the Housing department of the student union in order to obtain information on how to cancel your contract.

More information on public accommodation:

Website of the student union:

<http://www.studentenwerk-marburg.de/en/housing>

How to register for public accommodation

German candidates

German EMEA students who wish to live in a public student accommodation have to visit the following website in order to apply for public accommodation.

<http://www.studentenwerk-marburg.de/en/housing/online-application-for-accommodation.html>

Please note that waiting lists are long. Applying at the earliest possible time before the start of the programme is recommended.

Non-German candidate:

Step 1: Choose an accommodation type. Note that a single room is standard, i.e. it is the minimum that could be allocated to you in cases where your preference for a different accommodation type cannot be fulfilled. Preferences for single apartments and family apartments have to be well justified. There is no guarantee for being allocated a single apartment or family apartment.

Step 2: When requested, respond to EMEA with the requested data for registration.

Important: Information must be submitted in time! Only complete registrations will be considered. Please commit to your preferences before submitting them.

Step 3: The results of the room allocation will be available by 30 September the earliest.

Private Accommodation Market

Especially at the beginning of each semester (April, October), the situation in the private housing market in Marburg is difficult. If possible, you should start searching for private accommodation towards the end of the previous semester. Please note that support of the EMEA staff is provided only for public accommodation.

Information provided by the university is available here:

- <http://www.uni-marburg.de/studium-en/zas-en/livinginmr/accommodation>
- <http://www.uni-marburg.de/international-en/incoming/stud/prac/hous>

Flat-sharing (German: Wohngemeinschaft, abbrev.: WG): It is possible to find a single room or a room in a shared flat privately through ads on the notice boards to be found in many places throughout the university. Useful offers can also be found here online:

- <http://www.marbuch-verlag.de/okaz>
- <http://www.op-marburg.de>
- <http://www.wg-gesucht.de>
- <http://www.studenten-wg.de/>

Registration with Philipps-Universität Marburg

First Registration

After being accepted for the EMEA master's programme you will receive a letter or an email from the university's administration. You will then be required to pay the registration fee to the university's bank account by a given date. Having done that, you are enrolled at Philipps-Universität Marburg.

During your first week in Marburg (beginning of October) you will participate in the orientation programme for incoming international students where you will receive support in administrative issues (opening bank account, visiting the foreigner's office of the city of Marburg etc.) and get to know other students and the city of Marburg. After your admission and prior to the beginning of your studies we will provide you with detailed information (time, meeting points, programme) on the orientation week.

Early during the orientation week you will also complete your matriculation at Philipps-Universität Marburg by obtaining your student ID and public transportation pass at the enrolment office. Therefore, it is important to transfer the semester fees well in time in order to ensure that you can actually pick up your documents. You will then be entitled to use the public transport free of charge.

Re-registration

For all semesters except the first one, it is necessary to confirm your matriculation during the last weeks of the term. Please check the following website on a regular basis from December (re-registration for the upcoming summer term) or June (re-registration for the upcoming winter term) onwards for the dates by which the matriculation fee has to be transferred:

- <http://www.uni-marburg.de/studium/formalia/rueckmeldung>

Unfortunately, this site is available in German only. Hence, we have compiled and translated the most relevant information for you below.

- Konto: bank number and account number to which fees are to be transferred
- Semesterbeitrag: amount due (around EUR 300)
- Rückmeldefrist: registration period (usually beginning of January until end of February for the summer term, beginning of July until mid-August for the winter term); please note that you have to transfer the fees by the due date at the latest (last day of registration period), keep in mind that money transfers within Germany might take up to 4 days (e.g. registration period 07 January until 27 February, money transfer should be undertaken by 23 February).
- Nachfrist (Ausschlussfrist): cut-off day (usually 10 days after the official start of the semester, 10 April for the summer term, 10 October for the winter term); in case you transfer the registration fees after the end of the registration period but before the cut-off day, you will still be registered for the respective term, but the amount due will then be Semesterbeitrag + EUR 30 (usually around EUR 330). Please note that any attempt to re-register after the cut-off day will not be considered by the university's administration. You will be exmatriculated by all means!

Re-registration is automatically done by transferring the matriculation fee to the university's account. Please state your matriculation number and your study programme (EMEA) on the transfer receipt. Please state your matriculation number and your study programme (EMEA) on the transfer receipt.

Applying for a Refund of the Public Transport Ticket Costs

In case you will be residing outside the semester ticket area (basically the state of Hessen) for at least 3 months within the respective semester (please note that, for instance, September until November could not be considered since only October and November are part of the winter term) you have the opportunity to be refunded for the travel network pass. In order to do so, please follow the subsequent procedure:

1. Transfer the total semester fees as described above.
1. By end of January (for the summer term at the latest) or end of July (for the winter term at the latest) visit the following website: www.asta-marburg.de/Semesterticketr%C3%BCckerstattung

At the bottom of this website you find a pdf-document named "Antrag Rückerstattung.pdf". Print this document.

2. Fill in your name, surname (Vorname), address (Straße, Hausnummer), postal code (PLZ), city (Ort), matriculation number (Matrikelnummer), telephone number (Telefonnummer), e-mail address (E-Mail-Adresse), bank account number (Kontonummer), bank code (BLZ) and name of bank (Geldinstitut) on the first page. State the reason for your refund application. Sign the document on the second page.
3. Afterwards, send the refund application form together with all required documents to the responsible administrative body at our university (AStA) by the end of April or October, respectively. Currently, the deadline for submissions is 14 days after the start of the lecture period.
4. The refund will be transferred not before June (for the summer term) or December (for the winter term), respectively.

Please note that, in case you apply for a refund, your network travel pass will be made invalid and cannot be used for public transport anymore.

Change of address

Once you are re-registered, your documents (new student ID, network travel pass or semester ticket) will be sent to your current residing address as known by the university's administration. Should your home address change before (e.g. move to Germany) or during your EMEA study period (e.g. move, internship) you must inform the student's office about your new residing address. Otherwise postal delivery of your documents becomes impossible. Please administer your personal details via the study portal Marvin:

<https://marvin.uni-marburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>

Please make sure that your address is correctly specified. You have to inform the examination office and the university library as well. Also be aware of the fact that documents will not be sent abroad. Should that be the case (e.g. you are undertaking an internship in an Arab country) your documents will be either stored at the Student's office, Biegenstraße 10, room 18 (office hours: Mon – Fri 9 – 12h) or sent to our office. Being back to Marburg you can pick up your student ID and the network travel pass at the respective venue. You also have the option of sending a third person with a signed authorization to claim your documents.

Contact

Should you have any questions in connection with obtaining of your documents (or in case you have already transferred the semester fees but you did not receive your documents after some weeks), please contact the Student's office directly through +49 – (0)6421 – 22222 or Biegenstraße 10, room 18.