



# INTERNATIONAL STUDENT GUIDE

# Welcome to the Black Forest!

Dear international students,

Welcome to Furtwangen University of Applied Sciences (HFU). We are happy that you have decided to join our university and we think that you've made a good choice! Furtwangen University is beautifully located in the heart of the Black Forest and offers not only a high standard of academic programmes in Computer Science, Engineering, Business, Media and Life Sciences but also excellent opportunities for study and leisure HFU has consistently been rated as one of the top Universities of Applied Sciences in Germany.

With a student population of about 5000, we are small enough to support excellent staff student relations, yet large enough to provide state-of-the-art facilities, excellent student services and a wide range of Bachelor and postgraduate courses.

We are proud of a strong international orientation and a practice oriented focus in our courses. Integrated in all our degree courses is a six-month internship in industry. Project and thesis work is usually carried out in cooperation with companies. Almost 40% of our students spend a semester either studying or working abroad. We have exchange agreements with more than 140 universities from around the world and we are continually expanding our international links. We currently have an international student population of about 14%, representing more than 80 different nationalities.

The International Center is available to assist you through all the steps of your educational career here in Germany. With this little booklet we would like to give you some general information about the German higher education system and about our university in particular, our degree courses, admission and enrolment procedures. Moreover, we include important information on practical matters concerning your stay in Germany.

We hope this information is helpful and we look forward to meeting you in Germany!

The staff at the International Center

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# 1 The German System of Higher Education

In Germany, you have the choice between two different kinds of institutions of higher education: traditional universities and technical universities on the one hand, and **universities of applied sciences** (*Hochschulen für angewandte Wissenschaften*) on the other.

Universities of applied sciences are a unique German invention. These universities are relatively young in tradition. However, they attract an ever growing number of students. Various countries already have introduced institutions of this type into their own system of higher education. In Germany, more than 60 percent of engineering graduates attended a university of applied sciences.

Universities of applied sciences are characterized by less theory and more hands-on education, as well as a smaller class size than is offered by traditional universities. Examinations are taken on a more frequent basis and academic programmes are specifically designed to prepare you for employment.

Breaks between semesters are shorter here than at other universities. However, you won't just find instruction at universities of applied sciences. Research is conducted here as well. It is carried out to match specific needs, and find practical solutions.

Universities of applied sciences are not entitled to award a Ph.D. But outstanding graduates can be admitted to PhD programmes in cooperation with traditional universities.

## 1.1 The Grading System

Grades are expressed in whole numbers, ranging from 1 for outstanding work to 5 for insufficient performance. Decimals are added for greater meaning.

Grade	Definition
1.0 - 1.5	very good (rarely achieved)
1.6 - 2.5	good (well above the average)
2.6 - 3.5	satisfactory (meets the normal requirements)
3.6 - 4.0	sufficient (pass)
4.1 - 5.0	fail (insufficient)

## 1.2 ECTS – European Credit Transfer System

ECTS, the European Credit Transfer System (European system for the transfer and recognition of academic course credit) was introduced by the European Commission to help foster the mobility of students within Europe. One of the greatest obstacles to international student mobility was the insufficient recognition of course credit earned at foreign universities.

The purpose of the ECTS is to help interpret such course credit. A system of credit points was developed to measure the work load required of a student in a particular academic course.

The work load of one academic year equals 60 ECTS credit points. The work required of a full time student in one semester amounts to 30 credits. ECTS credit is also awarded for internships and preparation of dissertation work, given that these are part of the academic programme a student follows.

Any type of assessment is usually expressed in grades. There are many different types of grading systems in Europe. That's why an ECTS evaluation table was developed to help an academic institution transfer a foreign grade into one of its own.

German Grade	ECTS Grade	Definition	% of successful students normally achieving the grade
1.0 - 1.5	A	EXCELLENT - outstanding performance with only minor errors	10
1.6 - 2.3	B	VERY GOOD - above the average standard but with some errors	25
2.4 - 2.9	C	GOOD - generally sound work with a number of notable errors	30
3.0 - 3.5	D	SATISFACTORY - fair but with significant shortcomings	25
3.6 - 4.0	E	SUFFICIENT - performance meets the minimum criteria	10
> 4.0	F	FAIL - considerable further work is required	-----

Prior to a student's departure to a foreign university, the home and partner institution reach a so-called learning agreement on the course work the student is to take at the partner institution. If the student successfully sits examinations at the foreign partner institution, recognition of the course work is guaranteed by the home institution.

## 2 Studying at HFU

### 2.1 Name and Address

Website: [www.hs-furtwangen.de](http://www.hs-furtwangen.de)

#### Campus Furtwangen (main campus)

HFU Furtwangen University  
Robert-Gerwig-Platz 1  
78120 Furtwangen Germany  
Tel. +49 (0) 7723 920 0  
Fax +49 (0) 7723 920 1109

#### Campus Schwenningen

HFU Furtwangen University  
Jakob-Kienzle-Str. 17  
78054 Villingen-Schwenningen Germany  
Tel. +49 (0) 7720 307 0  
Fax +49 (0) 7720 307 3109

#### Campus Tuttlingen

Hochschulcampus Tuttlingen der Hochschule Furtwangen  
Kronenstraße 16  
78532 Tuttlingen Germany

## 2.2 Academic Calendar

Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
	Lectures and Examinations approximately Oct.1 - Feb. 20 Winter semester					Lectures and Examinations approximately March 15 – July 31 Summer semester					

There are no lectures between Christmas (December 24) and New Year's Day (1st January). There is also a one-week break either around Easter or Whitsun (Pentecost). The university campus is open year-round.

## 2.3 Campus Locations

### Campus Furtwangen

**Furtwangen** is located in the southern Black Forest region of Germany with a population of approximately 10,000 inhabitants. The ground elevation ranges between 850 – 1149 meters above sea level. The River Danube's spring is located at the edge of town and the river (termed Breg at this location) flows through the middle of campus. If weather permits, the Swiss Alps can be seen from the Brend Mountain. The city of Freiburg, a town founded in the medieval age, is a university town, and can be reached within approximately 45 minutes by car. The French province of Alsace, the Swiss city of Basel or Lake Constance are all close enough to be destinations for day-trips.

More than a century ago, Furtwangen used to be the centre of Black Forest clock making. The town built a good reputation for quality, and its clocks were known well beyond the region. More than 150 years ago, the Grand Duke of Baden founded his school of clock-making in Furtwangen. The school changed and evolved throughout many decades, turning into today's University of Applied Sciences.

Today little remains of the original clock-making businesses. The trade grew into modern enterprises; and now specializes in mechanical, electrical and software engineering; as well as in electronics. The German Clock Museum is part of the university and helps to keep Furtwangen's past alive.

### Campus Schwenningen

**Villingen-Schwenningen** is located approximately 30 kilometres from Furtwangen. Its history dates back to the Celts, who are thought to be the first settlers in this area. Villingen and Schwenningen used to be separate and independent towns. They merged into one administrative unit in 1972. Today's twinned towns are a regional service capital with more than 80,000 inhabitants. It is the administrative, cultural and economic centre of the Schwarzwald-Baar-Heuberg region, the county in which Furtwangen is also located. The geographic region offers an ideal bio-climatic environment. Located only about one hour from Stuttgart or Konstanz, and barely two hours from Zurich, the Schwenningen campus location has a lot more to offer than just higher education.

### Campus Tuttlingen

**Tuttlingen** is located approximately 30 kilometres from Villingen-Schwenningen and 60 kilometres from Furtwangen. The town is built around the Honberg Mountain where a ruined fort built in the Middle Ages still stands and is a site for festivals and concerts.

Today Tuttlingen has many businesses and considerable industry, especially in the field of medical equipment. It is the home of more than 300 surgical equipment companies, including Aesculap, Karl Storz GmbH, and KLS Martin. Fifty percent of the world's surgical equipment is manufactured there. Since the town has 35,000 residents, you can imagine the extent to which surgical instruments dominate the culture here.

## 2.4 The Institution and its Academic Programmes

Currently, about 5000 students are enrolled at HFU. There are 9 different academic departments offering 39 different programmes.

The academic programmes are structured in semester hours per week (*Semesterwochenstunde* = SWS). One semester hour per week equals a lecture of 45 minutes for the duration of one semester. One semester usually consists of about 15 weeks.

## 2.5 Structure of the Degree Programmes

**Bachelor** programmes consist of seven semesters including a semester spent as an intern in a company.

7th semester + Thesis
6th semester - recommended study abroad semester
5th semester - internship
4th semester
3rd semester
2nd semester
1st semester

**Master** programmes consist of three semesters.

3rd semester + Thesis
2nd semester
1st semester

## Overview of the Degree Programmes

### Campus Furtwangen

Department: Business Information Systems		
		Language of Instruction
Business Information Systems	BSc	German
Business Networking (eBusiness)	BSc	German
Business Application Architecture	MSc	German
Business Consulting	MSc	English



<b>Department: Computer &amp; Electrical Engineering</b>		
		<b>Language of Instruction</b>
Electronical & Technical Informatics	BSc	German
Information & Communication Systems	BSc	German/French
Smart Systems	MSc	English/German

<b>Department: Computer Science</b>		
		<b>Language of Instruction</b>
Computer Science	BSc	German
Computer Networking	BSc	German
Software Product Management	BSc	German
Advanced Computer Sciences	MSc	German

<b>Department: Digital Media</b>		
		<b>Language of Instruction</b>
Computer Sciences in Media	MSc	German
Media Conception	BA	German
Online Media	BSc	German
Digital Media	MSc	German
Design of Interactiv Media	MA	German
Media Informatics	BSc	
Media Informatics	MSc	
Music Design	BA	

<b>Department: Applied Health Sciences</b>		
		<b>Language of Instruction</b>
Security & Safety Engineering	Bsc	German
Applied Health Sciences	BSc	German

<b>Department: Engineering Management</b>		
		<b>Language of Instruction</b>
Product Engineering	BSc	German
Marketing & Sales	BSc	German
Service Management	BSc	German
Sales & Service Engineering	MBA	German/English

## Campus Schwenningen

<b>Department: Mechanical and Medical Engineering</b>		
		<b>Language of Instruction</b>
Biomedical Engineering	MSc	German/English

Mechanical Engineering & Mechatronics	BSc	German
International Engineering	BSc	
Medical Engineering	BSc	German
Technical Physician	MSc	German

<b>Department: Business</b>		
		<b>Language of Instruction</b>
Executive Master of International Business Management	MA	German/English
International Business Management	BA	English
International Business Management	MA	
International Management	MBA	
International Business	B	Deutsch

<b>Department: Medical and Life Sciences</b>		
		<b>Language of Instruction</b>
Bio and Process Technology	BSc	German
Molecular & Technical Medicine	BSc	German
Medical Diagnostic Technologies	MSc	

## Campus Tuttlingen

<b>Department: Industrial Technologies</b>		
		<b>Language of Instruction</b>
Industrial Med Tec	BSc	German
Industrial Systems Design	BSc	German
Industrial Manufacturing	BSc	German
Industrial Virtual Engineering	BSc	German
Industrial Materials Engineering	BSc	German
Medical Devices and Healthcare Management	MBA	English (part-time)

## 2.6 Programmes available in English

The following degree programmes are being taught in English.

- Smart Systems MSc (German/English)
- Business Consulting MSc
- International Business Management BA
- International Business Management MBA
- Biomedical Engineering MSc
- International Business Management/Executive MBA
- MBA Medical Devices & Healthcare Management
- International Management MSc

Besides a number of lectures are taught in English across the faculties.

Examples: Computer Networks, Effective Java programming, Collaborative Systems, XML & Web Services, E-Business Applications, Mobile Interactive Applications, Controlling, Business Process Management, Logistics with reference to SAP R/3, E-Business...

In the winter semester exchange students can take their exams in December and thus finish the semester before Christmas.

## 2.7 German as a Foreign Language

Classes in German as a foreign language are available on 5 different levels free of charge. The type and number of courses offered depends on the number of students required and wanting to take them. Details are always posted on the defined bulletin boards, which students are advised to check regularly. Information is also available on the HFU website.

You can also take German courses online. The courses are free of charge (once you are enrolled at HFU) and you can learn at your own pace. You can also exchange opinions, problems or ideas, find partners for foreign language learning or just spend your free-time together. Have a look at: <http://daf.hs-furtwangen.de/daf200/>.

## 2.8 Tuition and Fees

There is no **tuition fee** for Bachelor's programmes and most Masters programmes. Only the following Masters programmes charge tuition fees:

Business Consulting MSc	1,500€ per semester
International Business Management/Executive MBA	4,500€ per semester
International Business Management MBA	4,000€ per semester
MBA Sales & Service Engineering	2,100€ per semester
MBA Medical Devices and Healthcare Management	4,125€ per semester
Physical-Technical Medicine Online Master	10,400€ in total

An **administration fee** of 40€ per semester is being charged. Exchange students are normally exempt of this fee on the basis of the cooperation agreement.

A **contribution to the social services** (Studentenwerksbeitrag) of 47€ has to be paid by all students.

## 2.9 Library

The library offers services to staff and students. Holdings include approximately 65,000 volumes of media (20,000 in Schwenningen), 200 current journals (55 in Schwenningen), and nine daily newspapers.

Opening hours during semester breaks and holidays may be different and are posted on <http://en.hs-furtwangen.de/welcome/the-university/central-services/informations-und-medienzentrum-imz/the-libraries.html>

The opening hours during the semester are:

## Campus Furtwangen

Campus	Monday to Friday	Saturday
Furtwangen	9:00 am – 10:00 pm	9:00 am – 3:00 pm

## Campus Schwenningen

Campus	Monday to Friday	Saturday
Schwenningen	9:00 am – 9:00 pm	closed

## Campus Tuttlingen

Campus	Monday to Friday	Saturday
Tuttlingen	9:00 am – 7:00 pm	closed

## 2.10 Student Restaurants: *Mensa* and Cafeteria

The main meal hall, known as the Mensa, offers a full hot lunch menu during the semester. Meals are served between 11:20 AM and 1:40 PM, Monday to Friday. The current cost of one student meal is 2.65€. Students pay with their so-called HFU-card (see below).

### Campus Furtwangen

In Furtwangen a Cafeteria is located in the basement of the building A.

### Campus Schwenningen

In Schwenningen a Cafeteria is located in the basement of the Mensa building.

### Campus Tuttlingen

In Tuttlingen a Cafeteria is located in the basement of the main building.

## 2.11 HFU-card

The HFU-card is the ID card for students and staff based on a multifunctional chip with the following functions:

- Student ID
- Library card
- Payment in *Mensa* and cafeteria
- Photocopy card
- Electronic key (access authority out of opening hours)
- Access to the student parking place

In order to use the HFU-card for payment you first have to charge your electronic account.

### Campus Furtwangen

The charge of your electronic account can either be done by using your debit (EC)-card, or

cash at the register of the *Cafeteria*. Machines for charging are located in the *Mensa* and cafeteria and in the entrance hall of the C-building in Furtwangen.

### **Campus Schwenningen**

The charge of your electronic account can either be done by using your debit (EC)-card (machines are located beside the Registrar's office), or cash at the register of the *Cafeteria*.

### **Campus Tuttlingen**

The charge of your electronic account can be done by using your debit (EC)-card (machines are located beside the Student Service Center).

## **2.12 Student Union (AStA)**

The AStA is a special interest group, making the voice of students heard in a variety of environments, such as university advisory boards. Student societies (Referate) are run each semester. These societies are clubs that meet regularly for leisure activities, ranging from sports to literature to board games. The AStA welcomes all students willing to actively participate in its activities. Students can obtain the **International Student Identity Card** in the AStA office for a fee.

### **Campus Furtwangen**

The office is located on the ground level of the B-building, room B 0.79. During the semester it is open every weekday from 8:30-12:00, telephone 07723 – 920 2297/1518.

### **Campus Schwenningen**

In Schwenningen, the AStA's office is located in room A 0.11, telephone 07720 – 307 3511/4239.

### **Campus Tuttlingen**

The AStA's office in Tuttlingen is located in room A1.43, telephone 07641 – 1502 6270.

## 3 Preparing your stay

### 3.1 Admission and Registration

Exchange students are generally admitted by the International Center.

Foreign nationals applying for a Bachelors programme as degree-seeking students in Germany must prove that their educational background is equivalent to that required of Germans when applying for admission to an institution of higher education in Germany.

University entrance qualifications have to be evaluated in accordance with the uniform evaluation recommendations set forth by the Standing Conference of German Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*). The application and admission procedures are conducted within this set of regulations.

University entrance qualifications obtained outside of Germany are always evaluated by the central evaluation agency set up for this purpose by the state, the Center for International Students (*Studienkolleg*) ( [www.ask.htwg-konstanz.de](http://www.ask.htwg-konstanz.de)).

Master course applications are sent directly to the department.

Documents required for admission and procedures to be followed are described in detail on the following pages.

#### 3.1.1 Admission to Bachelor's programmes

As a general rule, entry requirement for admission to a particular Bachelor's programme at a university of applied sciences is the possession of a university entrance qualification required of a foreign student to enter the same type of an academic degree programme in his home country. Foreign nationals in possession of German university entrance qualifications may submit these.

Foreign applicants with foreign credentials must have their entrance qualifications and proof of German language proficiency evaluated or confirmed by the appropriate evaluation agency, the Center for International Students (*Studienkolleg*) , located at the University of Applied Sciences Konstanz. This procedure only applies to programmes taught in German.

Only after the Center of International Students (*Studienkolleg*) confirms the adequacy of an applicant's foreign credentials can the University of Applied Sciences Furtwangen admit the student.

If the Center for International Students (*Studienkolleg*) deems an applicant's credentials inadequate, the applicant can be admitted for a preparatory course in Konstanz. There, the applicant would study several different subjects; the emphasis depends on the applicant's choice of degree programme. One of the required subjects is usually the German language. After attending classes for one or two semesters, the applicant would take the so-called ***Feststellungsprüfung*** (assessment exam in various subjects including German language) Upon successful completion of this preparatory programme, the applicant would be able to gain admission at Furtwangen University of Applied Sciences.

Applicants who do not take the *Feststellungsprüfung* must have one of the following **language proficiency credentials** in order to be admitted at a German University:

<b>Deutsche Sprachprüfung für den Hochschulzugang</b> German Language Exam for Academic Purposes	DSH
<b>Test Deutsch als Fremdsprache</b> - TND 4 (or better) in all test sections Test of German as a Foreign Language	TestDaF
<b>Deutsches Sprachdiplom der Kultusministerkonferenz - Stufe II</b> German Language Diploma of the Conference of Ministers of Education and Culture, Level II	DSD II
<b>Zentrale Oberstufenprüfung</b> – Goethe Institut Central Exam on an Advanced Level	ZOP
<b>Kleines Deutsches Sprachdiplom</b> – Goethe Institut Small German Language Diploma	KOS
<b>Großes Deutsches Sprachdiplom</b> – Goethe Institut Large German Language Diploma	GDS

If you apply for a degree programme taught entirely or partially in English, proof of English language proficiency is required. Further information can be obtained from the academic departments running these programmes.

**Foreign nationals** must therefore apply in two steps:

**Step 1: How to apply at the Center for International Students (Studienkolleg) in Konstanz**

Address:

HTWG Konstanz  
Studienkolleg  
Braunegger Str. 55  
78462 Konstanz  
Germany  
Tel. + 49 (0) 7531 206 361  
<http://www.ask.htwg-konstanz.de>

Application deadlines at the Center for International Students are:

For entry in the spring semester: **1 November**

For entry in the winter semester: **1 May**

A separate application form is available and must be used. The following documents must be submitted along with the completed form:

- University entrance qualification (one officially certified copy of the diploma, and a translation into German; no translation is necessary if the original is worded either in English or French)
- An official transcript of all classes taken, corresponding to the university entrance qualification, with a translation into German or English.
- Proof of German language proficiency
- Resume

- One passport photograph
- Proof of university entrance exam (SAT, ACT)
- Proof of periods of study (certified records, certificate of matriculation, exam results, academic records etc.)

**Important: all photocopies must be officially certified. Outside of Germany, usually only certifications by a German Consulate or Embassy conform to the high standards that must be met.**

The following credentials are usually recognized by the Center for International Students and enable immediate admission to Furtwangen University after passing the examination of German language proficiency:

- Certificate of graduation granted after a total of thirteen years of instruction
- Certificate of graduation granted after a total of twelve years of instruction, issued in an European Union country, such as France
- Official transcripts issued by accredited and recognized institutions of higher education

Detailed information on various countries and specific requirements are available on the website of the Center of International Students (see above) and the German Academic Exchange Service (DAAD): [www.daad.de](http://www.daad.de).

#### **Step 2: How to Apply at Furtwangen University**

Only after the recognition of your university entrance qualification and the German language proficiency test by the Center of International Students is admission to Furtwangen University possible.

To apply you have to submit:

- Completed application form
- Letter of recognition of your university entrance qualification from the Center of International Students (*Studienkolleg*) and qualifications
- Proof of German language proficiency
- Resume
- One passport size photograph
- Residence permit

Application deadlines at the HFU are

For entry in the spring semester: **15 January**

For entry in the winter semester: **15 July**

If you wish to enter a programme with special entry restrictions, 10% of the places available are reserved for foreign students. Students from any European Union Country (EU) possess the same status as German nationals.

#### **3.1.2 Admission to Master's programmes**

If you wish to apply for a Master's programme, you must send your application directly to the department running the programme.

To apply for entry into a Master's programme, the following documents must usually be



submitted:

- Special departmental application form, including two passport size photographs
- University entrance qualification
- Certified copy of first academic degree
- One official academic transcript
- Resume
- Proof of language proficiency
- Letter of motivation
- Other documents of relevance, such as letters of recommendation

Important notice: Minimum entrance requirement for any Master's programme is a three year university degree from an accredited institution, proceeding a 12 year school education. Applicants who hold a four year academic degree in addition to an 11 year school education may apply as well.

The application deadline is usually between the middle of April and May.

Further details and up to date information for applicants are available online at [www.hs-furtwangen.de](http://www.hs-furtwangen.de).

### **3.1.3 Admission as an Exchange Student**

Students from one of our partner institutions, wishing to study at Furtwangen University as non-degree-seeking students for one or two semesters, have to be nominated by their home institution. As a next step they must apply online on the relevant website of HFU.

German language skills are not necessarily required of students who register for classes taught in English or work on an individual project such as thesis work. However, a basic knowledge of German is essential for social integration and for daily life, such as shopping, using public transport.

Participation in the International Center's orientation programme, including a German crash course, is compulsory for exchange students and students enrolled in programmes taught in English. Among other things, important information is provided, and assistance with legal paperwork is given.

## **3.2 Prior to Departure – What to Do, What to Take**

- Passport or identity card - which must be valid for the entire length of your stay in Germany.
- Letter of Admission - sent to you by the university.
- Any missing documents as stated in your Letter of Admission (originals or as a certified copies)
- Proof of financial resources - adequate to cover the cost of living while studying in Germany (details below)
- Visa, if required, no tourist or language visa! (details below)

## **3.3 Visa**

There are different types of visa.

A **student visa** is usually valid for a period of three months. It is renewed on location in

Germany after you are enrolled as a student and becomes then a resident permit which is usually valid for the period of your study, but no longer than 2 years.

A **language course visa** allows you to exclusively study the German language. This type of visa **cannot** be converted to a regular student visa!

A **Schengen Visa** permits stays of up to 90 days in 15 Schengen countries. This type of visa **cannot** be converted to a regular student visa!

### 3.3.1 Who should apply for a visa?

EU nationals and those from Iceland, Liechtenstein, Monaco, Norway, San Marino, Switzerland, USA, Canada, Australia, New Zealand, South Korea, Japan, Israel, Andorra, Honduras and El Salvador do not need a visa.

Students from other countries have to submit an application for a student visa to the respective German embassy or consulate, closest to the place where they live. Documents have to be presented proving among other things that the applicant has been accepted for studies at the university. The German embassy abroad will then forward the visa application for an opinion to the local immigration office in the town housing the university. The German embassy abroad can only issue an entry visa once the immigration office has given its approval. Details on the documents to be presented with your visa application are usually available on the webpage of the competent German embassy or consulate abroad.

### 3.3.2 What is required?

- Letter of admission from the university
- University entrance qualification
- Any academic transcripts or academic diplomas you may hold
- Proof of language proficiency (not required of students that follow classes in English)
- Proof of temporary or permanent health insurance (details to follow).
- Sufficient financial resources proved by one of the following (a minimum of 659€ per month<sup>1</sup> for your stay in Germany plus air fare):
  - presenting the income and financial circumstances of parents
  - a declaration of commitment in line with Article 66-68 *Aufenthaltsgesetz* (German Foreigners Act) made by a person with sufficient assets or income
  - paying a security into a blocked account (*Sperrkonto*) in Germany
  - depositing an annually renewable bank guarantee at a bank in Germany
  - a scholarship from public funds
  - a scholarship from an organization recognized in Germany
  - a scholarship financed by public funds in the country of origin if the Federal Foreign Office, the German Academic Exchange Service (DAAD) or another German organization granting scholarships has been responsible for providing the link to a German higher education institution
- Visa fee (student visa 100/110€)

Hand in the original documents, as well as a certified photocopy and translation of each one (Certified copies can be obtained at the German Embassy or Consulate). In order to avoid time-consuming requests for additional information or documentation, applicants should contact the respective embassy well in advance of their departure date to enquire about any special local requirements pertaining to visa formalities.

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<sup>1</sup> This corresponds to the maximum rate of the German government student support scheme (BAföG) minus the costs for long-term care insurance

### **3.3.3 Time required to process a visa application**

Applications for visas entitling the holder to a longer stay may take up to 3 months to process.

### **3.4 May I bring my family with me?**

Basically, no. The reunification of families of foreign students is usually only considered if the students belong to one of the following three groups:

- Postgraduate students
- Scholarship holders
- Nationals of the following states: all EU states, Andorra, Australia, Canada, Iceland, Israel, Japan, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland, USA.

In all other cases, dependants can only join foreign students in cases of particular hardship, above all if the foreign student is dependent on his/her spouse for their livelihood. For families to join students in Germany, the student has to be able to support himself/herself and his/her family without social assistance. The spouse who joins the student is generally not permitted to engage in regular employment.

## 4 Arrival and first steps

Please try NOT to arrive on a Saturday or Sunday. Public transportation is less regular at the weekends. You cannot move into the student dormitory on weekends.

Please inform the International Center or your master course coordinator a few days in advance about your exact time of arrival.

### 4.1 By plane

The best is to take a flight to Frankfurt or Stuttgart. Stuttgart is a little bit closer, but Frankfurt has better access to public transportation. After you arrive in Frankfurt, proceed to the *Fernbahnhof* (long distance railway station).

### 4.2 By train and bus

#### To Campus Furtwangen

Furtwangen does not have a railway station. Triberg is the railway station closest to Furtwangen. Villingen (Schwarzwald) is second closest. We recommend that you take a train to Triberg and then take the direct bus to Furtwangen. You can book a train ticket directly to Furtwangen; this way you don't have to pay for the bus separately. Villingen, Donaueschingen also have a bus service to Furtwangen and, to a lesser extent, Freiburg.

Make sure you plan your trip in a way that makes it possible for you to reach Furtwangen (for example, there might not be any busses to Furtwangen if you arrive after 11pm). Also make sure you get off at the right bus stop ("Röbleplatz, Furtwangen im Schwarzwald" is the exact name). The website of the German Railway (Deutsche Bahn) is [www.db.de](http://www.db.de).

#### To Campus Schwenningen

Villingen-Schwenningen can be reached by train via Karlsruhe or Offenburg (Karlsruhe – Konstanz) or from Stuttgart. The university's campus is located in Schwenningen within close proximity (300 meters) of the town's railway station called Schwenningen/ Neckar.

#### To Campus Tuttlingen

To reach Tuttlingen, you have to take the train to "Tuttlingen HBF" and afterwards the bus towards "ZOB Stadtmitte/Busbahnhof". Leave the bus at the bus station "ZOB Stadtmitte/Busbahnhof". From there it is only two minutes walk to the campus.

### 4.3 Pick-up-Service

The International Center offers a pick-up-service for exchange students from partner universities. Master students should contact their respective programme coordinator.

#### Campus Furtwangen

The meeting point normally is the bus station in Furtwangen (Röbleplatz). You will get an e-mail a few weeks in advance asking you about the exact arrival time. Please make sure to specify the correct mobile phone number that you can be reached in urgent cases.

## Campus Schwenningen

The meeting point normally is the train station in Villingen-Schwenningen (Schwenningen/Neckar).

### 4.4 Orientation Programme

Two weeks prior to the beginning of classes, the International Center runs an orientation programme for international students during which students are provided with important information regarding their stay in Germany. They receive information and support in administrative matters (residence registration, enrolment, immigration etc.). Sightseeing trips are also organized to destinations close by. A two week intensive course in the German language is part of the orientation programme.

### 4.5 Residence Permit

Non EU-students staying in Germany longer than three months have to apply for a temporary residence permit (*Aufenthaltsgenehmigung*) at the local immigration office, the *Ausländerbehörde*.

The following public authorities are in charge of alien residence issues:

#### Campus Furtwangen

Residence Permit	Address	Opening hours
<i>Landratsamt Schwarzwald-Baar- Kreis</i>	Am Hoptbühl 2 78048 VS-Villingen	Monday-Thursday 8:00 - 11:30 Thursday 14:00 – 17:30

#### Campus Schwenningen

Residence Permit	Address	Opening hours
<i>Ausländeramt</i>	Marktplatz 1 78054 VS-Schwenningen	Monday-Friday 8:30 - 11:30 Monday 14:00 – 16:00 Wednesday 14:00 – 17:15

#### Campus Tuttlingen

Residence Permit	Address	Opening hours
<i>Ausländerwesen Tuttlingen</i>	Rathausstr. 1 78532 Tuttlingen	Tuesday, Wednesday, Friday 8:00 - 12:15 Monday, Thursday 14:00 - 18:00

The following documents must be submitted:

- “Application for a residence permit” form
- Confirmation of town hall registration (*Anmeldebestätigung*)
- Passport or national identity card
- Two passport size photographs biometrical

- Certificate of enrolment at Furtwangen University
- Proof of financial resources (the cost of living is estimated to be 670€/month)
- Proof of health insurance

#### 4.6 Town Hall Registration: *Anmeldung Bürgerbüro*

Within 7 days of arrival in Germany, foreign nationals must register (*anmelden*) at the local citizen's registration office, the *Einwohnermeldeamt* at the *Bürgerbüro*. Take your passport or national identity card.

If you change your address or leave Germany, you must notify the registration office once again (*abmelden*).

##### Campus Furtwangen

Address	Opening hours
Friedrichstr.4 78120 Furtwangen	Monday-Thursday 8:00 - 12:30 Monday 14:00 - 17:00

##### Campus Schwenningen

Address	Opening hours
Marktplatz 1 78054 Schwenningen	Monday, Tuesday, 8:00 - 16:00 Thursday  Wednesday 08:00 - 18:00 Friday 08:00 - 12:00

##### Campus Tuttlingen

Address	Opening hours
Rathausstr. 1 78532 Tuttlingen	Monday-Thursday 08:00 - 18:00 Friday 07:15 - 16:00 Saturday 09:00 - 12:00

#### 4.7 Enrolment: *Einschreibung*

Enrolment takes place in:

- Furtwangen: Room A 1.19
- Schwenningen: Room B 0.05
- Tuttlingen: Room A 2.10

Prior to enrolment, the following payments have to be made:

- tuition fees
- administrative fee - currently 60€
- Contribution to the student services (*Studentenwerksbeitrag*), currently 47€. This includes accident, liability and theft insurance for the university premises. For further details please contact Mr Hermle ([hermle@studentenwerk.uni-freiburg.de](mailto:hermle@studentenwerk.uni-freiburg.de)) from the Student Services.

Exchange Students from partner universities are exempt from the payment of tuition and administration fees. They only pay the contribution to student services. This fee can be paid in cash on both campuses in the Cafeteria.

The following documents are necessary to enrol:

- application for enrolment form
- proof of health insurance
- receipt confirming payment of the contribution to the student services, if paid cash
- one passport size photograph
- photocopy of the registration form from the town hall (*Anmeldebestätigung*)
- photocopy of passport or ID-card
- temporary or permanent residence permit if required

## 5 Everyday life

### 5.1 Accommodation

**Exchange students** receive assistance with accommodation through the International Center.

**Full-time undergraduate students** in the department of International Business in Schwenningen get assistance from the International Student Coordinator of the department who offers comprehensive support with finding suitable accommodation where students so wish.

**Master's students** should contact their master course coordinator for help finding accommodation.

**Important:** Offers for accommodation are made for a minimum of one entire semester (six months) only. The length of occupancy for the spring semester is **March to August**, for winter semester **September to February**. Rent must be paid for the entire length of the contract. You can only move into your student dorm room on a weekday (Monday to Friday). Please do not arrive on a Saturday or Sunday.

If you move to a new house (even within the same town) you must inform the local town hall within ten days about your change of address. And do not forget inform the bank, HFU and health insurance.

#### Campus Furtwangen

There are two main student dormitories, administered by the central student services in Freiburg (*Studentenwerk Freiburg*), both are located approximately within a 10 minutes walk from the campus:

The Großhausberg (GHB) dormitories offer single room accommodation, each room equipped with its own basic kitchen and bathroom facilities. [www.ghb.hs-furtwangen.de](http://www.ghb.hs-furtwangen.de).

The *Albert Schweitzer-Kolleg* (ASK) offers single room accommodation. Kitchen and bathroom facilities are shared. [www.ask.hs-furtwangen.de](http://www.ask.hs-furtwangen.de).

There are also common rooms, a library, repair shop, computer and laundry facilities. Each student is provided with a blanket and pillow. Sheets and covers are normally not provided. Monthly rent for a room is approximately 250€. A refundable deposit of 400€ has to be paid.

In Furtwangen private rooms can be found on the following website of the student services in Freiburg (*Studentenwerk*):

<http://www.swfr.de/wohnenportal/privatzimmer.html>.

Prices for private accommodation vary, depending on location and facilities, but are rarely below the cost of a student dorm. Check also <http://www.wg-gesucht.de/>.

#### Campus Schwenningen

There is only a small student dormitory (10 rooms) run by the *Studentenwerk Freiburg*. Therefore you will have to find private accommodation.



Mrs. Tabor ([tabor@studentenwerk.uni-freiburg.de](mailto:tabor@studentenwerk.uni-freiburg.de)) from the student services (*Studentenwerk*) may know of other private accommodation available in town.

## Campus Tuttlingen

In Tuttlingen rooms can be found online at <http://www.hfu-campus-tuttlingen.de/campus-leben/wohnungsboerse/>

## 5.2 Living Costs

In Germany, the monthly expenses for room and board, including health insurance, are generally estimated to be 670€. The cost of living in Furtwangen and Schwenningen are lower than in most other university towns in Germany. Some important data:

- |   |           |
|---|-----------|
| • Student dormitory   | € 250     |
| • Single apartment  | € 200-300 |
| • Medical insurance<br>(for students up to 30 years of age) | € 78      |
| • Lunch canteen   | € 2.65    |
| • Beer in restaurant (0,4 l)                                | € 3       |
| • Milk (1 l)  | € 0.70    |

Average costs per month, per person are € 550 (below the federal average). For visa purposes students have to submit proof of a monthly income of 670 € for the duration of their stay.

## 5.3 Work Permit

EU-nationals and citizens of Iceland and Liechtenstein do not need a special permit to work in Germany.

If you are from another country and enrolled at an institution of higher education in Germany, you are usually entitled to work for 120 days or 240 half days per year. If you should find employment on campus you do not need a work permit, given the work is predominantly of a scientific nature. A work permit may be obtained through the job service (*Agentur für Arbeit*, Lantwattenstr. 2, 78050 Villingen-Schwenningen)

Students who are from another country and do not seek enrolment but would like to conduct an internship for up to six months, have to apply through one of the following institutions:

- *Zentralstelle für Arbeitsvermittlung (ZAV)* in Bonn.
- *Koordinierungsstelle für die praktischen Studiensemester in Baden-Württemberg (KOOR)* in Karlsruhe.
- Any other official student exchange organization, recognized by the ZAV.

Each of these organizations may issue an exemption certificate that entitles you to carry out your internship (*Freistellungsbescheinigung von der Arbeitserlaubnispflicht*) without a work permit. Further information can be obtained at the International Center. For students from partner universities the International Center deals with this administrative procedure.

## 5.4 Taxes

Students employed in Germany for six months or longer have to obtain a tax card (*Lohnsteuerkarte*). This card can be obtained at the town hall, the same place where you

registered. In the case of regular employment, as is the case of a long-term internship, taxes are deducted from your pay automatically. If your annual income does not pass a certain threshold (currently about 8354€), your earnings will be exempt from tax. In this case, any taxes deducted from your pay during the year can be refunded. You have to file for a tax return with the regional revenue agency (*Finanzamt*) to receive these taxes back. You can file for a tax-return after the end of the fiscal year in which the taxes were paid.

If you conduct an internship for less than six months, no tax card is required. In this case you have to file for a tax exemption permit. This is done at the regional revenue agency (*Finanzamt*). This agency will then contact your employer directly.

## 5.5 Medical Facilities

Germany has an extensive network of modern medical facilities. Approximately 90 percent of the population is covered by public health insurance. Every member of public health insurance can choose a physician or dentist accredited by his insurance. The health insurance pays for most medical and dental expenses as well as hospital stays. Patients usually have to pay a fixed price for any prescription medicine and special services. The insurance covers the additional cost.

Physicians, medical professionals and pharmacies are listed in the phone book.

## 5.6 Health Insurance

Adequate health insurance is required of every student in order to enrol at the university, as well as for your visa renewal, i.e. the temporary residence permit.

Prior to your departure to Germany, you are required to ensure that you are in possession of health insurance covering all possible and necessary expenses, including emergency medical transportation back to your home country.

Without proper health insurance, enrolment at the university will be denied!

As a student in Germany you can take out statutory health insurance at a relatively low cost (currently 78 € per month). However, this only applies to students under the age of 30.

Recommendations for statutory health insurance companies are as follows. Please apply before your departure.

If you have a private health insurance from your home country which covers medical treatment in Germany, then you can have this insurance recognized by the German statutory health insurance company (i.e. AOK or TK). If your health insurance meets the requirements you will receive an exemption letter (*Befreiung von der Krankenversicherungspflicht*) from the AOK or TK. This letter is requested for enrolment. (Please note that once you have received such a *Befreiung* you can never again take out a German statutory health insurance as a student. You will then always need a private health insurance).

Students aged 30 and above usually have to subscribe to private health coverage which is normally more expensive. It is worthwhile to compare different insurance companies. Here are some examples of private insurance companies who offer special arrangements for foreign students

- **Care Concept Tariff:** Care College Plus normal or inclusive accident insurance and liability  
[www.care-concept.de/krankenversicherung/sprachschueler\\_und\\_studenten/auslaendische\\_studenten\\_versicherung\\_e-antrag\\_eng.php?navilang=eng](http://www.care-concept.de/krankenversicherung/sprachschueler_und_studenten/auslaendische_studenten_versicherung_e-antrag_eng.php?navilang=eng)
- **Hanse Merkur** [www.hansemerkur.de/produkte/reiseversicherung/gaeste](http://www.hansemerkur.de/produkte/reiseversicherung/gaeste)
- **DAAD Gruppenversicherung:** This includes health insurance, accident insurance

and liability! [www.daad.de](http://www.daad.de)

- **MaWista** [www.mawista.com/siuk/](http://www.mawista.com/siuk/)Tarif: Student-Comfort tariff rate. This includes health, accident and liability insurance.

**EU-nationals** or citizens of countries with a bilateral agreement on social security issues with Germany (*Sozialversicherungsabkommen*) may continue to be covered by the health service of their home country. Please take the legal verification form (European Health Insurance Card or equivalent) with you when coming to Germany. Your coverage will have to be officially approved by the German health insurance company in charge, the AOK (address see above). You will receive a written confirmation notice, which is accepted as proof of health insurance when you enrol at the university.

### Contact for Furtwangen

	AOK	TK
Name	Mr. Burger	Mr.Tobias Hauser
Phone	07723 9327 -12	Phone: 07721927444 Mobile: 015118052844
E-mail:	marcel.burger@bw.aok.de	tobias.hauser@tk-onlin e.de

### Contact for Schwenningen

	AOK	TK
Name	Mr. Hosbach	Mr.Tobias Hauser
Phone	07720390136	Phone: 07721927444 Mobile: 015118052844
E-mail:	christian.hosbach@bw-aok. de	tobias.hauser@tk-onlin e.de

### Contact for Tuttlingen

	AOK	BARMER GEK
Address	Karlstr. 2	Königstr. 7
Phone	07461 704-0	0800 332060 - 296500
E-mail:	aok.schwarzwald-baar-he uberg@bw.aok.de	

## 5.7 Accident- and Liability Insurance

Enrolled students are covered by a statutory accident insurance, on their way to the university and on its grounds. The fee for student services paid by every student each semester also includes additional accident coverage for leisure activities.

The liability insurance included in this fee only covers activities directly related to your studies. **We therefore highly recommend that you take out additional liability insurance that covers activities outside your studies (traffic accidents, rented accommodation etc).**

For further information please contact the International Center.

## 5.8 Financial Services

To open a bank account you need to bring your passport or national identity card and your student ID-card to get a bank account free of charge.

In Germany, direct debit cards are usually used to pay for purchases in stores and for larger items. Direct money transfers (*Überweisung*) are also very common. For recurring payments, such as rent or electricity, you may set up automatic transfers (*Dauerauftrag*), or else authorize the creditor to draw the amount owed directly out of your account (*Einzugsermächtigung*).

If you pay with your direct debit card (*EC-Karte*) in a store, or authorize a creditor, such as your landlord, to draw the amount owed out of your account directly, you must authorize the transaction in writing (in a store, you may do this by signing a receipt or else by using your personal identification number). This type of transaction is known as *Lastschrift*.

Credit cards can be used in most of the larger stores and many service type enterprises, but are not as widely accepted as in other countries, such as the United States. Most locals pay with their direct debit card (*EC-Karte*) instead.

## 5.9 Public Transportation

The local bus company, SBG (*Südbaden Bus GmbH*) and the VSB transport association (*Verkehrsverbund Schwarzwald-Baar GmbH*) run the local bus services. Time tables can be obtained at the office of the transportation carriers.

With a monthly card, so called GoCard you have access to 8 other linked transport systems from Monday to Friday after 14:00 and on weekends. The linked transport systems are to Freiburg, Rottweil, Tuttlingen, Lake Constance, Feldberg, Offenburg etc.

### Furtwangen

The railway station closest to Furtwangen is Triberg. There is frequent bus service between the two towns (bus number 7270).

### Schwenningen

Running to Konstanz to the south and Offenburg-Karlsruhe to the north, Schwenningen has easy rail access to Stuttgart via Rottweil.

### Tuttlingen

Running to Konstanz to the south and Offenburg-Karlsruhe to the north, Tuttlingen has easy rail access to Stuttgart via Rottweil.

## 5.10 Shopping and Opening Hours

Opening hours are regulated by law. On weekdays, Monday to Friday, most stores are open from about 8:00 until 20:00. In smaller towns, however, like Furtwangen and Villingen-Schwenningen, most stores open between 8:30 or 9:00 and close again between 18:00 and 18:30. A few larger grocery stores are open until 20:00 during weekdays.

On Saturdays, most shops close between 13:00 and 14:00. Only in larger cities do stores stay

open until about 20:00.

On Sundays, only special convenience stores, stores located in railway stations, airports and service stations are allowed to sell groceries; some bakeries are open as well as cafes and restaurants.

## 5.11 Getting Around - Driving

If you own your own vehicle, it is much easier to get about in the Black Forest region. In winter, however, driving conditions may be difficult, and snow tyres are a necessity.

Driving licenses from other member states of the European Union are valid in Germany. All other licenses including international driving licenses are normally only valid for 6 months. After this time, you will need to exchange it for a German license, which can be applied for at local authorities. Therefore you have to resit the driving test (Theory and Practice). In some cases it entails several lessons from a German driving school.

For all driving licenses, it is important to remember to apply for the exchange of your license for a German one within the validity period of your existing license. If necessary, translations of driver's licenses can be carried out by the German automobile association (ADAC) or by German diplomatic missions abroad. In any case an international driving license is recommended.

If you choose to purchase a vehicle in Germany, you are legally required to license and insure it. Licensing is done by the licensing department of the *Landratsamt* in Villingen (Am Hoptbühl 2, 78048 VS-Villingen). Every vehicle has to have periodic safety inspections by the technical control board (*TÜV*). These are required by law. If you buy a used vehicle, you should check when the last inspection of this sort was carried out and when the next one is due. Be aware that fees are charged for all these services.

Many different agents offer vehicle liability insurance. Prices do vary. Comparing policies and fees is recommended.

## 5.12 Leisure Activities

Due to its geographic location, in the mountains of the Black Forest, Furtwangen offers great opportunities for outdoor activities; such as mountain biking, climbing, hiking, snowboarding and skiing. Villingen-Schwenningen similarly offers a great variety of sports activities, including squash, tennis and ice-skating - to mention just a few.

Various activities occur on and around campus. For example, there is the University's Big Band, and the student societies (cinema, video, volleyball, climbing, "International Student Community" etc.). Students themselves organize parties and other events. Traditional pubs or cafes may help to divert your mind from your studies.

There are many local clubs in the area. Some may centre on welfare or religion, others on sports. They all appreciate interest in their activities and welcome new members. If you like to learn more about the sights to explore in the area, the tourist information office will be glad to assist you.

Evening classes for adult education at the VHS (*Volkshochschule*) in both towns offer a broad range of subjects for a small fee. Such classes may centre on cooking or a foreign language, there is something for every taste. The cultural department of the City of Villingen-Schwenningen provides information on theatre productions, concerts and movies

playing in town. Students can sometimes obtain tickets for a reduced price.

The International Center offers an extensive programme of excursions and activities each semester, like trips to Berlin, Freiburg, Heidelberg, Konstanz, München and Strasbourg, company visits (Daimler car factory, a local brewery), cultural events (Stuttgart Opera) as well as various outdoor activities (cross country skiing, hiking).

### 5.13 Public Holidays in Baden-Württemberg

English	German	Date
New Year's Day	<i>Neujahrstag</i>	1 January
Epiphany	<i>Dreikönig</i>	6 January
Good Friday	<i>Karfreitag</i>	Easter Sunday -2days
Easter Sunday	<i>Ostersonntag</i>	2014: 20 April 2015: 5 April 2016: 27 March
Easter Monday	<i>Ostermontag</i>	Easter Sunday +1 day
May Day	<i>Tag der Arbeit</i>	1 May
Ascension	<i>Christi Himmelfahrt</i>	Easter Sunday +39 days
Whitsunday (Pentecost)	<i>Pfingstsonntag</i>	Easter Sunday +50 days
Whit Monday (Pentecost)	<i>Pfingstmontag</i>	Easter Sunday +51 days
Corpus Christi	<i>Fronleichnam</i>	Easter Sunday +60 days
Day of German Unity	<i>Tag der deutschen Einheit</i>	3 October
All Saints' Day	<i>Allerheiligen</i>	1 November
1st Day of Christmas	<i>1. Weihnachtsfeiertag</i>	25 December
2nd Day of Christmas	<i>2. Weihnachtsfeiertag</i>	26 December

### 5.14 Emergency Information

Police  110

Fire & medical help  112

Accidental poisoning  0761 19240

Hospitals are in Titisee-**Neustadt** (the nearest from Furtwangen), Villingen- Schwenningen and Tuttlingen.

## **6 Services for International Students**

### **6.1 International Center**

The International Center takes care of the general well-being of international students, scholars and guests. It provides assistance to German students and staff planning a stay abroad. The office is the university's information and administrative centre for international study programmes and exchange.

Please consult the university's website for more information (opening hours etc.).

#### **Campus Furtwangen**

E-Building  
+49 (0) 7723 920 – 1310/1311/1318  
[International-fu@hs-furtwangen.de](mailto:International-fu@hs-furtwangen.de)

#### **Campus Schwenningen**

Room C1.08  
+49 (0) 7720 307 - 3311/3318  
[International-vs@hs-furtwangen.de](mailto:International-vs@hs-furtwangen.de)

#### **Campus Tuttlingen**

Room A 2.10  
+49(0) 7461 1502 - 6226  
[International-tut@hs-furtwangen.de](mailto:International-tut@hs-furtwangen.de)

### **6.2 Buddy Programme**

The International Center runs a Buddy Programme which arranges contact between German students and new international students. Before arrival, every international student can contact his/her buddy by email. A buddy is a German student who helps new international students to get to know what everyday life at university is like, especially at the semester start. Everyone knows how important the first impressions of a new town or a new country can be and how nice it is to have someone you already know when you arrive.

### **6.3 International Student Community (ISC)**

The ISC is a student society within the AStA. Its goal is to bring different cultures together and create a platform for international exchange. Having a strong relationship with the International Center, the ISC complements the International Center's programme of events and excursions for international students. The ISC is open to all students. International exchange students as well as German students participating in exchange programmes are expected to become members and make a contribution to the university's cultural activities.

For further information check the ISC-groups on facebook.

#### **ISC Furtwangen**

Facebook group: Fuwa's Experience (International Students – Open Group)

### **ISC Schwenningen**

Facebook group: ISC Schwenningen – International Student Community

## **6.4 Excursions and Events**

The International Center and the International Student Community organize a number of excursions and events throughout the year. For example:

- A 3-day trip to Berlin, day trips to Heidelberg, Konstanz, Freiburg, Stuttgart and other places, opera visits, company visits, cross-country skiing, hiking tours
- International Festival, movie nights, country presentations, cottage weekend



## 7 Getting Ready to Go Home

Before you leave Furtwangen, Schwenningen and Tuttlingen, there are several things to do.

### 7.1 Dormitory

#### Campus Furtwangen

Please inform the caretaker Mr. Dold personally in his office at GHB 6 about your date of moving out with written notice 10 days prior your departure day! If you don't speak German, please ask the dormitory tutor or your buddy for help.

The entire rent (6 months) must have been paid by this date!

There are various ways to get back your deposit:

- a) You have a bank account in an EU country: The deposit can be transferred to your account. Please inform the *Studentenwerk Freiburg* about your bank details (IBAN and BIC).
- b) You want to get the money back in cash on your last day in Furtwangen: You then need to inform Mr Dold in due time (at least 10 days before) so that he can bring the money on the day of your moving out.
- c) You can authorize a fellow student/friend to collect the deposit money for you. The money will then be transferred on his/her account.

#### Campus Schwenningen

Please contact your landlord about your date of moving out at least 10 days prior your departure day!

### 7.2 IC – Evaluation Sheets

Please hand in the evaluation sheets about your stay and about the Buddy-Programme to the International Center.

### 7.3 HFU – Exmatrikulation

Please go to the Student Affairs Department and tell them that you are leaving. You will have to fill in a form called "*Antrag auf Exmatrikulation*".

### 7.4 HFU – Clearance

Clearance is necessary to make sure you have given back all the books borrowed from the library or elsewhere, paid your rent and have no other outstanding items.  
Your transcript can only be issued if the clearance has been done successfully!

#### Campus Furtwangen and Tuttlingen

Once you have filled in the *Antrag auf Exmatrikulation* you have to start the clearance process (*Entlastung*) online via *Studi Portal*:  
<https://studi-portal.hs-furtwangen.de>

Please proceed as follows:

1. Login with HFU-Account,
2. Select point "*Mein Studium*"
3. Select point "*EVE-Entlastung Online*"
4. Select "*Entlastung jetzt starten*"
5. Enter the required data

If you have any questions or problems please do not hesitate to contact our "*ServiceDesk der Hochschule*":  
<https://servicedesk.hs-furtwangen.de>

## **Campus Schwenningen**

Once you have filled in the *Antrag auf Exmatrikulation* you have to start the clearance process (*Entlastung*) - in Schwenningen it's not possible online yet. Please have the clearance form signed at the designated offices of the university and submit it to the Student Administration Office (B 0.05) where you should also leave your current home address.

### **7.5 Town Hall**

Please go to the Town Hall (*Bürgerbüro*) for deregistration (green document).

Note: Even if you move to another address within the same town or city, you need to deregister at the *Bürgerbüro* and let them know your new address!

### **7.6 Health Insurance**

Don't forget to inform your health insurance (AOK or TK or else) about your departure.

### **7.7 Bank**

Don't forget to close your bank account.

## 8 Helpful Websites

Name	Website	Description
Deutsche Bahn	<a href="http://www.db.de">www.db.de</a>	The German railway
ASH	<a href="http://www.ask.fh-furtwangen.de">www.ask.fh-furtwangen.de</a>	Dormitory Albert Schweitzer-Kolleg
GHB	<a href="http://www.ghb.fh-furtwangen.de">www.ghb.fh-furtwangen.de</a>	Dormitory Großhausberg
Different mobile providers	<a href="http://www.alditalk.de/index.php">www.alditalk.de/index.php</a> <a href="http://www.jamobil.de/">www.jamobil.de/</a> <a href="http://www.lidl-mobile.de/html3/">www.lidl-mobile.de/html3/</a> <a href="http://www.edeka-mobil.de/">www.edeka-mobil.de/</a> <a href="http://www.o2online.de">www.o2online.de</a> <a href="http://www.simyo.de">www.simyo.de</a> <a href="http://www.t-mobile.de">www.t-mobile.de</a>	Just a few mobile providers which offer prepaid charge.
<i>Südbadenbus</i>	<a href="http://www.suedbadenbus.de">www.suedbadenbus.de</a>	Local bus timetables
Tourist information	<a href="http://www.blackforest-tourism.com/">www.blackforest-tourism.com/</a> <a href="http://www.villingen-schwenningen.de/tourismus/tourist-information.html">www.villingen-schwenningen.de/tourismus/tourist-information.html</a> <a href="http://www.freiburg.de/servlet/PB/menu/1143539_11/index.html">www.freiburg.de/servlet/PB/menu/1143539_11/index.html</a>	Tourist information of the black forest, Villingen-Schwenningen and Freiburg.
Air travel	<a href="http://www.lufthansa.com">www.lufthansa.com</a> <a href="http://www.ryanair.com">www.ryanair.com</a> <a href="http://www.tuifly.com">www.tuifly.com</a> <a href="http://www.germanwings.com">www.germanwings.com</a>	These are only a few airlines
Hospital	<a href="http://www.sbk-vs.de/das-klinikum/">www.sbk-vs.de/das-klinikum/</a> <a href="http://www.kreisklinik-tuttlingen.de/">http://www.kreisklinik-tuttlingen.de/</a>	The nearest hospitals

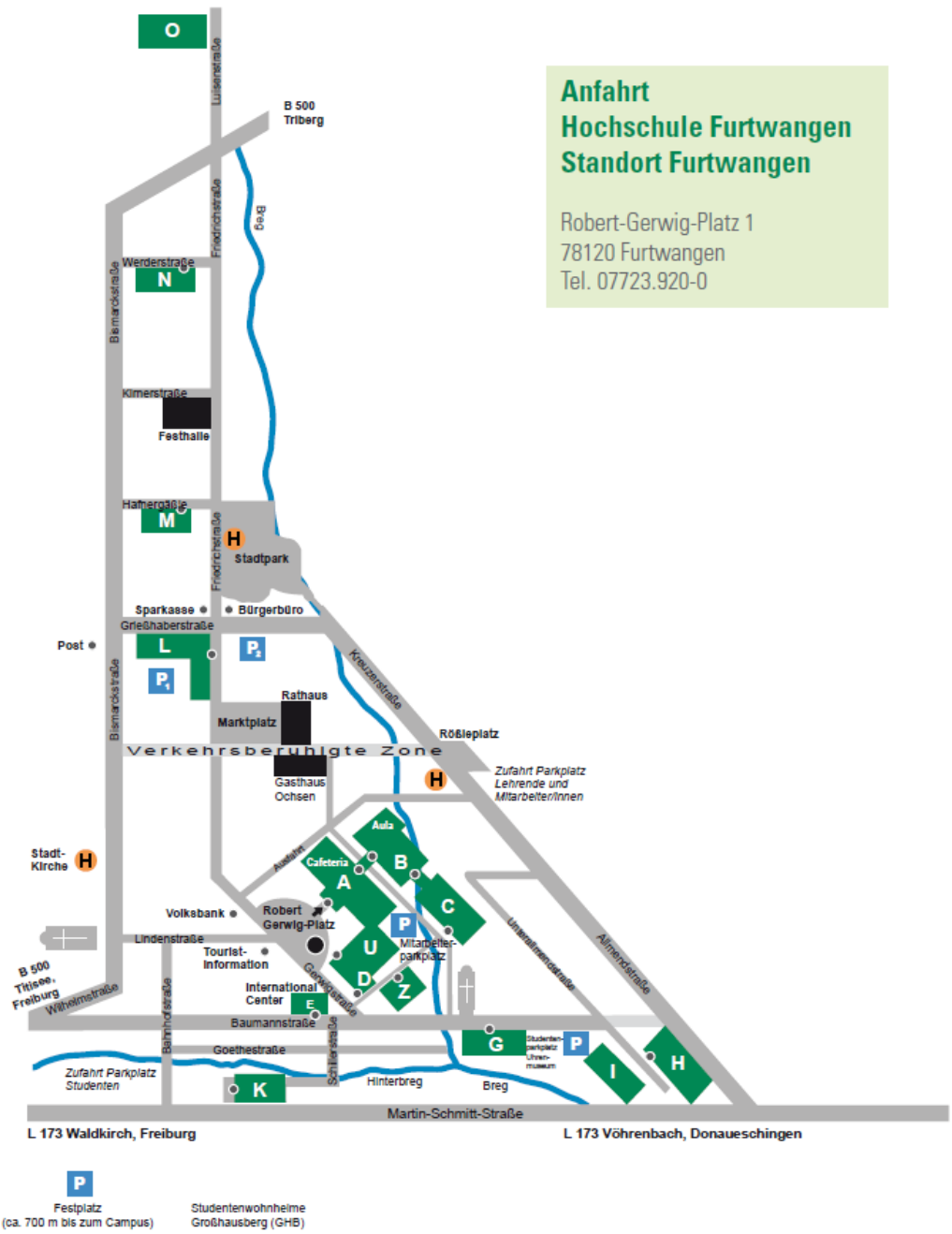
# 9 Campus Location

## Campus Furtwangen



**Anfahrt Hochschule Furtwangen Standort Furtwangen**

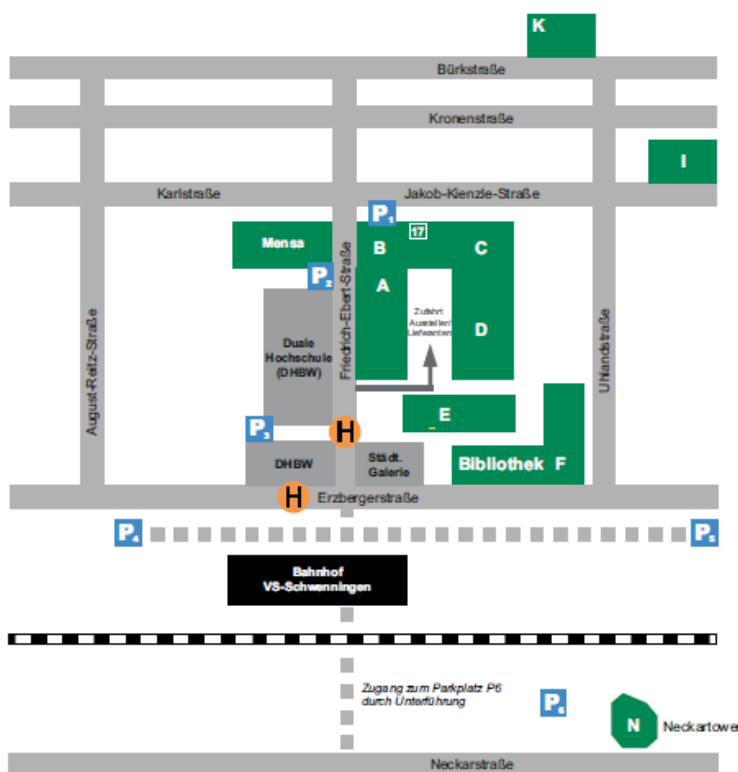
Robert-Gerwig-Platz 1  
78120 Furtwangen  
Tel. 07723.920-0



## Campus Schwenningen

### Anfahrt Hochschule Furtwangen Campus Villingen- Schwenningen

Jakob-Kienzle-Strasse 17  
78054 Villingen-Schwenningen  
Tel. 07720.307.0



- P 1 - Jakob-Kienzle-Strasse (gebührenpflichtig)
- P 2 - Friedrich-Ebert-Strasse (gebührenpflichtig)
- P 3 - Duale Hochschule (nur mit Berechtigung)
- P 4 - Parkplatz Bahnhof (rechts)
- P 5 - Parkplatz Bahnhof (links)
- P 6 - Parkplatz Neckarstrasse

## Campus Tuttlingen

**Anfahrt  
Hochschule Furtwangen  
Standort Tuttlingen**

Kronenstraße 16  
78532 Tuttlingen  
Tel. 07461.1502-0



# Imprint

Published by: Furtwangen University  
International Center

At Furtwangen University (09/12)

Address: Furtwangen University  
International Center  
Robert-Gerwig-Platz 1  
78120 Furtwangen  
Phone ++ 49 (0)7723 920-1318  
Fax ++ 49 (0)7723 920-1109  
Email: [international-fu@hs-furtwangen.de](mailto:international-fu@hs-furtwangen.de)

