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CONTACT INFORMATION

JYM DETROIT OFFICE STAFF

Program Director: Dr. Mark Ferguson
Assistant to the Director: Ms. Louise Speed

Office address:
Junior Year in Munich (313) 577-4605 (phone)
401 Manoogian Hall (313) 577-3266 (fax)
Wayne State University L.SPEED@wayne.edu
Detroit, MI 48202

If you have questions or problems of any kind relating to the program, contact Louise Speed in the JYM Office (313-577-4605) before seeking information from any other Wayne State department.

Be sure to give this information to your parents. Everything concerning program administration, including billing, admissions, registration, financial aid, is handled in this office and no other office on campus will be able to help you. When in doubt about anything, please contact the JYM office first.

Please do not attempt to contact the University of Munich (LMU) directly because they will have no record of you. The JYM is responsible for your matriculation and registration at the LMU.

MUNICH OFFICE STAFF

Resident Director: Professor Hans-Peter Söder
Administrative Co-ordinators: Ms. Patricia Thill and Ms. Sommer Forschner

Munich Office Address:
Junior Year in Munich Tel. 011-49-89 / 52 30 26 36
Richard-Wagner-Strasse 27 Fax 011-49-89 / 52 30 26 38
80333 Munich, Germany Email: junioryear@lrz.uni-muenchen.de

Please be sure that your parents have these names and contact information.
WAYNE STATE UNIVERSITY PIPELINE SYSTEM

As a JYM student, you will be admitted as a guest student and registered for 15 credit hours at Wayne State University. Once our Admissions Office has admitted the JYM student group, we will send you your student number, your Access ID and your password so that you can access the WSU Pipeline system. The Pipeline system lets you do the following:

- View your Bill/Account Summary
- Pay your bill through the Online Payment system
- Order an official transcript of your JYM coursework to be sent to your home school at the end of each semester, and to order official copies any time in the future. (See also Transcript of Grades, p.21)
- Print an enrollment verification statement for insurers and suchlike
- Access your PLUS or Alternative Loan information, and Accept/Decline loan awards (if applying through Wayne State)
- Access your WSU email (probably only necessary if you are applying for a loan, see below). The JYM will always use the email address you provide us)
- View your 1098-T tuition statement tax form detail

PAYMENTS, FINANCIAL AID, LOANS

For payment information, please refer to the program costs and billing information sheets included in your acceptance packet. If you will be receiving financial aid from your home school, you can defer payment to Wayne State until your aid has been disbursed by having your Financial Aid office complete the bottom portion of the Billing Arrangements Form.

You must contact your home school’s financial aid office regarding Federal financial aid and student (Stafford/Direct) loans. Alternative Loans, or PLUS (Parent) Loans can be processed using Wayne State as the school you are attending, but note that PLUS loans require you to file a FAFSA at Wayne State. You must access your Pipeline account and Wayne State email (see above) if you are applying for a loan using Wayne State as the school you are attending. All financial aid communications are done through email and on Pipeline.

For full Financial Aid information please refer to the JYM website.
Please meet the deadlines and follow the instructions on your Checklist. The deadlines are especially important because they have been set up to coincide with University of Munich deadlines for matriculation.

TWO OFFICIAL COPIES OF YOUR TRANSCRIPT
Due by June 1st (or as soon as grades are available for current semester).
These transcripts are submitted to the University of Munich with your admission papers. Student copies are not acceptable. We must have two official copies of your transcript from each college you have attended showing grades for all course work completed to date. Paper or electronic PDF transcripts are acceptable (if electronic, email to JYM@wayne.edu). The transcript sent with your application is not adequate since it does not show second semester grades for this academic year. Your transcript must verify that you have reached junior standing and completed two years of college level German or the equivalent in order for you to be matriculated at the University. If you are taking coursework this summer in order to meet these requirements, please notify this office now so that special arrangements can be made for your matriculation in Munich. Do not delay the sending of the two transcripts we need by June 1st that will show all coursework to date if you are taking summer courses. We will forward these transcripts to Munich, and alert them that a second set of transcripts will be coming that will show summer courses and grades.

FORMS: Please create a documents folder and put all the forms together into the folder before emailing it. Name the folder with your name, e.g. Mary_Smith. Email it by June 1st to Louise Speed l.speed@wayne.edu

ADMISSION FORM FOR THE UNIVERSITY OF MUNICH (Antrag auf Zulassung zum Studium) Please carefully follow the line-by-line instructions to complete this form

APPLICATION FOR RESIDENCY PERMIT
Please use the German system of writing dates (day/month/year) throughout the Application to avoid confusion. The passport information is very important: if your passport expires before September 2016, apply for a new one now (see page 7) because your Residency Permit will only be valid as long as your passport is valid. If you don’t have your passport by June 1st,
return the Application form leaving that section blank, and send us the copy of your passport as soon as you receive it. Please fill out the form even if you have German citizenship and won’t need a permit because the information is used for other purposes too. Use your German passport information.

ONE COPY OF YOUR PASSPORT

Please scan the first double-page that has your signature, photo and passport number on it and add it to your documents folder. The copy must be legible and your photo identifiable. While you are doing this, save an extra copy on your computer for yourself. This will be a huge help in getting a new one if you should lose your passport while you are abroad. Don’t forget to SIGN your passport as soon as you receive it so it is validated!

IMPORTANT: Please note that while your residency permit is being processed, you will not have your passport. For this reason, do not arrange any travel outside Germany during the first three weeks of the program.

ONE DIGITAL PHOTO

One 2” x 2” passport-type digital color photo. We will print out copies as we need them. A lot of bureaucratic work is done for you ahead of your arrival, and German bureaucracy needs a photo for everything; the photos are used for your transportation pass, your residency permit, your student University I.D. card, your health insurance, etc.

AGREEMENT AND RELEASE FORM – Signed and dated

HEALTH INFORMATION FORM – Signed and dated

PERMANENT U.S. ADDRESS AND ADDRESS CHANGES

If you have not given us a U.S. address where we will be able to contact you after your return from Germany, please send this to us. If your home address/phone changes during the year you are in Munich, please notify the Detroit Office in case we need to contact your parents while you are abroad or you after your return.
PASSPORT
You must have a valid passport to travel abroad. If your current passport expires before the end of August, 2016, APPLY FOR A NEW ONE NOW. Your residency permit, which you will obtain in Germany, is only valid for the length of time that your passport is valid. If your passport and residency permit expire while you are in Germany, the residency permit can be difficult to renew.

Passport applications and instructions can also be downloaded from the State Department Web Site: travel.state.gov First-time applications must be presented in person at a passport agency; the State Department website allows you to search by zip code for a list of locations nearest you where you can submit your application. Don't sign the form in advance because you need to do this in front of the agency official. If your passport agent requests your address in Europe, use the JYM office address given below:

c/o Junior Year in Munich
Richard-Wagner-Strasse 27
80333 Munich, Germany

You should plan on at least four to six weeks processing time. As soon as you obtain your passport, please send/email us a copy, as indicated on your Checklist.

**TIP:** The State Department Web Site has a lot of other useful information specifically for students studying abroad: http://studentsabroad.state.gov/

**TIP:** We strongly suggest that you keep a copy of the first page of your passport for yourself—you have to scan it for us anyway (see Checklist). If your passport should be lost or stolen, it is much easier to get a new one with the information on the copy of the old one.
VISAS/RESIDENCY PERMIT

U.S. citizens do not need a visa to travel to Germany and no innoculations of any kind are required. Your U.S. passport allows you to enter Germany and stay up to 90 days; the JYM will arrange for all students to obtain a German residency permit after you check in with the Program. However, and this is IMPORTANT: If you are leaving for Europe early and will be anywhere in the E.U. for more than 90 days before the JYM program begins, you MUST arrange for your own residency permit, or arrange for an extension (temporary permit) to the 90 day limit. The authorities will count each and every day beginning with the first day you arrived in any E.U. country, and if you are over 90 days, you will be fined and possibly jeopardize your eligibility to stay in Germany. Remember that it may take about 2-3 weeks to receive your Permit through the JYM, so you must take that time into consideration also. You must apply for the residency permit or extension after your arrival in Germany by going through the proper authorities in the city in which you first reside.

All students should note that it may take about 2-3 weeks to receive your Permit through the JYM, during which time you will not have your passport, so you should not arrange to travel outside Germany during the first three weeks of the program.

NON-U.S. CITIZENS

(If you are a citizen of any E.U. country, or Australia, Canada, Israel, Japan, New Zealand, Switzerland, or the U.S., you may apply for a residence permit after entering Germany without a visa. The JYM will arrange for your residence permit after your arrival in Munich.)

Non-U.S. citizens, including Permanent Residents ("Green Card" holders) are responsible for obtaining all necessary documentation to enter Germany, specifically an entry visa and/or a temporary residency permit in the form of a visa. No third party, including the JYM, can do this for you.

Visit the German Embassy’s website at: www.germany.info (click on Information Services – Consular Services – Visa) to get the information, instructions and forms needed to apply for a student visa. You should submit the paperwork three months before your travel date (no earlier or they will not accept it, no later because a student visa takes some time).

Except for rare instances, you must submit your application and pick up your visa in person at the German Consulate or Embassy. Depending on your U.S. visa status, this will often mean that you must apply for your German visa in your native country (if you have a F1 visa, for example, and have to leave the U.S. at the end of each academic year).
When completing the forms, do not indicate that you will be attending the "University of Munich," but rather "Wayne State University's Junior Year in Munich." You will be registered at Wayne State for your semester or year in Germany, and we are responsible for your admission and registration at the University of Munich.

Upon submission of all required documents the application will be forwarded to the Aliens' Office (Kreisverwaltungsreferat - KVR) in Munich. After the application has been approved by the Aliens' Office, the Consulate will issue a residence permit in the form of a visa which is stamped into your passport. A final residence permit for the duration of your studies will be granted in Germany after your arrival in Munich. Our office will assist you in registering and receiving the permit along with all other students.

The JYM can provide you with the following items if you need them:

· a letter verifying proof of insurance
· a letter indicating your admission to the program/the LMU
· you will probably also have to submit a copy of your/your parents bank statement showing sufficient funds to support you. If this is problematic for whatever reason, please contact the Detroit office and we can prepare a letter certifying a different arrangement.

Please be sure also to check with the U.S. immigration authorities to make sure that you will have no difficulties re-entering the United States after a year or semester’s absence in Germany.

PERMANENT RESIDENTS ("Green Card" holders, or Resident Aliens) only: Please note that if you are a Permanent Resident and leave the United States for more than 365 days, you may have difficulty reentering the country. If you are going abroad early or staying later, you should apply in advance for a "Re-entry Permit" from the U.S. Citizenship and Immigration Services (www.uscis.gov Form I-131). This allows you to be away from the U.S. for up to two years and serves as an entry document when you return.
DUAL CITIZENSHIP
If you hold dual citizenship for the U.S. and Germany (or other EU country), please state only your U.S. citizenship on the university admissions form (“Antrag auf Zulassung zum Studium”) to avoid any confusion at the University of Munich’s Admission Office. However, you should list both citizenships on any other forms. Be sure to bring both passports with you and make sure they are both valid.

INTERNATIONAL STUDENT ID CARD
Students will be issued a Student I.D. card from the University of Munich after their matriculation which is more useful in Germany than the ISE Card. However, if you will be leaving for Europe early, the ISE card is useful for many student discounts and services, including special low student airfares; discounts on tours, museums, transportation, etc.; medical and evacuation insurance while travelling outside the U.S.; and traveller’s assistance hotline for emergencies (a toll-free number offering a multilingual staff ready to help lost passports, legal issues or financial emergencies overseas). You can order an ISE Card by mail, phone, or online at www.isecard.com where you can find full information about the card.

EURAILPASS/STUDENT RAILPASS
Eurailpasses of any kind must be purchased in the U.S., and may be obtained at any travel agency or ordered online from www.raileurope.com. There are a number of different rail pass options available depending on your travel needs and your age. In most cases, however, we recommend waiting until you get to Germany to get a pass because there is usually no way to know in advance when you will be travelling during the year. If you do not wish to purchase a travel pass until the semester break, you should also investigate Interrail, the equivalent for European students, once you are in Germany. Past students report that the cost and benefits can be more advantageous than Eurail. Also, the fact that you can purchase this travel pass in Germany may make it more convenient. Ride-sharing is also a popular method for travelling in Germany, and there are a number of student-sponsored organizations which arrange this.

TIP: In addition to Interrail, the German rail system Deutsche Bahn offers a number of other rail pass options for students. Check out their Web site at: http://www.bahn.de
DORMITORY ROOM ASSIGNMENTS

The Junior Year in Munich leases rooms in the University Studentenstadt (student village) which is a campus of dormitory buildings of various sizes. The Studentenstadt is about 10 minutes by U-Bahn from the University, and about 30 minutes from the JYM office and classrooms. By bike, it takes about 20 minutes to the JYM and 10 minutes to the University. All room assignments are made by the Munich office, not Detroit, and you will learn your dormitory address upon your arrival in Germany. The Detroit office does not receive this information in advance.

Students must vacate their dorm room by July 31st because they are used by the LMU for their summer programs. Dorm rooms must be left properly cleaned and completely empty (except for bedclothes) upon checking out. Students will be billed for any repairs or cleaning necessary and a hold placed on their transcript until the bill is paid. Students will be asked to complete an inventory of the condition of their room on arrival. Be sure to take this seriously so that you will not be assessed for damages for which you are not responsible.

The rooms themselves are small efficiency apartments: a single unit for one person that has its own bathroom, cooking facility, sink for washing dishes, refrigerator, and Ethernet connection. Each floor usually has a community room which contains an oven, a TV, and similar items. Students usually prepare their own meals in the evening and although students cook in their own room, it is normal practice to bring breakfast, lunch, dinner, coffee and tea into the community room, to eat together with their floormates. Students most often eat lunch at one of the two Mensas, the student cafeterias, which are centrally located at the University. The Mensa offers lunch (good, hearty German food!) at specified hours on weekdays at extremely reasonable rates (€ 3-4). The Mensa does not offer dinner, however.

PLEASE NOTE: Except for furniture and bedclothes, the dorm rooms are empty when you arrive, so you will need to purchase some basic kitchenware and other supplies for your room (see also Baggage & Shipping).
BEDLINEN / TOWELS

The Studentenwerk (dorm authority) provides all rooms with basic bedding consisting of a sleeping bag, a pillow, and a mattress cover. The sleeping bag is machine washable and one advantage is that you can take it with you when you travel. Some students use the sleeping bag for the entire semester, but if you prefer to buy additional bed linen and/or blankets there are lots of inexpensive places to do so. Towels are NOT provided, so bring at least one towel and washcloth.

MAIL, PHONES AND E-MAIL

(Please let your parents and friends know this information also)

MAIL

Your permanent address in Germany, which should be used all year, is:

Your Name
c/o Junior Year in Munich
Richard-Wagner-Strasse 27
80333 Munich, Germany

(Students will learn their dormitory addresses after their arrival in Germany.)

Note that the US Postal Service has extensive information on their website for mailing items internationally: www.usps.com. The following is the basic information:

Regular mail should be sent to you by First Class Mail International which takes 6 to 10 days to arrive. German postal regulations forbid the mailing of cash in letters. It is recommended that important or valuable items be sent to you in care of the Junior Year office via Federal Express or UPS or DHL which have tracking functions, rather than by USPS. Parents should be careful not to send any items which require a signature upon delivery to the JY office during periods when the office is closed and there would not be anyone there to sign for it, e.g., the Easter/Christmas holidays. All students will be notified in advance about office closings.

Packages are best sent by USPS Priority Mail International in one of their “Flat Rate” boxes. There are several different sizes available. Anything bigger than 20lbs has to be sent by regular (non-Flat Rate) Priority Mail International and is priced based on weight and size. Be aware that a box weighing approximately 15lbs may cost about $70 to send to Germany.
Whichever method is used, you will need a Customs Form, and remember to always mark "GIFT" on the form and keep the value less than $45 (see Tip below). Packages of greater value have to be picked up at the Paketamt which is quite a trek, so don’t have parents send too many parcels!

The express mail services such as Federal Express and UPS deliver directly to the JYM office (rather than to the Paketamt), and are excellent, but expensive, alternatives to USPS post, particularly for important documents. For other types of contents however, parents and friends must check “Bill sender” on the Waybill for payment of any duty and taxes levied on the contents. The express mail service pays the customs duty on your behalf and sends a bill for these charges, sometimes months later. The JYM will not pay these charges for you.

**IMPORTANT TIP:** Parents and friends should be aware when sending packages that gifts which have a stated value, or insured value, of more than €45 ($50) are subject to a €15 “processing fee” PLUS import duty of about 30% of the package’s value by the European customs offices. The duty on such packages can be well in excess of the value of the contents.

Do not send computers, CD-players, or any electronic type of equipment through the mail—the surcharges are prohibitive, and the customs hassles impossible (this according to a recent student who learned “the hard way.”) It is more economical for parents to make funds available for you to purchase such items in Germany than to attempt to ship them from the U.S.

**IMPORTANT:** Medicines or prescription drugs can NOT be sent through the mail. See also "Health and Health Insurance." Certain foodstuffs such as dairy products, including dry products like Macaroni & Cheese, any type of meat, and fresh produce are also prohibited, so if in any doubt check with the Post Office first.
PHONES / CELL PHONES / PHONING / INTERNET ACCESS

**Land lines:** Students can have private telephones installed in their rooms for approximately €50 plus a €10 monthly fee plus the cost of individual calls. You should expect a waiting period of several weeks to have a phone line activated. There are many calling card and “prefix” plans available that make it cheap to call the U.S. However, it is a bit of a hassle to have a phone installed and requires that you open a bank account for the bills to be paid from. Nevertheless, if you expect to make and receive a lot of calls to/from the U.S., this is likely to be a cheaper option than international cell phones.

**SKYPE (Voice Over Internet Protocol):** If both you and your parents/friends have computers, you can take advantage of internet calling. Most recent students now use Skype (www.skype.com) which is a free service for international calls if used between two computers, both with Skype software. They also have paying plans to connect from a computer to a land line or mobile phone. This is certainly the least expensive way to call home.

**Cell phones:** *(Cell phone information adapted from Rick Steves’ Europe. Full article available at: www.ricksteves.com/plan/tips/cell-phone-europe.htm)*

You basically have two options regarding mobile-phones while you are abroad: Take your American phone with you if it will work in Europe, or buy a new phone before or after you arrive. First, you need to figure out if your own cell phone will work in Europe. Europe uses GSM technology for their mobile-phone network. AT&T and T-Mobile use the same GSM technology, but Verizon and Sprint do not. You can call your phone provider to ask them, or check your operating manual (look for “tri-band” or “quad-band” which signifies GSM technology).

If your American phone will work in Europe, you should be sure to check on rates and international calling/texting plans, and data-roaming rates for smartphones. These can be very expensive so normally the best solution is to first ask your phone provider for the code to “unlock” your phone so you can switch out the SIM card for a European one when you get there. This will give you much better, local rates.

If your American phone won’t work in Europe, buy a new phone over here beforehand or when you get to Munich. You can buy an unlocked GSM quadband phone from Amazon and fit it with a Germany SIM card loaded from a provider such as Lebara.com. Alternatively, it is easy and inexpensive to buy a basic “pay as you go” phone in Europe. This is a good option so you do not have to purchase a two-year contract. Most phones come loaded with prepaid calling time and additional minutes are easy to buy. If you plan on travelling to multiple countries, make
sure you buy an "unlocked" phone so you can change SIM cards as you enter a different country. Such phones are a bit more expensive but much more versatile.

Phone Cards: Don't buy pre-paid phone cards (like those offered at WalMart or in drugstores) in the States because they won't work in Germany. Phone company "global" calling cards (AT&T, Sprint, MCI etc) are great for calling the U.S. from telephone kiosks because they work in almost every country, and you get right through to a U.S. English-speaking access system. However, these can be expensive too, so be sure to check rates with your carrier and haggle for the lowest international plan they have.

There are many calling cards on the market in Germany which offer good rates on local and international calls. "Telefonkarten" can be purchased at the Hauptbahnhof in Munich and a number of other convenient places. More information will be available to you in Munich.

HOW TO PHONE

Please note that Germany is six hours ahead of Eastern Standard Time, so if you call the JYM office later than 11:00 am EST (8:00 am Pacific), it will be after 5:00 pm in Munich.

To telephone the office in Munich from within the Munich area dial:
52302636

To telephone the JYM office in Munich from within Germany, dial:
089 52302636

To call the U.S. from Germany, dial:
00+1+(area code)+number

To telephone the JYM office in Munich from the U.S. dial:
011 49 89 52302636
(011 = international code; 49 = Germany; 89 = Munich; 52302636 = JY office number)

To telephone a student’s cell phone number from the U.S., you do not use the (89) Munich area code, but rather the cell phone “area” code, e.g. 011 49 179 1957330

JYM/Munich e-mail address: junioryear@LRZ.uni-muenchen.de
INTERNET ACCESS
All important communications from our office in Munich are sent via e-mail so students are required to have an email account. We highly recommend that you bring a computer with you so you can connect to the Internet from your room. All rooms in the Studentenstadt are wired for Ethernet access for computers. Some students purchase their own routers so that they can set up WiFi in their rooms so that smartphones and tablets will work. Each building in the StuStadt has one or two tech support people who can quickly help with any set up problems. The JYM institute is set up for WiFi access also. The JYM institute also has limited computer access for students, and there are Internet cafes and WiFi spots all over Munich. In most cases, you can keep your current e-mail address while in Munich (e.g. XXXX@yahoo.com).

➢ MONEY MATTERS

THE EURO
The current exchange rate (April 2015) for U.S. Dollars/Euro is:
US $ 1.00 = EU € .93
EU € 1.00 = US $ 1.07
So, if you have $500 and want to convert it into Euro, either multiply by .93 or divide by 1.07 (€465). It is quite likely that this exchange rate will change over the course of the next few months, so you should check this before purchasing any Euro (see below). There is a currency converter for today’s exchange rate at: www.x-rates.com

MONTHLY LIVING EXPENSES
Living expenses in the first month will be higher than in other months because of the many items and supplies you will need for your room, as well as school books and supplies, but also because some time is needed to find the most economical lifestyle. You should plan on needing an average of €500 per month (approx. $535). The amount that a student will spend is an individual matter, so students will tend to adjust this amount depending on their own particular lifestyles and resources. Extensive travel, eating in restaurants, and entertainment will add to basic expenses, so students will need to monitor the amount of money spent on these items in order not to overspend their budgets. Please remember that €500 is not intended to cover extensive vacation travel or major purchases. Students and parents must also bear in
mind that because of the instability of the exchange rate, it is impossible to quote a firm dollar figure for the monthly living allocation. We recommend that students have available the equivalent of the suggested €500 monthly, regardless of the corresponding dollar amount, which, in the course of the year, may go up or down.

YOUR ARRIVAL AND FIRST MONTH
When you first arrive in Munich you will need some cash for immediate needs while you get settled in. In general, we recommend that you use an ATM debit card to withdraw cash as you need it. ATM machines can be found at the airport and throughout Munich (see more information on debit cards below). However, for immediate purposes after arrival it is a good idea to have approximately €200 in cash in Euro with you just in case your ATM card does not work for some reason, or you don’t have immediate access to an ATM machine. Euro can be purchased at most large banks in the U.S., although you may have to order them in advance. You could also exchange some Dollars at a “Bureau de Change” kiosk at the airport before you depart for Munich, or after you arrive in Munich.

Students should be prepared to pay the one time fee of €146.50 (cash or credit card) for their MVV “Semesterticket” for the U-Bahn and S-Bahn which is good for an entire semester. The Semesterticket allows for unlimited rides on the entire subway system 24/7.

RECEIVING MONEY IN MUNICH
As indicated above, the most common and least costly method of receiving funds in Munich is by ATM Debit Card. However, please read carefully the information below to make sure that your debit card will work in Europe. There are other methods for receiving funds but they require that you open a bank account in Munich which you may find useful or necessary, depending on your circumstances. Our office in Munich will assist students to open a bank account upon arrival if they wish.

ATM DEBIT CARDS:
Debit cards allow you to withdraw money directly from your stateside checking account with only minimum ATM fees, no interest, no cash advance or other fees and at a very good exchange rate. This is useful for students who have their own Stateside checking accounts, and for parents who can deposit money into the account in the U.S.

Before you leave for Munich:
- make sure your debit card has the Plus or Cirrus, or Mastercard or Visa, sign on it.
• make sure your money is in a Checking account; you cannot withdraw funds from a Savings account when you are abroad.
• contact your bank to confirm that your card will work in Europe (call the Customer Service number on the back of your card). Also check with your bank as to the daily limits on the amount you can withdraw.
• alert your bank that you'll be making ATM withdrawals in Europe — otherwise, the bank might block your account if it detects what it perceives as unusual spending patterns.
• make sure your PIN is a numeric four-digit PIN; if it is longer than four digits, you will need to request a new four-digit PIN.
• make sure that someone in the U.S. (e.g. your parents) has a photocopy of your card, knows the number to call if your card is lost or stolen, and knows your PIN
• test your ATM debit cards before leaving the U.S. to make sure they work

Other notes about using ATMs:
• although you will receive Euros from the ATM machines, the amount withdrawn will be charged in U.S. dollars against your checking account, so you will want to monitor your checking account balance on a regular basis
• please note also that many ATMs in Germany do not print out a receipt when you withdraw money, so you will want to keep your own record of your transactions

TRAVELERS CHECKS
Travelers checks are still a safe and secure way to take money with you. You can purchase them in the U.S. from any bank, AAA, or credit union before you leave. It's best to purchase major brand names, such as American Express or Visa, and you can purchase them in U.S. dollars or in Euros. Because there is also a per check fee for cashing, do not buy traveler's checks in small denominations.

CREDIT CARDS
Credit cards, such as Visa, Mastercard, and American Express, may reduce your anxiety about handling sudden expenses. They are also very useful for travelling outside Germany. However, cash advances on credit cards may have fees assessed on top of the high interest rates. Look for cards which specify "No cash advance fees." Please note that Visa and Mastercard are the most commonly accepted credit cards; American Express less so. In general, credit cards are not as widely used in stores and restaurants in Germany as they are in the States and most people pay in cash.
GERMAN HEALTH INSURANCE

The German government and the LMU München require all students to be enrolled in the statutory insurance program for students from the date of arrival. The LMU München will accept no other coverage. The cost of this insurance for the semester is included in the program fees and the JYM arranges for your coverage ahead of your arrival. The coverage is fully comprehensive (i.e., it is not “tourist” or traveler’s insurance but full health care coverage) and includes non-cosmetic dental care and non-cosmetic eye care. However, since the German insurance does not cover you in the U.S., it is not recommended that your parents remove you from their policy. Coverage always starts on the first business day of the month in which the semester begins, so in 2015 that is October 1st. For the week or so of orientation in September you will be covered by a separate emergency and accident insurance policy. There is further information on, and a link to, the insurance company (Technische Krankenkasse, TKK) on our website under “Health and Safety.” You will get full information on using the German health system upon your arrival in Munich.

NOTE: Coverage through JYM begins on September 22nd, 2015 and ends on July 31st, 2016 so if you plan to travel to Europe earlier and/or stay later beyond those dates, you should obtain your own insurance coverage before the beginning and/or after the end of the program.

Please note that German health insurance only covers expenses within EU countries; if you plan on travelling to non-EU countries, we urge you to get additional insurance. You should check your/your parents’ current insurance and/or any mandatory study abroad insurance that your home school requires since those may already cover you for travel outside the EU. Such insurance can also be obtained very inexpensively in Munich and you will be given details about it after your arrival in Munich.

Students over 30 years old are not eligible for student insurance and must purchase private insurance. Since applying for private insurance is more complicated administratively, our Munich office will assist you in obtaining it after your arrival.
MEDICINES AND PRESCRIPTION DRUGS / DOCTORS

If you take medicine on a regular basis, try to take with you enough supplies to last you for a couple of months or so. Note that pharmacies in Germany cannot fill prescriptions that are written by doctors in the United States. You should ask your U.S. physician for a legible written prescription and a note from him/her indicating your condition, the name of the medication you take, and the dosage. A doctor in Germany can then help you identify the equivalent product and write a German prescription for it. Almost all drugs available in the U.S. have an equivalent in Germany. The JYM can direct you to a doctor who is familiar with our students and such requests. Do NOT have medicines or drugs of any kind sent to you through the mail, including non-prescription drugs like aspirin—this is a Federal offense both in the U.S. and Germany. If you have a favorite brand of non-prescription medicines (e.g. Tylenol), bring some with you since you may not find the same brands in Germany.

The JYM office in Munich maintains a list of English-speaking doctors in any specialty. Students will be given any help they may need in finding an appropriate physician.

➢ BAGGAGE AND SHIPPING / WHAT TO PACK??

CLOTHING

The temperature in Munich can get down to around 20 - 30°F in the winter. (Temperature is measured in Centigrade in Europe, so you might want to familiarize yourself with it in advance). It tends to be a "damp" cold, without the lengthy bitter cold periods that occur in the mid-West of the US. There is some snow in the city itself and a lot in the mountains. It rains a lot and warm winter clothing and an overcoat and raingear are essential, and particularly bike gear if you expect to buy a bicycle. Something suitable for an occasional somewhat formal event will be useful. For women: bring shoes that you can walk effectively in (forget flip flops!) — walking is a way of life in Germany and you will be doing a lot of it. Decide what you would like to take with you, then divide it in half—that'll be all you need. Not only is your room very small, but remember that you have to bring everything back, too, and you'll most likely acquire quite a few clothing items in Germany. It gets expensive to ship a lot of things home.
HIKING BOOTS/SHOES
There is plenty of opportunity for fabulous hiking in Bavaria and beyond. If you enjoy hiking, be sure to bring appropriate clothing and it’s worth investing in some real hiking shoes or boots. Soft-soled sneaker type shoes are completely inadequate for mountain hikes. If you buy new hiking boots or shoes to take with you, be sure to break them in before you leave!

PERSONAL PRODUCTS & ITEMS FOR YOUR ROOM
Arriving in a new city is stressful enough without having to worry about immediately finding equivalents to your customary personal hygiene and grooming products. Take some supplies of your favorites with you to last for a month or so which will give you time to find similar products.

Basic bedclothes are provided by the dormitory authority (Studentenwerk). However, towels and washcloths are not provided so bring at least one of each (see also p.12). Be aware that except for furniture and bedlinen, the dorm rooms are empty when you arrive, so you will most likely need to purchase some basic kitchenware and other supplies for your room. Rather than taking up space in your luggage, it is probably easier and usually more cost-effective to plan on buying the few items that you will need after your arrival. However, if you have any favorite items like cookbooks or American measuring cups, by all means bring them along.

BICYCLES / SKIS / MUSICAL INSTRUMENTS
Students can obtain information from their airline (see Excess Baggage below) regarding special instructions and additional costs for transporting skis, musical instruments, a bicycle, or any other bulky items. Used bicycles are easily available in Munich and can be sold again at the end of the year. This is preferable to bringing your own which will probably cost more to transport in excess baggage fees or freight charges than buying a second-hand one in Munich. We do encourage students to bring musical instruments and other performing equipment since there are many opportunities to join groups in the performing arts. Also, if you rollerblade/skate, ice skate, or ski, be sure to bring these along because you'll find ample opportunity to use them (but check with the airline on fees and regulations for transporting skis).

COMPUTERS
We highly recommend that you bring a portable computer if possible since you will find it just as useful as you do at home. You can take it as the one piece of carry-on luggage that you are allowed on the flight. Ethernet connections are installed in all the Studentenstadt rooms so you
can have e-mail and internet access right away. Some students purchase their own routers in Munich so that they can set up WiFi in their rooms so smartphones and tablets will work. Each StuStadt building has one or two tech support people who can help with any set up problems. The JYM institute (offices, classrooms, lounge, and library) is also set up for WiFi so you can access the internet with your computer or smartphone.

Make sure your computer has an Ethernet networking card as well as a wireless card. Be sure to take the cord with the black adapter box thing with you, as well as the Ethernet cable which should be supplied if your computer has a networking card. The right kind of plug adapter that plugs into the wall can be easily purchased from Amazon beforehand or at Hertie or Kaufhof or computer stores in Munich.

**ELECTRICAL APPLIANCES**

Electrical appliances will generally not be useful unless you take along a power converter as well as plug adapters. These kits are available at department stores, or Amazon, for approximately $20.00. If you wish to take such items as a hair dryer or electric razor, you should purchase one that is adaptable to 220V current. However, you should be aware that using adapters and converters for electrical items is not really satisfactory for an entire year’s usage, and you might consider waiting to buy these in Germany.

**BAGGAGE**

Each airline has its own rules for baggage allowances, and many of them now charge fees for more than one suitcase. Some make exceptions for international flights, some not. Since the rules for fees are constantly changing these days, you should visit your airline’s website for the most up-to-date information on baggage fees as well as weight and dimension specifications. You can also go to [https://www.mytripandmore.com/baggage.aspx](https://www.mytripandmore.com/baggage.aspx) and select your carrier for additional information on baggage allowances and charges. Some airlines are very picky about specifications for carry-on items, especially on international flights, so make sure you are within the limits. Before shipping anything we suggest you also check into and compare the rates for taking an extra suitcase with you on your transatlantic flight, since it may be more economical to simply pay the excess baggage charge.
AIR FREIGHT
You can arrange for Air Freight to Munich through any convenient airline. This method has proven cheaper than International UPS. You will, however, have to pick up your package from the Munich airport.

➤ OTHER INFORMATION

TRANSCRIPT OF GRADES
JYM grade reports are produced at the end of each semester in Munich, and sent to Wayne State to be posted to an official WSU transcript. You are responsible for ordering a copy of your JYM transcript through your Pipeline account to be sent to your home school at the end of each semester. You should check with your study abroad office as to where it should be sent. Since transcripts are ordered online, you can easily do this from Munich. Transcripts for the first semester are usually available in mid-March, and for the second semester in late August. A hold will be put on your transcript until any bill for room damages or cleaning has been paid (see page 11).

Your JYM transcript is held permanently on record at Wayne State and you can order official transcripts any time in the future that you need one. You will most certainly need to do so if you apply to graduate or professional schools later. Remember to keep your Wayne State ID somewhere safe so that you can order transcripts whenever you need them.

Because the U.S. system of grades and credits is largely unknown at German universities, grades for university courses can often be delayed unless the student has taken every possible step to ensure that the instructor realizes the urgency for submitting a timely grade. Explicit instructions for obtaining a "Schein" (grade report) from University instructors will be given to you in Munich. If you do not follow these instructions, it may be months before you receive a grade for University coursework. (German professors tend to disappear after the end of the semester and not return until mid-October when the next academic year begins.)
SAFETY ABROAD
Although Munich is statistically far safer than almost all U.S. cities, students should be aware that all large cities suffer from some degree of common crime, particularly theft and pickpocketing. In fact, because Munich "feels" so safe, you may find that you let your guard down in a way that you never would back home. With the co-operation of the local Munich police, the JYM office provides a good deal of specific information and tips on local safety during the orientation period. Please read the enclosed separate information on Safety Tips and Advice which addresses student safety while in Germany and when travelling to other countries.

ORIENTATION PERIOD ATTENDANCE
The orientation program is an integral component of the JYM experience and attendance is mandatory. Students should not plan on travelling outside Germany during orientation because they will not have their passports for the first 2-3 weeks while their residency permits are being processed. The Munich office will e-mail the Orientation Schedule to participants as soon as it is available in late summer.

JYM WEBSITE
Please note that a PDF of this Information Bulletin is available on our website for your convenience and we encourage you to forward the link to your parents or friends so they have access to the information—you never know, they might want to phone you or mail something to you!
www.jym.wayne.edu Click on: ADMITTED STUDENTS link.
BOOKING FLIGHTS, ARRIVAL & CHECK-IN INFORMATION,
SEMESTER SCHEDULE

JYM SCHEDULE AND UNIVERSITY CALENDAR
Some minor variations in the dates below can be expected

Check in dates Tuesday, September 22 (9:00 am – 4:00 pm) OR
the morning of Wednesday, September 23
(9:00 am – 12:00)
Orientation period begins September 23, 2015, in the afternoon
First Semester (Wintersemester) October 12, 2015 – February 6, 2016
Semester break February 7, 2016 – April 10, 2016
Second Semester (Sommersemester) April 11, 2016 – July 16, 2016
End of 2015-16 program July 16, 2016

Students must vacate their rooms by July 31st, 2016.
There is a short Christmas break from December 24, 2015, through January 6, 2016. The JYM office in Munich closes for Easter and all German national holidays. The JYM observes legal German holidays and classes are not held on those days. A list of German national holidays is posted on our website.

BOOKING YOUR FLIGHT TO AND FROM MUNICH

ARRIVAL & CHECK-IN DATES: Tuesday, September 22nd (9:00 am – 4:00 pm) or
morning of Wednesday, September 23rd (9:00 am – 12:00 noon)

Flights from the U.S. arrive the next day in Germany, so if you are not leaving for Europe earlier than the start of the program you should book your flight for Monday 21st or Tuesday 22nd so you arrive on either September 22nd or 23rd. These are the ONLY DATES on which you can arrive at the JYM and be checked into your dorm room.

SUGGESTED RETURN DATES: July 20th, 21st, or 22nd

The semester ends on July 16th 2016, and we suggest booking your return flight a few days later to give yourself enough time to pack up and clear your room. However, you can leave earlier or later if it fits your schedule. Please note, however, that you cannot stay in your room past July 31st because the rooms are turned over to the Studentenwerk for the LMU summer school.
When researching flights, we highly recommend that you look into the Lufthansa student flights program (GenerationFly) at: https://generationfly.com. Lufthansa offers student flights that are valid for a 12 month stay abroad, plus one free date change (this is a big plus—see paragraph below about booking your return more than one year in advance). You can also research flights through the major travel sites such as www.travelocity.com or www.orbitz.com, or through a local travel agent, and/or through the airlines’ own websites. You can also check into the student-oriented travel sites such as www.studentuniverse.com, www.STATravel.com, and www.cheaptickets.com. However, you should be aware that these discount agencies are consolidators (they buy tickets in bulk and resell them) so you do not get the same level of service if anything goes wrong that you get when you buy a ticket from the airline itself. They also usually have high fees for changes or cancellations, so read the fine print.

Do not book a flight both into and out of a country other than Germany because it will look like you intend to stay more than 90 days in that other country. Every E.U. country has its own rules for residency permits for non-E.U. citizens and you may not be allowed on the plane if you do not have the requisite documentation. You can, however, safely fly into another E.U. country and have your return ticket from Germany, or vice versa.

Note that the airlines will not let you book a return flight more than a year in advance so you have the following options:

1. Book a flight with a “dummy” return date for March, then change the date when July comes into range. Most airlines will charge a “change fee” for this anywhere between $50-$250, so make sure you know the rules and regulations before booking. Also make sure you change the date to a July return well before the “dummy” that you first booked (at least 21 days in advance).

2. Alternatively, you can book a one-way ticket and book the return later in the year from Germany. Be aware that a one-way ticket looks a bit odd to immigration officials, so if possible print out something from your travel agent or airline that indicates you cannot book a July return that far in advance, and take with you this JYM Information Bulletin and acceptance letter to show that you will be studying in Munich.

Once you have scheduled your flight, please let Louise Speed know your flight schedule and arrival information so we know who is arriving when and will have your room keys available.

TIP: We highly recommend that you buy the trip insurance that all travel agencies/airlines offer. Such insurance is not expensive and it pays for lost luggage or for any costs involved if you have to cancel or change your flight.
ARRIVING IN MUNICH AND CHECKING IN WITH JYM

Tuesday 22\textsuperscript{nd} September (9:00 AM – 4:00 PM) or the morning of Wednesday 23\textsuperscript{rd} September (9:00 AM – 12:00 Noon)

When you arrive in Munich, you should proceed directly to the Junior Year in Munich office. You will check in with our office staff, pick up your room keys and get initial instructions and information. The address and directions to JYM from the airport are given below and more explicit directions are available on our website. You can arrive at the Junior Year office and be checked into your dorm room ONLY on the above dates during the hours stated above. If you cannot arrive at the JYM office between these hours, we will try to accommodate you, but please be sure to contact us with your exact time of arrival. If you do not, there will not be anyone in the office when you arrive.

If you arrive in Munich before September 22\textsuperscript{nd}, or after the above check-in times, you will have to make your own overnight accommodation arrangements at a youth hostel or pension. The Junior Year in Munich office will not be able to help you with this.

\begin{center}
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**Directions from Munich Airport to the JYM Office, Richard-Wagner-Str. 27** \\
(There are more detailed directions on the JYM website under the “Visit JYM” link.) \\
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\end{tabular}
\end{center}

Take the S8 subway train right from the airport to Hauptbahnhof. Change at Hauptbahnhof on to the U2 (Red Line) going north to Königsplatz (one stop). Exit at the front of the train and take the escalator up one floor. Take the "Briennerstrasse" exit on your left; look to your right when you reach the surface and you will see a crosswalk. Cross Briennerstrasse there, then walk to your left until you reach Richard-Wagner-Strasse. Turn right on to Richard-Wagner-Strasse and follow the street until you reach Gabelsbergerstrasse. The entrance to JYM is actually around the corner on Gabelsbergerstrasse. If you have a lot of heavy luggage, you could take a taxi from Hauptbahnof, or even from the airport, instead.