

PFORZHEIM STUDENT SURVIVAL GUIDE



2017 Digital Enterprise Management Version

THE Digital Enterprise Management- 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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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](#) for detailed information, prices and point-to-point schedules.

From the Pforzheim Hauptbahnhof, the University is reached by bus route #5 "Hochschule/Wildpark". The bus leaves from bus station #5 just outside the station's main entrance. Buses 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 paths meander along the rivers and out of the city from here. Combining nature and sports is a favorite for Germans.

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 for those not carrying a laptop daily.

The cafeteria, known as the [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, or [Bibliothek](#), has a fair number of books in English and offers access to the EBSCO database for further research. It is open from 7:30 am until 10:00 pm Mo-Fr and 2:00 pm until 7:00 pm Sa-Su (check-out not available on Su or holidays). The view of the city from the library is quite nice.



Pforzheim overhead view of the south side



Old and new combine in & near Pforzheim



View of the city from the library

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, and the weather can be affected by its proximity to the Black Forest. For more information, take a look at [About Germany](#).

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.

See current carriage regulations and travel restrictions at the [TSA](#) website. 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](#).

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 notice.

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 would be helpful).



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. Quite often, students choose to share an apartment rented from a private landlord. Check the following link of the Studentenwerk Karlsruhe

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

Students need to sign and receive a copy of a rent contract for their accommodations ("Wohnheim"/apartment). 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 (aaa@hs-pforzheim.de), 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

(Do this ASAP!)

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 (foreigner's office) in the city or town in which they will reside. Students from all other countries must obtain a visa from the appropriate embassy prior to entering Germany. Students should always check their individual visa requirements well in advance to avoid any problems.

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 5, 61 and 62, 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 (German standard format)
- 6) Proof of Health Insurance
- 7) Applicable fee, currently €55 in cash
- 8) Rental Agreement



German cities and town also require registration by all residents at the Bürgeramt (citizen's office). This normally needs to be done prior to the visa application. In Pforzheim the Bürgerzentrum is located directly above the Ausländeramt. 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) Signed rental contract stating address

At the time of registration you may ask for the "Begrüßungsgeld" form for students and fill it out. All incoming students can receive €80 from the City of Pforzheim as a welcome. Bank account is required.

MONEY

Although accepted in most major cities and in some 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.) When in doubt, assume only cash is accepted.

A convenient and affordable way to obtain cash in Euros is to simply make a withdrawal from your 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 the 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 for students (e.g., Sparkasse, Postbank, Targo Bank, Commerzbank, Deutsche Bank).

Requirements:

- 1) Passport
- 2) Proof of enrollment at Pforzheim University (acceptance letter)
- 3) Initial Deposit



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](#)

A short visit to the office of one of these companies upon arrival in Pforzheim should be all it takes to set up a contract. The monthly premium for a student policy is currently about €80 (2016). Students from countries that have 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 (Payments are directly withdrawn)
- 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 and complications in case of a medical emergency.

REGISTRATION AT THE UNIVERSITY

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

Requirements:

- 1) A valid visa with an endorsement permitting you to study at Pforzheim University
- 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 StudiCenter.
- 3) Proof of payment of the German Student Union Fee (currently €148 this fee must be paid every semester) and in the 1st semester you should also pay €20 for the StudiCard. Some programs may also have an additional tuition, please clarify with your program office if there are questions.
- 4) A copy of the letter of acceptance
- 5) Completed enrollment application form
- 6) Passport-sized photo



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, printing transcripts and purchasing food in the cafeteria. The ID card costs €20 and can be purchased upon registration at the Studicenter. To activate the Studicard, you must first scan it at any Printer and log in using the electronic log in and password that was sent to you upon your registration. If there are any issues, you may ask the Studicenter for support.

Until the time a student gets the identity card, he/she can use the University acceptance letter as a proof proof of registration for travelling in the buses of Pforzheim, where transportation is free for the students of our University.

SUMMARY OF ACTIVITIES IN SEQUENCE

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

1. Rental agreement and accommodation formalities
2. Residence registration at the Bürgeramt (Rental contract mandatory)
3. Bank account formalities (Rental contract mandatory)
4. Insurance formalities (bank account is a mandatory requirement)
5. Visa application (refer to page 8)
6. University (Hochschule) registration (refer to page 11)

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.



Bibliothek (Library)

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 vary, 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. 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 €40 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. 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](#), MSN, Viber, Yahoo 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 maximum allowable voltage should be listed on the appliance's 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 languages offered are: French, Spanish, Italian, 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 DEM program, which is taught entirely in English, students are highly encouraged to participate in 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 Process

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.

Rooney's Irish Pub

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

COMO::CLUB

Am Schlossberg 15-17

Musikpark

Goethestraße 19 75173 - Dance Club, Lounge and Cafe Lounge

Sun Dunes

Hanauer Str. 8 75181 - Night Club

Salt & Pepper , Sägewerk

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

Wolf

St.Georgen-Steige 12, 75175 - Night Club

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. Food tends to be less expensive than in the U.S., while clothing and consumer goods tend to be more expensive. 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.

Galeria Kaufhof

Westliche Karl-Friedrich-Str. 17-19

A department store that sells everything from clothing, housewares and electronics to stationery and Jelly Belly jelly beans.

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 foreigners with its famous castle, beautiful river, historic university drinking clubs and modern shops.

The Black Forest

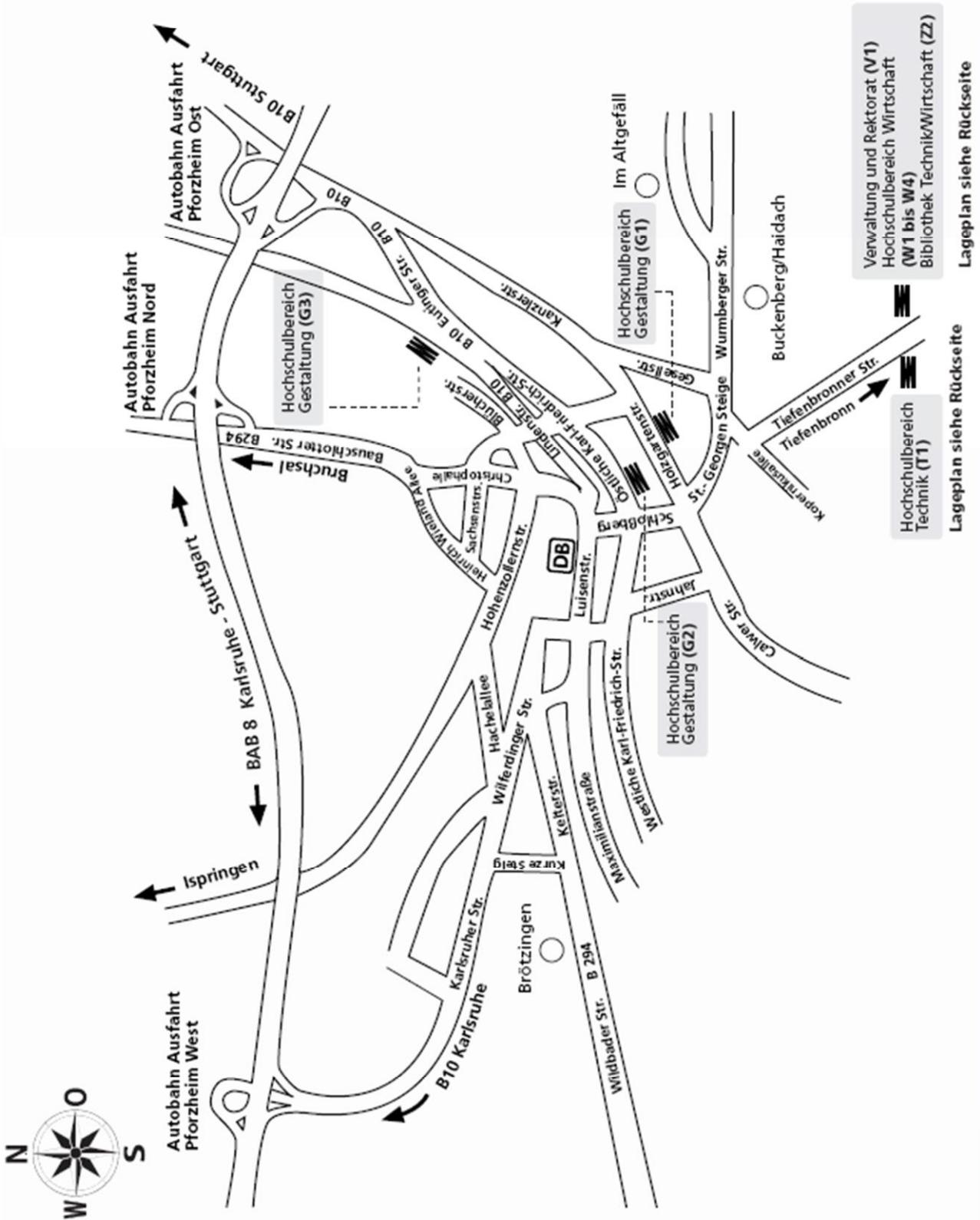
Just minutes away, the renowned region boasts year-round activities for hikers, bikers and skiers. Historic towns and spas keep ancient customs alive.

STUTTGART



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MAP



Lageplan siehe Rückseite
 Hochschulbereich Technik (T1)
 Lageplan siehe Rückseite
 Verwaltung und Rektorat (V1)
 Hochschulbereich Wirtschaft (W1 bis W4)
 Bibliothek Technik/Wirtschaft (Z1)
 Lageplan siehe Rückseite