How to… Online Enrolment for Exchange Students @European-University Viadrina
Winter Term 2017/18

HOW TO... ONLINE ENROLMENT
@European-University Viadrina

You should have received an e-mail from the university with your log-in data:

Login: euvXXXXXX
Password: XXXXXXXX

The online enrollment is done on ViaCampus (https://viacampus.europa-uni.de).

You can switch the language of ViaCampus to English in the upper right corner.

Now login with the Login-data you received via e-mail from the university.
After having entered the system you need to **set your own password**.

After you have changed your password you will be returned to the start screen. Click **“View my application”** to proceed with the Online Enrolment (It should appear in the upper left corner of your screen).

Alternatively, you can also reach the Application by selecting the tap **“Studies offered”** and then **“Online application”**.
Now click on “Request for enrolment”. DO NOT “Add a Request”!

Now this screen should appear:

Now click “Next”.
On the next screen you can check your **personal details**.

Click **“Next”**.
The next tab is about your “Address”. The address already stated there is your “home address”. If you already know your address in Frankfurt, you can already add that one as your “semester address” by clicking on “New Address”.

Click “Next”.

<table>
<thead>
<tr>
<th>Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* Street, House Number</td>
</tr>
<tr>
<td></td>
<td>Postal code</td>
</tr>
<tr>
<td></td>
<td>* City</td>
</tr>
<tr>
<td></td>
<td>Address addition (city, room number)</td>
</tr>
<tr>
<td></td>
<td>* Country</td>
</tr>
</tbody>
</table>

The fields marked with * are obligatory.

Other contact details

- Phone
- Messenger
- Hyperlink
- E-mail

Back to overview  Back  Next  Reset
Now the information about your “University entrance qualification” appears. You can skip that part.

Click “Next”. Now you will be on the tab “Your university background”. Please skip this one as well.

Click “Next”.
You can also **skip** the tab “**Your university background II**”.

Click “Next”. You can skip the tab “**Study abroad**” as well.

Click “Next”. You can also skip the tab “**Qualifications previously acquired**”.

Click “Next”.
Now the tab about “Health insurance” should appear.

This one you need to fill now. **There are three different scenarios:**

1) You are a European citizen and own a valid European health insurance and EHIC (European Health Insurance Card).
2) You are an Exchange Student from Turkey and have the AT11.
3) You do not own an EHIC card or the AT11 and need to insure yourself with a German insurance company. (Usually all non-Erasmus students)

For the **scenarios 1) and 2)** you should fill out the tab “Health insurance” as follows: Choose “exempted” as “Insurance status” and type in “European health insurance card” for the field “Other health insurance” and “health insurance number”.

For the **scenario 3)** there are two options. In case you have already arrived in Germany and have insured yourself with a German health insurance you should do as follows: Choose “liable to health insurance” as “Insurance status”. Then you also need to choose your health insurance. Most exchange students are either insured by the AOK or TK (both can be found in front of the Service Point in Audimax). So for “Health insurance” please choose either “01000126 AOK Nordost in Brandenburg” or “15027365 Techniker Krankenkasse” (see pictures below). Please also add your “Health insurance number” if you have already received it.
In case you have not arrived to Frankfurt and you do not have insurance yet: Please choose “liable to health insurance” as “Insurance status” and add the other details after your arrival and after you managed to get a health insurance here. You should fill out the tab as follows:
After you click “Next” you should end up at the tab “Home district”. Please add your country of origin if it not already shown there.

Click “Next”. You can skip the part “Professional experience”. The answers “no” should be preselected – if not, please choose “no” for both.

Click “Next”.
Now you need to **upload a picture**. This picture will be used for your student ID.

Click on **“Image upload”** and the following screen should appear:

First click on **“Browse...”** (in German “Durchsuchen...”) to **select a file**. Now click on **“Upload”, check the box for “Chip card”** and lastly click **“Next”**. Please make sure that your image has a size of maximum 1MB!
After clicking "Next" the following screen should appear. Please click "Finish and charge fees".

After you have clicked on "Finish and charge fees" the following screen should appear:

If you click on the "Enrolment form and account information printout" a PDF will open. Please download and print the file! The document contains your matriculation number and will be needed for the further process of your enrollment. The PDF should look like this:
As a next step you will need to pay the **semester contribution.** For the winter semester 2017/18 the semester contribution amounts to **203,77€.** For the payment you have two options:

1) You can **pay the amount in cash** at the **cashier’s office** (AM 244). You can find the opening hours here: [https://www.europa-uni.de/de/struktur/verwaltung/dezernat_3/oeffnungszeit/index.html](https://www.europa-uni.de/de/struktur/verwaltung/dezernat_3/oeffnungszeit/index.html)

2) You can **pay via bank transfer** (please keep the proof – you will need it later on!). Use the following details:

<table>
<thead>
<tr>
<th>Recipient:</th>
<th>Europa-Universität Viadrina Frankfurt (Oder)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBAN:</td>
<td>DE27 1705 5050 3600 365591</td>
</tr>
<tr>
<td>BIC:</td>
<td>WELADED1LOS</td>
</tr>
<tr>
<td>Amount:</td>
<td>203,77</td>
</tr>
<tr>
<td>Reason for Payment:</td>
<td>Matriculation Number (if known) or name, surname</td>
</tr>
</tbody>
</table>

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**Good luck and enjoy your stay at the Viadrina! 😊**