



## GUIDE FOR BUDDIES

### **WE ARE LOOKING FOR**

Experienced local students from the 2nd semester onwards to assist international exchange and degree-seeking students in Bachelor and Master degrees with their first steps and questions.

### **WE EXPECT FROM YOU**

- Contacting your assigned international students;
- Offering help with the first steps in the city and at the university;
- Helping your students integrate by introducing them to new people;
- Spending time together and get to know each other – there are certainly lots of new things to show each other!
- Helping your students with questions on general university matters (e.g. thoska, library, enrolment in courses, re-registration);
- Checking your emails regularly 😊
- Joining the Buddy Programme's meetings and activities and fill out the feedback survey (see the checklist).

### **WE DO NOT REQUIRE YOU**

- Helping your students with financial emergencies;
- Hosting your students in your own home;
- Giving support with homework or other university assignments;
- Translation services;
- Explaining your international students Programme-specific regulations (unless you are studying the same programme).

*In case of needs that exceed your competence and knowledge, please reach out to the respective agent at the International Office.*

### **YOU WILL SUPPORT**

#### **Degree-seeking students**

International students enrolled in a full Bachelor or Master Degree-Programme at the University of Erfurt. Some arrive in September, but most arrive in the first two weeks of October (a few even later, by the end of October).

**OR**

#### **Exchange students**

International students enrolled in a partner university who come to the University of Erfurt for one or two semesters through an exchange programme (e.g. ERASMUS) or a mobility agreement. Half of the students arrive in September, the other in October. Buddies are always needed at the beginning of each month.

## To-do list for Buddies

- Registration:** <https://www.uni-erfurt.de/en/international/counselling/buddy-programme/registration-for-buddies>
- Info-session before the semester start (mandatory for buddies):**  
Get prepared for the meeting: read this guide carefully and write down your questions!
- Reach out:** We will send you the contact details of your assigned international students by email. Please contact them as soon as possible, introduce yourself and clarify the details of their arrival. Ideally give them your telephone number so that you can always reach out to each other if necessary. If you do not receive an answer or the emails are not delivered, please contact us. Feel free to forward us issues that you cannot answer or solve. For students of the Master of Global Communication and Master of Religious Studies programmes: preferably write them in English, as most of them have just started learning German.
- Arrival:** We want to give our international students a warm welcome and make them feel at home. Therefore, we kindly ask you to pick up your students at the station and accompany them to their residence.
- First steps in Erfurt**
  - Familiarise your students with the surroundings in the first few days.
  - Show them shopping facilities, leisure activities and explain how the public transport works.
  - If necessary, get the first household items together (bed blankets, dishes, etc.).
  - If necessary, make a short campus tour and explain the university vocabulary and some German keywords (*Thoska, Belegung, Studierendenwerk* etc.).
- Meetings and events during the semester**  
The events are different for degree-seeking and exchange students (and their buddies) and therefore will be announced separately in due time by the respective agent.
- Feedback survey**  
By the end of the semester, we will send you a feedback survey in order to evaluate and improve our programme. Please fill it out in due time, that would be of great help.

## Deregistration and re-registration

At the end of the semester, we will ask you per E-mail if you would like to continue in the Buddy Programme for the next semester. If you decide not to, we will delete your data from our database.

## Certificate

As a reward for your commitment and to thank you for your intercultural and integrative work, you will be awarded a Buddy Certificate at the end of the semester. If you participate over several semesters, you will receive your certificate in the last semester of your participation in the programme.

## Checklist: What your international student needs to do

To-Do	Exchange students	Degree-seeking students
Pay the semester contribution	x	done beforehand
Get a health insurance	x	done beforehand
Pick up the student ID-card ( <i>Thoska</i> )	x	x
Activate the university login	x	x
Activate WIFI on campus ( <i>URMZ</i> )	x	x
Housing appointment	x	x
City registration ( <i>Bürgeramt</i> )	x	x
Open a bank account	for non-EU students	x
Get a mobile phone/internet contract	x	x
Apply for a residence permit ( <i>Aufenthaltserlaubnis</i> ) at the Foreigner Registration Office ( <i>Ausländerbehörde</i> )	for non-EU students	for non-EU students
Course registration ( <i>Belegung</i> )	x	x
Apply for an extension of the residence permit		For non-EU students

### Contact

buddy.international@uni-erfurt.de | [Website](#)

Administration Building (*Verwaltungsgebäude*), right entrance, offices 0.34 - 0.37.)