

PFORZHEIM STUDENT SURVIVAL GUIDE



2023 MBA Edition

Please note that some changes might occur, especially when it comes to opening hours and using public services. It is recommended to check the relevant websites and call or email in advance

THE MBA TEAM

It is our goal to help our students feel welcomed and well prepared for our program. To that end, we encourage you to contact us with any questions or concerns.

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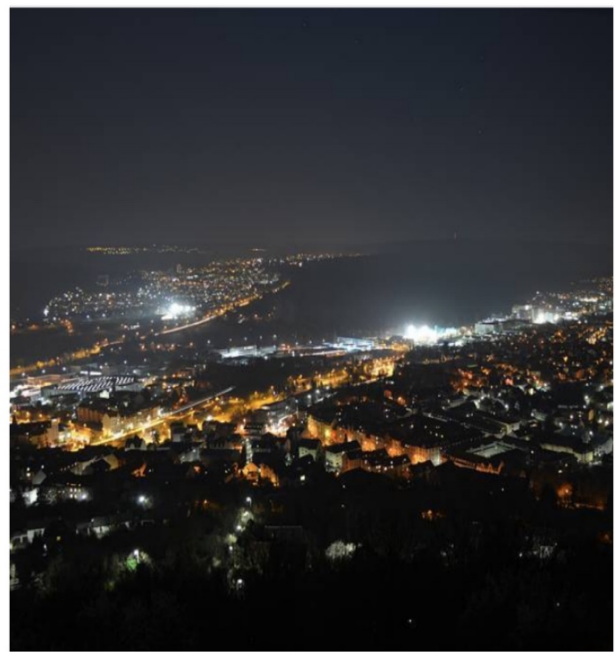
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GETTING TO PFORZHEIM

Rail travel within Germany is convenient and relatively inexpensive. Whether you fly into Frankfurt or Stuttgart, it will take up to two hours to get to Pforzheim by train. From Frankfurt Airport, the long-distance intercity train (ICE) takes one hour to Karlsruhe, where you change to continue on to Pforzheim (in the direction of Stuttgart). Less expensive regional trains depart from both the Frankfurt Hauptbahnhof (main station) and Mainz Hauptbahnhof, which can be reached via the local S8 commuter line. This option takes longer and may require more connections. From Stuttgart Airport, you can take the local S2/S3 commuter line to the Stuttgart Hauptbahnhof from which regional or intercity trains travel through Pforzheim (in the direction of Karlsruhe). You can check out the [Deutsche Bahn](https://www.deutschebahn.com) for detailed information, prices and point-to-point schedules.

From Pforzheim Hauptbahnhof, the University is reached by bus line #5 "Hochschule/Wildpark". The bus leaves from bus station #10 just outside the station's main entrance. Busses run every 15 minutes during the day, and travel time to campus is about 14 min.

THE CITY OF PFORZHEIM



In the busy city center, students will find plenty of restaurants, cafés, fast food, shopping, theatre, library and other attractions.

Just south of the city center is the river confluence; three rivers, in fact, meet in Pforzheim – the Enz, Nagold and Würm. Numerous walking and biking path meander along the river out of the city from here. Combining nature and sports is a favorite for Germans.

For more information on Pforzheim and the surrounding area, also check <https://www.stadt-land-enz.de/>

THE UNIVERSITY

The Business School is located high on a hill 2 km south of the center, overlooking the entire city. The campus has four buildings for classrooms and administration, plus a cafeteria and a library. Classrooms are easy to find and come equipped with projectors and WiFi. There are also computer labs on campus.

The cafeteria, known as [Mensa](#) in German, has a dining hall serving daily hot lunch options and a la carte from 11:00 am until 2:00 pm Mo - Fr and a café-style snack bar with lighter fare, such as sandwiches, fruit and beverages, open from 7:30 am until 5:15 pm Mo-Th and 2:30 pm Fr.



The Library ([Bibliothek](#)) has a fair number of books in English and offer access to the EBSCO database for further research. It opens from 7:30am until 10:00pm Mo-Fr and 2:00pm until 7:00pm Sa-Su (book issuing not available on Su). The view of the city from the library is quite nice.

WEATHER & PACKING TIPS

Southern Germany enjoys a relatively **mild climate**. Summer temperatures range from 20° to 35° C. Unfortunately, it can also be rainy, and temperatures drop at night into the teens. In the winter, temperatures remain around freezing, and snowfall in the area is usually not excessive. On the other hand, conditions up on the hill where the university is located can be colder, windier and snowier than in the city center, the weather can be affected by its proximity to the Black Forest.

Most of the time, casual clothing choices will be appropriate for classes and daily life, but “**business casual**” selections may be necessary for some activities. * It may also be helpful when considering footwear options to know that cobblestone walkways are rather common in Germany, including on our campus.

While there are very few **personal care items** that you won't find in Germany, be aware that you may not have access to favored brands or familiar forms. You may consider bringing enough supplies of important items such as vitamins, body care, makeup and feminine hygiene if exact brands are important to you. These items can usually be carried in checked luggage.

Please make yourself familiar with current carriage regulations and travel restrictions. Also, be sure to check your airline's size and weight restrictions for luggage before packing.



*There is no official dress code; however, generally speaking, overly casual clothing, such as tattered jeans, flip flops and tanks tops are not appropriate for special activities and presentations – see tips from [About.com](http://www.about.com).

HOUSING

For international exchange students throughout the world, finding adequate housing is a challenge. This is also true at Pforzheim, and as in most cities in the State of Baden-Württemberg, it can be difficult to find a furnished room or apartment that is available for renting on short-term.

Since most of the German students like to live in a shared apartment (Wohngemeinschaft or WG) we recommend looking for this kind of accommodation, that will help you to integrate faster and better within the culture of the country, at the time that you can enhance your German-language skills. You can search a WG-room with the following link <http://www.wg-gesucht.de/en/> (Some German-language knowledge can be helpful sometimes).



Quite often, students choose to share an apartment rented from a private landlord.

You can also checkout following Facebook pages for your housing search:

[Pforzheim Wohnung](#)

[Vermieten in Pforzheim](#)

[WG & Wohnung Pforzheim Gesucht](#)



Another alternative is to live in a student residence. Rooms are available in the student dormitories of the Studentenwerk Karlsruhe-Pforzheim (not run by the university), in private halls and from individual landlords.

Students can apply directly for rooms in the dormitories, but the number of rooms is limited. For more information, visit the [Studentenwerk](#) (English option available). For private dormitories, please check the following link <https://www.studentenwerk-fh.de/pforzheim-en.html>.

Students need to sign the rent contract at their accommodations. This will be used as proof of address for all future communication.

Most international students will have to find a room on their own. An updated list of available housing can be obtained from the International Office, which will also work to assist the student in case serious difficulties are encountered. Students can also try to contact a local real estate agency that is experienced in working with international students, such as [Förster Immobilien](#). Apartments can also be located on Internet sites such as ImmobilienScout24 (in German).



GETTING A VISA & REGISTERING IN PFORZHEIM

Students from the US, Australia, Canada, Israel, Japan, New Zealand, Switzerland and most EU nations may enter Germany without a visa and apply in person within 14 days of arrival at the Ausländeramt (Foreigners' Registration Office) in the city or town in which they will reside. Students from all other countries must obtain a visa from the appropriate embassy or consulate

prior to entering Germany.

In Pforzheim, the Ausländeramt is located in the lower level of the Neues Rathaus (new city hall). Bus connections to the city hall can be made on routes 1, 5, 6 and 16, and the nearest bus stop is called Stadthalle/Waisenhausplatz.

Requirements:

- 1) Two completed application forms
- 2) Valid passport and one copy
- 3) Letter of acceptance from Pforzheim University
- 4) Evidence of financial means and one copy
- 5) Two passport-sized photos
- 6) Applicable fee
- 7) Rental Agreement

German cities and town also require registration by all residents at the Bürgerzentrum (citizen's office). The Ausländeramt can assist students as to the applicable protocol for their city or town. All students obtaining a visa outside of Germany must appear in person within 14 days of arrival.

Requirements:

- 1) Passport
- 2) Visa (if required)
- 3) Rental agreement stating address.



MONEY

Although accepted in most major cities and in larger establishments, credit/debit card use is not as widespread in Germany as it is in many other countries. (You must always double-check for window stickers when entering stores and restaurants.)

A convenient and affordable way to obtain cash in Euros is to simply make a withdrawal on a foreign account at a Geldautomat (ATM) with a credit card or bank card in the Plus, Visa, Maestro and/or Cirrus networks. You can check with your bank in advance for details regarding their fees and exchange rate policy.

For longer stays, it is best to open a local bank account.



BANK ACCOUNT

Opening a bank account is free in most German banks (e.g., Sparkasse, Postbank, Targo Bank, Commerzbank, Deutsche Bank).

Requirements:

- Passport
- Proof of enrollment at Pforzheim University (acceptance letter)
- Initial Deposit
- **In some cases, your tax ID number will be required!** You will receive this number only after your address registration at the Bürgerzentrum and might take up to 2 weeks.

If you don't need a local, personal service option you might want to check online, app-based banks such as N26, DKB, etc.



HEALTH INSURANCE

Proof of health insurance is required for registration of students under 30, and it is also necessary to obtain a visa. There are a number of insurance companies offering student rates, such as:

- [AOK](#)
- [TK](#)

It is recommended to reach out to a health insurance provider before arrival. As from January 2022 there is an electronic registration system in place and the health insurance providers will automatically send proof of your insurance to the University directly (Pforzheim University's code is **H0002143**).

Most major insurance providers also have local offices in Pforzheim and you can go and visit them if you have any questions.

The monthly premium for a student policy is currently about €80. Students from countries with a Social Security Agreement with Germany that includes an insurance clause may be able to show proof of insurance from their home country.

Documents required for health insurance:

- 1) Visa & Passport
- 2) Acceptance letter from University
- 3) Rental Contract
- 4) Bank Account
- 5) 2 Photographs

A lot of our students also exercise the option of insuring themselves through private insurance providers from their respective countries (even those without a Social Security Agreement with Germany). However, on arrival in Pforzheim – they must get a no objection certificate from a state owned insurance provider, for example: AOK. However, it is always advisable to opt for a German insurance to avoid unnecessary expenditures in case of a medical emergency.

LIABILITY INSURANCE (optional)

Many people in Germany have a personal liability insurance which can cover various damages caused by them to a third party's property or belongings during an accident (damaged electronic devices, furniture, car scratches, etc.). For a student the monthly cost can be estimated with 8-10€.

There are many different providers so it is highly recommended to check the coverage and retention in detail. It is optional to have. If you decide to rent a private apartment, some landlords might ask you to get one.

REGISTRATION AT THE UNIVERSITY

Registration can be made in person in the MBA office. This should be done as soon as possible upon arrival.

Requirements:

- 1) A valid passport
- 2) Proof of medical insurance (for all students under 30).
If you have a private insurance, you should go first to AOK to ask for a letter that states that you are insured, this is the letter you have to present in the MBA Office
- 3) Proof of payment of the German Student Union Fee (currently €195, this fee must be paid every semester) and tuition fees of €4,400 per semester. In the 1st semester you should also pay €20 for the Studi ID Card.
- 4) Completed enrollment application form
- 5) Passport-sized photo
- 6) Original transcripts and certificates (the ones you've uploaded in your online application) or certified copies

STUDENT ID CARD

The student ID card contains a chip that carries personal information. It can be used for several purposes such as using copiers and printers, accessing the computer labs, borrowing library materials and purchasing food in the cafeteria. It is also your semester ticket which allows free public transport on busses and local trains in Pforzheim and the Enzkreis. The ID card costs €20 and will be purchased upon registration.

SUMMARY OF ACTIVITIES IN SEQUENCE

Activities in sequence (to be performed on arrival in Pforzheim):

1. Rental agreement and accommodation formalities
2. Bank account formalities (address detail is a mandatory requirement)
3. Insurance formalities
4. Residence registration formalities (rental agreement and bank account are mandatory requirements)
5. Visa extension formalities (Residence Permit – "Aufenthaltserlaubnis")
6. University (Hochschule) registration formalities (see above) – this can also be done after step 3 already. No proof of residence registration or visa is required for enrolment.

P.S. Do not forget to claim your welcome money (usually 80 Euros) while completing the residence registration formalities. The funds should be credited to your bank account.

CELL PHONES IN GERMANY

In Germany, cell phone service can be obtained through a contract, pay-as-you-go plan or with a prepaid SIM card for your existing GSM tri-band phone. It is important to research options carefully as some phones will not work with an overseas SIM card. It is also possible that your

home cell service provider may offer an international calling plan that will suffice for your needs.

If you obtain cell phone service in Germany, please note that airtime minutes are charged only for outgoing calls, but calls placed to cell phones cost more for the caller.

- Prepaid phones: The price of phones varies, but they will be functional within 15 minutes of activation. Incoming calls can be received even when the card is not loaded. Prepaid cards are typically available in €15, €25 and €50 increments.
- Contract phones: They are less expensive, and the phone is often free; however, most contracts require a minimum of 24 months. There are different plans available. Many carriers charge a monthly fee of about €10 plus the cost of calls. Flat rate plans are now more widely available in Germany and usually start at around €35 per month. (German bank account is required)



INTERNET & KEEPING IN TOUCH

The university has wireless internet in all its buildings. Instructions and downloads for the VPN software are available from the university's website and the IT guide. Your student ID code is needed, so note that until you are registered, there could be a delay.



The Internet provides a cheap and convenient way to communicate with contacts in Germany and at home. Internet phone service is often the least expensive way to call overseas, and e-mail and instant messaging are usually free. If you and your contacts don't already have accounts set up, it may be advisable to consider the services offered by companies such as [Skype](#), WhatsApp, Signal, Threema, MSN, Viber, and others.

You can also make use of less expensive pre-dial codes for discount carriers when making calls outside of Germany. Try a service such as [Verivox](#) to find the cheapest rates.



BRINGING YOUR ELECTRICAL DEVICES

Electricity in Germany is 220V, 50Hz. If you are bringing any electrical devices, you will need an adapter – and since there are several “European” types of connectors, you must be sure you have the right one for Germany. Also, some appliances, such as hair dryers, cannot handle the additional voltage- even with an adapter. The allowable voltage should be listed on the appliance label.





LANGUAGE CENTER

International students are offered the opportunity to choose from several language courses offered by the university at no cost!!! During the first week of the semester, placement tests are held to determine each student's starting level for any language course of interest. Currently the language offered are: French, Spanish, English and of course German. A beginner's German pre-course is held during the month prior to the start of the semester.

Although knowledge of German is not required for the MBA program, which is taught entirely in English, students are highly encouraged to participate the free German courses. Future employers will expect German language skills from graduates of a Germany-based program, and internships and thesis options will also be affected by the student's level of proficiency.

PUBS AND ENTERTAINMENT

There are many pubs and cafés in Pforzheim, including:

Bar Ozon

Bahnhofplatz 2 – T-Mobile Hotspot, DJ on Friday night.

Rosenrot

Salierstr. 24 – Café with bar, Italian specialties, Sunday brunch.

Art Café

Ebersteinstr. 18 – Café with large open terrace.

Enchilada

Schloßberg 20, 75175 – Mexican restaurant and bar

Lehners Wirtshaus

Schloßberg 16, 75175 –Bavarian restaurant and bar

Caphe an der Enz

Emma-Jäger Straße 1, - Small coffee shop with coffee specialties and lunch options

Café Roland

Theaterstr. 21 - Café and bar, concerts and art events

Rooney's Irish Pub

Zehnthofstr. 5 – Quiz night Tuesday, Karaoke Wednesday, Live music Friday and Saturday

Salt & Pepper, Sägewerk

Östliche Karl-Friedrich-Str. 35, 75175 - Music Store, Dance Club

INTERNATIONAL STUDENT EXPERIENCE

In order to keep posted about ongoing student activities and to meet other international students from Pforzheim you can join the Internationals' facebook [group](#) which is run by the student initiative Gemini.

SHOPPING

Pforzheim boasts plenty of options for shoppers. Karl-Friedrich-Strasse spreads out to the west

and east from Leopoldstrasse, and shops can be found in both directions, primarily to the west. Note that **shopping hours** are more restricted in Germany with some stores closing as early as 7 or 8pm on weeknights and 1pm on Saturdays; stores are closed on Sundays. Shops in malls tend to stay open later – some as late as 10pm. Options include:

Schlössle Galerie

Westliche Karl-Friedrich-Str. 80.

An indoor shopping center with several shops and eateries anchored by H&M.

Schmuckwelten Pforzheim

Westliche Karl-Friedrich-Str. 56/68

A museum and shopping experience in one, this center boasts the best from the city's jewelry and watch-making tradition.



SURROUNDINGS

Pforzheim itself has many cultural and tourism opportunities to offer, but the nearby cities also beckon:

Stuttgart

Only 30 minutes away by train, the capital of Baden-Württemberg is home to many world-class cultural institutions, trendy restaurants and clubs, and plenty of shopping venues.

Karlsruhe

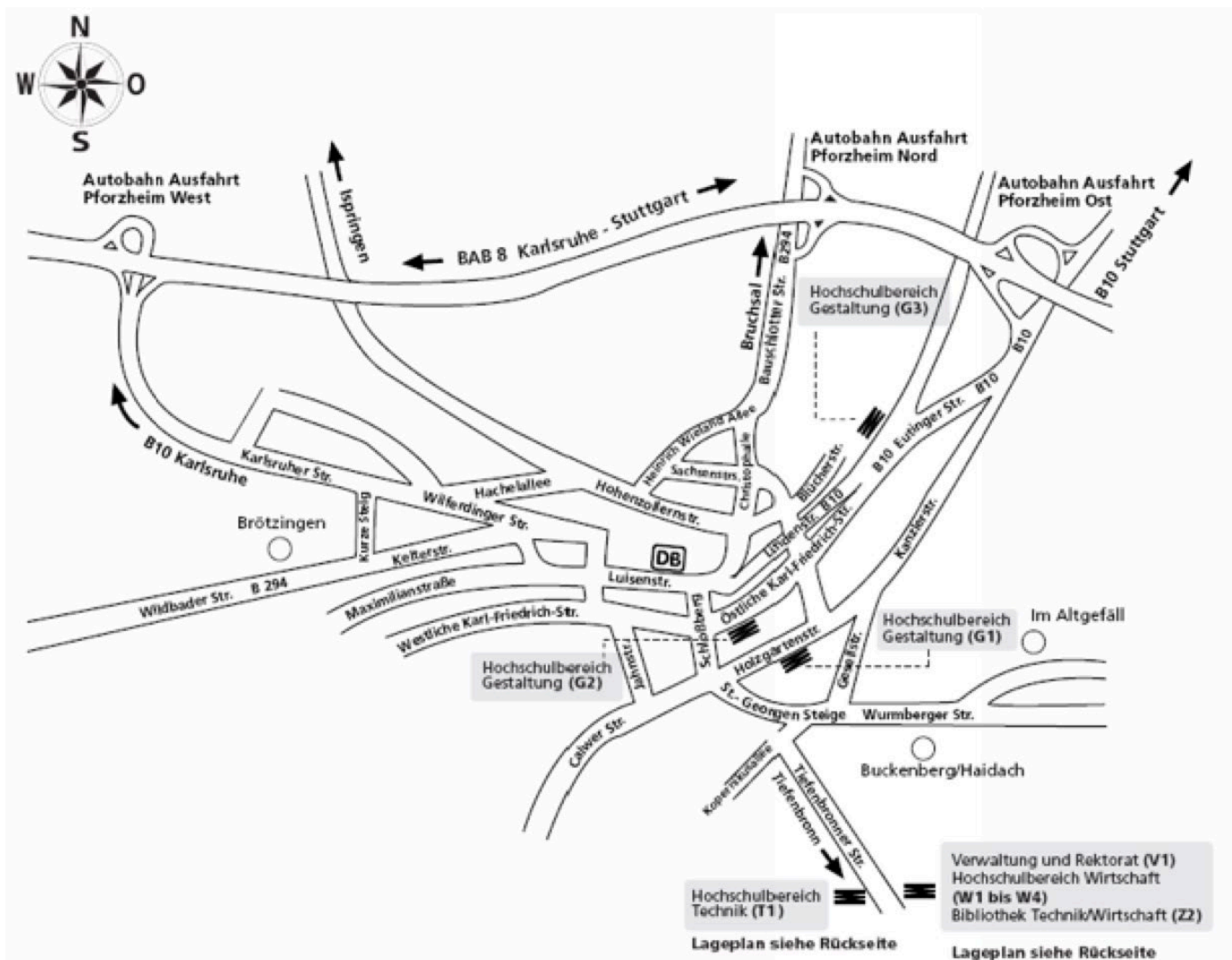
One of the country's top arts centers along with plenty of shops and eateries make this a fun spot for getting away from campus. And it's only 20 minutes by train.

Heidelberg

About an hour north, this romantic town is a favorite among international visitors with its famous castle, beautiful river, historic university drinking pubs and modern shops.

The Black Forest

Just minutes away, the renowned region boasts year-round activities for hikers, bikers and skiers. Historic towns and spas keep ancient customs alive.



PUBLIC TRANSPORT

All students of the University of Pforzheim can travel in Pforzheim and surroundings without additional payment by busses and regional trains. The student ID of Pforzheim University is valid as a travel pass (StudiTicket). The StudiTicket is personal and non-transferable. The student card (chip card) is then valid as a ticket in all public transportation in Pforzheim and Enzkreis.

The period:

In the winter semester, the StudiTicket is valid from 1st September to 28th/ 29th February, in the summer semester from 1st March to 31st August. Till the time a new student gets the identity card, he/she can use the University admission letter as a proof for travelling in the buses of Pforzheim.

Der VPE-Tarifzonenplan

KVV
Bereiche, die zum Karlsruher Verkehrsverbund (KVV) gehören. Hier gilt der KVV-Tarif. Für Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet gilt der VPE-Tarif.

HNV
Bereich, der zum Heilbronner Verkehrsverbund (HNV) gehört. Hier gilt der HNV-Tarif. Für Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet gilt der VPE-Tarif.

VVS
Bereich, der zum Verkehrsverbund Stuttgart (VVS) gehört. Hier gilt der VVS-Tarif. Für Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet mit Bussen der Fa. Seitz (Snie 576) gilt ebenfalls der VPE-Tarif.

VGC
Bereich, der zur Verkehrsgesellschaft Badenkreis Calw (VGC) gehört. Hier gilt der VGC-Tarif. Für Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet gilt der VPE-Tarif.

Verbindungsübergreifende Bahnfahrten VPE/KVV
Für Fahrten auf der Schiene in das KVV-Gebiet und aus dem KVV-Gebiet gilt der KVV-Tarif. Für die Nutzung des Schienenverkehrs innerhalb des VPE-Gebietes gilt der VPE-Tarif.

The network:

The StudiTicket is valid in Pforzheim and throughout the Enzkreis in the VPE tariff area. Please find above the network map. The StudiTicket is valid on the rail routes Wilferdingen - Pforzheim - Mühlacker - Vaihingen, Bretten - Mühlacker and Pforzheim - Bad Wildbad in all urban railways and trains of the local traffic (RB, RE, IRE and S-Bahn) as a ticket.

Going towards Stuttgart the last possible stop is Vaihingen, towards Karlsruhe it is Wilferdingen. You have to buy the tickets at the train station in Pforzheim at the counters from Vaihingen to Stuttgart or to Wilferdingen to Karlsruhe. It is also possible to buy them digitally via apps such as [DB Navigator](#). You cannot buy these routes on the train or from ticket machines.

If you are going to Stuttgart, Karlsruhe, Freiburg or other cities in the Baden Württemberg region in a group, you can buy a group ticket like MetropolTicket for Stuttgart and Baden Württemberg Ticket for Karlsruhe, Freiburg and so on. (See below for further information).

When using Deutsche Bahn (German Railways), an identity card must be carried along with the student ID.

Attention: In the InterCity(IC), InterCityExpress (ICE) and EuroCity (EC) the StudiTicket is **not** valid.

The MetropolTicket

To go to Stuttgart and to visit the nice cities in the surrounding region (Göppingen, Heilbronn, Tübingen, Esslingen, Freudenstadt and many others), you can also use another good option, the MetropolTicket.

For only 22 EUR, you can travel for a day through 9 transport associations in the Stuttgart metropolitan area. Alone, as well as with up to 4 other passengers. Per person there is only a small surcharge of 7.00 EUR. All means of public transport are available to you: regional trains, urban trains, as well as city and regional busses. Please follow the link to see all the cities that you can visit with the MetropolTicket <https://www.bwegt.de/ihr-nahverkehr/tickets-und-tarife/tickets-im-bwtarif/metropoltagesticket>

The Baden Württemberg Ticket

Another option to travel in the region Baden-Württemberg is the Baden-Württemberg Ticket. You can travel 1 day through all of Baden-Württemberg and even to Basel. For 25 euros + 7 euros per passenger! Any number of trips in one day or at night with up to 5 people. Please check this link for more information:

https://www.bahn.de/p/view/angebot/region/regionale-tickets/bawue/bawue_ticket.shtml

Deutschland-Ticket (49€ Ticket per month) for all Local Transport

For those planning to travel frequently on local transport outside the Pforzheim-Enzkreis area, you can check this ticket which is valid for local trains and buses all across Germany. It costs 49€ a month and is offered as a subscription model. It is not valid on long distance trains (ICE/IC/EC). <https://www.bahn.com/en/offers/regional/deutschlandticket>

