

POST-ARRIVAL GUIDE

WELCOME TO IU, WELCOME TO GERMANY

iu

INTERNATIONAL
UNIVERSITY OF
APPLIED SCIENCES

iu.org

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WELCOME TO GERMANY AND TO IU INTERNATIONAL UNIVERSITY OF APPLIED SCIENCES!

We're thrilled to have you join our international community and **want to help you start your journey in Germany smoothly.**

This brochure provides key information, useful tips, and practical guidance for your first steps — from administrative tasks to everyday life. Our goal is to help you feel prepared, confident, and ready to make the most of your studies at IU.

Welcome aboard, and enjoy your start in Germany!

OUR COLOGNE CAMPUSES

Main Campus – Neven-DuMont Str. 1A
*The code for the entrance is **812292F.***
Note: All service teams for international students are located in our main campus.

Second Campus – Hildeboldplatz 20
Both locations are easy to reach – just 12 minutes walking distance apart. Study in the heart of Cologne with flexible access to our campuses.



REGISTER YOUR ADDRESS

In Germany, every resident must officially register their address. This process is called Anmeldung and is done at the **Bürgeramt (citizen's office).** Registration is required for everyone, no matter your citizenship.

- You must register within **14 days** of moving into your new apartment.
- This applies whether you are arriving from abroad, from another German city, or even moving within a city.
- When you register, you will receive a confirmation document (*Meldebescheinigung*) and your official identification number.
- If you move to a new address, please make sure to register your new address (*Ummeldung*) before applying for your visa extension, so you receive all relevant information from the authorities.



Stadt Köln
Der Oberbürgermeister

Anmeldung

Tagesstempel | Amtliche Vermerke

Bisherige Wohnung
Die letzte bisherige Wohnung im Inland war eine
○ alleinige Wohnung ○ Hauptwohnung ○ Nebenwohnung
Tag des Auszugs | bei Zuzug aus dem Ausland Staat
Straße und Hausnummer | Postleitzahl | Ort
Kreis | Bundesland
Wird die bisherige Wohnung beibehalten?
○ nein ○ ja, und zwar als ○ Hauptwohnung ○ Nebenwohnung

Neue Wohnung
Die neue Wohnung ist eine
○ alleinige Wohnung ○ Hauptwohnung ○ Nebenwohnung
Tag des Einzugs | Gemeindekennzahl 05315000
Straße und Hausnummer | Postleitzahl | Ort
Ortsteil
Wohnungsgeberin oder Wohnungsgeber
Straße und Hausnummer | Postleitzahl | Ort

Where to Register

- There are many Bürgerämter (citizen's offices) where you can book an appointment.
- Appointments (Termin) can be **booked online** at: **stadt-koeln.de/service/produkte/00415/index.html**. Appointments are available on Tuesdays, Thursdays and Fridays. Registration is available without an appointment on Mondays and Wednesdays.

Note: At Bürgerämter, staff usually speak only German. You can bring a friend or translator with you.

Documents You Need to Bring

1. **Passport** (personal ID).
2. **Civil status certificate** (e.g., birth certificate, marriage certificate) – required for your very first registration in Germany.
3. **Rental agreement** (your signed housing contract).
4. **Landlord confirmation form** (***Wohnungsgeberbestätigung***) – provided by your landlord or main tenant.
5. **Registration form** (***Anmeldung bei der Meldebehörde***) – can be downloaded from the appointment website and filled in beforehand.

Tips

- Book your appointment **as early as possible,** even before you arrive, because slots are limited.
- If you cannot get an appointment within 14 days, keep proof (e.g., screenshot of no available slots). This shows you tried to register in time.
- Bring **printed copies** of all your documents — digital copies are not accepted.

The Bürgeramt will give you your **Meldebescheinigung** right after the appointment. Keep it safe! You will need it for almost every official process: bank account, health insurance, residence permit, and more.

APPLYING FOR YOUR RESIDENCE PERMIT

Entry visa vs. residence permit*

As a non-EU student, applying for your Residence Permit after arriving in Germany is important if you plan to stay beyond the validity of your Entry Visa.

What Is It & Why It Matters

- Nowadays, entry visas can be issued for up to 12 months. Once you enter Germany, you can stay in Germany and exercise the rights specified in your entry visa for the period stated in the visa.
- If you wish to stay longer, you **must apply for a Residence Permit** for study purposes in good time.
- You can **apply for your Residence Permit online** via **https://www.stadt-koeln.de/service/onlinedienste/auslaenderamt/index.html#/#bueOverview**
- If your visa expires and you applied for extension via the online portal, you will receive directly a proof of a request for extension from the Cologne immigration authority. In case you need to travel outside of Germany before you receive your updated residence permit, you will need to request a **Fiktionsbescheinigung** that allows you to re-enter the country.
- It is also helpful to bring proof of your **German language skills,** if you have a certificate. Speaking some German during the process can also be helpful.

*These information are subject to change. Please check with the immigration authorities to ensure that the information is up to date.

How to Apply

1. Fill out the form online

The form is filled out online, and all documents are uploaded directly as PDF or JPEG files. The following are required, among other things:

- Valid passport (+ copies of all printed pages)
- Biometric passport photo (no more than 3 months old)
- Certificate of enrollment
- Certificate of satisfactory academic progress
- Proof of health insurance (with continuous coverage)
- Proof of tuition fees paid for min. 1 year (or less in case study duration is < 1 year)
- Proof of sufficient funds to cover living expenses (e.g., blocked account, scholarship)
- Lease agreement

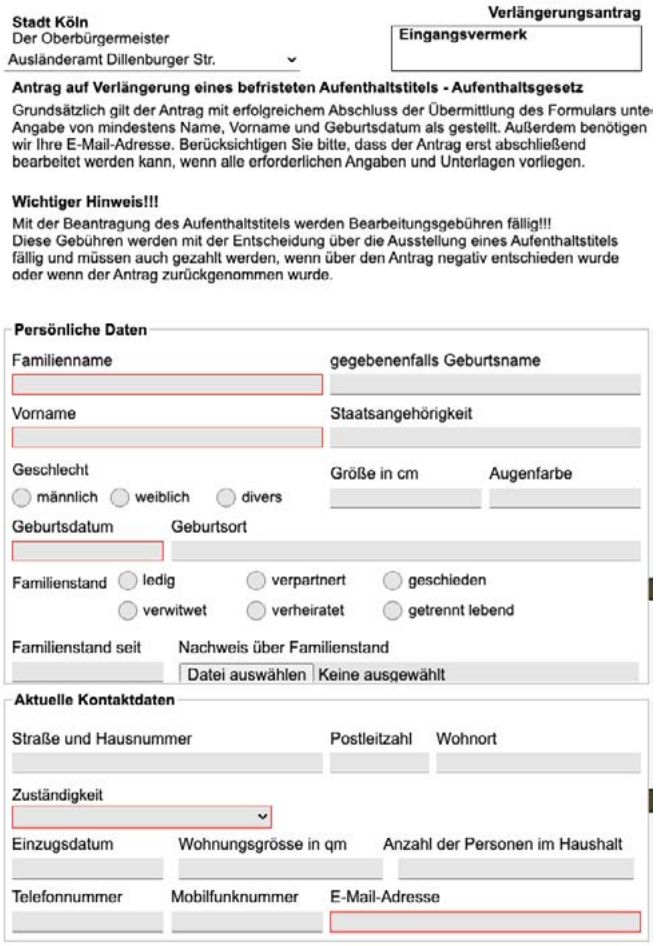
2. Submit – without a signature

The application is initially submitted without a signature.

3. Wait for a written appointment invitation

The Foreigners' Registration Office will then send an invitation with an appointment date. You cannot simply show up without this invitation—in-person visits are only possible by appointment.





Verlängerungsantrag

Stadt Köln
Der Oberbürgermeister
Ausländeramt Dillenburger Str.

Eingangsvermerk

Antrag auf Verlängerung eines befristeten Aufenthaltstitels - Aufenthaltsgesetz

Grundsätzlich gilt der Antrag mit erfolgreichem Abschluss der Übermittlung des Formulars unte
Angabe von mindestens Name, Vorname und Geburtsdatum als gestellt. Außerdem benötigen
wir Ihre E-Mail-Adresse. Berücksichtigen Sie bitte, dass der Antrag erst abschließend
bearbeitet werden kann, wenn alle erforderlichen Angaben und Unterlagen vorliegen.

Wichtiger Hinweis!!!

Mit der Beantragung des Aufenthaltstitels werden Bearbeitungsgebühren fällig!!!
Diese Gebühren werden mit der Entscheidung über die Ausstellung eines Aufenthaltstitels
fällig und müssen auch gezahlt werden, wenn über den Antrag negativ entschieden wurde
oder wenn der Antrag zurückgenommen wurde.

Persönliche Daten

Familienname | gegebenenfalls Geburtsname
Vorname | Staatsangehörigkeit
Geschlecht: männlich, weiblich, divers | Größe in cm | Augenfarbe
Geburtsdatum | Geburtsort
Familienstand: ledig, verpartnert, geschieden, verwitwet, verheiratet, getrennt lebend
Familienstand seit | Nachweis über Familienstand: Datei auswählen, Keine ausgewählt

Aktuelle Kontaktdaten

Straße und Hausnummer | Postleitzahl | Wohnort
Zuständigkeit
Einzugsdatum | Wohnungsgrösse in qm | Anzahl der Personen im Haushalt
Telefonnummer | Mobilfunknummer | E-Mail-Adresse

Fees & Validity*

- Initial residence permit: **€100**
- Extensions: **€93-96** for most students
- Work while studying (2025 rule): up to 140 full days or 280 half-days per year, or up to 20 hours/week during lectures (plus unrestricted in semester breaks)

*These information are subject to change. Please check with the immigration authorities to ensure that the information is up to date.

Contact Immigration Office

Additionally, you can get in direct contact with Cologne's immigration office via **www.stadt-koeln.de/service/onlinedienste/kontakt-auslaender-amt/index.html**


MASALA

LIFE IN GERMANY

Public Holidays

During public holidays, most businesses, public authorities, schools and universities in Germany are closed. These days are usually quiet and family-oriented (e.g. Christmas, Easter, 3 October – German Unity Day). Cologne's highlight is Carnival in February, a major city festival with parades and celebrations.

Public holidays may vary across different German federal states. Please keep in mind that the dates for Easter (Good Friday and Easter Monday), Ascension Day and Whit Monday may vary from year to year.

If you want to find out more about the history or customs for certain public holidays, feel free to get some background information from the following website: **publicholidays.de**

Food and drink

In Germany you can find many restaurants with your favourite cuisine, but you will probably also discover some tastes you never even imagined before. One thing is for sure: you will always have the chance to eat a Döner Kebab. If you are looking for food that matches your preferences, you have several options. For everyday groceries, you can go to supermarkets like Aldi, Lidl, Netto, or Penny, which offer affordable basics such as bread, pasta, vegetables, and dairy products. If you prefer a wider selection or international products, try Rewe or Edeka.

To discover restaurants, cafés, or delivery options near you, use apps like Google Maps, Lieferando, Uber Eats, or Wolt.

Bike lanes

You can get around the city by bike. Cheap bikes can be found best second-hand (over apps like eBay Kleinanzeigen, on flea markets or in bike shops). You can also use KVB-Rad, Cologne's public bike-sharing system. With your mandatory Deutschlandsemesterticket, you get 30 minutes of free bike rental per ride. Simply register with your student email address in the Nextbike app or on the KVB-Rad website to activate the benefit. It's easy to ride around and to park (don't forget to lock your bike!). The bike lanes are everywhere and are for everyone on a bike. If you are walking, please pay attention not to walk in this space so you avoid getting hurt and hurting others. Sometimes it's quicker to get around with the bike, plus you get to exercise and see different parts of the city. The rule is quite simple: if you are a pedestrian, stay out of the bike lane. If you are cycling, make sure you are going in the correct direction and pay attention to all signs, the traffic lights and, of course, the pedestrians that might not realise they are walking in the bike lane.

Most shops are closed on Sundays

In Germany, it is usual that most of the shops are closed on Sundays, and even some of the restaurants. Luckily, big German cities often have Kiosks (or several). They are convenience stores that are open for long hours everyday. In a Kiosk you can find food, drinks, and basic hygiene products. They are more expensive than supermarkets, but cheaper than bars and restaurants. Some Kiosks are not just convenient, but are also meeting points. If you are struggling to find what you need on a Sunday, train stations are a good place to go as the shops there are normally open.

Monthly costs

Living costs in German cities depend on individual lifestyle and basic needs. A monthly budget of around €1,150* can be used as a reference, and it is recommended to plan for possible additional expenses in case of emergencies.

Some examples of costs:
- Rent and utilities in a shared flat: €650
- Mobile phone/Internet: €50
- Health insurance: depends on your situation (€110–120 is the statutory student rate)
- €15–€30 to have dinner or lunch in a restaurant (it is a lot less if you eat at home)
- €20–€80 for a gym membership

You can keep the costs down:
- Use your student ID to get discounts for museums, opera, concerts and other cultural events.
- Instead of drinking in bars and restaurantes, try the Kiosks, bridges and parks. Döner is cheaper than sitting in a restaurant.

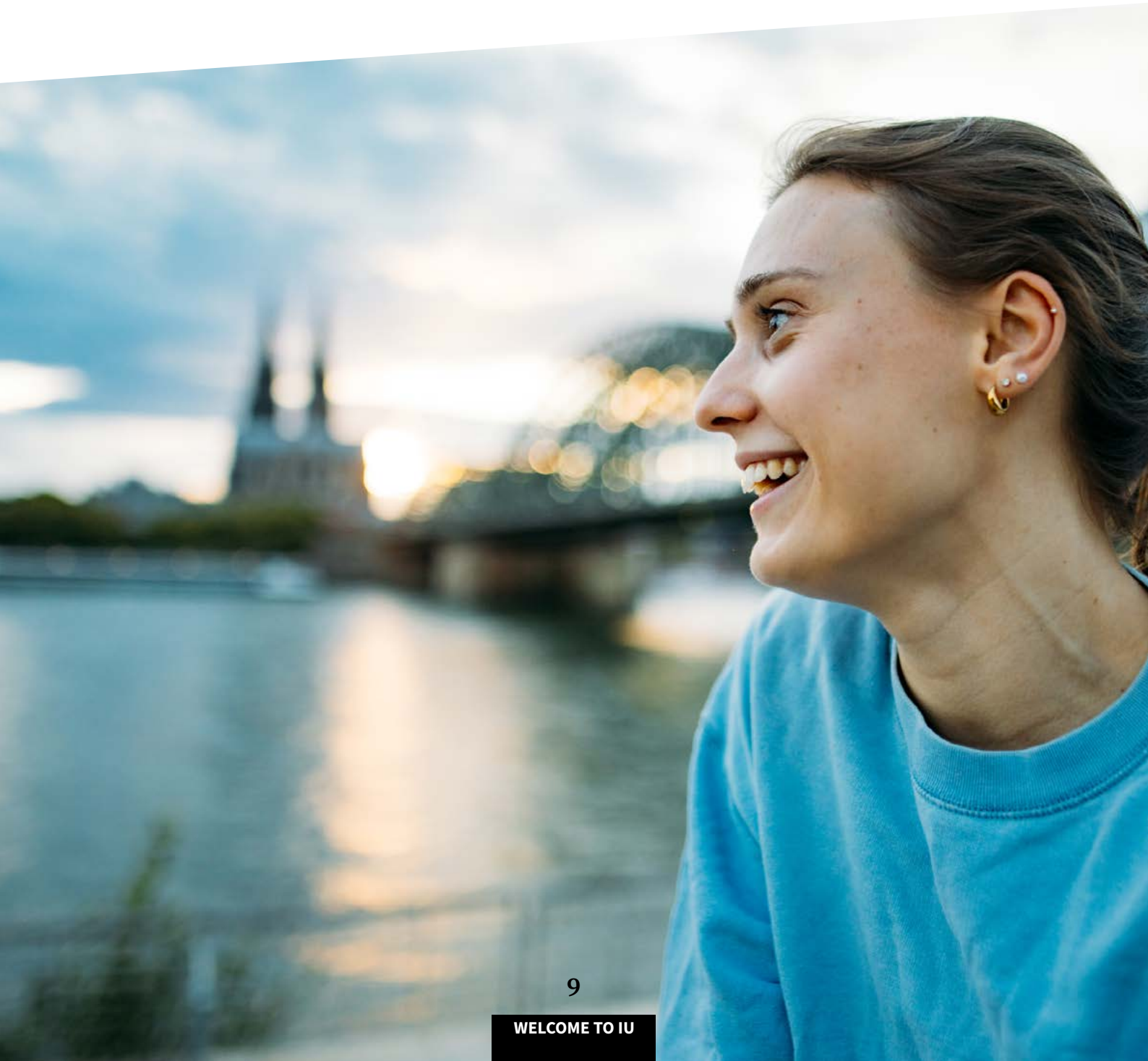
*Please note that €992 is the official monthly amount you must demonstrate to the authorities in Germany as proof of financial stability in your blocked account.
For a comfortable standard of living, we recommend budgeting around €1,150 per month.

Public broadcasting fee (*Rundfunkbeitrag*)

Germany's public broadcasting system provides independent radio, TV, and online content. Every household must pay a broadcasting fee of €18.36 per month (€55.08 per quarter).

The fee is per household, not per person or device. In a shared flat (WG), only one fee is charged — you can share the cost if one flatmate already pays.

The fee is mandatory, even if you don't use TV or radio, and applies to dorm rooms as well. After registering your address (Anmeldung), you'll usually receive a letter from the Beitragsservice with an invoice. Payment is made quarterly by default, but monthly, semi-annual, or annual options are possible.



GET TO KNOW GERMAN UNIVERSITIES SYSTEM

Matriculation Certificate

You can download your matriculation certificate (Immatrikulationsbescheinigung) yourself via myCampus. Simply go to Study Organization → Documents, and your certificate will be available for download at any time. This is an A4 document that consists of different snippets that you might be asked to hand in to different authorities (e.g. landlord, Registration Office, Foreigners' Office, etc.).

As mentioned earlier, the matriculation certificate is issued each semester. Should you move to another location please let the Students' Office know your new address via email (**studentoffice-int@iu.org**).



Grading System in Germany & Transcript of Records

Academic performance in Germany is assessed by grades on a scale from 1.0 to 5.0. Please find an overview of the grading system below:
After the examination results are published (approx. 6 weeks after the exams), you will be able to see your grades on myCampus. You will see an overall grade as well as the individual grades/percentages that you scored for the individual course segments (e.g. CEs grade & exam grade). If you plan to apply for jobs etc., you might also be asked to provide your current grade transcript. You can directly download the most up-to-date version of your transcript of records yourself via myCampus. Simply go to Study Organization -> Documents, and your certificate will be available for download at any time.

German Grade	ECTS Grade	Percentage	ABC
1.0	A (Very Good)	96%–100%	Passed
1.3		91%–95.99%	
1.7	B (Good)	86%–90.99%	
2.0		81%–85.99%	
2.3		76%–80.99%	
2.7	C (Satisfactory)	71%–75.99%	
3.0		66%–70.99%	
3.3		61%–65.99%	
3.7	D (Sufficient)	56%–60.99%	
4.0		50%–55.99%	
>4.0		<50%	Failed

UNLOCK YOUR POTENTIAL WITH OUR SERVICES

Career Services

When you study at IU, we support you in building a clear career direction and turning it into real opportunities. Our Career and Development team guides you step by step, from understanding your strengths and developing relevant skills to building your future readiness, so you can adapt, make informed decisions, and succeed in a changing job market. All services are free of charge and available throughout your studies.

1:1 coachings and consultations

- Individual support tailored to your career situation
- Reflection on your strengths, skills, and direction
- CV and cover letter feedback based on real applications
- Interview preparation and career decision-making

Personalized CV checks

- Written feedback on your CV aligned with your target roles
- Focus on structure, clarity, and positioning for the job market
- Clear suggestions to improve impact and readability

Career workshops

- Career planning and structured decision-making
- Building a clear professional profile
- Application training, interviews, and salary negotiation
- German business culture and workplace expectations

Career talks and company events

- Direct interaction with companies and recruiters
- Insights into roles, hiring processes, and industry trends
- Networking and access to job and internship opportunities

Tools and resources

- IU Career Center (Jobteaser) for job opportunities and career events
- Self-service guides and tools, including the SYNTEA Career Coach via MyCampus

How to get in touch

You can book a 1:1 coaching via MyCampus or email:
career-international@iu.org
For CV checks write to: **cv-check@iu.org**

Study coaching

We want you to do more than just pass exams – we want to help you reach your full potential. Our Study Coaches guide, motivate, and support you in improving your study habits, time management, and motivation. Through individual sessions, you'll reflect on your study situation and develop strategies that work for you.

Study Coaching is free of charge and available throughout your studies.

1:1 coachings

- Personal support for your individual study situation
- Reflection and optimization of your study behaviors
- Tailored strategies to improve learning, time management & motivation

Self-coaching materials

- Practical guides and exercises on myCampus
- Tools for self-reflection and independent learning progress
- Methods to strengthen your study routine

Topics we support you with

- Time Management
- Motivation
- Learning Strategies
- Failed Exams
- Study Delays
- Thesis Coaching
- Coping with Stress

How to get in touch

You can easily book your personal Study Coaching session via **myCampus.** Simply go to the **Info-Center,** select **STUDY COACHING,** and click on **"Book a 1:1 Coaching"** – and you're all set to start your journey with us.

Library Information Services (LIS)

At IU, you have access to a wide range of **digital library resources** designed to support your studies wherever you are. Our Online Library provides you with access to eBooks, databases, reference management tools, and much more – all available at your fingertips.

You can easily search our entire collection through the **EDS search engine** on *myCampus* or directly at **eds.iu.org.** With just one search, you can browse almost all available databases and eBook platforms through a single interface. Our collection is continually updated and expanded, ensuring you always find the most relevant literature for your academic work.

If you want to explore specific resources, please check our complete list of databases and platforms on myCampus.

Training & events

To help you make the most of our resources, we offer regular **training sessions** such as:

- Introduction to the Online Library (Levels 1–3)
- E-Books: how to use them effectively
- Citation essentials
- Zotero for reference management
- Coffee Lectures on various topics
- AI-focused sessions
- Writing Retreats for concentrated study

Upcoming events are listed on **myCampus**. You can also find recordings of past sessions in our **Video Gallery.** Across IU campus, there are designated study areas with monitors for connecting personal devices and our classrooms are available to use while they are free. Furthermore, you are also free to use public libraries in Germany.

Additional Services

In addition, there are other service teams within IU, and you can find their **contact details on page 16.**

Among them is our **Student Office**, which helps you navigate student life on campus and point you in the right direction, and our **Visa Support** team, which provides consultations and guidance on documents, visas, or any other visa-related matters.

Please do not hesitate to reach out to our service teams, if you need assistance.



GERMANY'S LABOUR MARKET

ARE YOU READY FOR SUCCESS?

Working while studying is a great opportunity to earn money, gain practical experience, and build your professional network. International students in Germany have various opportunities to work part-time alongside their studies. However, the German language can be an important factor when looking for a job, especially outside international companies and university environments.

Why German Matters

German language skills are one of the most important factors when looking for a job in Germany. While some student jobs are available in English, many employers expect at least basic German, and English alone is often not enough.

- B1 German is a strong starting point for the German job market. It gives you access to significantly more student jobs and makes everyday communication with colleagues, customers, and employers much easier. Depending on the position, employers may require B1, B2, or higher.
- Our German language courses help you develop the language skills you need for your future career in Germany. For more information check iu.org/on-campus/german-language-courses

Working Student Jobs (Werkstudent)

Werkstudent positions are part-time jobs specifically designed for university students. They often allow you to gain experience in a field related to your studies while earning an income.

- Typical areas include IT, engineering, business, finance, marketing, data, administration, and customer support.
- Working as a Werkstudent can be a valuable first step towards building professional experience and establishing contacts with German companies.

Campus & University Jobs (HiWi)

Universities and research institutions offer flexible jobs for students, for example as research assistants, teaching assistants, tutors, or library staff.

- HiWi positions are often particularly suitable for international students because they can be closely connected to your studies and academic environment.
- These positions can also help you gain professional experience while improving your German and understanding of the German working environment.

Legal Essentials

- Students from non-EU countries can work up to **140 full days or 280 half-days per yea**r. Alternatively, they can work up to **20 hours per week during the lecture period**. During semester breaks, more extensive employment is possible.
- Your must have the allowance to work. Always check the conditions stated on your visa or residence permit before starting a job.
- When starting a job, you will generally need documents such as your Tax ID (Steuer-ID), bank details, health insurance information, and proof of enrolment.

Other Popular Student Jobs

Depending on your German language level and experience, students can also find part-time jobs in:

- **Hospitality**: restaurants, cafés, hotels, catering
- **Retail**: shops, supermarkets, and customer service
- **Administration**: office assistance, reception, and data entry
- **Tutoring**: school subjects, university subjects, or languages
- **Childcare**: babysitting and childcare, particularly for international families

Internships

At IU, **internships may be either mandatory or optional**, depending on the programme. This allows students to apply what they have learnt in previous modules and put their knowledge into practice in real-world contexts. Please check your curriculum at **www.iu.org** for further details.



- **Events**: trade fairs, conferences, and event support
- **Logistics**: warehouse and operational support
- **Online & Remote Work**: customer support, design, programming, marketing, and other digital roles

Combining your studies with a part-time job can not only support you financially but also help you develop the professional and language skills needed to build a career in Germany.

Top Job Sources & Platforms

- **Job Portals:** LinkedIn, Glassdoor, Indeed, Linkedin, Stepstone — search terms like "Working Student," "Student Assistant".
- **Specialized Platforms:** EnglishJobs.de, Studying-in-Germany.org, JobMensa for short shifts.
- **University Resources:** Students should use IU's job boards or explore job listings via the **Federal Employment Agency (Arbeitsagentur).**
- **Bonding Student Initiative:** Non-profit group organizing annual job fairs for engineering and natural sciences students (bonding.de). Great for networking and real-world exposure.
- **Networking Tips:** Use personal connections with fellow students, expat/student groups (e.g., Facebook communities). Many part-time jobs are filled informally via referrals. Attend campus events or local meetups for job leads.

Tips for Your Job Search

- **Career Services and Workshops:** IU Career Service Team round the year keep organizing events and career guidance **Vacancies | IU Careers**. To make your job search easier, IU's **Career Service** offers year-round guidance, CV workshops, and exclusive job postings tailored for our students. You can explore opportunities, get career tips, and join events directly via the **IU Career Service website.** Stay connected with IU's regular career fairs, networking sessions, and updates. For more information visit our website **www.iu.org/career/**.
- **Prepare a German-style CV** (include photo, short objective, concise education/work history).
- **Apply early,** especially for campus and event roles – they fill up fast.
- **Learn basic German phrases** – Even basic German skills at the A1 or A2 level can help you stand out.
- **Track your hours** to stay within legal limits (max 20 hours/week during semester, extra allowed during breaks).

UNDERSTANDING LIFE AND TRANSPORTATION IN COLOGNE

Cologne has a population of about 1.1 million people and offers room for a wide range of lifestyles, no matter your age. The city's population is highly international, with residents from over 180 countries. Its many leisure activities, cultural events, and educational opportunities allow people to express themselves freely and live the way they choose.

The city also has excellent public transport connections to many nearby cities, making it easy to commute and explore the surrounding area. For example, Bonn is just around 20 minutes by train from Cologne, making it a convenient option for those studying or working in Cologne.

Local transport is mainly operated by Kölner Verkehrs-Betriebe (KVB), while regional train services are provided by Deutsche Bahn (DB) and other regional operators.

The network includes:

- U-Bahn (light rail, partly underground)
- S-Bahn (suburban rail)
- Trams (Stadtbahn)
- Buses

Before Your Deutschlandsemesterticket Is Available

Until you receive your Deutschlandsemesterticket, you will need to purchase a valid ticket for public transport.

Common ticket options include:

- Single Ticket – valid for one journey within Cologne.
- Short Trip Ticket – for short journeys with a limited number of stops.
- Day Ticket – unlimited travel within Cologne for one day.

If you plan to make several trips on your first day (e.g. from the airport to your accommodation, then to the supermarket or campus), a Day Ticket is often the most convenient and cost-effective option.

Where to Buy Tickets

Mobile Apps (recommended)

- KVB App
- DB Navigator
- VRS App

All apps offer convenient digital ticket purchases, and most are available in English.

Ticket Machines

- Available at most stations and major stops
- Offer several language options
- Accept cash and card payments
- Some paper tickets must be validated before travel—check the instructions on your ticket.

Student ID & Semester ticket

After successful enrolment as a student at IU, you will also receive your digital student ID. This can take up to 24 hours.



© AdobeStock



© AdobeStock

The Deutschlandsemesterticket allows unlimited travel on local and regional public transport throughout Germany, including buses, trams, U-Bahn, S-Bahn, and regional trains (RE, RB, IRE). It is **not valid on long-distance trains (ICE, IC, or EC)**.

Good to know: Your Deutschlandsemesterticket also includes **30 minutes of free KVB-Rad bike rental per ride**. Simply register with your student email address in the Nextbike app or on the KVB-Rad website to activate the benefit.

The ticket is personalised and may only be used by you. When travelling, always carry a valid photo ID (e.g. your passport or ID card), as it may be requested during ticket inspections.

Please keep in mind

If you are checked in public transport without a valid ticket (either because of the wrong ticket type or lack of validation stamp), you will be asked to pay a €60 fine.

Activation Instructions

- Scan the QR code (also available at Reception) to access the portal where you can activate your ticket.
- Simply enter your date of birth and matriculation number to access your ticket.
- The ticket is available and accessible from 01.10. or 01.04., depending on the intake.
- If activation does not work, please check with Student Services to see if your
- enrolment is complete.
- If your enrolment is complete, but it is still not working, please contact the
- Ride Support service at: **support@ride-ticketing.de**



WHO TO CONTACT AT IU?

Department	Areas of Responsibility	Contact details
Student Office	– General enquiries about your studies – Enrolment & deregistration – Changing study programme – Issue of administrative certificates – Student record management – Advise on the right point of contact within IU	**studentoffice-int@iu.org**
Visa Support	– Providing visa consultations and guidance – Assisting with documents and other visa-related matters – Organizing regular visa update sessions	**visa-cse@iu.org**
Finance Services	– Invoices, fees & payments	**finance-cse@iu.org**
Career Services	– One-on-one Career Development Guidance – Job search, CVs, Interview, Negotiations, Future Skills, and Competence Trainings and Workshops – Career Talks and other Career Events – Enhancv (AI powered CV Builder) – Jobteaser Online platform	**career-international@iu.org**
Examination Office	– Examination/Re-sit Enrolment – Management of grades	**exams-office@iu.org**
International Admission	– Application and Admission Process	**admission-international@iu.org**
Library & Information Services	– Library relevant topics – Research – Using our digital collection (ebook platforms, databases, reference management software) – Technical issues e.g. problems with authentication, logging in to databases, ebook platforms – Finding relevant literature – Assistance with citation questions	**library@iu.org**
Study Coaching	– 1:1 Coachings on motivation, learning strategies, time management, coping with stress – Self coaching material in myCampus	**studycoach-international@iu.org**
IT Department	– Password & technical issues	**techsupport@iu.org**
Student Complaints	– Academic & non academic grievances	**complaint@iu.org**
Diversity	– Discrimination issues & disability recognition	**diversity@iu.org**
Credit Recognition	– Recognition of previous credits & work experience	**recognition-online@iu.org**

YOUR GERMAN LANGUAGE SURVIVAL GUIDE

Greetings & Politeness

German	English
Hallo/Guten Tag	Hello/Good day
Tschüss/Auf Wiedersehen	Bye/See you
Bitte	Please
Danke	Thank you
Entschuldigung	Sorry/Excuse me

Transportation & Tickets

German	English
Bahnhof	Train station
Haltestelle	Bus/Tram stop
Fahrkarte/Ticket	Ticket
Einzelfahrschein	Single ticket
Monatskarte	Monthly pass
U-Bahn/S-Bahn	Metro/Suburban train
Fahrrad	Bicycle

Shopping

German	English
Supermarkt	Supermarket
Bäcker	Bakery
Öffnungszeiten	Opening hours
Angebot	Special offer
Kasse	Checkout
Quittung	Receipt

University & Studies

German	English
Vorlesung	Lecture
Seminar	Seminar
Prüfung	Exam
Hausarbeit	Term paper
Schein/Leistungsschein	Course certificate
Semesterbeitrag	Semester fee
Immatrikulation	Enrollment
Studierendenausweis	Student ID
Immatrikulationsbescheinigung	University enrolment documents

Health

German	English
Allgemeinmediziner, Hausärzte	General practitioners
Fachärzte	(Medical) specialists, consultants
Apotheke	Pharmacy
Krankenversicherung	Health insurance
U-Bahn/S-Bahn	Metro/Suburban train
Fahrrad	Bicycle

Authorities & Documents

German	English
Anmeldung	Registration
Abmeldung	Deregistration
Anmeldebestätigung	Confirmation of residence
Einreisestempel	Entry stamp
Einreisevisum	Entry visa
Wiedereinreisevisum	Re-entry visa
Aufenthaltstitel	Residence permit
Fiktionsbescheinigung	Temporary residence permit
Ausländerbehörde	Foreigners office
Ausstellungsbehörde	Issuing office/authority
Bürgerbüro/Einwohner-meldeamt	Residents' registration office (town hall)
Wohnungsgeberbescheinigung	Landlord confirmation
Verpflichtungserklärung	Declaration of commitment
Termin	Appointment
Sachbearbeiter	Case manager (e.g., at a foreigners office)
Unterschrift	Signature

Personal Information & Family Status

German	English
Vorname/Vornamen	First name/first names
Familienname/Nachname	Surname/last name
Geburtsname	Maiden name (applies to married women or people who officially changed their last name)
Familienstand	Marital status
Ledig	Single/unmarried
Verheiratet	Married
Staatsangehörigkeit	Citizenship

Finance & Banking

German	English
Girokonto	Checking account/ current account
Sperrkonto	Blocked (bank) account
Kontoauszug	Bank statement
Kaution	(Security) deposit
Miete/Kaltmiete	Basic rent (excluding utilities)
Warmmiete	Rent including heating
Nebenkosten	Utilities and common charges
Lohnsteuerkarte	Income tax card
Steueridentifikationsnummer	Tax identification number
Mahnung	Reminder/notice
Zahlungsnachweis	Proof of payment

Other

German	English
Führungszeugnis	Certificate of conduct
Arbeitserlaubnis	Work permit
Postleitzahl	Zipcode/postal code
Reisepass	Passport
Rathaus	Town hall
Rundfunkbeitrag	TV and radio license fee
Frist	Deadline
Bescheinigung/Bestätigung	Confirmation

START LEARNING GERMAN FROM DAY ONE

IU offers **German language courses** for international students at the Cologne Campus. Learn more about our offer via **iu.org/on-campus/german-language-courses**

Disclaimer

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IMPRESSUM

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