



Karlsruhe Institute of Technology

Intern Handbook



International Affairs

International Students Office (IStO)

Adenauerring 2, Geb. 50.20, 76131 Karlsruhe, Germany

internship@intl.kit.edu

www.intl.kit.edu/istudies

Picture courtesy of T.S., Incoming ERASMUS student 2013/14

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1. KIT: Facts and Figures

Currently, about 24,000 students are enrolled at KIT, including more than 4,000 international undergraduate and graduate students and over 500 visiting and exchange students. With approximately 9,200 employees and an annual budget of more than €780 million, the Karlsruhe Institute of Technology (KIT) is one of the world's largest research and teaching facilities. The institution's focus is on technical education, specifically engineering, and the physical and natural sciences. However, KIT also offers humanities and social science courses, teacher training, and technology-oriented business courses.

KIT was established on October 1st, 2009 with the merger of the University of Karlsruhe and the Helmholtz Research Centre Karlsruhe. KIT is therefore an institution with two missions: that of a university with research and teaching responsibilities, and that of a major research institution, the Helmholtz Association, which conducts major research initiatives on behalf of the state. Students' educational experiences are enriched by this close relationship between research and teaching. For more information, please see: www.kit.edu/kit/english.

2. The City of Karlsruhe

Founded in 1715 by the Duke of Baden-Durlach, Karlsruhe, which is translated literally as "Karl's Retreat" or "Karl's Rest", is the second-largest city in the Federal State of Baden-Württemberg.

The city is situated in Southwest Germany, close to both the French and Swiss borders, and has a population of about 300,000, of which more than 30,000 are students. Bordered to the south by the beautiful Black Forest and to the West by the famous River Rhine, the city's landscape offers attractive woods, parks and lush meadows, which all serve as excellent destinations for leisure trips. Karlsruhe is also proximal to a number of major European cities: Paris, Munich and Zurich are all only three hours away by train. Plane travel is also easy from Karlsruhe: less than an hour and a half away is the Frankfurt Airport, is a major international hub and the main hub for the German airline Lufthansa.

In Karlsruhe you'll find a diverse array of leisure, culture and sports activities, which offer something for everyone. The city boasts a wide variety of cultural attractions, including the Baden State Theatre, numerous private theatres, cinemas, museums, and art galleries. Student discounts are frequently available, and on Friday afternoons the city's museums offer free entrance when you show your student ID card. Every summer one of Germany's largest open-air festivals, "Das Fest," takes place in Karlsruhe, and people travel from all over Germany to attend.

The nickname "Fan City" was given to Karlsruhe due to its unusual urban design. From an aerial view, the city can be seen as a fan-like composition of buildings and open spaces. The Palace, the centre of cultural activity during the Baroque period, has 32 roads extending outwards from its central point in a star-like formation.

Karlsruhe is also known as the "Residence of Justice," being the seat of Germany's two supreme courts (the Federal Constitutional Court and the Federal Supreme Court). Currently,

the city has earned another nickname as the “Capital of Traffic Construction” due to the building of a new underground rail system in the city centre. You have to see it for yourself to believe it; there are even postcards about it!

The local economy is based on a well-developed structure of medium-sized businesses, particularly in future-oriented technologies such as computer science, multimedia, control systems, energy technology and environmental science as well as nanotechnology. Several major companies, among them Bosch, Siemens, Daimler AG and Michelin, have production facilities in the region. Major research and development institutions (e.g. Fraunhofer Institute, Intel research campus) contribute to the city’s and region’s worldwide reputation as a center for innovation and new technologies.

Cost of Living

To get an idea about the cost of student life in Karlsruhe, you can check our website at <http://www.intl.kit.edu/istudies/3294.php>.

3. Doing an internship at the Karlsruhe Institute of Technology (KIT)

Finding an internship

KIT offers numerous opportunities for a research internship/placement, a research project, and/or a final thesis project.

As you might already know, KIT comprises a university and a research center.

If you are interested in conducting research or executing a project at the KIT, you have to **look for a potential supervisor at KIT on your own** and contact him/her directly.

If you are interested in conducting research at one of our institutes of KIT's research sector, please check [KIT Departments](#) and [Institutes](#).

Of course, it is also possible to find interesting positions in both the university sector and the research sector of KIT.

Depending on your supervisor at KIT, it might be possible to do your research internship/thesis without German knowledge, but this is up to your supervisor.

Still, we advise applicants to have at least basic German knowledge, since it will be indispensable for the daily life and administrative procedures in Karlsruhe.

Of course, it is also possible that you might find interesting positions in both the university and the research part of KIT.

Application requirements

In order to apply as an intern at KIT,

- you must be enrolled at foreign university or in Germany during your internship, i.e. have student status/ be a student for the entire period of your internship
- you should have at least basic German knowledge to master daily life in Karlsruhe. Depending on your supervisor at KIT, it might be possible to do your internship/thesis without German knowledge, but this is the decision of your supervisor.

Application

To apply for an internship position at KIT, you simply need to send your application documents (e.g. cover letter, CV, academic transcript) to potential supervisors at KIT or answer to one of our open offers published at [Jobs/Interns](#)

Applying for admission

After having found a supervisor, you have the possibility to enroll at KIT as a student. With an admission letter, you can apply for a **student visa**.

An enrollment is associated with many advantages. As a KIT student, you will be able to benefit from cheaper cafeteria rates, free library access, and cheaper public transportation tickets etc. We recommend enrollment for an internship of 2 months at least.

If you would like to apply for admission, please follow these steps:

1. Apply online at https://move.intl.kit.edu/move/moveonline/incoming/welcome.php?_language=en . You will have to choose the “mobility type” “Internship/Project/Thesis” and the “mobility program” “Internship/Placement”. Your “Faculty,” “Field of Study,” and “Study Area” depend on your supervisor. Please ask him/her to which department and fields he/she is affiliated. The mobility period can be one or two semesters. You can find our semester dates at <http://www.intl.kit.edu/istudies/3157.php>.
2. Once you have filled in the application, a PDF will be generated. Please print it out, sign it (we only need your signature, not that of your supervisor at home), and scan it.
3. Send the following documents to internship@intl.kit.edu:
 - Scanned online application in PDF format,
 - current enrollment certificate/ proof of enrollment from your home university,
 - confirmation of supervision by your KIT supervisor.

Enrollment fees are 147.70 € per semester.

Please note that enrollment fees are no tuition fees!

We do not need a passport photo or any other documents!

Within 1 to 3 weeks after the receipt of the application documents, we will send you your admission letter and further instructions by email. Please make sure to also check your spam folder.

After your arrival in Karlsruhe, you will have to finalize the enrollment process to officially become a KIT student. For more information check the section “After your arrival”.

4. Contacts at KIT

For your admission and enrollment: International Students Office (IStO)

Karlsruhe Institute of Technology (KIT)
Adenauerring 2
76131 Karlsruhe

Contact

[Natalia Schueller](#)

Mentoring of internship students at KIT
internship@intl.kit.edu

Office hours:

Mo-Fr: 10:00-12:00 and by appointment

room: 045, Building 50.20, CS

Tel.: +49 721 608-45154

If you are a PhD student: International Scholars and Welcome Office

Karlsruhe Institute of Technology (KIT)
Adenauerring 8
D-76131 Karlsruhe
Campus South
Building 50.25

Phone +49 721 608-48349

Fax +49 721 608-45326

E-Mail: scholar@intl.kit.edu

5. Preparing your arrival at KIT

5.1. Visa and residence permit

In order to enter and stay in Germany during your internship, you may require an entry visa and/or a residence permit¹ depending on your citizenship.

¹ You can only file for a residence permit after your arrival in Germany.

If you intend to make your internship at the KIT, you have the possibility to enroll at KIT as a student. With an admission permit you could apply for a student visa. **Please do not enter Germany with a tourist visa under any circumstances - it cannot be converted into a residence permit.** You must first apply for a student visa at the relevant German foreign representation before entering Germany (this does not apply to nationals of EU and EEA countries).

Nationals of EU countries

EU nationals do not need a visa to enter the Federal Republic of Germany.

Nationals from non-EU countries

All other foreigners are *subject to visa requirements* for stays in Germany. For stays of up to 90 days per period of 180 days, nationals of the countries for which the European Community has suspended the visa requirement do not need a visa.

An overview of the visa requirements can be found here:

List of states with visa requirements

Please note:

Citizens of the European Economic Area (EEA): Iceland, Liechtenstein, Norway

Citizens of Australia, Israel, Japan, Canada, Republic of Korea, New Zealand, Switzerland and the United States (If they stay longer than three months, they will need to apply for a German residence permit at the local "Ausländerbehörde" (immigration/aliens office).

Citizens of Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino do not need a visa if they do not wish to take up employment. (If their stay is longer than three months, they will need to apply for a German residence permit at the local "Ausländerbehörde" (immigration/aliens office). If a **gainful employment** is planned, it is not possible to enter without a visa. They must apply for an appropriate visa **before entering Germany**.

For Brazilian citizens, there are some special rules which could result in you having to apply for a visa in any case. Please enquire about this directly at the German Embassy in Brazil.

Citizens of Argentina, Bosnia and Herzegovina, Brunei, Chile, Costa Rica, Guatemala, Malaysia, Mexico, Montenegro, Nicaragua, Panama, Paraguay, Singapore, Serbia, Uruguay, Vatican City and Venezuela: for stays shorter than three months or in which an employment is not planned, entry without a visa is possible. For a scientific activity, which does not exceed three months, entry is possible without a visa. It is not possible to extend these stays

without a visa after three months, they cannot apply for a residence permit if they entered without a visa. **At the end of 90 days, the citizens of these countries must leave**

Germany. If a longer stay or an employment is planned, a national visa is compulsory for entering the country.

It is possible to apply for a D -Visa for up to a maximum of 12 months in your home country. If your stay is planned for no longer than 12 months in Germany, according to Article 18 (2) of the Schengen Agreement you could request a long-term visa for the entire period of the stay for the entire Schengen area. In this case, it is not necessary to apply for a residence permit in Germany.

If the purpose of your stay is research, do not under any circumstances travel to Germany with a "visit or tourist visa" (Schengen visa). It cannot be extended and only allows a stay of at the longest three months. You must then return to your country of origin at your own expense and apply for the appropriate visa.

Apply for the correct visa! Tourist and language course visas cannot be converted into a student visa after the fact. With the wrong visa, you will be forced to leave the country at some point and apply for the correct visa at home.

A visa for Germany is always issued for a specific purpose. **Please note that without any enrollment, it will be illegal to stay in Germany with a student visa.**

5.2. Accommodation

KIT does not offer rooms for interns.

There are over 40,000 students in Karlsruhe and only 10% of the students have places in student residences. Therefore you have to look for a room in a private housing market. We recommend this free of charge private accommodation service for students from the Studierendenwerk.

<https://www.sw-ka.de/de/wohnen/zimmervermittlung/?page=1>

The following links will lead you to housing markets where you can search for rooms. In general it's easier to find a room in a shared apartment (WG).

<http://www.wg-gesucht.de>

<http://www.die-wg-boerse.de>

<http://www.wg-welt.de>

<http://www.studenten-wg.de>

<http://www.wohngemeinschaft.de>

<http://www.easywg.de>

Please take into consideration that it is extremely difficult to find student accommodation in Karlsruhe. It is very likely that you will have to stay at a hotel/hostel for several weeks while looking for permanent housing. You should budget for this.

In case you can't make out a room before arrival you can find accommodation for short term in a youth Hostel (Jugendherberge) or ask lodgings agencies. The links you can find below:

<http://karlsruhe.jugendherberge-bw.de/>

<http://www.gloveler.de>

<http://www.stay-over-night.de>

<http://www.bedandbreakfast-karlsruhe.de/>

Please note! If you are planning to rent private rooms additional costs might include a TV licence (GEZ), internet and telephone connection and so forth.

5.3. Insurance

Health insurance

It is mandatory to have health insurance coverage to do an internship in Germany. This means that you will have to provide a certificate of health insurance or a health insurance waiver in order to start your internship at KIT.

We recommend checking with your health insurance in your home country whether you have coverage in Germany for the duration of your studies at KIT.

Assistance with this topic will be offered to you during the O-Week, which will take place a few weeks before the official start of the semester.

Students from EU countries (EEC and EEA)

For students who hold a European Health Insurance Card (EHIC), no additional insurance in Germany is necessary.

In general, you will not need to pay for treatments in Germany, e.g. when you go to a doctor, if you show your EHIC.

Students from countries who have entered a social security agreement with Germany (e.g. Switzerland, Turkey)

If you have a statutory health insurance in your home country, please inquire at your health insurance provider to get a form that proves that you have health insurance coverage abroad. The forms have different names depending on your country of origin, e.g. E-111, AT 11, ATN11 or BH6. This form is sufficient for enrollment at a German university.

In general, you will not need to pay for treatments in Germany, e.g. when you go to a doctor, if you show your EHIC.

Students who have a private health insurance valid in Germany

If you are covered by a private health insurance in your home country that is also valid in Germany, you need to obtain a written confirmation of your health insurance provider (either in German or English) in your home country that states that

- you have a health insurance
- it is valid in Germany
- it provides you with sufficient insurance coverage (minimum insurance sum: 100,000€)

Please note that **regular travel health insurance cannot be accepted**, since it does not cover your study stay of at least one semester!

Once you are in Germany, you will have to obtain a health insurance waiver from a German statutory health insurance (cf. addresses at the back of the handbook).

If you have a private health insurance, you will have to pay for any necessary health treatment yourself and claim the money back from the health insurance provider in your home country. Please note that your health insurance might only cover the costs according to common treatment rates in your home country. In that case, if the treatment is more expensive in Germany, you will have to pay the difference yourself.

For students who need to take out insurance in Germany

You have the choice between taking out statutory or private health insurance. If you are younger than 30 and/or if you have not studied for longer than 14 semesters (7 years), a statutory health insurance for students will cost around 80 € at any of the German health insurance companies. Private health insurance is usually more expensive and you have to pay treatments in advance before being reimbursed.

Please note: Once you have taken out private health insurance in Germany, you will not be allowed to change to a statutory health insurance.

It is not until the start of the semester that the student health insurance becomes valid. If your stay begins earlier (i.e. before October 1st for the winter term and before April 1st for the summer term), we recommend that you take out an ordinary travel health insurance in your home country to cover the first weeks of your stay in Germany.

If you are a DAAD scholarship holder, health insurance is provided directly through the DAAD.

For students who are 30 years or older, students who are beyond the 14th semester (7 years) and for PhD students

You are no longer entitled to student insurance rates from German statutory health insurance companies, so you will have to compare various companies and decide which insurance company is best for you.

A list of the health insurance agencies in Karlsruhe can be found at the Portal of the City of Karlsruhe: <http://www.karlsruhe.de/b3/gesundheit/krankenkassen.de>.

The German Academic Exchange Service (DAAD) offers more information about health insurance in Germany (<https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-health-insurance>).

Private liability insurance

As an international student in Germany you should also have a liability insurance taken out from your home country, which is valid in Germany as well, or a German one. This kind of insurance covers the responsibility for damage caused to persons, objects or assets up to a certain amount. The higher this amount is, the higher the annual fee will be.

For students from Europe the liability insurance taken out in the home country is valid.

Household/property insurance

Household insurance covers damage caused by natural events, e.g. thunder- or hailstorms, fire, explosions, as well as burglary, robbery or vandalism. For an additional charge, bicycle theft insurance can be included. It is, however, only possible to insure whole apartments; you cannot insure a single room.

The cost of your household insurance will depend on the size and location of the flat. There are often special rates for students under 26 years of age. Landlords will commonly require that you take out household insurance.

6. After your arrival

Depending on the length of your stay and whether you opted to enroll at KIT or not, you need to consider none, one or several of the following steps after your arrival in Karlsruhe. However, the most important thing you need to do on your first day of internship is to go and see your supervisor! He/She will be able to advise you on what to do regarding the steps below.

6.1. Registration at the City of Karlsruhe

What?

You have to register in Karlsruhe at the Residents Registration Office (*Einwohnermeldeamt*) within one week

- **after** having found and moved into your flat/room in Karlsruhe
- **and** if you are staying for longer than two months in Germany.

Please note that you also have to notify the *Einwohnermeldeamt* if you move places during your stay in Germany.

When?

After finding permanent housing

How?

For registering, you will need

- Original and copy of your passport including entry visa, if applicable (use your European passport, if you have dual citizenship)
- a copy of your rental contract or your new address
- Filled-in and signed registration form

You can register at one of the following “Bürgerbüros”:

Bürgerbüro Karlsruhe Mitte

Karl-Friedrich-Str. 10

Rathaus am Marktplatz

76124 Karlsruhe

Bürgerbüro Karlsruhe K8

Kaiserallee 8

76133 Karlsruhe

Opening Hours

Monday – Friday: 8.30am – 12.30pm, Thursday: 2pm – 5pm

To avoid the queue you can make an appointment online: <http://otv.karlsruhe.de>

6.2. Opening a bank account

What?

It will be useful to open a bank account in Germany, for instance for transferring rent and other fees.

When?

After finding permanent housing

How?

You can open an account at one of the online banks or in one of the local branches of different banks at Karlsruhe. Nevertheless, before you do that, you should compare costs.

To open a bank account in Germany, you will need (original and copy):

- Your Passport/ID Card
- A permanent address in Germany
- Your Student ID or enrollment certificate (if already available)
- A copy of your residence permit (if already available)

6.3. Paying your semester contribution

What?

Part of enrolling at KIT is paying the semester contribution. Interns have to pay approx. 140€ per semester for student social services and administrative fees to enroll at KIT. The exact amount is mentioned in the information letter you will receive with your admission letter.

When?

Before handing in your enrollment documents

How?

You will receive the payment details with your admission letter. As you can only pay via bank transfer, you can either transfer the money from your home country (but high bank charges might apply) or after opening a German bank account.

Please make sure to keep a proof of payment for your enrollment.

6.4. Health insurance or insurance waiver

What?

To enroll at KIT, you will need to provide proof of health insurance for the time of your stay.

When?

Before your enrollment

After your arrival

How?

If you already have private health insurance valid in Germany, you will only need to obtain a health insurance waiver from a statutory health insurance company in Germany (addresses available at <http://www.karlsruhe.de/b3/gesundheit/krankenkassen.de>).

If you need to take out health insurance in Germany please refer to <http://www.karlsruhe.de/b3/gesundheit/krankenkassen.de>.

In both cases, if you are participating in our orientation week, you will find assistance during your enrollment.

6.5. Enrollment at KIT

What?

To officially become a student at KIT, you have to complete the enrollment.

When?

Please make an appointment with your IStO coordinator (internship@intl.kit.edu)

After your arrival

After paying the semester contribution

After taking out German health insurance or after obtaining a health insurance waiver

How?

You should prepare the following documents and hand them in during your enrollment appointment:

- Filled-in form from www.intl.kit.edu/download/Antrag_auf_Einschreibung_fuer_Zeitstudierenden.pdf
- Proof of German statutory health insurance or health insurance waiver
- Passport size picture for your student ID (ca. 35mm x 45mm, with your name and birth date on the reverse side)
- Proof of payment of the semester contribution
- Copy of your visa, if you need one to enter Germany
- Proof of enrollment at your home university
- Original passport

6.6. Residence Permit (only for Non-EU citizens)

What?

After your arrival in Germany, Non-EU citizens should apply for a residence permit for studying purposes at the Foreigners Registration Office, if the visa in your passport is not valid for the whole duration of your stay or if you were able to enter without a visa.

Please note that it is mandatory in Germany to carry an ID as well as, if applicable, your residence permit card (eAT) at all times.

Also, please remember to notify the Foreigners Office immediately if anything about your student/intern status changes.

When?

After your arrival in Germany

After finding permanent housing

How?

For the application at the Foreigners Office or the International Students Office during the orientation week, you should assemble the **following documents (copies)**:

- Filled-in form available at <https://pdf.form-solutions.net/forms/frm/2M7GHvvpdrqQdrnCMqQN1fXHJCX38C9n>
- Copy of your passport including your current visa for Germany if applicable
- Confirmation of your registration as a resident of Karlsruhe
- Proof of sufficient funds to cover all expenses during your stay in Germany (at least 670.00 € monthly). Such proof includes: bank statement, official statement of your scholarship or a "Verpflichtungserklärung"
- "Zulassungsbescheid" (Letter of Admission)
- Rental contract
- Proof of health insurance including a copy of your health insurance policy

If you are participating in the orientation week, you can hand in these documents during your enrollment appointment. If not, you should send them to:

Ausländerbehörde Karlsruhe

Kaiserallee 8
76124 Karlsruhe
Tel.: 0721-133 3388

E-mail: auslaenderbehoerde@oa.karlsruhe.de

Online appointments: <http://otv.karlsruhe.de>

6.7. Student Welcome Package

What?

The city of Karlsruhe offers a welcome package to all students that register as Karlsruhe residents. It includes, for example, a voucher for a free public transportation pass for the entire network and several shopping vouchers.

When?

After receiving your KIT student card + your KIT account

After receiving your registration confirmation from the city of Karlsruhe

How?

To receive the package you need to go to one of the Bürgerbüros in Karlsruhe (cf. list at the end of the handbook) and show them your city registration confirmation and your KIT enrollment certificate (downloadable at the student portal).

6.8. Getting a bike

The easiest method of transportation in Karlsruhe is to travel by bicycle.

One way to find a bicycle is to search in Facebook groups like the following:

- <https://www.facebook.com/groups/Verkaufe.Suche.Karlsruhe/?ref=ts&fref=ts>
- <https://www.facebook.com/groups/342859669155392/?fref=ts>
- <https://www.facebook.com/groups/kit.karlsruhe.flohmarkt>

Otherwise you can check the local version of ebay <http://kleinanzeigen.ebay.de/anzeigen/> or www.quoka.de.

Another option is to go to an auction sale offered by the city of Karlsruhe. More information and further dates are available at

http://www1.karlsruhe.de/Service/d115/detail.php?prod_id=454.

In case your bike needs repair and you want to save money, these shops might provide you with the necessary tools for a small charge. From time to time they sell used bikes as well.

Madame Velo

Georg-Friedrich-Straße 11

76131 Karlsruhe

www.madamevelo.de

Mo. – Fr. 10.00 – 12.00, 14.00 – 18.00

Sa. 10.00 – 13.00

Radler-Martin

Im Gewerbehof

Steinstraße 23

76133 Karlsruhe

www.radler-martin.de

Mo. – Sa. 8.00 – 13.00 and 15.00 – 19.00

Another option is to sign up for „Fächerrad“, a service provided by stadtmobil, VBK and “nextbike”. The idea is that you do not buy a bike but may rent one instead. You pay 1€ for every 30 minutes or 9€ for 24 hours. With the “RadCard-Tarif” you pay **24€ as a Student for a one year membership**. This allows you to borrow **up to four available “nextbikes” at the same time** and use them for the next 30 minutes for free. Every minute extending the 30th minute will cost an additional 50 cents. 24 hours will cost 5€. To search for available “nextbikes”, borrow a bike or give it back, there is a mobile app or a hotline available. After you finish using the bike you can simply park the bike on any crossing in the city or at an official “nextbike” station, lock it and confirm the return via app, hotline, terminal or bikecomputer. You can find further information and register via this page: www.faecherrad.de

Please note! According to German law your bicycle must be equipped with two brakes, a bell, a white light in front and a red light at the back. If something is missing and you get stopped by police you will most probably get fined.

7. General services at KIT

7.1. AK ERASMUS

AK Erasmus was founded in 1990 as a student work group within KIT's Economics Department. It has since developed into an official university club for all faculties. Its members are students from all different fields and semesters, who enjoy providing support to international students studying at KIT with an exchange program.

The idea is to help ease the transition of international students as they settle in at KIT and in Karlsruhe. It is for this reason that AK Erasmus organizes exciting and affordable parties, city trips and other events on a regular basis to make sure that students will have an unforgettable experience in Germany.

More information about AK ERASMUS and its services is available at <http://www.ak-erasmus.de/en>.

7.2. Facilities (Mensa, Cafeteria, Library, IT Services)

Cafeteria (in German: *Mensa*)

The "*Mensa*" is a student restaurant offering a variety of affordable dishes each day, including many vegetarian options. A meal with a main plate and two side dishes costs between €1.60 and €5, while a few more expensive meals will run between €5 and €7. The *Mensa* is located at Adenauerring 2, directly opposite of the library. Lunch is offered on weekdays between 11 am and 2 pm.

For more information, including weekly menus, check <http://www.sw-ka.de/en/essen/?page=1>.

Café (in German: *Cafeteria*)

The *Cafeteria* offers coffee and tea at low prices, as well as cold beverages and a variety of sandwiches, pastries, cakes, sweets and other snacks, fruit and yogurt. It is open Monday to Thursday from 7.30am to 7.30pm and Fridays from 7.30am until 4pm, and is located in the same building as the *Mensa*.

For more information check http://www.sw-ka.de/en/essen/cafeteria/caf_eteria_adenauerring.

Library

The KIT main library is open to students 24/7. For full access, you will need to register your KIT student card and open a personal library account. You can do this at the information desk in the library lobby from Monday to Friday between 9am and 7pm and Saturdays from 9am till 12.30pm. Once you have an active library account, you will be able to borrow books

and enter the building after its regular opening hours. The library is situated at the Straße am Forum 2.

Other, more specific libraries are located all over the campus. For more information check <http://www.bibliothek.kit.edu/cms/english/free-learning-places.php>.

IT-Services

The KIT provides every student with WLAN access, university specific e-mail account, printing facilities, computer pools, assistance with software or hardware problems etc. through the MicroBIT office. The services will become available to you approximately 2 weeks after completing your enrollment. Further information and instructions on how to use these services are available via <http://www.scc.kit.edu/hotline/microbit.php>.

MicroBIT

Zirkel 2, 76131 Karlsruhe
Building 20.21, room -113 (basement)
Tel. 0721-608-42997
microbit@scc.kit.edu
Mo. – Fr. 10.00 – 17.00

In case you lose your password or log-in details, please contact the SCC Service Desk.
Zirkel 2, 76131 Karlsruhe
Building 20.21
Tel. 0721-608-8000
servicedesk@scc.kit.edu
Mo. – Thu. 9.00 – 18.00; Fr. 9.00 – 17.00

7.3. The “Campus Management Portal für Studierende”, the “Studierendenportal” and your KIT account

The “Campus Management Portal für Studierende” is the platform for all students at KIT. The address is <https://campus.studium.kit.edu/>.

To access them you will need your **KIT account**. You will receive your account information shortly after your enrollment; if you still have not received your account details two weeks after enrolling, please visit the desk on the main floor of the SCC building. You will need to first show them your KIT ID card, but then they can print your account information on the spot.

You can

1. activate your KIT-account
2. inform KIT about contact and address changes
3. pay your semester contribution and do the re-registration every semester
4. download your KVV public transport pass, certificates (confirmation of enrollment/“Immatrikulationsbescheinigung”) etc.

For further instructions check: <http://www.intl.kit.edu/istudies/6896.php>.

7.4. Sports at KIT

Courses

The “Hochschulsport” (university sports) offers a variety of sports courses and classes that includes nearly every sport you could imagine: Aerobics, Basketball, Juggling, Karate, etc.

To participate in these courses, you will need to enroll:

1. **Choosing courses:** First, go to <http://www.sport.kit.edu/hochschulsport> click “**Sportangebot**” on the left, then “**Sportkurse**” (left). There you will find the KIT sports offer. Follow the links for a description and information about times and locations of the different courses. To book a course, click on “**buchen**“ (booking) on the right side.
2. **Booking:** Complete the form (including your bank-account), then click “**verbindliche Anmeldung**” to send it. You will receive a personal confirmation via email which entitles you to attend the course. Please take the printed email with you to the lessons.
3. **Waiting-list:** In case there are no free places left, you get a second chance by registering for the waiting-list (Warteliste). You will be informed about places that become available later.

Charges/fees: Each student participating in the KIT sports offer has to pay a basic fee of €10, independent of the courses taken. Certain courses might also have an additional fee.

Cancelling a sports course: To cancel your enrollment in a course, please write an email to hochschulsport@sport.kit.edu. However, after having properly registered for a course, you will not get back the full amount of the registration fee you have paid. The amount that is kept depends on when you cancel:

- 25% of the fees after up to two weeks since the beginning of courses
- 50% of the fees after up to four weeks since the beginning of courses
- 100% of the fees after more than four weeks since the beginning of courses

In case of injury or illness, special arrangements are possible, so ask your doctor for a note!

Gym

KIT has its very own gym. It offers a cardio area, various strength machines and a free weight area. Additionally, if you sign up for a gym membership you are allowed to use the pool and sauna next door. They also offer several fitness courses, e.g. Zumba. For prices and more information please check <http://www.sport.kit.edu/walk-in/index.php>.

KIT SC

If you are interested in basketball, soccer, handball, volleyball, lacrosse, tennis, American football or athletics and are willing to train multiple times a week and have competitions on weekends, you can become a member of the KIT SC. Check <http://www.kitsc.de/> for information.

7.5. Language learning at KIT

German

KIT offers a limited number of German language courses during the semester. You can register at the Studienkolleg Karlsruhe (<http://www.stk.kit.edu/english/index.php>). The language courses cost a small fee.

You can find more detailed information at the following website:

http://www.stk.kit.edu/studienbegleitende_Kurse.php

Because these courses are in high demand, there are not enough places for all interested students. You therefore cannot simply attend the course you want to take, as you can with most other courses at KIT. For detailed registration information please visit this webpage:

<http://www.stk.kit.edu/deutsch-kurse.php>.

Please keep in mind that these courses are very popular and you should register very early (on the day that registration opens) if you would like participate.

All other languages

You can register for “**foreign**” language courses (English, French, Spanish, Arabic, Italian, Polish, Latin, Russian, Chinese, Japanese, Portuguese, Turkish, Dutch, and Swedish) with the Sprachenzentrum Karlsruhe. To find information about courses for other languages, please go to this webpage: <http://www.spz.kit.edu>.

Please keep in mind that these courses are very popular and you should register very early (on the day that registration opens) if you would like participate.

Language exchange

Another great opportunity to deepen your language knowledge is to engage in a language exchange (Sprachtandem) with another student. The idea is to partner students who would like to learn languages from one another. Each student offers a language that he or she speaks fluently, and the pair meets to communicate in both languages. This is a great way to learn new vocabulary and practice your conversational skills. For more information visit

<http://www.sw-ka.de/de/internationales/tandem/?cpage=1>.

8. Daily life in Karlsruhe and Germany

8.1. Public holidays in Baden-Württemberg

In Germany, both public holidays and school holidays differ from one Federal State to the next.

Since KIT is in Baden-Württemberg, the Baden-Württemberg regulations apply:

<http://www.feiertagskalender.ch/index.php?geo=3060&jahr=2015&hl=en&klasse=3> and
<http://www.feiertagskalender.ch/index.php?geo=3060&jahr=2016&hl=en&klasse=3>.

In addition to these public holidays, there is a KIT Christmas break from December 24th to January 6th. Also, there are no lectures during the “semester holidays”/lecture-free period, but there might be exams.

Be sure to make note of all important dates for your courses when they begin.

School holidays DO NOT apply to universities, but only to primary and secondary education institutions.

8.2. Public Transportation in Karlsruhe and in Germany

Local Transportation via KVV

The “Karlsruher Verkehrsverbund“ (KVV) organizes public transportation in Karlsruhe and the surrounding region.

In order to make Karlsruhe’s inner city more pedestrian-friendly, the railway lines of the Kaiserstrasse are being partially transferred underground. The project’s name is “**Kombilösung**” and it has created a number of temporary construction sites and route diversions in the inner city.

For more information check www.kvv.de or <http://en.kvv.de>.

What special offers are there?

There are a number of special offers on ticket prices and different travel cards available. The best idea is to ask at one of the KVV customer care centers, e.g. at the main railway station (Hauptbahnhof) or at Marktplatz.

However, here is a short overview of the **most important tickets**:

- *Time-restricted tickets*: from 24-hours tickets through summer to yearly cards for one person or groups of up to 5 people
- Single travel tickets
- The „Baden-Württemberg-Ticket“ and the „Schönes-Wochenende-Ticket“ are suitable for short excursions in the region by train.
- The “Studikarte”: a special offer ticket for students. For more information see below.

How much does a ticket cost and where can I buy it?

The KVV network is divided into certain zones called „Waben“. The price of each ticket is based on this system – the more Waben one crosses, the more expensive the travel becomes. A ticket valid only in the City of Karlsruhe will always have two Waben. If someone wants to travel from Stutensee to the inner city of Karlsruhe, for example, he or she would need a ticket valid for three Waben.

There are ticket vending machines at almost all stops and on most trams as well. However, you should always have some pocket change with you as the machines do not always take banknotes. If they are out of order, it is always possible to buy your ticket from the driver. You can also get tickets from the customer centers of KVV, at the main railway station (Hauptbahnhof) and in a couple of stationery stores.

The “Studikarte”

As a student enrolled at KIT, you automatically receive a semester ticket that allows you to use the KVV network for free from Monday through Friday between 6pm and 5am and all day during the weekend and public holidays. The “ticket” (KVV-Bescheinigung) can be downloaded and printed out via the “Studierendenportal” (cf. chapter about the

“Studierendenportal”). Please be aware that you need to carry with you both your KIT card and your “ticket” to use this offer.

In addition, if you would like to use the KVV network 24/7, you should consider the “Studikarte”. It allows you to use all means of public transport on the whole KVV network and is valid for six months. It costs around 140€ and is available at most KVV customer care centers or at the International Student Center of the Studierendenwerk. You’ll need to present proof of enrollment at KIT when you make the purchase. (A voucher for the “Studikarte” is also included in the welcome package that you can request from the Bürgerbüro upon registration as a Karlsruhe citizen.)

BahnCard

If you are planning to travel throughout Germany, the “Deutsche Bahn” can be a convenient method of transportation. It might be worth buying a BahnCard, which gives you a discount on every ticket you purchase. There are various kinds of BahnCards available; the cheapest version (BahnCard 25) is available for students for €41 and gives you a 25% discount on every ticket price. You can read more about it here:

<http://www.bahn.de/p/view/bahncard/bahncard.shtml>.

A BahnCard additionally allows you a discount on one-way single tickets from KVV.

8.3. Medical Care in Germany & Emergency Contacts

Medical care in Germany is generally very good with a dense network of high-qualified specialists. If you are sick you simply call up a physician (Hausarzt) and make an appointment.

IMPORTANT: If you feel sick, but it is not an emergency, you must go to a “Hausarzt” (family doctor/GP), NOT to the hospital. The hospital is only responsible for emergencies such as severe injuries and acute pain.

A directory of the physicians in Karlsruhe can be found in the “Yellow Pages” (www.gelbeseiten.de/arzt/karlsruhe). A list of foreign-language doctors can be found in the “Glossary” of this handbook.

At <https://www.studentenwerke.de/sites/default/files/gesundheitswoerterbuch.pdf> you can find a **German-English dictionary** with helpful vocabulary.

Emergencies

For emergencies, the toll free number 112 operates day and night. You can call this number for an emergency doctor and an ambulance. These services are free of charge for people with health insurance in Germany.

There is an emergency medical service on weekends as well in case you do not need an ambulance but still need to see a doctor. Information about this service can be found in city newspapers under the column “Ärztlicher Notdienst” or on the pages of city Karlsruhe (<http://www.karlsruhe.de/b3/gesundheit/notdienste.de>) (in German).

You can also call the number 116 117 to reach these medical services.

Medication

In Germany, medication is only sold in pharmacies. For some medicines, e.g. antibiotics, you will need a prescription from a doctor.

8.4. Counselling

As an international student especially, studies do not always run smoothly and without problems. KIT has different counselling services available for students experiencing academic and/or personal issues.

- The psychotherapeutic counselling office of the Studierendenwerk (<http://www.sw-ka.de/en/beratung/>) is open to students with personal and psychological issues, including depression, psychosomatic complaints, anxiety, etc.
- The International Student Center (<http://www.sw-ka.de/en/internationales/?page=1>) offers help with mainly administrative problems.
- Of course, the **International Students Office** provides assistance for all international students as well.

All these services are offered in German as well as in English on request.

8.5. Cultural differences

Punctuality at university: In Germany it is important to arrive on time! The defined start time on the schedule is the actual start time for a lecture or lesson. The lecturer will not wait for any late arrival.

How to address a professor: The relation between student and professor/lecturer is very formal. It is important to keep a certain distance and address the professor accordingly. Therefore the professor is addressed with the German formal case, "Sie". An exemplary beginning of a letter/e-mail for Professor (Prof.) Max Mustermann would be "Sehr geehrter Herr Professor Mustermann," or in English, "Dear Professor Mustermann, "

Office hours and services: Keep strictly to the office hours; you will not receive any assistance after the official opening hours. If you made an appointment, it is very important to arrive on time!

Lecture style: The lectures might differ quite a lot from what you are used to from back home. Generally the bigger the class room the fewer the questions. For more detailed information, check the chapter on "KIT Slang".

Shop opening hours: On Sundays all shops are closed in Germany! From Monday to Saturday supermarkets are generally open between 8 am and 10 pm. Other shops are normally open between 10 am and 7 pm. Usually, the bigger the shop the longer the opening hours.

Red traffic light: It is forbidden to cross a street as long as the traffic light is red. If you get caught by the police you will have to pay a fine.

8.6. Driving in Germany

If you want to drive in Germany with a driver's license from another country, it must be exchanged for a German driver's license if you stay in Germany for longer than six months. Sometimes you might even have to take your driving test again (depending on your country of origin). Holders of an EU driving license are not affected by this.

For more information check http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=440 and <https://www.study-in.de/en/--12035>.

If you want to buy a car in Germany, you should take into account the additional costs (insurance, taxes, fuel price). A convenient alternative is the car-sharing program Stadtmobil (<http://karlsruhe.stadtmobil.de>) (only in German).

Car-sharing with “Mitfahrgelegenheit”

Car-sharing is a widely used means of transportation for students in Germany. Passengers or drivers can be found, for example, on www.mitfahrgelegenheit.de or www.mitfahrzentrale.de (only in German).

8.7. Travelling in the Schengen States

There is freedom of travel within the European Union: most member countries of the EU are part of the "Schengen area", in which border controls have been abolished.

For EU citizens

According to the "Schengen Convention", which is part of EU law, there are no longer any border controls at the borders between the Schengen member states. All EU countries are member states except Bulgaria, Ireland, Romania, United Kingdom and Cyprus. Iceland, Switzerland and Norway do not belong to the European Union, but are members of Schengen.

You only have to obtain an additional visa when travelling outside the EU's external borders and to the non-Schengen countries. If you are traveling within the EU you do not need a visa. However, you should always carry a valid identity card or passport with you.

For Non-EU citizens

Citizens of certain countries can enter the EU without a visa for a stay up to three months. Travelers of other Non- EU countries, however, might require a visa from one of the Schengen states. Please check the chapter “Before your arrival at KIT” for more information.

Nationals of Non-EU countries, who have a residence permit from one of the "Schengen States", may also move freely within the other member states. **The freedom of travel is**

valid only for stays of up to three months. Each member state has own regulations for longer stays.

Warning: Ireland, Great Britain and some other EU Member States do not belong to the Schengen states. In these countries there are special regulations.

9. Before you leave KIT and Karlsruhe

When your stay at KIT unfortunately comes to an end, please follow the advice below as you prepare to return to your home university to avoid encountering any unresolved issues once you are back home.

9.1. Unenrolling („Exmatrikulation“) at KIT

Before you leave KIT, you should unenroll from the university. In order to do so, you should come by the International Students Office and pick up your “Antrag auf Exmatrikulation”. This request form has to be stamped by the library, the International Students Office and the Students Office (Studierendenservice).

9.2. Notifying your health insurance in Germany

If you have taken out a health insurance policy in Germany, please inform your German health insurance provider about your departure, so that they can cancel your policy.

9.3. Notifying the city of Karlsruhe

Two or three days before you leave Karlsruhe, you should notify the city of Karlsruhe of your departure. You can do this easily at the “Bürgerbüro” responsible for the district you live in. Detailed information about the services of Karlsruhe's public authorities can be obtained from Karlsruhe's public authorities' hotline 115.

9.4. Memories of KIT

A KIT collection is available at the KIT-Webshop (www.kit-shop.de). There you can buy something that will remind you of your good times at KIT.

There also is a KIT shop on campus:

KIT-Shop Campus Süd

Building 11.30, Engelbert-Arnold-Straße 2
76131 Karlsruhe

9.5. Keep in touch

If you would like to stay in touch with us even after your studies at KIT come to an end, you can become a KIT alumnus/alumna. Just log onto our Alumni Network and register. You will then receive regular KIT news and you can become a member in one of 18 Alumni Clubs

worldwide (or found a new one in your home country). For more information, visit the alumni website: www.rsm.kit.edu/alumni.php or www.rsm.kit.edu/1990.php.

10. Glossary

10.1. KIT Slang

AKK: Student association which organizes different social activities and operates a small café/pub on campus, located directly opposite the main library.

ASta: abbreviation of "Allgemeiner Studierendenausschuss." They offer a wide field of services and counseling; for example you can use a fully equipped workshop or a photo laboratory for free. More information can be found here: www.asta-kit.de/service/.

Audimax: the biggest lecture hall on campus

Bib: short for Bibliothek (=library)

Campus Management: see "Studierendenportal"

Dekan: faculty director

Exmatrikulation: unenrollment—removal from the register of students for any reason including graduation or end of exchange.

Fachkoordinator: Department coordinator. The contact person of every department in case of study specific questions. You can find the list of department coordinators in the chapter "Administrative Contacts"

Fachschaft: student bodies. Student organization under self-management, responsible for helping students, planning parties, selling lecture notes and much more.

Hochschulsport: term to describe all sports offered at KIT, including gym, team sports and courses.

Immatrikulation: enrollment. The formal process of entering a university.

LP or Leistungspunkte: German term for ECTS points or credit points

Mensa: Cafeteria/refectory. A massive student restaurant offering a variety of more than six dishes each day at very cheap prices.

Modulhandbuch: study guidelines including all possible lectures and explaining the specific structure of each degree and study path.

Prüfungsamt: examination office. Responsible for collecting, managing and saving exam results and make out certificates.

Rückmeldung: re-registration. You notify the university that you are going to continue your studies in the next semester and pay a small fee. You have to do this if you are staying on for a second semester.

Sprachenzentrum: the institution responsible for all non-German language courses.

SCC: abbreviation of „Steinbuch Centre of Computing". The SCC is the information technology centre of KIT and one of the most powerful computing centers in Europe.

Studententicket/KVV-Bescheinigung: The combination of your KIT Card and the KVV-Bescheinigung (public transportation permit) allows you to use public transportation on the weekend and weekdays between 6pm and 5 am for free. Please see the chapter "Studierendenportal" for instructions on how to print you transportation permit.

Studierendenwerk: The Studierendenwerk is responsible for running the Mensa and the Cafeteria. They also offer social counselling and can help you with finding jobs or housing.

Studienkolleg: The Studienkolleg is a preparatory course for foreign students from different countries and of different religious, political and educational backgrounds planning to study at KIT. They also offer German language courses for KIT students.

Studierendenportal or Campus Management: student portal. The online platform for students to register for exams, check their transcript, re-enroll and much more. Please check the chapter about the “Studierendenportal” for further instructions.

Studierendenservice: student registrar’s office.

SWS or Semesterwochenstunden: the number of hours/week for a lecture/course

Vorlesungsverzeichnis: course catalogue. The overview of all lectures offered at KIT.

Walk-in: KIT’s own gym exclusively for students and employees.

Arten von Veranstaltungen (types of lectures)

Vorlesung: lecture. Lecturer speaks in front of whole class using lecture notes or PowerPoint slides, very little interaction with students.

Seminar: seminar. Small groups aim to write an essay about a specific topic and prepare presentations.

Übung: exercise. Exercise instructor explains problems on the board or does exemplary calculations. Mostly in front of whole class, eventually class gets split up.

Tutorium: tutorial. Exercise in small groups conducted by older students.

Praktikum: practical course. Exercise in small groups with a practical focus.

10.2. Abbreviations for accommodation searching

Abkürzung/ Abbreviation	German	English
O (Pr)	ohne Provision	without estate agent's fee
+ (Pr)	mit Provision	with estate agent's fee
AB	Altbau	old building
App.	Appartment	apartment
Ausst.	Ausstattung	furnishings
Balk./Blk.	Balkon	balcony
Bek/BK	Betriebskosten	overheads
Bd./BZ	Bad/Bäder	bath/baths
Bj.	Baujahr	Year of construction
DG	Dachgeschoss	top floor
DHH	Doppelhaushälfte	semidetached house
Di	Diele	hall
DT	Dachterrasse	roof top terrace
Du	Dusche	shower
EBK	Einbauküche	kitchenette
EFH	Einfamilienhaus	single-family house
EG	Erdgeschoss	ground floor
FbH	Fussbodenheizung	under floor heating
G-WC/ Gä.-WC	Gäste-WC	guest toilet
Ga.	Garten	garden
Gge.	Garage	garage
gfl.	Gefliest	tiled
GH	Gasheizung	gas heating
HH	Hinterhaus	part of a tenement house accessible only through a courtyard
Hob.	Hobbyraum	hobby room/ workroom
Hzg.	Heizung	room heating
Imm.	Immobilie	real estate
inkl.	Inclusive	inclusive
Ka.	Kamin	an open fireplace
Kl.	Keller	cellar

KDB	Küche Dusche Bad	kitchen shower bath
KM	Kaltmiete	basic rental charge
kpl.	Komplett	complete
KT	Kaution	Deposit/bond
Kü	Küche	kitchen
Lg.	Loggia	loggia
MFH	Mehrfamilienhaus	house for several families
MM	Monatsmiete	monthly rent
Mn.	Maisonette	maisonette
NB	Neubau	new house
Nfl.	Nutzfläche	usable floorspace/living room
NK	Nebenkosten	utility costs
NM	Nachmieter	next tenant
NR	Nichtraucher	non-smoker
OG	Obergeschoss	upper floor
Pk.	Parkettboden	parquet floor
prov.fr.	provisionsfrei	without estate agent's fee
qm, m ²	Quadratmeter	square meter
ren.	Renoviert	renovated
renbed.	renovierungsbedürftig	needs renovating
rest.	Restauriert	restored
rhg. gel.	ruhig gelegen	quiet location
RH	Reihenhaus	terraced (town) house
SZ	Schlafzimmer	sleeping room
Tel.	Telefonnummer	phone/-number
t-möb.	Teilmöbliert	partly furnished
Tep.	Teppichboden	carpeting
Terr.	Terrasse	terrace
TG	Tiefgaragenstellplatz	underground parking garage
UM	Untermieter	subletter, subtenant
VB	Verhandlungsbasis	negotiable
v-möb	Vollmöbliert	fully furnished
WC	Toilette	lavatory
Wfl	Wohnfläche	living area

WG	Wohngemeinschaft	apartment-sharing community
Whg.	Wohnung	flat/apartment
WLAN	Drahtloses Netzwerk	wireless network
WM	Warmmiete	overall rent
WZ	Wohnzimmer	living room
ZH	Zentralheizung	central heating
Zi.	Zimmer	room
ZKB	Zimmer Küche Bad	room kitchen bath
Zzgl.	Zuzüglich	additionally

10.3. Public Authorities in Karlsruhe

For both Bürgerbüro and Ausländerbehörde you can save a lot of time (and not wait in a queue) if you make an appointment online via <http://otv.karlsruhe.de>.

Bürgerbüro Karlsruhe Mitte

Karl-Friedrich-Str. 10

Rathaus am Marktplatz

76124 Karlsruhe

Opening Hours

Monday – Friday: 8.30am – 12.30pm

Thursday: 2pm – 5pm

Bürgerbüro Karlsruhe K8

Kaiserallee 8

76133 Karlsruhe

Opening Hours

Monday – Friday: 8.30am – 12.30pm

Thursday: 2pm – 5pm

Ausländerbehörde Karlsruhe

Kaiserallee 8

76124 Karlsruhe

Tel.: 0721-133 3388

E-mail: auslaenderbehoerde@oa.karlsruhe.de

Lost and Found

Fundbüro des Studierendenwerks Karlsruhe

Adenauerring 7

76131 Karlsruhe

Tel. 0721 6909-0

promo@sw-ka.de

Mo. – Thu. 8.00 – 12.30 and 13.30 – 15.30

Fr. 8.00 -12.30 and 13.30 – 15.00

Fundbüro der Stadt Karlsruhe

Kaiserallee 8

76133 Karlsruhe

Tel. 0721 133-3270

fundbuero@bus.karlsruhe.de

Mo. and Wed. 8.00 – 15.00

Tue. and Fr. 8.00 – 12.00

Thu. 8.00 – 12.00 and 14.00 – 17.45

Fundbüro Karlsruher Verkehrsverbund

Tullastraße 71

76131 Karlsruhe

Tel. 0721 6107-5890

fundbuero@vbk.karlsruhe.de

Mo. – Fr. 8.00 – 16.00 Thu. 8.00 – 17.00

10.4. Free Wi-Fi in Karlsruhe

KA-WLAN

KA-Fi is a free internet service for Karlsruhe available in the city center of Karlsruhe.

To connect to the wireless network, please follow the steps below:

1. Connect your mobile device to the network "KA-WLAN" and open a browser.
2. Register on the website that opens up with your name, email address and phone number.
3. You will receive an email/a text message with your login data.
4. With this login data you will be able to log into KA-WLAN via the website. The service automatically re-registers you, after you logged in for the first time.

For an overview of KA-WLAN hotspots check

http://geodaten.karlsruhe.de/stadtplan/?m_objects_group_checked=536b57c78012a55e83fad046&svoff=uebersichtskarten&svon=uebersichtskarten_sw

Free Wifi at Cafés and Bars

Below you can find a short list of coffee bars and restaurants with Wi-Fi access here in Karlsruhe. You usually will need to purchase something in order to access the free internet. You'll get the access details on the spot, just ask the waiter.

Coffee Boxx	→ Kronenplatz	www.coffee-boxx.de
Dr. Kaffee	→ Kaiserstr. 9	www.dr-kaffee.com
Kaffeebar Schiller	→ Kronenstr. 30	www.kaffeebar-schiller.de
Feinraum	→ Ritterstr. 10	www.fein-web.de
Gelbe Seiten	→ Rondellplatz	www.gelbeseitencafe.de
Gold	→ Ludwig-Wilhelm-Str. 12	www.gold-ka.de
L'incontro	→ Leopoldstr. 3	www.lincontro.de
Starbucks	→ Ettlinger Tor Center	www.starbucks.de
	→ Kaiserstr. 185	
Vanguard	→ Hardtstr. 37a	www.vanguar.de
Vogelbräu	→ Kapellenstr. 50	www.vogelbraeu.de

10.5. Foreign-language doctors (GP)

Below we collected a list of foreign-language doctors here in Karlsruhe. To make an appointment you simply call the doctor's practice. At the appointment you have to bring your insurance card (or another proof of insurance).

General practitioner /general doctors

English:

Dr. Aras	Pfinztalstr. 56 a, KA-Durlach	0721/ 418 91
Dr. Aschoff	Mannheimerstr. 12	0721/ 623 7654
Dr. Bartlewski	Lötzener-Str. 12	0721/ 568 6839
Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Brückner & Leist	Kronenstr. 28	0721/ 937 810
Dr. Colopi-Glage & Koll	Ebertstr. 7	0721/ 305 31
Dr. Dulisch	Kaiserstr. 18	0721/ 389 834
Dr. Göser	Essenweinstr. 6	0721/ 697 611
Dr. Lorenz	Amalienstr. 93	0721/ 848 746
Dr. Placzek	Ochsantorstr. 14	0721/ 423 38

French:

Dr. Aras	Pfinztalstr. 56 a, KA-Durlach	0721/ 418 91
Dr. Aschoff	Mannheimerstr. 12	0721/ 623 7654
Dr. Brad	Ettlinger-Str. 2 c	0721/ 378 037
Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Dulisch	Kaiserstr. 18	0721/ 389 834
Dr. Göser	Essenweinstr. 6	0721/ 697 611

Italian:

Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Colopi-Glage & Koll	Ebertstr. 7	0721/ 305 31

Romanian:

Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Brad	Ettlinger-Str. 2 c	0721/ 378 037

Russian:

Dr. Brückner & Leist	Kronenstr. 28	0721/ 937 810
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Spanish:

Dr. Aschoff	Mannheimerstr. 12	0721/ 623 7654
Dr. Colopi-Glage & Koll	Ebertstr. 7	0721/ 305 31
Dr. Dulisch	Kaiserstr. 18	0721/ 389 834

Turkish:

Dr. Aras	Pfinztalstr. 56 a, KA-Durlach	0721/ 418 91
Dr. Brad	Ettlinger-Str. 2 c	0721/ 378 037

International pharmacy:

Kaiserstr. 80	Mo-Fr: 9-19 Uhr, Sa: 10-18 Uhr	0721/ 224 38
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Dentist**English:**

Dr. Berg-Esders
 Akademiestraße 17
 76133 Karlsruhe
 Tel.: 0721/ 221 10
 Fax: 0721/ 232 08
 praxis@esders.eu

English, Russian, Romanian, Turkish:

Dr. Mariana Weiss
 Otto Wels Str. 27
 76189 Karlsruhe
 Tel.: 0721/ 861 286
 praxis.weiss@yahoo.de

English, Italian:

Wolfgang Blaser und Ralf Blaser
Bahnhofstraße 6
76137 Karlsruhe
0721/ 357 766

French, English, Spanish, Hungarian, Romanian:

Zahnarztpraxis Dr. Tanja Schmutte
Kaiserallee 25 A
76133 Karlsruhe
Telefon: 0721/ 841 365

English, Russian:

Zahnarzt T. J. Ruder
Haid- und Neu-Str. 12
76131 Karlsruhe
Telefon: 0721/ 966 54 98

Ophthalmologist**French, English:**

Praxis Dr.med. Rüdiger Kirn
Kaiserstr. 215
76133 Karlsruhe
Telefon: 0721/ 288 44

Augenarztpraxis
Geibelstraße 34
76185 Karlsruhe
Tel. 0721/ 554 404

Dr. Marion Kremer
Pfinztalstraße 53
76227 Karlsruhe
Telefon: 0721/ 423 07

English, Russian:

Stephan Puls
Kaiserstr. 116
76133 Karlsruhe
Telefon: 0721/27552

French, English, Italian:

Dr. Christoph Ziegler
 Mathystr. 35
 76133 Karlsruhe
 Telefon: 0721/ 816 550

Gynecologist**French, English, Spanish:**

Dr. med. Hansheinrich Kolbe
 Dr. med. Andreas Spuller
 Durlacher Allee 4
 76131 - Karlsruhe
 Telefon: 0721 / 691 007
heinokolbe@web.de

English, Spanish

Dr. med. Ulrich Kohoutek
 Facharzt für Gynäkologie und Geburtshilfe
 Diakonissenstraße 1
 76199 Karlsruhe
 Tel.0721/885678

English, French, Italian:

Frauenärzte Karlsruhe
 Dr. med. Stefan Weinschenk
 Dr. med. Annerose Scherer
 Bahnhofplatz 8
 76137 - Karlsruhe
 Telefon: 0721 / 32 70 4

Englisch, Hungarian:

Dr. med. Andreas Spuller
 Facharzt für Frauenheilkunde und Geburtshilfe
 Durlacher Allee 4
 76131 - Karlsruhe
 Telefon: 0721 / 691007

English:

Dr. med. Susanne Bässler-Weber
 Lameystr. 7
 76185 Karlsruhe
 Telefon: 0721 - 551 11 5
info@frauenaerztin-karlsruhe.de

10.6. Campus map

Campus South

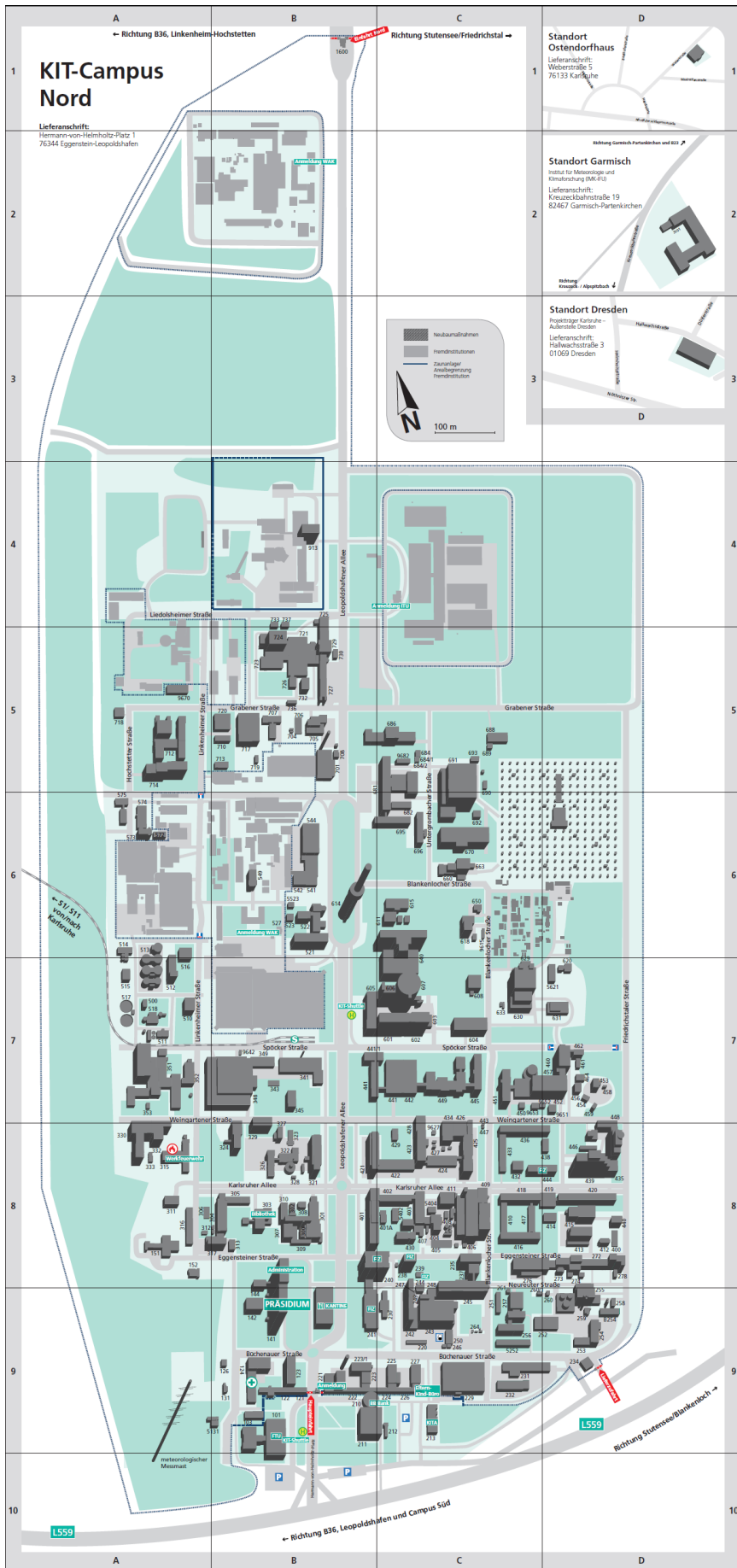
A downloadable pdf version of the campus map can be found here

<http://www.kit.edu/downloads/Campus-Sued.pdf>



Campus North

A downloadable pdf version of the campus map can be found here <http://www.kit.edu/downloads/Campus-Nord.pdf>.



10.7. Useful links

- Citizens' services Karlsruhe
<http://www.karlsruhe.de/b4/buergerdienste.de>
- Doctors - Emergency Services (during the night and on weekends)
<http://www.karlsruhe.de/b3/gesundheit/notdienste.de>
- German-English Dictionary with focus on health/medical care
<https://www.studentenwerke.de/sites/default/files/gesundheitswoerterbuch.pdf>
- KIT Hochschulsport
<http://www.sport.kit.edu/hochschulsport/>
- KIT IT Services: SCC
<http://www.scc.kit.edu>
- KIT language center: Sprachenzentrum
<http://www.spz.kit.edu>
- KIT Preparatory College: Studienkolleg
<http://www.stk.kit.edu/english/index.php>
- List of public health insurance agencies in Karlsruhe
<http://www.karlsruhe.de/b3/gesundheit/krankenkassen.de>
- Pharmacies – Emergency Services (during the night and on weekends)
<http://www.aponet.de/service/notdienstapotheke-finden/suchergebnis/0/76133.html>
- Social services for students: Studierendenwerk
<http://www.sw-ka.de/en/>
- Stadtwiki – a Wikipedia website for Karlsruhe
http://en.ka.stadtwiki.net/Main_Page
<http://ka.stadtwiki.net/Hauptseite>

