



## FAQ for Buddies

### Arrival

#### **What do I do if my guest student arrives on a Sunday?**

If your guest student arrives on a Sunday, you must hand over the apartment no later than the Friday before so that you have the key and the guest can get into their apartment without any problems. If possible, ask the guest student to arrive during the week. If the guest student arrives on a Sunday, you can also buy them something to eat if they give you the money back, of course. You can discuss this individually beforehand.

#### **What do I do if my guest student does not contact me or does not contact me before arrival?**

Please contact Ms. Mertens or Ms. Laros, who will then also try to contact the student, if necessary via the International Office of the university. In this case, the Buddy Coordinator can only forward the information to Ms. Mertens or Ms. Laros.

#### **Do the visiting students know how to get from the airport to the campus?**

Visiting students are sent a document explaining how to get to the campus from Frankfurt am Main airport by train. Nevertheless, it should be made clear to the guest student that they should come to Birkenfeld and not to Trier. It should also be pointed out that the train station is called Neubrücke (Nahe) and not Birkenfeld.

### Apartment

#### **Do I have to take care of an apartment for my guest student?**

No. Ms. Mertens only makes apartment reservations during the study semester. Bachelor students should look for an apartment on their own.

#### **Who has to make the appointment with the guest student to hand over the apartment?**

Dates for the handover of the apartment are agreed between Buddy and the Campus Company.

#### **When should the appointment for the handover of the apartment be made?**

Ideally on the day of the guest student's arrival so that you can hand over the apartment together. If this is not possible, the appointment must be made in advance and the apartment handover must be carried out without the guest student, unless you can make other arrangements with the Campus Company.

#### **What do I do if my guest student is excluded?**

In this case, we recommend that the buddy keeps the spare key with them. This way, the guest student can contact their buddy if they lock themselves out. Alternatively, the guest student can collect a spare key from the Campus Company during the week and during opening hours. At the weekend, the Campus Company janitor can be called on 06782-17 1010. However, this costs a contribution towards expenses of €50.

**What needs to be considered when handing over the apartment at the end of the semester?**

Care should be taken to ensure that the apartment is handed over clean. Otherwise the deposit will not be refunded. In addition, the starter kit must be returned and the items must not be left in the apartment.

**How can laundry be done at the Campus Company dormitories?**

Keys for the laundromats can be collected from the Campus Company office (9928) during opening hours. The washing machines are paid for with the Mensa card.

**How can the Internet be set up in the apartments?**

A description of how to do this will be provided when the apartment is handed over. To set up the Internet, either a LAN cable or a router (for WiFi) is required. Both are not provided by the Campus Company, but must be brought or purchased by the guest student.

## Dealing with authorities

**If my guest student comes from the EU, does he also have to go to the Foreigners' Registration Office?**

No, guest students from the EU only have to go to the Residents' Registration Office.

**Do buddies all have to deal with the authorities and enrollment themselves with their guest students?**

Generally not, only if your guest student is unable to attend the group appointments. One or two buddies will accompany all visiting students to the respective institutions on the collection dates. However, the individual buddies must ensure that those buddies who attend the appointments on site have all the necessary documents for their host student.

**Which documents does my guest student need for which administrative procedures?**

The document "Checklist & information on visits to authorities" lists which documents are required for which visits to authorities.

**Does the visiting student need to have completed documents from the Stud.IP group, such as relevant data, enrollment form, etc., before arrival?**

No, they don't have to. It is best if you, as a buddy, help your guest student to fill out the documents as soon as they arrive in Germany.

**What is the proof of sufficient financial resources?**

Unfortunately, there are no general guidelines or information on this. Visiting students must ask the embassy where they are applying for their visa.

## Health insurance

**How does the visiting student pay the fees for health insurance if they have taken out statutory insurance here in Germany?**

Cash payment at the health insurance company is not possible. As a rule, the amount is transferred to the health insurance fund. This does not necessarily require a bank account, as the amount can also be paid in cash at a bank for a transfer.

## Miscellaneous

**Will I be reimbursed if I pick up my guest student at the airport?**

Reimbursement of costs is not possible. We do not offer a service to pick up students at airports. If you would like to do this, please do so on your own.

**Do we have to take part in excursions?**

Excursions are not compulsory, but anyone who has the time and inclination is welcome to take part. There are no costs for you.

**If my guest student takes part in the Flying Days, do I also have to take part?**

No, you don't have to. Your guest student does not have to take part in your workshop if you offer one. The guest student chooses their own workshop. (winter semester)