

INDEX

ENROLLMENT PROCESS AT THE UNIVERSITY OF PFORZHEIM.....	2
STEPS COMPLETING ENROLLMENT	3
REGISTERING YOUR ADDRESS (Required for Visa)	4
VISA APPLICATION (Should be done ASAP)	5
HEALTH INSURANCE (Required for Visa and Enrollment).....	7
PAYMENT OF THE GERMAN STUDENT UNION FEE.....	8
ADDITIONAL INFORMATION	9
Passport Photos	9
Housing.....	10
Directions	12

ENROLLMENT PROCESS AT THE UNIVERSITY OF PFORZHEIM

Registration is done in person at the StudiCenter located in building W1 of the main campus. This should be **done as soon as possible upon arrival**. Contact information for the StudiCenter is as follows:

Tiefenbronner Str. 65
 75175 Pforzheim
 Tel. +49 7231 28-6940
 Fax +49 7231 28-6185
 E-Mail: studicenter@hs-pforzheim.de

Hours:

Monday - Thursday: 09:00-16:00 and
 Friday: 09:00-12:00. Closed on holidays.



StudyCenter in Building W1

The requirements for enrollment at the University of Pforzheim are pretty straightforward. If you already have all the necessary documents and completed each item on the requirements list below, you may directly enrol at the StudyCenter. Some **additional information** such as passport photo standards, accommodation, and directions are given toward the end of this guide. Accommodation is not mentioned in the requirements but is important to arrange as soon as possible as the address will be necessary in many of the application processes.

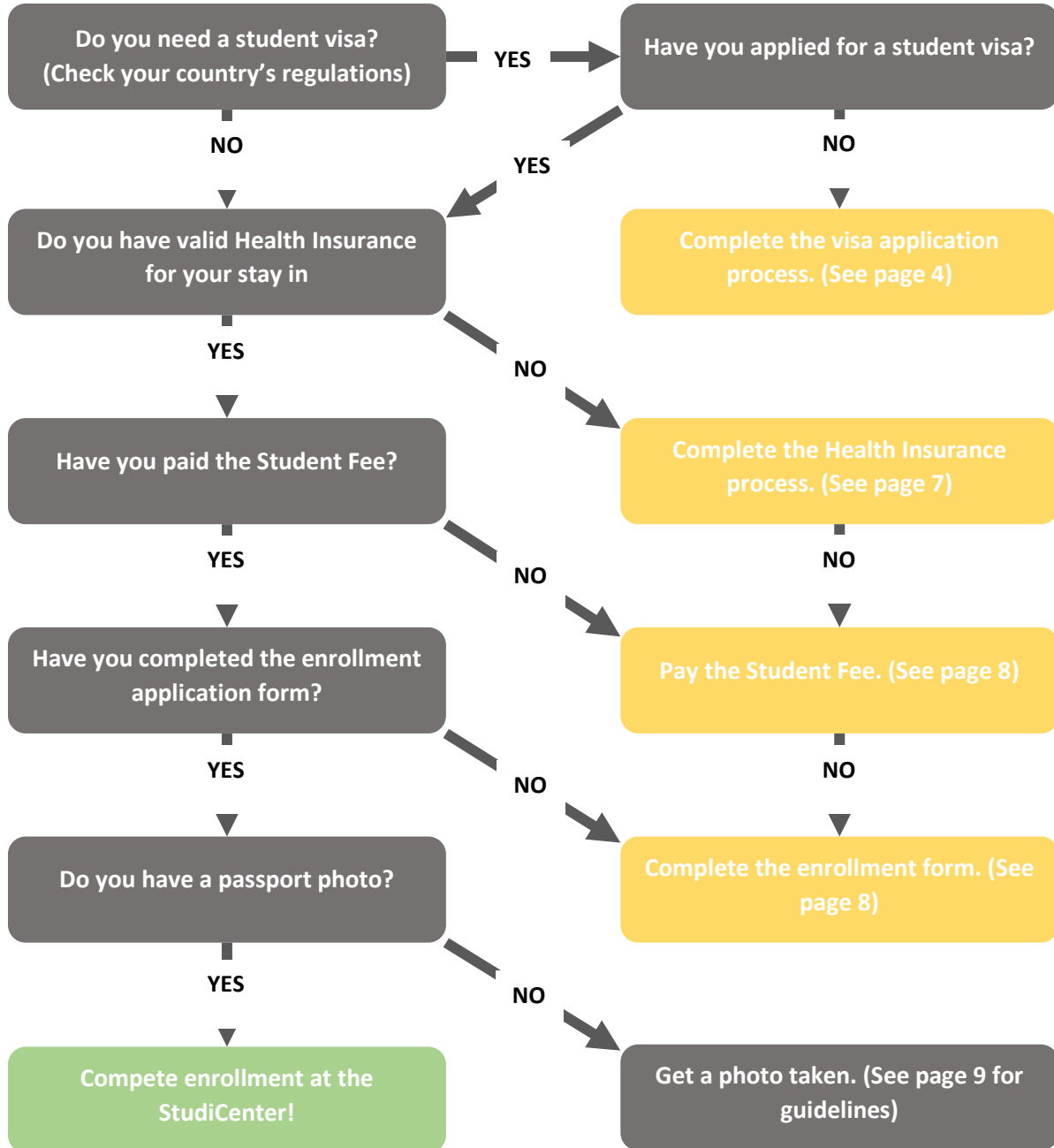
Requirements for enrollment:

- | | |
|--|-------------------------------------|
| | <input checked="" type="checkbox"/> |
| 1) A valid visa for Germany. | <input type="checkbox"/> |
| 2) Proof of medical insurance (for all students under 30). | <input type="checkbox"/> |
| 3) Proof of payment of the German Student Union Fee. | <input type="checkbox"/> |
| 4) A copy of the letter of acceptance | <input type="checkbox"/> |
| 5) Completed enrollment application form | <input type="checkbox"/> |
| 6) Passport-sized photo (German biometric format) | <input type="checkbox"/> |

If you still need to complete one or more of the items from the list of requirements, please follow the flow chart on the next page to help guide you through the steps of enrollment.

STEPS COMPLETING ENROLLMENT

Notice: If you need a visa, you should **complete the visa process as soon as possible**.



REGISTERING YOUR ADDRESS (Required for Visa)

Registration of your address with each city where you live is required in Germany. It is recommended you do this immediately upon arrival, because you will need the proof of registration to complete your visa application (if not already done), insurance, student registration, and much more.

To complete this process, take your passport and a copy of your rental agreement to the Rathaus (City Hall) and register in person. In Pforzheim it is done at the **Bürgerzentrum**. You will need to take a ticket and wait in the queue until your number is called. You may then register with an available agent. The contact information is as follows:

Contact Information:

Altes Rathaus
 Östliche Karl-Friedrich-Str. 2-4
 75175 Pforzheim
 Tel. 07231 39-1111
 Fax. 07231 39-2801

Open hours:

Mon. 8:00-12:00
 Tue. 8:00-12:00
 Wed. 8:00-12:00
 Thu. 8:00-12:00, 14:00-18:00
 Fri. 8:00-12:00



Due to Corona make an appointment online at the City Hall -Website:

<https://www.qtermin.de/stadt-pforzheim>

Further information: <https://www.pforzheim.de/buerger/buergerservice/pf0/service-bw/organisationseinheiten/show/6021566-buergerzentrum.html>

VISA APPLICATION (Should be done ASAP)

Important information: The application requirements and process may be different depending on the country where you are coming from. Pay close attention that you fulfill the correct requirements! Note that the application process will be different depending on if you apply from within Germany or from outside of the country.

Students who are citizens of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea, the United States of America and most EU nations may obtain any residence permit that may be required after entering Germany. The student should apply in person within 14 days of arrival at the Ausländeramt (foreigner's office) of the city or town in which they will reside.

Citizens of all other countries planning a stay in Germany must apply for visas at the competent mission before arriving in the country. Students should always check their individual visa requirements well in advance to avoid any problems. More information may be found at http://www.auswaertiges-amt.de/EN/Startseite_node.html

Other important information for applications can be found on the relevant embassy page for your designated country. Those websites may be found through a simple search on the internet. However, here are some useful links:

India	http://www.india.diplo.de/Vertretung/indien/en/06_Consu_Visa/visa new/NATIONAL/ studentvisa.html
China	http://www.china.diplo.de/Vertretung/china/zh/Startseite.html
USA	http://www.germany.info
Mexico	http://www.mexiko.diplo.de/

Application requirements if done in Germany at the Foreigners' Office (Ausländeramt) :

To do the application in Pforzheim, you must **make an appointment** with the Ausländeramt in advance. You may set the appointment by contacting them via E-Mail or by telephone. The appointment is scheduled by last name. Information regarding who to contact: <https://www.pforzheim-integriert.de/ankommen/anmeldung/vorsprache-auslaenderbehoerde.html>

Required Documents:

1. Copy of the proof of registration done at the Bürgerzentrum
2. Two completed application forms
3. Valid passport (issued within the last 10 years and with at least 12 months of validity left after the scheduled return)
4. 1 copy of your passport's data page (A4 size copy)
5. Letter of acceptance from Pforzheim University
6. Two passport-sized photos (German biometric format)
7. Proof of Health Insurance
8. Applicable fee, currently €55 in cash (will be paid upon picking up the Visa)
9. Proof of financial means such as:
 - confirmation of scholarship/ stipend
 - "Verpflichtungserklärung" (formal obligation letter) by sponsor living in Germany
 - "Sperrkonto" (blocked account) in the name of the applicant showing a minimum balance of 8640,- Euros and the remark that the account holder can dispose of a monthly amount of 720,- Euros
 - A rule of thumb for calculating how much financial support you need to show is basically 720,- Euros times how many months you are applying for on the Visa application.
 - **Example:** 720 Euro x 6 months = 4.320, 00 Euros

After completing the application process, the foreign office agent will give further instructions on picking up your visa once it has been processed. You will receive a confirmation letter from the Ausländerbehörde stating that the application has been made and you must bring it with you to pick up the visa once it has been successfully processed. The pick-up location for the visa is by the Ausländerbehörde and does not require an appointment.

The entire process may take several weeks so do it as soon as possible! You never know when there may be unexpected delays or more information required.

If there are any **doubts or questions** about applying for a visa, always check with the appropriate consulate or embassy to get the most up to date and accurate information.

HEALTH INSURANCE (Required for Visa and Enrollment)

Health insurance is required for the entire length of your stay in Germany. There are two main options for health insurance coverage:

Option 1: Insuring yourself through a private insurance provider from your respective country (even those without a Social Security Agreement with Germany). However, on arrival in Pforzheim – you must get a signed no objection certificate from a state owned insurance provider, for example: AOK or TK. Though you may choose this option, it is highly recommended that you opt for a German insurance to avoid unnecessary expenditures and complications in case of a medical emergency.

Option 2: Obtain health insurance from one of the German public insurance companies such as **AOK** or **Techniker Krankenkasse (TK)**. You may easily get a student insurance policy with a short visit to the office of one of these companies upon arrival in Pforzheim. The monthly premium for a student policy is currently about €110 (2021).

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.

TK

Marktplatz. 4,
75175 Pforzheim



AOK

Zerrennerstraße 49,
75177 Pforzheim



Application requirements:

1. Passport
2. Acceptance letter from University
3. Proof of residency registration
4. Bank Account (Payments are directly withdrawn)
5. 2 Photos(German biometric standard)

PAYMENT OF THE GERMAN STUDENT UNION FEE

The total amount for the Student Union Fee must be sent to school's bank account and a copy of the receipt must be printed. The current fee per semester is 181 € and in the 1st semester you must also pay €20 for the StudiCard.

The bank account information should have been sent with your acceptance letter. Current information may be found online (in German) at <https://www.hs-pforzheim.de/index.php?id=1728&L=0>

However, here it is again:

Recipient: Hochschule für angewandte Wissenschaften Pforzheim IBAN:

DE3966000000066001541

BIC: MARKDEF1660

Bundesbank Karlsruhe

Reason for transfer: 48900100 / blank space / Student- or Applicant number / blank space / Last Name, First Name

Example for reason of transfer: 48900100

333666 Müller, Alexandra

Amount: 181 €

Please note that the state of Baden-Württemberg charges tuition fees for non-EU students. These fees amount to 1,500.00 € per semester.

ADDITIONAL INFORMATION

Passport Photos

The German biometric standard for passport photos may be different than that of your home country. If you are already in Germany, the best option is to find a local photo studio (15 – 20 €) or go to DM Drugstore (6,95€) to take the pictures.

Passport photo guidelines are as follows:

- The size of the photograph should be 36mmx45mm
- The height from top to bottom face must be between 32- 36mm.
- The photograph should be centrally aligned with a full front view of the face for German passport and visa.
- All the features from chin to hairline and both sides of the face need to be clearly visible.
- The whole face is required to be clear, with proper contrast and sharpness.
- There should be no reflections, shadows, or red eyes visible in the photo.
- The background of the photo must be uniform and light colored, preferably a neutral grey.
- There should be no other object or support to the subject in the photograph. The shadows in the background are also not acceptable.
- There should be neutral face expressions with closed mouth avoiding smile.
- The subject has to look straight into the camera.
- Head coverings of any type are not permissible in German passport and visa photographs.
- The eyes of the subject should be clearly visible, and not covered by hair or frame of the glasses. Sunglasses, tinted glasses, or reflections of glasses are not acceptable in the photos.



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).

WG-GESUCHT.de

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 for [Studentwerk Karlsruhe](http://www.sw-ka.de/en/wohnen). (<http://www.sw-ka.de/en/wohnen>)

Students need to sign and receive a copy of a rental 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).



Housing costs should also be considered. In Pforzheim, the average cost of a student room is about €250 – 350 per month and can be more depending on how amenities, location, living standards, and if you decide to have roommates or not. When you do find an available room, it is normal that the landlord will collect a Kaution (deposit) for the room. The amount of the deposit can be up to 3 times the amount of one month's rent.

The deposit must be returned to you when you move out unless you have caused any damages to the property which need to be fixed. Plan ahead so that you have enough money to cover your rent and the expected deposit.

You may also consider ordering Haftpflichtversicherung which is a private insurance to cover liabilities and accidents that may occur in your apartment. The cost is normally only about €40 – 80 per year and can save you a lot of money if an accident were to occur in your apartment. The insurance however is voluntary and not required by the Hochschule or to stay in Germany. Insurance options can be easily found online at sites such as check24.de where you can compare insurances or by searching using engines such as google.

Directions

One of the most frequent methods of transportation throughout Germany is by train. It is likely you will arrive in Pforzheim using the Deutsche Bahn (www.bahn.com) at our Hauptbahnhof (Main Station).



To get to the Hochschule, you may take the number 5 bus in front of the Hauptbahnhof (HBF) at the bus stop. Bus info found online at <http://www.pforzheimfaehrtbus.de/>

