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1. Welcome

Dear International Student!

Welcome to Albstadt-Sigmaringen University. We are pleased that you have chosen to spend a part of your studies at our university. We wish you all the best and a most interesting stay. We will do our best to support you during your time at Albstadt-Sigmaringen University!

With this student handbook we try to make your life as a foreigner at our university easier, more interesting and less lonely. You will find information about organizational matters before and after your arrival. We want to give you important information, organize excursions and help you to get into contact with other students.

To study abroad is undoubtedly one of the most impressing time during your studies and will bring you lots of new experiences and skills for your own and your vocational life. At the same time it takes courage and a great deal of commitment, flexibility and patience. During the first few weeks in a foreign country with a foreign language it is possible to get a little bit shocked by all the new experiences. There will be lots of things which are different than in your home country – from the simplest to the most difficult.

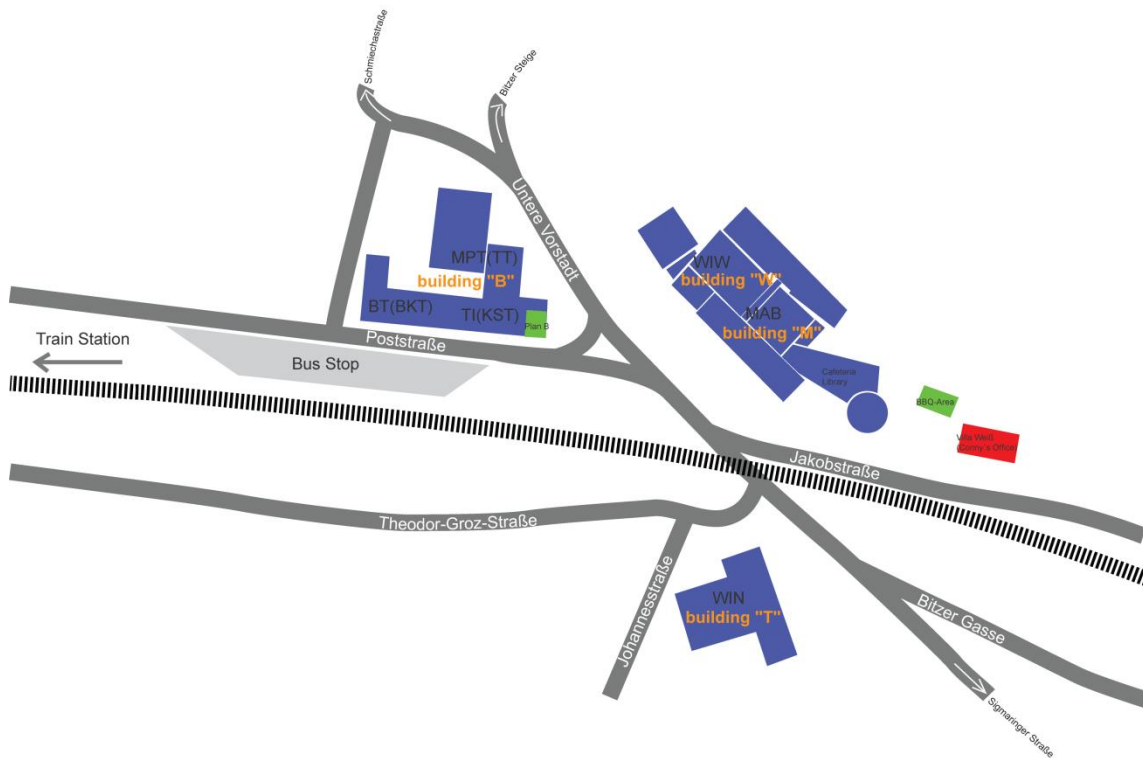
If you need further information for your stay at Albstadt-Sigmaringen University, do not hesitate to get in contact with the International Office.

2. Emergency Numbers in Germany

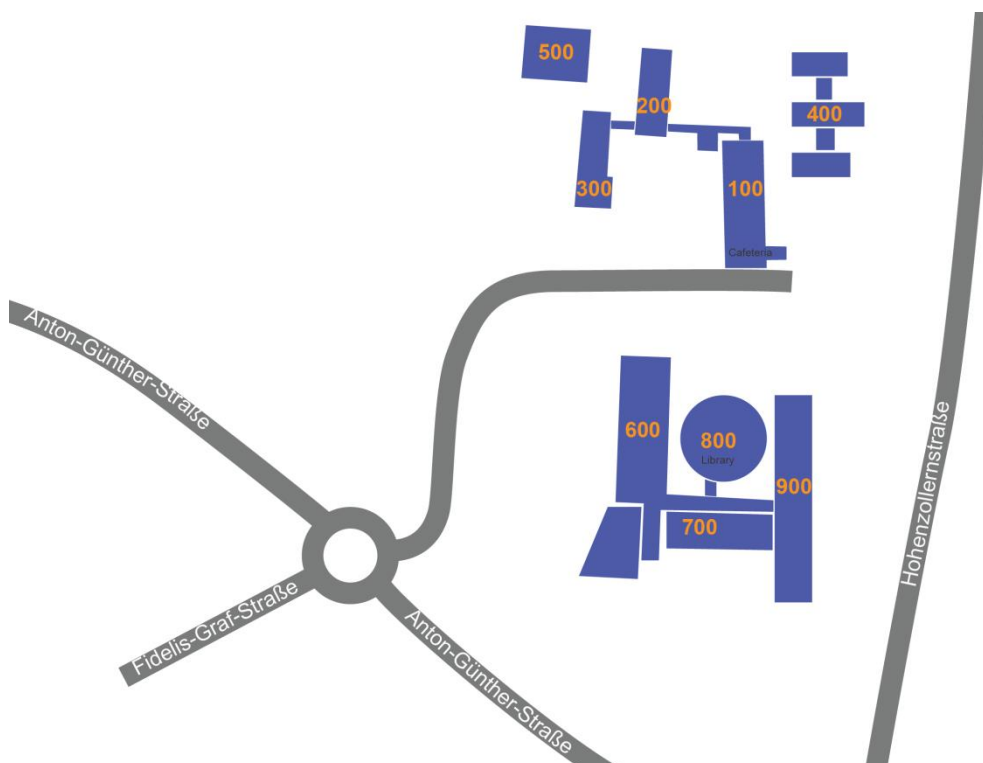
Police	110
Emergency (fire and health)	112

3. Albstadt-Sigmaringen University

3.1. Campus in Albstadt:



3.2. Campus in Sigmaringen:



3.3. Studying

3.3.1. Academic year

The academic year is divided in two semesters.

It consists of:

- a winter semester (WS) which starts on 1st of September and
- a summer semester (SS) which starts at the 1st of March.

The date on which the semester starts is not consistent with the date for the beginning of the courses.

The exact dates for the beginning of the courses, about holidays, vacations or the examination registration period are announced on the homepage of the university.

<http://www.hs-albsig.de/studium/studienalltag/Seiten/termine.aspx>

3.3.2. Matriculation

At the beginning of studies you have to be enrolled to your degree programme. All the important dates can be found in your certificate of registration.

The International Office will help you to fill in the forms for matriculation.

Here you have to prove that you:

- have paid the administration fee
- hold a valid health insurance
- hold a valid visa status for Germany.

You can verify the payment by a bank statement or an evidence of payment.

The staff of the International Office will help you to get your German health insurance. See also section 5.5 in this handbook.

When you are matriculated you will get a **student's card**. This chip card also serves as a library card, as identification for the printers, for paying in the cafeteria and at vending machines in the university building.

You can find an automatic teller machine in the Mensa to put money on the card.

In addition you will get an **e-mail address**. The address is composed of the first 6 letters of your surname and the first 2 letters of your first name.

The identification *@hs-albsig.de* is the same for students, staff and professors. For shorter surnames more letters of your first name will be used.

One example for better understanding:

Your name is: Michael Schmidt.

Then your e-mail-address will be: schmidmi@hs-albsig.de

!!! Please have a constant look at your e-mails. All official mails of the university will only be sent to your university e-mail address!!!

3.3.3. Courses

The course content of Albstadt-Sigmaringen University is presented in different forms.

There are:

- lessons
- seminars
- internships
- exercises and
- different projects.

The timetable for the courses is called "Vorlesungsplan" and is accessible through Webuntis. We will explain the use of this programme during the orientation week.

If you have selected your courses from different degree programmes, the International Office will help you to set up the timetable.

The time units of the courses are structured as follows:

1 st lesson	8.00 am - 9.30 am
2 nd lesson	9.45 am - 11.15 am
3 rd lesson	11.30 am - 1.00 pm
Lunch Break	
4 th lesson	2.00 pm - 3.30 pm
5 th lesson	3.45 pm - 5.15 pm
6 th lesson	5.30 pm - 7.00 pm

Information about the faculty, your courses and professors will also be posted on the homepage of Albstadt-Sigmaringen University.

You can get a maximum of 30 ECTS-credits in one semester. More information about credits can be found in the examination rules and study regulations (StuPo). This is given to every student at the beginning of studies and can be found on the homepage, too.

3.4. International Office

The International Office is a central point for all foreign students.

If you have any questions around your studies, leisure time, accommodation or something else, do not hesitate to ask.

International Office at Albstadt-Sigmaringen University:					
Albstadt:			Sigmaringen:		
phone: +49 (0) 7571/732-9205			phone: +49 (0) 7571/732-8281		
Administrative building: room 104			Administrative building: room 943		
Office hours:			Office hours:		
Mo	9:00-12:00	13:00 - 15:00	Tue	9:00-12:00	13:00-15:00
We	9:00-12:00	13:00 - 15:00	Thu	9:00-12:00	13:00-15:00
Fr	by appointment	closed			

The International Office shares both offices in Albstadt and Sigmaringen with the colleagues from our Career Centre. If you need help during days that the International Office is officially only open on the other campus, don't hesitate to ask the colleagues from Career Centre, they will also be able to help you.

For international students the International Office organizes regular trips in the near or distant surroundings. You will be informed automatically through our Facebook group about planned events. Please do not forget to register to the events so that we buy sufficient tickets for everybody who wants to attend!

Language courses

Language courses for different languages are offered in the context of "Studium Generale". An overview of current offers can be found at:

<http://www.hs-albsig.de/studium/Weiterbildung/Seiten/studiumgenerale.aspx> .

The class on German as a foreign language is compulsory for every incoming student and is normally offered on different levels (beginners and advanced).

4. Student restaurant - cafeteria (Mensa)

At both campus locations in Albstadt and Sigmaringen you can find a “Mensa” which is operated by the student welfare service, Studierendenwerk Tübingen-Hohenheim.

You can buy various meals and snacks for a cheap price, both vegetarian/halal or with meat.

Opening hours Mensa in Albstadt:		Opening hours Mensa in Sigmaringen:	
Breakfast:			
Mo to Fr	07:45 – 08:15 09:15 – 09:45 11:15 – 012:00	Mo to Fr	09:30 – 10:00 11:15 – 15:30
Lunch:			
Mo to Fr	12:00 – 13:45	Mo to Fr	12:00 – 13:45
Cafeteria:			
Mo to Fr	15:30 – 15:45	Mo to Thu	13:30 – 15:15
		Fr	13:30 – 14:15

5. Formalities

5.1. Entry permit and residence permission

For EU-Members there is no VISA required. Students of other nationalities have to contact the German Embassy or the German Consulate in their country. The authorization of VISA can take several months, so please do not forget to apply early for it!

!!!DO NOT TRAVEL TO ALBSTADT-SIGMARINGEN WITHOUT A VALID VISA!!!

Students of non-EU-countries have to apply for the official residence visa (“elektronischer Aufenthaltstitel, eAT) within the VISA duration at the Foreign Affairs Office (usually max. two months after arrival). The price for the eAT is **100 Euros**. Students who will get a German scholarship will get a fee waiver for the eAT. You can avoid paying this fee if the duration of your visa covers the complete duration of your stay.

Where to apply for the eAT:			
in Albstadt:		in Sigmaringen:	
Rathaus – Ausländerbehörde Marktstraße 35 72458 Albstadt Mr. Reinisch Phone: 07431/160-2208 Fax: 07431/160-2218		Landratsamt Sigmaringen Leopoldstr. 4 72488 Sigmaringen Mr. Aigner Phone: 07571/102-6316	
Opening hours:		Opening hours:	
Mo-Fr:	08:00 – 11:30	Mo-Fr:	07:30 – 12:30
Thu:	15:30 – 18:00	Thu:	14:00 – 18:00

5.2. Registration in the city

Every student has to register his/her residence at the town hall (Rathaus) within one week. There you have to fill out a form and show your passport.

Please do not forget to de-register when you finished your studies in Germany and you leave.

Registration and de-registration always takes place in the town hall of the city where you live.

Where to register the residence:			
in Albstadt:		in Sigmaringen:	
Rathaus Albstadt Marktstraße 35 72458 Albstadt		Rathaus Sigmaringen Fürst-Wilhelm-Str. 15 72488 Sigmaringen	
Phone.: 07431/ 160-2222 Fax: 07431/160-1007		Phone: 07571/106-0	
http://www.albstadt.de		http://www.sigmaringen.de	
mail: stadtverwaltung@albstadt.de		mail: buergerbuero@sigmaringen.de	
Opening hours:		Opening hours:	
Mo – Fr	08:00 – 13:00	Mo - Fr	08:30 – 12:00
Thu:	15:30 – 18:00	Mo – Thu	14:00 – 16:00

If you have questions on how to fill out the form correctly, please ask the International Office.

5.3. Public Utility Company

If you live in a private flat and not in a student dorm you have to pay water, gas and electricity for your home. You can register here:

Where to register for water, gas and electricity:	
in Albstadt:	in Sigmaringen:
Albstadtwerke GmbH Goethestraße 91 72461 Albstadt Phone: 07432/160-3999 Fax: 07432/160-3844 www.albstadtwerke.de mail: info@albstadtwerke.de	Sigmaringen Stadtwerke Fürst-Wilhelm-Str. 15 72488 Sigmaringen Phone: 07571/106-333 www.stadtwerke-sigmaringen.de mail: stadtwerke@sigmaringen.de
Opening hours:	
Mo:	08.00am-05.00pm
Tue:	08.00am-05.00pm
Wed:	08.00am-05.00pm
Thu:	08.00am-05.00pm
Fr:	08.00am-04.00pm
Opening hours:	
Mo:	08.30am-06.00pm
Tue:	08.30am-06.00pm
Wed:	08.30am-06.00pm
Thu:	08.30am-06.00pm
Fr:	08.30am-06.00pm
Sa:	08.30am-12.00pm

If you have a room in a student’s dorm, electricity, gas and water is included in the package price. There are no additional costs.

5.4. Work permit

As an international non-EU student you are entitled to work 120 days a year full time or 240 days part-time per year. In your residence permit will be an entry like the following: "Employment possible up to 120 days or 240 part-time days a year as well as working as a student assistant."

Should an employer for EU nationals require a certificate of free movement ("Freizügigkeitsbescheinigung"), it can be issued at the Immigration Office.

5.5. Health insurance

The university requires a certificate of health insurance. If your country belongs to one of the Contracting States (EU plus Iceland, Liechtenstein, Norway, Turkey and Swiss) you can use the health insurance of your home country. Otherwise, you need to register for a health insurance in Germany.

Information on the insurance can be found at <https://www.1averbraucherportal.de/versicherung/krankenversicherung/international#>.

The price is 83,20 Euros / month (as of 02/2017) for each student, non-regarding the nationality. There are no differences in price at all public health insurances.

With a health insurance of a contracting state, you can go to the doctors with a "European Health Insurance Card" (EHIC) without any additional costs or bureaucracy. The regular fees will normally be covered by the public health insurance. Please note that the insured person will be treated by valid law according to the country of residence. That means that there may be additional payments to the doctor. Special services like a return transport to your home country are not included in the German health insurance. This is why it is important (especially for non-contracting states) to get an additional health insurance in your home country. Please seek information from your health insurance.

Possible health insurances on site:	
in Albstadt:	in Sigmaringen:
<p>AOK Albstadt-Ebingen Museumstraße 14 72458 Albstadt</p> <p>Phone: 07431/122-0 Fax: 07431/122-3109</p> <p>mail: aok.neckar-alb@bw.aok.de</p>	<p>AOK Bodensee-Oberschwaben Zweigstelle Sigmaringen In der Au 5 72488 Sigmaringen</p> <p>Phone: 07571/105-0</p> <p>mail: aok.sigmaringen@bw.aok.de</p>
<p>DAK Albstadt-Ebingen Schmiechastr. 50 72458 Albstadt</p> <p>Phone: 07431/9362-0 Fax.: 07431/9362-19</p> <p>mail: service170500@dak.de</p>	<p>DAK Sigmaringen Schwabstr. 14 72488 Sigmaringen</p> <p>Phone:07571/7416-0 Fax.:07571/7416-19</p> <p>mail: service172200@dak.de</p>

5.6. Financial topics

5.6.1. Bank account

There are different banks that offer free check accounts for students who are aged below 27:

Possible banks to open a bank account:	
in Albstadt:	in Sigmaringen:
<p>Deutsche Bank Marktstr. 30 72458 Albstadt-Ebingen</p> <p>Phone: 07431/120-0</p>	<p>Volksbank Bad Saulgau eG Beratungszentrum Sigmaringen Schwabstraße 14 72488 Sigmaringen</p> <p>Phone: 07571/7394-0</p> <p>www.vb-bad-saulgau.de</p> <p>mail: info@v-bs.de</p>

<p>Sparkasse Zollernalb Marktstr. 32 72458 Albstadt-Ebingen</p> <p>Phone: 07431/18-6800</p>	<p>Kreissparkasse Sigmaringen Leopoldplatz 5 72488 Sigmaringen</p> <p>Phone: 07571/103-0</p> <p>www.ksk-sigmaringen.de</p> <p>mail: info@ksk-sigmaringen.de</p>
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To establish a bank account, you have to show your passport and your certificate of matriculation to the bank.

5.6.2. Living costs

In general, the living costs in Germany are affordable. Approximately, you need about 700 € for accommodation, food, health insurance, transport and leisure time as well as personal things per month.

Students must pay an administration fee of 142,20 € per semester which goes to the student welfare service, not to the university. The money is used to provide cheap accommodation in our student houses, subsidized food in the cafeteria, share of the student train ticket and much more and must be paid by every student, German and international students alike (also by ERASMUS students) and is no tuition fee.

You also have to pay a key deposit for your room at the beginning of tenancy. The key deposit is a signed liability for the landlord. He can fall back to the key deposit when your rent or compensation obligations are not fulfilled. After termination of tenancy the key deposit will be returned to the tenant if there are no rent or compensation obligations left. For rooms in our student houses the key deposit is 400 Euros and must be paid cash on arrival, it will be returned 2 – 3 months after the renting period is over. This is due to the fact that all bills from maintenance crews must be collected first, then checked for the rooms and then billed to the respective rooms. Only when this is done, the housing office will transfer the key deposit back.

6. How to reach Albstadt-Sigmaringen University

Both university locations can easily be reached by train. Even before you arrive you can get information on the homepage of Deutsche Bahn AG:

www.bahn.de

You can also buy online tickets. Otherwise, you can buy your ticket from the vending machine or at the passenger counter of the station.

Please note that all the tickets need to be bought before departure. You have to pay a fine if you buy the ticket during your train ride!

Normally, the train service is limited in the evenings and stops during the night.

6.1. From Stuttgart Airport to the Campus Albstadt-Ebingen

6.1.1. Bus->Tübingen + Train->Albstadt-Ebingen

The cheapest and quickest option is to take a bus and a train. Directly outside the arrival hall in the airport you will see the bus stop for bus No. 828 going to Tübingen main station (Hauptbahnhof). From Tübingen take a train to Albstadt-Ebingen (**NOT to Albstadt-Ebingen West, it's one more stop to go!**).

Current price: 9,30 € (effective date: 25.04.2018)

You will get the ticket from the bus driver when you enter the bus. Make sure to tell him that you want to have your ticket until Albstadt-Ebingen, not only until Tübingen. It's the same ticket for both the bus and the train. The travel time takes 1.5 – 2 hours.

For more information have a look at **www.naldo.de**



Enter the information as shown. Then Click on "anfordern" to get the information on the connection.

6.1.2. How to get to university from the train station Albstadt-Ebingen

You can reach the university and the student housing in about 2 minutes by foot.

Just cross the street in front of the train station and look for the green coloured houses.

6.2. From Stuttgart Airport to the Campus Sigmaringen

6.2.1. How to get to the train station in Sigmaringen from the airport in Stuttgart

The cheapest way to go to Sigmaringen from the airport is to use the connection above and just continue in the train. The trains pass the station in Albstadt-Ebingen to get to Sigmaringen. Price is the same. The trip takes about 2 – 2, 5 hours.

6.2.2. How to get to Sigmaringen University from station Sigmaringen?

You can take a taxi or the bus line 2 or 5. The bus leaves from the bus station Leopoldplatz to the university. From the train station to the bus station Leopoldplatz it's just a few minutes to walk. The bus always leaves at each full and half hour to the university. If you go by foot you need 20 minutes to walk.

7. Accommodation

(also see <http://www.hs-albsig.de/studium/auslandsamt/Seiten/Accommodation.aspx>)

We recommend that you stay in our student houses. The renting contracts are always valid for 6 months (1.3. – 31.8. / 1.9. – 28/29.2.). Moving in and out of the student houses is only possible on weekdays (Monday – Friday) between 8 a.m. and 4 p.m., not in the evenings and not on weekends or public /religious holidays. There are several residential possibilities:

7.1. Accommodation Albstadt

7.1.1. Student housing Poststraße 22/1 or 2

Directly beside the university you can find a relatively new student housing complex. Every room of this student's house is equipped with a bed and a mattress (linen is not included), a cupboard, desk and a bookcase. There are only single rooms, no shared rooms. Apartments have their own kitchen and bathroom; the other rooms share a kitchen unit and two bathrooms (maximum 6 rooms to one

unit). The living area of the room is about 13-16 m² big equipped with internet access. Washer and tumbler have to be shared. The rent is about 260-295€ per month. The student's house is administrated by the Studierendenwerk (student welfare services) in Tübingen. The contracts are normally limited for one semester and always start at the 1st of September or 1st of March and end after 6 months.

7.1.2. Student housing Sonnenstraße 48

This building is next to our general hospital in the middle of the city, 15 minutes on foot to campus. Every single room has its own bathroom and is 192 Euros / month, the kitchen will be shared by everybody who lives on the same floor (max. 12 people).

There is no internet, you need to use a USB Internet stick for your laptop. Bedding is included and the use of washing machines and dryers is free of charge.

7.2. Accommodation Sigmaringen

7.2.1. Schäferweg 30

This house belongs to the student welfare service and is 2 minutes away from campus. We offer apartments with small kitchen and own bathroom (298 Euros / months) as well as single rooms in shared apartments where 5 people share kitchen and bathrooms (268 Euros / month. High-speed internet by cable (no WLAN) is included, but you need to buy your own bedding. Washing machines and dryers are in the house, usage is appr. 1.50 Euro/usage.

Application to all our student houses is done online at:

<https://en.my-stuwe.de/housing/online-application/>

Wohnheimverwaltung
Frau Abinante Fina Fichtenweg 5 72076 Tübingen
phone.: 07071/9697-15 Fax: 07071/9697-20
mail: bettina.abinantefina@sw-tuebingen-hohenheim.de

7.2.2. Youth hostel

There is a youth hostel in Sigmaringen where you can find accommodation for the first few days if you still have no room to the entry date. The first night (breakfast included) is about 21,30 € for young people up to the age of 26. Each following night is about 18,20 €.

Jugendherberge Sigmaringen
Hohenzollernstr. 31 72488 Sigmaringen Phone: 07571/13277 info@jugendherberge-sigmaringen.de http://www.jugendherberge-sigmaringen.de/

8. Public Transport (Naldo-Ticket for students)

Every student who is enrolled at Albstadt-Sigmaringen university can buy a reduced ticket for public transportation (bus, train).

With the "naldo-Semesterticket" you can use every train (excluded ICE) and bus in the whole *Naldo*-region free of charge 24/7 for a complete semester. Information on the range of the ticket can be found at:

www.naldo.de

The ticket is valid for the complete semester. You can get it at the train station in Sigmaringen and in Albstadt. There you have to show your certificate of matriculation and your German student ID card. The ticket is 89,70 €.

If you only want to travel during the weekend, then you can use your student ID as ticket in our region without buying an extra "Semesterticket".

Welcome to Albstadt-Sigmaringen University!