

HEY  
BUDDY!

## GUIDE FOR BUDDIES

### WHAT ARE BUDDIES?

Buddies are local, experienced students from the second semester onwards who support international degree-seeking and exchange students in bachelor's and master's degree programmes with their first steps and questions.

### WHAT WE ...

#### ... EXPECT

- Getting in contact with your assigned international students;
- Helping with their first steps in the city and at university;
- Helping with integration and networking with other people;
- Spending time together and getting to know each other - there is certainly a lot you can learn from each other!
- Helping with occasional questions on university matters (e.g. Thoska, library, course enrolment, re-registration);
- Checking your e-mails regularly;
- Participating in events and the final survey (see checklist).

#### ... DO NOT DEMAND

- Help in financial emergencies;
- Admission to your private accommodation;
- Support with seminar papers or other university tasks;
- Translation services;
- Explanatory notes on your international student's study and examination regulations (unless you are studying the same programme).

*If you have any questions that go beyond the scope of your expertise and information, please get in touch with the relevant contact person in the International Office.*

### YOU SUPERVISE

#### Degree-seeking students

International degree-seeking students complete a full bachelor's or master's degree course at the University of Erfurt. Most begin their studies in the winter semester and usually arrive at the beginning of October. Only a few start their studies in the summer semester at the beginning of April.

**OR**

#### Exchange students

International exchange students from partner universities (e.g. Erasmus) study at the University of Erfurt for one or two semesters. Exchange students come both in the winter semester (arrival: September or October) and in the summer semester (arrival: March or April).

## To-do list for buddies

### ☐ **Registration**

<https://www.uni-erfurt.de/en/international/counselling/buddy-programme/registration-for-buddies>

### ☐ **Information event before the start of the semester (compulsory for buddies)**

An (online) info session for all buddies takes place shortly before the start of the semester. The best way to be prepared is to read this guide carefully and write down any questions you may have!

### ☐ **Get in contact**

- ☐ We will send you the contact details of your assigned international students by email. Please get in touch with the students as soon as possible, introduce yourself and ask about travel arrangements, for example. It is also best to give them your phone number so that you can contact each other. If you do not receive a reply or if the emails do not arrive, please contact us. Forward any questions that you cannot answer to us.

### ☐ **Arrival**

We want our students to feel welcome and comfortable! That's why we would like you to pick up your students at the train station and accompany them to their accommodation.

### ☐ **First steps in Erfurt**

- During the first few days, show your students their new surroundings (shopping facilities, leisure activities and transportation);
- If necessary, look for the first household items together (bedding, dishes, etc.);
- If necessary, show them around the campus and explain university terms (thoska, course enrolment, Student Services, etc.)

### ☐ **Participation in buddy program events during the semester**

The events (e.g. as part of the student orientation days (STET) or the Welcome Week) are different for full and exchange students (and their buddies) and will therefore be announced by the respective contact person at the International Office.

## **Feedback**

In order to continuously improve our Buddy Program, you will receive an invitation to take part in a short survey at the end of the semester. We would be delighted to receive your feedback!

## **Certificate**

You will receive a Buddy Certificate at the end of the semester as confirmation of your commitment and as a thank you for your intercultural engagement.

## To-do list for international students

To-Do	Exchange students	Degree-seeking students
Pay the semester contribution	previously completed	previously completed
Take out health insurance	x	previously completed
Collect the student card (thoska) (at the International Office)	x	x
Activate your university account	x	x
Activate the WIFI campus on all devices (University Computer and Media Centre (URMZ))	x	x
Activate the Germany semester ticket (Deutschlandsemesterticket)	x	x
Find accommodation and sign a rental contract	x	x
Register with the Citizens' Registration Office	x	x
Open a bank account	for non-EU students	x
Organise a mobile phone contract	x	x
Apply for a residence permit at the Foreigners' Registration Office	for non-EU students	for non-EU students
Complete the course enrolment (Belegung)	x	x
Renew the residency permit (if necessary)		for non-EU students

### You want to remain a Buddy?

Please register again using the registration form on the website:

<https://www.uni-erfurt.de/en/international/counselling/buddy-programme/registration-for-buddies>

### Contact at the International Office

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

C02 – Administration building, Alfred-Weber-Platz 1, right entrance (offices C02.00.44 – 00.47).