First Contact Points
for international students

Advice and Support at Goethe University
1. International Office and programs for international students

1.1. International Office

- **Orientation days** for international Bachelor and Master students, each winter and summer semester before the first week of lectures: end of September / March for BA, State Examination (Staatsexamen) students, beginning of October / April for MA students.

- **Regular application advisory services for international students** (admission procedure, application requirements, language courses, starting your studies); Campus Westend, PEG-Building, ground floor, Service-Point: Mo & Wed 13:00-16:00 h; Tue & Thu 9:00-12:00 h

- **Advisory for Master and PhD applicants** (application requirements, questions regarding equivalent academic degrees); Campus Westend, PEG-Building, 2. floor: Mo 13:00-16:00 h.

- **Social consultation** (visa/residence permit and social questions, financial questions regarding your studies); Campus Westend, PEG-Building, 2. floor: Thu 9:00-12:00 h

- **Guest and exchange students**; Campus Westend, PEG-Building, 2. floor: Wed & Thu 10:00-12:00 h (incoming@uni-frankfurt.de)

- **Goethe-Welcome-Centre (GWC)**: Advice and support for international researchers; Campus Westend, PEG-Building, 2. floor: Wed 13:30-15:00 h and by arrangement (vonBothmer@em.uni-frankfurt.de)

- **Hotline**: +49-69-798-3838 (Mo - Fr 9:00-12:00 h and Mo - Thu 13:00-16:00 h)

- **Email**: international@uni-frankfurt.de

- **Further information**: www.uni-frankfurt.de/io

1.2. Internationaler Studientreff (IST)

This is a project for international and German students offered by the International Office. The project offers counselling hours, get-togethers, excursions and a “Stammtisch” (bar evening):

- **Open consultation hours** (orientation at GU, non-subject related study questions or personal questions, accommodation questions, living in Frankfurt and Germany etc.); Campus Westend, PEG-Building, ground floor, Service-Point: Tue & Thu afternoon

- **Buddy-Program**: One semester exchange and support between German and international students Contact: buddy.international@uni-frankfurt.de

- **Email**: studientreff.international@uni-frankfurt.de

- **Further information**: www.uni-frankfurt.de/ist

2. Central student advisory services and registration office (Studierendensekretariat)

**Hotline**: +49-69-798-3838 (Mo - Fr 9:00-12:00 h and Mo – Thu 13:00-16:00 h)

**Contact**: ssc@uni-frankfurt.de

2.1. Studien-Service Center (SSC, Study Service Center)

- **Contact Point** for student advisory services and registration services regarding your studies.

- **Visiting address**: Campus Westend, PEG-Building, ground floor, Service-Point

- **Counselling hours**: Mo - Thu 9:00-16:30 h; Fr 9:00-13:00 h

- **Further information**: https://www.uni-frankfurt.de/41119347/ssc
2.2. Zentrale Studienberatung (Central student advisory services)

- Information about degree courses (requirements, content, structure, focus points, subject combinations etc.)
- Guidance choosing your course of study or changing your degree course as well as information on study courses and/or changing universities
- **Open counselling hours** (please visit the website)
- **Visiting address**: Campus Westend, PEG-Building, 1. floor (please sign up at the Service-Point, ground floor)
- **Further information**: [https://www.uni-frankfurt.de/36735485/zsb](https://www.uni-frankfurt.de/36735485/zsb)

2.3. Studierendensekretariat (registration office)

- The registration office is your point of contact when it comes to administering your student status (e.g. enrollment, re-registration, leave of absence etc.)
- **Visiting address**: Campus Westend, PEG-Building, 1. floor
- **Counselling hours**: Mo & Wed 13:00-16:00 h, Tue & Thu 8:30-11:30 h
- **Further information**: [http://www.uni-frankfurt.de/36192867/studierendensekretariat](http://www.uni-frankfurt.de/36192867/studierendensekretariat)

3. German knowledge, writing, methods and key skills

3.1. Internationales Studienzentrum (ISZ)

- The ISZ unites the various offers of the Goethe University in one regarding German as a foreign language, foreign languages and preparation courses for foreign applicants
- **Studienkolleg**: Preparation for the assessment test in the field of medicine
- **DSH courses**: Preparation for the DSH exam (arbeitsbereich-dsh@uni-frankfurt.de)
- **German courses**: German for all international students, German beginner courses for Master students and visiting scholars
- **Writing advice** (Schreibberatung) for international students and PhD students
  Registration: schreibberatung@uni-frankfurt.de
  Campus Bockenheim, Juridicum, room 615c, Senckenberger Anlage 31
- **Writing café**: Wed 16:00-19:00 h; Juridicum 615, Campus Bockenheim
- **Study support**:
  Contact: Dr. Helga Dormann (H.Dormann@em.uni-frankfurt.de)
  Counselling hours: Wed 13:00-14:00 h; Neue Mensa 106, Campus Bockenheim
  Email: studienbegleitung@uni-frankfurt.de
- **Further information**: [http://www.uni-frankfurt.de/43662305/home](http://www.uni-frankfurt.de/43662305/home)

3.2. Schreibzentrum (advice on academic writing – method center of the humanities)

- The writing center offers courses, workshops and counselling hours for all students
- Additionally the writing center offers various great materials for download. If you have problems with academic writing in German, please use the writing support offers of the ISZ.
3.3. Frankfurter akademisches Schlüsselkompetenztraining
(key skill training – method center of the humanities)
- Here you can train your key skills. It offers students a possibility to attain general study competences and to reflect on their own study behaviors in a group and further develop them. Comprehensive workshop program on study strategies, time management etc.
- Contact: Kathrin Heinrich (ka.heinrich@em.uni-frankfurt.de)
- Further information: http://schluesselkompetenzen.uni-frankfurt.de

3.4. Program Starker Start ins Studium (strong start studying)
- Four study fields offer a variety of basic competences for your studies
- Method center of social sciences: www.methodenzentrum.uni-frankfurt.de
- Competence center of sciences: http://www.starkerstart.uni-frankfurt.de/38922940/Home
- Method center of the humanities: key skills and methods, academic writing help (see above)
- Academy of educational research and teacher training (ABL): http://www.abl.uni-frankfurt.de/40103693/ABL
- Further information: www.starkerstart.uni-frankfurt.de

3.5. Hochschulrechenzentrum (HRZ, University computer services)
- Various offers regarding computers, software programs etc.
- Further information: www.uni-frankfurt.de/hrz

3.6. Libraries
- Guides and courses of the library (e.g. how to find literature, using the database etc.)
- Further information: www.ub.uni-frankfurt.de/benutzung/literatursuche.html

4. Field of studies
All fields of studies have their own advising instructor that can help answer your questions regarding your area of studies. The instructor and their counselling hours are on the faculty/departmental homepages.

5. Job market and career services
5.1. Career service
- Offers for German and international students regarding future career choices: individual counseling (career coaching, application check etc.) workshops and lectures (practical, career oriented, application training etc.)
- The offer for international students is still in the development stage
- Contact: Jens Blank
- Visiting address: Campus Westend, PEG-Building, 1. floor
- Further information: http://www.uni-frankfurt.de/51142753/careerservice
5.2. Career center and Bundesagentur für Arbeit (Federal Employment Agency)

- The career center offers job opportunities to students and graduates in cooperation with external commercial partners. Furthermore courses for extracurricular qualifications and career fairs are provided.

- **Counselling hours**
  
  Federal Employment Agency: Mo & Fr 9:00-13:00 h
  Career center Goethe University: Mo 14:00-17:00 h and Thu 9:00-17:00 h

- **Further information**: www.careercenter-jobs.de

5.3. Center for international migration and development (CIM)

- Competence center for worldwide work mobility in cooperation with the German government. Mediates professionals and management personnel worldwide and assists its partners with migration topics. Opportunities for returning expats.

- **Visiting address**: Mendelssohnstraße 75-77, 60325 Frankfurt am Main; phone: 069-7191210

- **Further information**: www.cimonline.de/

6. Legal and financial matters

6.1. International Office (see above no. 1)

- Social counselling: certificates for international students regarding visa/residence issues

- Graduate awards for undergraduate degree courses: www.uni-frankfurt.de/38294771/abschlstip

- **DAAD award** for international students (foreign students) every summer semester. Given due to outstanding academic achievements and involvement (endowed with 1.000 Euro, candidates can be recommended)

6.2. Advisory center Studentenwerk Frankfurt am Main (student services)

- Financial questions, accommodation, social questions, studying with a child, ISIC – international student identity card, working, legal help etc. (counselling hours: every 1. und 3. Tuesday each month from 13:00-14:30 h)

- Visiting address: Campus Westend, auditorium, ground floor; phone: 0180-1788336

- **Counselling hours**: Mo – Fr 9:00-17:00 h

- **Email**: beratungszentrum@studentenwerkfrankfurt.de

- **Further information**: www.studentenwerkfrankfurt.de

6.3. Ausländerbehörde Frankfurt (Foreign Registration Office)

- Right of residence during your studies and after graduation

- **Visiting address**: Rebstöcker Str. 4, 60326 Frankfurt am Main; phone: 069-212-42485

- **Email**: auslaenderbehoerde-studium@stadt-frankfurt.de

- **Further information**: www.ordnungsamt.frankfurt.de
6.4. Rechtshilfekomitee für Ausländer e.V. (Frankfurt Committee for Legal Aid for Foreigners e.V.)
- Legal assistance free of charge for foreigners
- Christuskirche Eingang am Turm, Beethovenplatz, Frankfurt-Westend
- Tue 18:00-20:00 h; phone: 069-786210-00

6.5. Frankfurter Verein zur Förderung Ausländischer Studierender in Not e.V. (Frankfurt Society to help foreign students in need)
- Part of the Internationale Studienzentrum (ISZ). Students of the Studienkolleg, students visiting DSH courses and students in Frankfurt in their first semester and in need, can apply for help.
- **Contact**: Dr. Fritz Otto Kappler (f.o.kappler@em.uni-frankfurt.de)
- **Further information**: http://www.uni-frankfurt.de/44205181/foerderverein

Further support funds for international students in difficult social situations:
- **Studentenwerk Frankfurt** (advisory center student services; see above): help with loans and savings, aid or funds can be granted.
- **Protestant student union and Catholic student union** (see below): for foreign students that are in need due to other circumstances can receive help from emergency funds.

7. Integration & social issues

7.1. University communities

**Evangelische Studierendengemeinde (ESG, Protestant student union)**
- Diverse offer of courses and advisory services, cultural events and leisure activities, financial help for all students in Frankfurt
- **Visiting address**: Susanna von Klettenberg-Haus, Campus Westend, Siolistr. 7, 60323 Frankfurt
- **Contact**: Friederike Lang (mail@esg-frankfurt.de); phone: 069-4786210-00
- **Further information**: www.esg-frankfurt.de

**Katholische Hochschulgemeinde (KHG, Catholic student union)**
- Diverse offer of courses and advisory services, cultural events and leisure activities, financial help for all students in Frankfurt
- **Visiting address**: Alfred Delp-Haus, Campus Westend, Siolistr. 7, 60323 Frankfurt
- **Contact**: Ivan Barbaric (barbaric@khg-frankfurt.de); phone: 069-788087-0
- **Further information**: www.khg-frankfurt.de

7.2. Interdepartmental student union

**Erasmus Student Network Frankfurt (ESN)**
- Student initiative (Hermes Club e.V.) and part of the Erasmus Student Network. Diverse offers and excursion programs for exchange students
- **Email**: mail@esnfrankfurt.de
- **Further information**: www.esnfrankfurt.de
ASTA Autonomes Ausländerinnen Referat (autonomous foreign students union)

• The AstA foreign students union can be contacted by all foreign students
• ASIA, Goethe University, student's house, Mertonstr. 26-28, 1. floor, room C 126-127; phone: 069-798-252-36
• Further information: http://asta-frankfurt.de/

academic experience Worldwide

• aelWorldwide helps academic asylum seekers integrate into the academic environment. They offer tandem programs, colloquia and counselling hours
• Email: info@aeworldwide.de
• Further information: www.aeworldwide.de/

7.3. Other

STUBE (Studienbegleitprogramm) Hessen, World University Service

• Variety of courses and seminars regarding development policy and intercultural topics, advice and support offers for students from Africa, Asia and Latin America
• Email: stube@wusgermany.de
• Further information: www.wusgermany.de

Gleichstellungsbüro – Diversity & Familien-Service (equal opportunities office – diversity and family services)

Coordination office for diversity policies

• Advise for departments, central offices as well as teachers and student advisors regarding heterogeneous university situations and diversity of students. Training courses and information material for a diverse teaching and learning environment,
• Contact: Saskia-Fee Bender (saskia.bender@em.uni-frankfurt.de)
• Further information: www.diversity.uni-frankfurt.de

Family services at Goethe University

• Advice and support for parents and families at Goethe University, information and childcare
• Visiting address: Gleichstellungsbüro (equal opportunities office), Campus Westend, PA-Building, Theodor-W.-Adorno-Platz 1, 60629 Frankfurt
• Contact: Christina Rahn (rahn@em.uni-frankfurt.de)
• Further information: www.familie.uni-frankfurt.de
8. International PhD students

8.1. International Office
• Advice and support regarding your application and admission to doctoral studies (see also no. 1)

8.2. GRADE – Goethe Graduate Academy
• Support and guidance for doctoral students and postdocs at Goethe University
• Visiting address: Campus Bockenheim, Juridicum (9. floor), Senckenberganlage 3, 60325 Frankfurt am Main; phone: 069-798-49411
• Email: grade@uni-frankfurt.de
• Further information: www.grade.uni-frankfurt.de

- We don’t assume liability for the information supplied! -

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