International Students Office (IStO)
Adenauerring 2, Geb. 50.20
D-76131 Karlsruhe
Internetadresse: www.kit.edu ; www.intl.kit.edu/

KIT - Partner Information

Name of institution: **URL address:** **Head of institution**	**KIT – Karlsruhe Institute of Technology** **http://www.intl.kit.edu/istudies** **Prof. Dr.-Ing. Holger Hanselka**			
Director of the International Students Office	**Sarah Arnoldi**	KIT – International Students Office Adenauerring 2, Geb. 50.20 D-76131 Karlsruhe, Germany		
Overseas Exchange Coordinator (Outgoing)	**Cornelia Stoll**	KIT – International Students Office Adenauerring 2, Geb. 50.20 D-76131 Karlsruhe, Germany Tel.: +49 721 608-44883 Fax: +49 721 608-44907 Email: overseas@intl.kit.edu		
Overseas Exchange Coordinator (Incoming)	**Tabea Tetzner**	KIT – International Students Office Adenauerring 2, Geb. 50.20 D-76131 Karlsruhe, Germany Tel.: +49 721 608-44919 Fax: +49 721 608-44907 Email: overseas-in@intl.kit.edu		
Period of courses 2017/18	**1st semester**	October 16th, 2017	–	February 10th, 2018
	2nd semester	April 16th, 2018	–	July 21st, 2018
Period of courses 2018/19	**1st semester**	October 15th, 2018	–	February 9th, 2019
	2nd semester	April 23rd, 2019	–	July 26st, 2019
	Please note that exams take place during the lecture free-periods, i.e. between 1 week and 8 weeks after the end of lectures.			
Calendar details	http://www.intl.kit.edu/istudies/3157.php and http://www.sle.kit.edu/imstudium/termine-fristen.php			
Orientation week 2017/18	**1st semester**	September 17th, 2017	–	September 24th, 2017
	2nd semester	March 18th, 2018	–	March 25th, 2018
Orientation week 2018/19	**1st semester**	September 17th, 2018	–	September 23rd, 2018
	2nd semester	March 25th, 2019	–	March 31st, 2019
(Pre-semester) German language courses 2017/18	**1st semester**	September 25th, 2017	–	October 13rd, 2017
	2nd semester	March 26th, 2018	–	April 13th, 2018
(Pre-semester) German language courses 2018/19	**1st semester**	September 24th, 2018	–	October 12th, 2018
	2nd semester	April 1st, 2019	–	April 18th, 2019

Application deadline	**May 1st**	for the 1st semester or for the entire academic year
	November 1st	for the 2nd semester
Nomination deadline	**April 1st**	for the 1st semester or for the entire academic year
	October 1st	for the 2nd semester

Application procedure	1. **Nomination**: Please send an email to overseas-in@intl.kit.edu with names, specialisation, period of stay at the KIT and email address of your selected students by the above mentioned nomination deadline. 2. **Application**: We will inform your students within 2 weeks after the reception of your nomination by email about the online application procedure. Further information is available at http://www.intl.kit.edu/istudies/3242.php. 3. Students will be asked to fill in the online application and print out the application form. This form has to be signed by the home university exchange coordinator as well as the students and should be uploaded along with a. a proof of German knowledge (and/or proof of English knowledge if the students plan on taking English-taught courses at the KIT) b. a Learning Agreement (list of courses) c. a current transcript of records d. a current enrolment certificate/ proof of matriculation at home university by the above mentioned deadline. We will confirm the reception of the application within 2 weeks. 4. **Acceptance at the KIT** will be confirmed within 4 to 6 weeks after the application deadline.
Information for incoming students	Useful information for incoming students can be found in our student handbook: http://www.intl.kit.edu/download/OVERSEAS_student%20handbook.pdf.
Lectures/Courses/ Project	Information on courses, course descriptions, schedule etc. can also be found in the student handbook: http://www.intl.kit.edu/download/OVERSEAS_student%20handbook.pdf. Please note that course registration for some seminars and lectures is required. However, it is only possible to do the registration once the student has been enrolled, i.e. by the beginning of October/the beginning of April. If further information is required, it is best to contact the lecturer directly and enquire about course details.
Fees	**Students from partner universities** pay a social contribution of about 77.70 € per semester. This includes reduced student prices at the university restaurant, transportation reductions and accident insurance: www.sw-ka.de/en/finanzen/semesterbeitraege
Health insurance	Health insurance coverage is compulsory for the **entire** stay in Germany (with a coverage of at least 100,000.00 €). Students can take out health insurance in their home country before arriving in Karlsruhe or take out German public health insurance upon arrival during the orientation week.

Accommodation	Most students in Karlsruhe live in dormitories or share a flat. There is, however, an acute shortage of living space, especially at the start of the winter semester. We cannot guarantee the availability of accommodation but we will do our best to assist all exchange students settling down in Karlsruhe. Students will be informed about housing possibilities within 8 weeks of the application deadline. The KIT reserves rooms for students from partner universities in their students' residences if possible. These furnished single rooms cost 200-300€ and have a set lease period from September to February and/or March to August. No other moving in/out date is possible.
German language courses	**Since many courses offered at the KIT are held in German only**, a good command of German is necessary for any student coming to Karlsruhe. **Recommended** is at least an **A2-level of the CEFR** (Common European Framework of Reference for Languages). The Department of Mechanical Engineering requires a B1-level of German language. We accept most types of German certificates including certificates from your university's language centre as long as it clearly states the **successful completion of the language level** with regard to the Common European Framework of Reference for Languages. This means that a simple certificate of attendance for a language course without any mention of a successful examination is not sufficient (i.e. participating in an A2 language course does not mean that the level has been reached). Should the German language proficiency not match the minimum requirements, we strongly advise all students to use the time left in the home country to obtain the necessary skills and we **reserve the right to decline the students' application**. If your students want to estimate their CEFR-level of German, they might do so using following online test provided by the Goethe Institute. http://www.goethe.de/cgi-bin/einstufungstest/einstufungstest.pl We offer a pre-semester German language course for all exchange students about 3 weeks before the courses begin. **This course is not a substitute for the certificate of the German language level required for the application.**
Visa/residence permit	Exchange students from • non-EU member states or • non-EEA member states require **student visas** (not tourist visas) in order to study in Germany. This visa can be obtained at your local German embassy. To receive this visa, students need the "Zulassungsbescheid" (Admission Letter) from the KIT. Please do note that the processing time for a student visa can take 8 weeks or longer depending on the local embassy. The KIT cannot affect this procedure. Please inform your students to apply for a student visa as soon as they receive the "Admission Letter".

Scholarship opportunities	Thanks to the Baden-Württemberg Stiftung, we are able to offer Baden-Württemberg-STIPENDIUM scholarships to incoming students from your university. The program is dedicated to promoting a global exchange of high-achieving students from Germany and around the world. More general information about the program can be found at https://www.bw-stipendium.de/en/students/bws-for-university-students/. As a partner of the KIT, your university may nominate 4 students for the Baden-Württemberg-STIPENDIUM each academic year and at least two of the nominated students will receive a scholarship of 2,800€ (i.e. 700€ monthly for 4 months). **Please send a ranked nomination list with a maximum of four nominees (full name, email address) to bws@intl.kit.edu by April 1st for the following academic year (both semesters).** The two highest ranked nominees are guaranteed to receive a scholarship. You have the possibility to send us further nominations (again as a ranked list) by **October 1st**, but we cannot guarantee that these nominees will receive a scholarship. The nominees should be enrolled at your university for the period of the scholarship, be high-achieving students and **should not receive any other scholarship for their exchange stay** at the KIT. After receiving your nominations we will contact your nominees and ask them to apply for the scholarship online via the BWS-World portal. They will be asked to fill in their online profile and upload the following documents by May 1st: - letter of motivation with information on degree currently pursued and study project at the KIT - current enrolment certificate/ proof of matriculation at home university - current transcript of grades/ records - CV The final approval and announcements by the Baden-Württemberg Foundation are expected by August /March. Your students will subsequently be informed of the outcome of your applications.