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To the admitted students of the Master's degree  
course Scientific Instrumentation

Jena, 06 Mar 2018

Dear prospective student,

Please make sure to take care of the following points.

- Start your VISA process** - make an appointment with the embassy/consulate and inform yourself thoroughly what you need for that appointment, aside from your admission letter.
- Confirm your dormitory offer** - In case you have already applied for a room in a dormitory, you will receive an offer in *early September* which has to be confirmed. Otherwise you will not be granted an accommodation! Make sure to check your e-mails on a regular basis!
  - Apply for dormitory** – if you have not applied for dormitory, apply immediately! Application deadline is July 31<sup>st</sup>! : <https://t11host.eu/SWJ/#home> (switch to English in the upper right corner).
  - Fill and send the tutor assistance form** - available here: [http://www.eah-jena.de/~ploss/SI/download-files/Registrationform\\_tutorsupport.pdf](http://www.eah-jena.de/~ploss/SI/download-files/Registrationform_tutorsupport.pdf) . Please send it no later than July 31<sup>st</sup> to the e-mail address named in the document. Late applications cannot be considered.

Let me add a few hints.

- In order to save money, please book the train ticket (Airport-Jena) asap using [http://www.reiseauskunft.bahn.de/bin/query.exe/en?Z=Jena&dbkanal\\_004=L01\\_S01\\_D001\\_KPK0064\\_scientific-instrumentation-de\\_LZ03](http://www.reiseauskunft.bahn.de/bin/query.exe/en?Z=Jena&dbkanal_004=L01_S01_D001_KPK0064_scientific-instrumentation-de_LZ03) . The German train operator *Deutsche Bahn* usually offers special discount if you book early. Make sure to leave a gap of at least 2-3 h between plane arrival and train departure in order to buffer delays.
- You might use one of the many phone boxes available at Frankfurt Airport to contact your tutor. You might also buy a Pre-paid card at the airport to contact your tutor. A list of shops available at the airport can be found at the airports website. Common network operators are *E-Plus (Base)*, *O2*, *T-Mobile* and *Vodafone*.
- If not indicated otherwise, tap water is drinking water. You can refill your bottle using the tap, e.g. in a public restroom.