

Fact Sheet for Student Exchange

Institution's Name	<u>Albstadt-Sigmaringen University</u>
Address	International Office, Poststr. 6, D-72458 Albstadt, Germany Tel. +49-7571-732 9205, E-mail: bast@hs-albsig.de
Homepage	www.hs-albsig.de
Campus Location	Albstadt and Sigmaringen, 1.5 - 2 hours by train south of Stuttgart, capital of Baden-Württemberg province, close to Switzerland
Application Deadline	May 15 th for winter semester November 15 th for spring semester
Application Details	<p>Each student must be nominated from the partner university. Once nominated, students are asked to prepare the following documents and to send them in PDF format (no more than 5 MB in total), photograph for the student ID in JPG / TIFF format please (may be a smiling picture)</p> <ol style="list-style-type: none"> 1. Application Form 2. Recent transcript of records (certified copy) 3. Curriculum Vitae 4. Passport-size photograph in jpg format 5. List of courses which you would like to study at our university (min. 20 ECTS credits) 6. Proof of English language competence for courses in English, proof of German competence for courses in German 7. A copy of the main photograph page from the passport 8. EU students only: copy of your EHIC card (European Health insurance card)
Application Procedure	After the student has been nominated from the home university, the International Office will contact both the students and their International Office. When the documents have been received within the deadline, they will be revised and then signed by our rector. Then the International Office will send the confirmation letter.
Qualifications	proof of English Language Proficiency (Minimum TOEIC 650 or TOEFL iBT 85), for German proof of B1/2 competence Students must enroll in the German language course in Albstadt
Visa Requirement	Students who require a visa (see http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html) need to wait for the confirmation letter. With this they can apply for a visa at the nearest German embassy / consulate.
Arrival Day	Students must arrive in time for the orientation week, which will take place in the week before the start of the classes (1 st week of March for spring semester, 3 rd week of September for the fall semester).
Airport Pick-up	No airport pick-up. We will let you know which train connection you should take to come.
Insurance	Compulsory health insurance. Students from EU countries shall bring their EHIC card, students from Turkey shall bring their TA/E13 document. Everybody else must get a German health insurance once they

	are in Albstadt/Sigmaringen (cost: approx. 100 Euros / month). We can no longer accept international insurances.
Accommodation	<p>We provide accommodation in our student houses (single rooms only, no shared rooms). Some rooms have their own kitchen and bathroom, some share the kitchen and 2 bathrooms with 4 – 5 other students. Costs: between 255 – 320 Euros / month.</p> <p>Accommodation is always for 6 months: 1.9. – 28.2. / 1.3. – 31.8., shorter periods are not possible. Moving in and out of the student houses is only possible on weekdays (Monday – Friday) between 8 – 15:30, not during weekends or public holidays.</p> <p>Application will be done once you are accepted at our university.</p> <p>No meals are provided.</p>
Courses for Exchange Students	<p>See www.hs-albsig.de → Studieninfos → im Studium → International Office → from Partner Universities to Albstadt-Sigmaringen University → Courses taught in English</p> <p>The course “German as a foreign language” is compulsory for every exchange student who is not yet on B2/C1 level of German. Students who have a minimum of B2 in German can select courses from all degree programmes.</p>
Average Courseload per Semester	20 – 30 ECTS credits. Details of the credits per class can be found in the list “Courses taught in English”
Grading System	<p>Very good: 1,0 / 1,3 /</p> <p>Good: 1,7 / 2,0 / 2,3</p> <p>Satisfactory: 2,7 / 3,0 / 3,3</p> <p>Sufficient: 3,7 / 4,0</p> <p>Failed: 4,7 / 5,0</p>
Tuition Fees	No tuition fees for exchange students. Every student (German and International) must pay 148,10 Euros to the Student Welfare Service for subsidized housing/food/transportation and more.
Estimated Living Expenses per Month	700 Euros / month, more if you like to travel around Europe