

Accommodation

Münster is a popular student city that has been called the “World’s Most Livable City” since 2004. One in five of Münster’s 305.000 inhabitants is a student. Every year, thousands of new students come to Münster and Steinfurt looking for accommodation at the beginning of the semester. For this reason, the International Office strongly recommends that you look for a room as early as possible. Ideally, you should sort out your housing before you arrive in Münster. After all, it is highly unlikely that you will find accommodation at short notice after your arrival.

Student Support Services Münster (Studierendenwerk)

The student accommodation situation in Münster will become very critical in the coming academic year 2020 so it is strongly advised to promptly submit your online application for a dormitory! Please do NOT wait for your acceptance letter, as you can always withdraw your application without costs. The Studierendenwerk does not belong to FH Münster but we work closely together, so you have to apply there by yourself directly and online at the website of the Studierendenwerk under the following link.

www.stw-muenster.de/en/studentisches-wohnen-en/bewerbung/online-bewerbung/

Once you apply for the accommodation, you will receive a confirmation that your application has been received and is being processed. When a room is available you will receive an email from the Studierendenwerk making you an offer. It is VERY important to react to this email immediately and not later than the deadline given in the email. If you do not accept the offer, your application will be cancelled. So please check your spam files regularly to make sure that no emails from the Studierendenwerk have ended up in your spam file. For more information regarding student dorms, visit the website of Studierendenwerk.

Church-run and private halls of residence

There are also a few church-run and private halls of residence in Münster, offering a comparatively small number of rooms. The application requirements vary. The rent is between 200 and 300 euros per month, plus a deposit. A list of such halls of residence can be accessed here:

<http://www.muenster.org/wohnheime>

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Please contact the individual halls of residence directly to find out about the rooms on offer and the application requirements involved. Some of the church-run halls of residence do not allow visitors to stay overnight.

Private housing market

Offers for private rooms and flats can be found at the links below:

- Na dann... Wochenschau für Münster: www.nadann.de
- AStA Wohnbörse: www.asta.ms/angebote/wohnen/wohnboerse
- Westfälische Nachrichten: www.wn-immo.de
- WG-gesucht: www.wg-gesucht.de/
- Ebay Kleinanzeigen: www.kleinanzeigen.de/

Important steps, once you're in Germany

After your arrival in Germany, there is **a lot to organize**, such as your **bank account**, **residence permit** or **health insurance**. Here you will find important information about the start of your everyday life in Münster or Steinfurt: → https://en.fh-muenster.de/internationaloffice/international_students_staff/start-in-deutschland.php

More information can be found here: https://en.fh-muenster.de/internationaloffice/international_students_staff/a3-start-in-muenster-und-steinfurt.php

Semester Ticket

Usually, you have to pay to get from point A to B or you take a walk or go by bicycle. This will change with the start of your studies. The University of Applied Sciences offers a **semester ticket** that allows you to **use local public transport within North Rhine Westfalia for free**. The semester ticket has to be downloaded. The following instructions will guide you to your personal semester ticket:

1. go to: <https://myfh.fh-muenster.de/myfh/>
2. log in with your personal university ID

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3. go to “Mein Studium” (My studies) and to “Mein Semesterticket” (My semester ticket)
4. click on “Jetzt Ticket anfordern” (demand ticket now)
5. You can keep the default set date
6. type in your matriculation number
7. chose “FH Münster”
8. click on “Add and go to shopping card”
9. follow further instructions and complete your order

Now you should get an automated e-mail with a link for your printable semester ticket.

Student ID

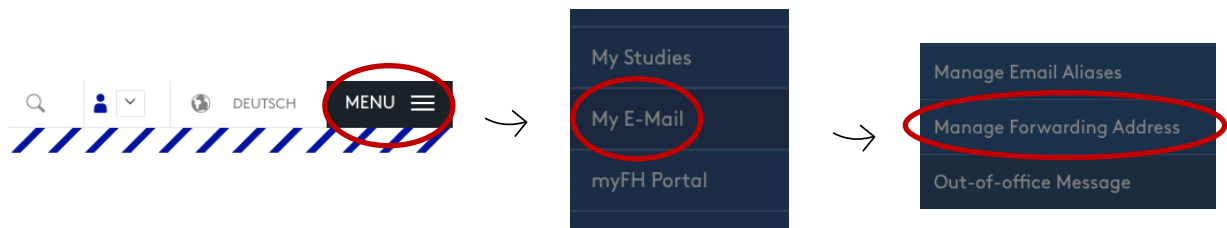
The Student ID is one of the **most important document** you will get during your studies. It confirms that you study at the University of Applied Sciences, Münster. It is much more than just some **identification during exams**. You will need it to borrow books from the **library**. You can use it as a pre-paid cash card in the **canteen** and you need it to use the **photocopiers** on the campus. Furthermore, you may get some **discounts** at the cinema, in public swimming pools or museums with your Student ID. Therefore, it is recommended to **always keep it with you**.

E-mail address

Certainly, you already have a personal e-mail account. However, you will obtain a separate e-mail account from the University of Applied Sciences, Münster. You should have been informed about the log-in during your enrolment. This e-mail address is used by the FH Münster for **sending important information** like requests for your response for the next semester or your printable Student ID. You can either check your account on a regular basis or set up an **automatic forwarding of e-mails** to your personal e-mail account.

Forwarding e-mails:

1. go to: <https://myfh.fh-muenster.de/myfh/>
2. log in with your personal university ID
3. go to 'My E-Mail' and then to 'Manage Forwarding Address'



4. click on 'Create new forward'
5. type in your e-mail address that you want all e-mails forwarded
6. click on 'Create'

Now all e-mails send to your FH-Account will be forwarded to your personal e-mail account.


Alias Addresses

Alias addresses represent additional email addresses for your email account. In addition to your base address (xx123456@fh-muenster.de) you can set up another alias address here. It is advisable to create an address from your first and last name as the alias address in the form **Firstname.Surname@fh-muenster.de**.



ILIAS

Learning and communication platform of the FH Münster. You can reach the platform via quicklinks:

Quicklinks 

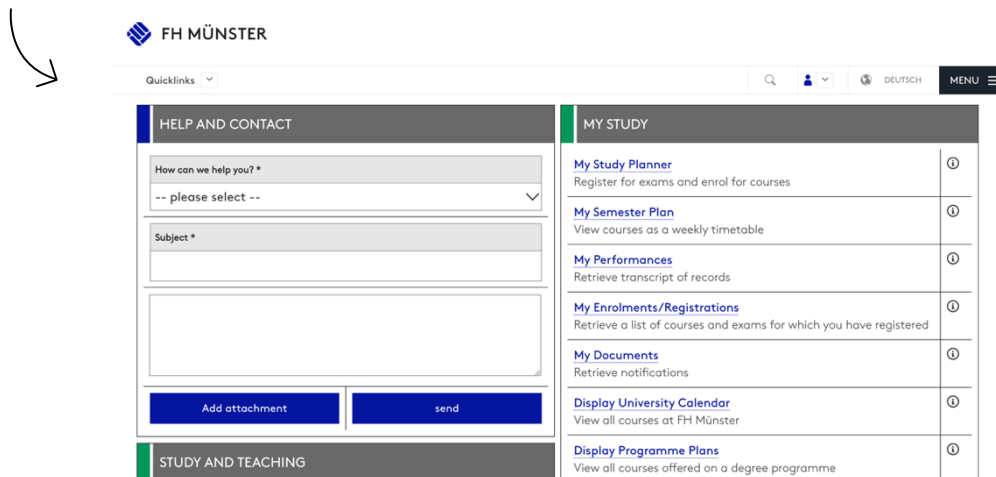
- Students' Union Executive Committee (AStA)
- Library
- Data Processing Centre
- FH Exam
- FH-Shop: Products with our logo
- Job offers from external companies
- ILIAS - E-Learning**
- International Office

More information on how to use the ILIAS platform is explained further in this folder.

myFH-Portal

From **student applications to semester organization** to the administration of IT services - our myFH portal provides functions and services for the entire university.

You can use the portal to **preregister study programs** and start your **application**, as well as **manage the web mailer** or the **download function for important documents** via the portal. In addition, you **select your courses** via myFH, view your timetable and call up your **grade sheet**.



The screenshot shows the myFH portal interface. At the top left is the FH MÜNSTER logo. Below it is a search bar and a 'Quicklinks' dropdown menu. The main content area is divided into two columns. The left column is titled 'HELP AND CONTACT' and contains a form with a dropdown menu for 'How can we help you? *', a 'Subject *' input field, and 'Add attachment' and 'send' buttons. The right column is titled 'MY STUDY' and contains a list of links with descriptions and circular icons: 'My Study Planner' (Register for exams and enrol for courses), 'My Semester Plan' (View courses as a weekly timetable), 'My Performances' (Retrieve transcript of records), 'My Enrolments/Registrations' (Retrieve a list of courses and exams for which you have registered), 'My Documents' (Retrieve notifications), 'Display University Calendar' (View all courses at FH Münster), and 'Display Programme Plans' (View all courses offered on a degree programme).

International Office

The International Office should be **the first point of contact for our international guests** and partner universities. Their leading goals are the continuous development of the international focus at the FH Münster and the support for mobility into foreign countries as well as from foreign countries to Münster and Steinfurt. Therefore, the International **Office provides comprehensive advice, social activities and German language courses** for international students.

- The International Office offers **language activities** such as **Meet2Speak** language tandems (suitable if prior knowledge already exists): → https://en.fh-muenster.de/internationaloffice/i_h/meet2speak.php
- **German language courses**: → <https://en.fh-muenster.de/studium/pluspunkt/veranstaltungskatalog.php?cat=311&category=1>
- **FHirst** - activities for international students → https://en.fh-muenster.de/internationaloffice/international_students_staff/fhirst.php

You will find further information on their website:

→ <https://en.fh-muenster.de/internationaloffice/index.php>

Contact persons

Advice for students from abroad (degree-seekers) and scholarships

Nadine Pantel: nadine.pantel@fh-muenster.de

Advice for guest students (e.g. ERASMUS+) and coordination of the FHIRST activities

Ankita Karode: karode@fh-muenster.de

Service Office for Students (SOS)

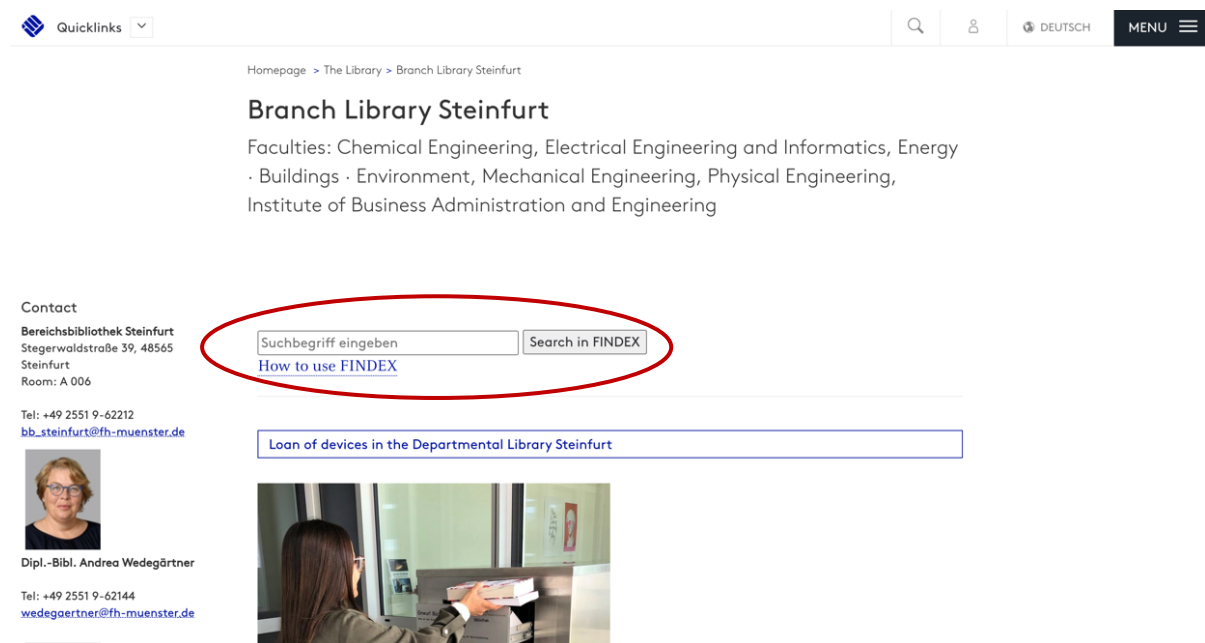
If you have organizational problems during your studies like meeting deadlines, re-registering at the start of each semester, registering for exams etc. then you may need some help from the Service Office for Students (SOS). They will provide their assistance.

→ serviceoffice@fh-muenster.de

Library

During your studies you will need a lot of textbooks.

Common textbooks, used or recommended by your lecturers, can be found in the university library. Furthermore, technical literature, journals and much more are provided. And the good news: the membership in the library does not cost a penny! You find the university library in **Building A** on the campus in Steinfurt.



Quicklinks


Homepage > The Library > Branch Library Steinfurt

Branch Library Steinfurt

Faculties: Chemical Engineering, Electrical Engineering and Informatics, Energy
· Buildings · Environment, Mechanical Engineering, Physical Engineering,
Institute of Business Administration and Engineering


Contact
Bereichsbibliothek Steinfurt
Stegerwaldstraße 39, 48565
Steinfurt
Room: A 006

Tel: +49 2551 9-62212
bb_steinfurt@fh-muenster.de


Dipl.-Bibl. Andrea Wedegärtner
Tel: +49 2551 9-62144
wedegaertner@fh-muenster.de

Suchbegriff eingeben Search in FINDEX
[How to use FINDEX](#)

Loan of devices in the Departmental Library Steinfurt



To check whether the book you are looking for is **available**, you can use the **FINDEX** to get information.

Further information on how to use the **FINDEX** can be found here: <https://en.fh-muenster.de/bibliothek/katalog/index.php>.

Canteen (Mensa)

In the canteen on the campus Steinfurt you will get a **meal for a small amount of money** and the meals vary from day to day.

You can **pay there with your Student ID**, but also with **cash**. Cash payment, however, is often more expensive and you don't want to incur the wrath of the waiting queue behind you during "rush hours" while searching for some coins in your wallet. You can **top up** your Student ID at the **card-reloading machines and the checkouts inside the canteen or online at:**

<https://topup.klarna.com/>. You can also get some snacks and beverages from vending machines in front of the canteen. The canteen is in the extension of **building A**.

top up your mensa
card online



Want to have a preview
of the menu? Download
the Münster Mensa
App:



IT-Department

The IT department provides information about their IT-services at the FH Münster. They are your point of contact, if you have questions about your e-mail account, WIFI (eduroam) or the myFH-Portal. They also maintain the photocopiers and will **help you with troubleshooting**.

You can log onto the eduroam WIFI with your login data from your FH e-mail account. The DVZ (Datenverarbeitungszentrale / Data Processing Center) also provides some software packages, e.g. a **Microsoft Office package for students**.

→ <https://www.fh-muenster.de/datenverarbeitungszentrale/index.php>

Finances

The semester fee is to be paid before the start of the next semester. End of December, beginning of January for the summer semester and beginning of July for the winter semester. These are paid by bank transfer. A corresponding transfer slip will be sent with the payment request by e-mail.

The semester fee is **approx. 300€**. Please make sure to put the correct purpose of transfer (usually your matriculation number).

Re-registration period

All matriculated students – including those on leave – are obliged to confirm within a set time frame, if they intend to continue their studies during the next semester.

The timetable for confirmations is:

For the **summer term**: 1st of January – 31st of January

winter term: 1st of July – 31st of July

If you have any questions regarding payment and enrolment, please contact the Service Office for Students

Johann-Krane-Weg 25, 48149 Münster, Germany

phone 0251 / 83-64700 -fax 0251 / 83-64707

serviceoffice@fh-muenster.de