

THE ESSLINGEN UNIVERSITY OF APPLIED SCIENCES

GRADUATE SCHOOL



HINTS

FOR PREPARING YOUR STUDIES

for the

MBA in International Industrial Management

M.Eng. in Automotive Systems

**M.Eng. in Design and Development in
Automotive and Mechanical Engineering**

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Preparing for the Trip

1. NON-EU-STUDENTS

HOW TO GET A VISA

When we admit you, you receive an admission letter and an invitation letter for the German Embassy or Consulate informing them that you have been admitted to our course for the current academic year. You should **apply for a visa** at the embassy or consulate of your home country **immediately**. It can take up to 3 months to receive a visa in some countries. If you have any problems receiving the visa in time, please contact: Sara.Pohl@hs-esslingen.de. This visa is for the duration of 90 days and will be changed to a residence permit before expiry. The extension of your visa will cost approx. 100 Euros. This extension should last for the duration of your studies.

Important note for Indian applicants.

Even though you have studied in English the German Embassy may insist on you taking a TOEFL or IELTS test for proof of English language abilities. This may take extra time to organise.

If you need proof of health insurance for visa purposes please see the part below marked “Health Insurance – general information”

IMPORTANT DOCUMENTS TO BRING WITH YOU

- Passport/ID card
- Photocopy of passport with visa
- 2 formal photographs. For the photo please wear a suit or other formal clothing, as one of these will be used for application purposes.
- International driver's license (if you wish to use a car in Germany)
- For your residence permit - proof of income/ savings/ scholarship etc. to prove that you have enough money for daily living expenses.
- For EU students only - European Health Insurance Card (EHIC)

Make sure that you photocopy all important documents (passport, visa etc.) in case yours are lost or stolen in transit. Make copies of your passport, credit cards, driver's license etc. (also make copies to leave with your parents or a close friend) and of all university and personal documents you might need.

WHEN TO ARRIVE IN ESSLINGEN

If the 1st September is on a week day you can move into the Student dormitory on that date. Otherwise you will have to move in the following Monday. The dormitory office is closed at the weekends!

Our welcome ceremony normally takes place on the 1st day after this date. Please arrive at least one day before this ceremony if possible.

WHAT TO PACK

Clothes

Most important is that you bring formal clothes with you. You will need them during your internship as well as for interviews and presentations etc.

Throughout your 18 months here, you will experience all seasons in Germany. Therefore, you will need summer clothes geared towards temperatures of up to 35° Celsius, as well as winter clothes for temperatures below 0° Celsius. From December to February there could be some days with temperatures down to minus 10° Celsius. So bring warm clothes (gloves, sweaters, warm underwear, a winter coat etc) with you as well as clothes for rainy weather.

LINEN

In the residence, you can purchase bed-linen and pillows or bring your own. You will, however, need to bring/buy your own towels (see also accommodation information).

APPLIANCES

The voltage in Germany is 230 volts / 50 hertz. You can buy an adapter in your home country to enable you to use electrical appliances here.

READING MATERIAL

Our library has a range of magazines and newspapers in English. English literature, business management subjects, as well as some technical books are available at the university library. English literature (novels etc.) can be borrowed from the Esslingen public library for free.

The dictionaries in the university library are for German users: English/German, Spanish/German etc. If you need a dictionary of your own language into German, we would recommend that you bring it with you.

A good guidebook in English is, for example „Let's go Europe" or „Germany" (Lonely Planet). Both have been found to be good for student travel.

Textbooks for MBA and MEng are available in a limited range. Students will be expected to buy some important books from local bookshops.

FOOD

Food can be bought in supermarkets as well as at the open air market in Esslingen (Weds & Sat). The student cafeteria ("Mensa") offers a choice of meals for lunch each day including a main dish, soup and dessert and costs about 4-5 Euros. There's always at least one vegetarian dish offered as well as a salad buffet and snacks. If you wish to go out, you may notice that the prices are quite high, but this also depends on the place.

MONEY

The deadline for the payment of **study fees for the M. Eng. program**, for non EU students is 15 August. You will receive information about how to pay this in due course.

The deadline for the payment of **study fees for the MBA program** is 30 September.

The **university registration/enrolment** fee for all programs must be paid via bank transfer by 30 September at the latest.

As most of you will not have a bank account in Germany you will have to open one when you arrive.

Please note: If the fees have not been received by this date your registration at the University will be cancelled.

On arrival you will have immediate "cash" expenditures for items such as: cultural excursions (approx. 140 Euros), student transport ticket (if required – approx. 200 Euros). There are also various social events connected to your studies for which a pre-payment of 50 Euros must be made. This pre-payment for social events is collected in advance as your contribution towards events such as: parties, summer BBQ, Christmas get-together, Graduation ceremony and other events or special material. Please understand that as we are a public-run Hochschule there is no funding available for such things.

For your information, we do however receive contributions from some local companies and banks which we use to help cover the costs of some events and excursions.

TERM RELATED EXPENDITURES

Health insurance which is obligatory must be paid monthly via bank debit after you have opened a bank account here.

The **university registration** fees are due before each semester. They include, for example, cheap student cafeteria food and free public transport for the Esslingen region on evenings and weekends.

Fees are due to be paid in September for the first semester, January for the second semester and June for the third semester. These must be paid via bank debit from your own account in Germany.

You can get a student transport ticket for the whole Stuttgart area transport network, which is valid 24/7. This student ticket is a great saving on the usual price. It costs approx. 200 Euros for 6 months.

BANK ACCOUNT

When you arrive, you will have to open a bank account in order to pay fees, health insurance and rent etc. Credit cards (most common are MasterCard, Visa and American Express) are accepted in many places throughout Europe, but not everywhere. Some small shops will not accept credit cards so you will always need some cash.

BLOCKED ACCOUNT – SPERRKONTO (FOR VISA PURPOSES)

On order to get a Visa some applicants have to open a so called „Sperrkonto“ with a German Bank (it is not obligatory to use the “Deutsche Bank”) before they can be issued a Visa. In this account there must be 8640 Euros before a visa will be issued.

With this type of account you will only be able to withdraw 720 Euros per month. This means that if you have to withdraw a larger amount; for instance to pay study fees the bank will not let you.

!!This means that your account must have a balance of around 13,000 Euros at the beginning of your studies!!

<https://www.sparkasse.de/themen/studium/blocked-account.html>

<https://banks-germany.com/blocked-account-germany>

https://www.study-in.de/en/plan-your-studies/requirements/8000-euros-for-one-year_27533.php

HEALTH INSURANCE – GENERAL INFORMATION

Health insurance is **mandatory** in Germany. You must register with a statutory health insurance company immediately after arrival. The university will assist you to get this.

For registration at the university it is obligatory to provide an insurance certificate. If you are from an EU country or over 30 you need an exemption certificate. These are both issued by a statutory health insurance company.

If you wish to get a membership certificate from a statutory health insurance company in advance (for visa purposes) please contact the following person for more information:

Mr. Can Güler: Can.gueler@bw.aok.de is our local contact at the health insurance company with which we regularly work.

Please contact them directly to apply for health insurance or further information regarding this.

For students up to 30 years of age, statutory health insurance provides overall insurance coverage for approx. 90 Euros a month.

- **Students coming from an EU-country** - Your home country health insurance (EHIC) normally covers all medical costs in Germany. Please check this with your national health insurance.
- **Students over 30 coming from a non-EU-country** - The statutory health insurance scheme does not insure students over 30 years. You will have to take private student insurance coverage. There are special policies for older students available. See these links: <http://www.mawista.com/mwuk/> or <http://www.care-concept.de/sprachschueler.php>

PERSONAL LIABILITY INSURANCE

The Hochschule Esslingen **highly recommends** its students to take out a personal liability insurance to cover any unforeseen risks. Such insurance covers risks where expensive damage may occur, e.g. in rented rooms or flats, involvement in accidental bodily injury, damage/loss of property etc. This insurance is very reasonable at approx. 40-50 Euros per year and is essential for your own financial safety while in Germany.

<http://www.asstel.de/versicherungen/de/versicherungen/versicherungen.jsp>

TELEPHONE / INTERNET

There is telephone/internet access in the dormitories via LAN cable. There is wireless available on campus.

GERMAN LANGUAGE REQUIREMENTS

German language skills at minimum level A2 (according CEFR) must be proved **by the end of the 2nd semester**. If you do not meet with this admission requirement you may be expelled from the program at this stage.

When students arrive in Esslingen in September they must prove at least basic knowledge (level A1) in German. On arrival students must bring German certificates not older than 12 months (or proof of courses attended) and an assessment test may have to be done.

Speaking German is very important for students not only to manage everyday life, but also to apply for a placement in industry for your Master's thesis/Corporate Project.

Most companies require fluent or at least intermediate knowledge in German and finding a position in Germany after graduation is nearly impossible without a good command of the language.

GERMAN LANGUAGE CLASSES AT THE UNIVERSITY OF APPLIED SCIENCE

Our German courses (level A2 and B1) start in September on an intensive basis and continue until December once a week. For Students who do not already hold a certificate in German at level A2 or above, an internal test must be taken at the end of the course. If a student does not take, or fails this test, he/she must attend an external exam at a licensed language school, and produce a German certificate at level A2 or higher *before* the end of the 2nd semester. The cost and organisation of this test is the responsibility of the student.

Students are also recommended to take part in the culture and language program in September because it contains information about German culture and interesting excursions etc.

This culture and language program gives you the opportunity to get to know your classmates, the campus and the country before the actual study program begins in October.

CULTURE PROGRAM

Students are also recommended to take part in the culture and language program in September because it contains information about German culture and interesting excursions etc.

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COMPUTER FACILITIES / LAPTOPS

Every student will receive a personal university e-mail address. This is the e-mail address to which all correspondence from the Hochschule will be sent.

Despite the fact that we do offer computer facilities to our students, **we highly recommend our students to bring their own laptop/notebook**. If you intend to buy one in Germany, please make sure you gather information about the price of hard- and software in your country compared to Germany first.

BROADCASTING LICENSE FEE

In Germany, every "accommodation unit" must pay these fees. When you register with the authorities your data will be passed on to the licensing authority.

The licensing fees are as follows: € 52.50 (for 3 months) Monthly payment is not possible. This obligatory payment can be made at the beginning of each quarter, every six months or annually.

Do students living in dormitories have to pay license fees?

Single rooms in student dormitories are classed as a single apartment. For each apartment the license fee of 17.98 Euro per month must be paid.

Definition of a single apartment: when each room is accessed via a communal corridor – irrelevant of whether the room has its own bathroom and kitchen.

This rule applies to the student dormitories Geschwister-Scholl-Straße and Goerdelerweg

If however, the rooms are integrated in one shared apartment the license fee for the apartment must only be paid by one person.

Definition of a shared apartment: with one entrance door from a communal corridor or staircase for which only the residents of the shared apartment have a key.

For a shared apartment (WG) the fee of 17,98 Euro per month must only be paid by one tenant irrelevant of how many TVs/radios/computers are in the apartment and irrelevant of how many tenants share the apartment.

In this case only ONE tenant must be registered with the GEZ and must pay the full license fee for the whole apartment. Which tenant pays is usually decided by the GEZ and the cost of the fee must be shared by all.

This rule applies to the student dormitories Fabrikstraße and Rossneckar

P.S. This rule also applies to privately rented shared apartments (WG's).

Only students who receive a government grant (BAföG) are exempt from this fee.

SENDING PACKAGES AND MAIL TO GERMANY ...

By parcel post or by express courier service (DHL, TNT, FEDEX, UPS ...). If you do send any items, please note the following general guidelines:

- Be sure the customs declaration is clearly marked and indicates items which are old or are personal belongings of the addressee. If you bring/send your computer to Germany, it is advisable to have the invoice too.
- Make sure to insure anything of value. Also be sure to get everything in writing and keep copies. If your parents mail any items to you after your departure, they should send you a copy of all invoices; receipts etc. and keep the originals themselves.
- Be prepared to pay handling fees in Germany for any packages sent.
- The customs office is difficult to reach by public transport, you may need a taxi or a car to go there and to declare your parcel - normally they do not hand it over without unpacking it.
- **Please do not get anything sent to you before you have got a definite address here.** This can only be done after you have checked into your residence. In the past many parcels have been lost because of this reason!

GETTING TO ESSLINGEN

Please be prepared to make your way to the University alone, as we unfortunately cannot pick up students at the airport or train station.

1) From Stuttgart Airport take bus no. 122 to Esslingen → Get off at ESSLINGEN Hbf (train/bus station).

2) From Frankfurt Airport take the train to Frankfurt main station (Hauptbahnhof - Hbf). In Frankfurt take the train to Stuttgart. In Stuttgart main station take the S-Bahn - S1 direction Kirchheim → Get off at ESSLINGEN (Neckar)

To get to the university campus "Hilltop"/Flandernstraße

Take bus no. 105 to bus stop: Hochschulzentrum

or bus no. 111 to bus stop: St.Bernhart/Flandernstraße

From the bus stop you will see the university high rise building on the hill. Follow the signs to the Graduate School office in the lower part of building no. 2.

PLEASE SEE THE INFORMATION FROM THE HOUSING OFFICE FOR INFORMATION ABOUT HOW TO GET TO YOUR DORMITORY

- **Addresses/ e-mails/ phone numbers**
- Hochschule Esslingen - University of Applied Sciences (UAS)
- Graduate School
- Flandernstraße 101
- D-73732 Esslingen
- Fax: + 49 (0) 711 / 397 – 4463
- MBA Program Manager: Tudao Luong - 4466 - tudao.luong@hs-esslingen.de
- M.Eng.Program Manager: Ute Brinkmann - 4474 - ute.brinkmann@hs-esslingen.de
- Assistant to the Dean: Petra Gülck - 4461 - petra.guelck@hs-esslingen.de
- Student Services & Language: Sara Pohl - 4470 - sara.pohl@hs-esslingen.de

ACCOMMODATION

We strongly recommend that you register for a room in the university's student residence, as it is very difficult to find private accommodation in Esslingen. In September all universities start their new study programs, and there are many new students looking for rooms. It is also hard to find temporary accommodation, as most landlords prefer long-term contracts. Language problems may make it even more difficult because not all Germans understand English. Some senior students have spent up to 6 weeks unsuccessfully trying to find a room in Esslingen and give future students a firm **warning not to search for private accommodation in Esslingen!**

However, if you would like to have your own room / flat in spite of the above warnings, we suggest that you arrive a few weeks earlier and check into the youth hostel (address below) while you are looking.

Up-to-date details of private accommodation vacancies for students are available at the Office for Student Affairs.

Please send an e-mail to asta@hs-esslingen.de

To find private accommodation in Stuttgart see:

<https://www.studierendenwerk-stuttgart.de/en/accommodation/private-accommodation-service/>

and: <https://www.studierendenwerk-stuttgart.de/en/short-term-rent>

RESIDENCE/DORMITORY

Students who wish to live in residence should read the “**Student Accommodation**” sent with the acceptance papers. The reservation must be done online. The **deadline for accommodation application is 1st July**. If you keep to the deadline you will be guaranteed a room. We cannot guarantee placements for late reservations. In this case you will be put on the waiting list.

*The contract for your room can be for 1 or 2 semesters but **no longer**. This is so that the new Graduate School students starting the following September can be guaranteed a room when they arrive.* Please note that if you wish to leave the contract before it ends, you will be responsible for finding a new tenant or you will have to pay the rent in full.

The housing department will acknowledge the receipt of your application and reserve you a room in the dormitory. You will be requested to make a prepayment by bank transfer for the deposit and prepayment of rent for September). **This payment must be made at the latest by 1st August.**

Dormitories may only be occupied by one student and not by families or couples. Students arriving with a partner must search for private housing.

For more information regarding the dormitories and the procedure of allocation please contact the housing department directly at x.ladewig@studentenwerk-stuttgart.de

Please note that further support from the Graduate School office concerning accommodation is not possible.

EARLY ARRIVAL

You can move into the student residence only on weekdays. If you arrive in the evening /weekend, we recommend that you stay at a youth hostel or hotel. See the following links for temporary accommodation:

Temporary accommodation in Esslingen:

<http://www.urbanbnb.de/>

<http://www.hotel-ri.de/index.php?s=Xt5ivegzAoGssNh,1>

<http://www.deutsche-pensionen.de/pension-esslingen/>

Temporary accommodation in Stuttgart:

<https://www.aohostels.com/en/stuttgart/>

<http://www.studierendenwerk-stuttgart.de/en/international-student-hotel>

<http://www.jugendherberge-stuttgart.de/>

<http://www.jugendherberge-stuttgart-neckarpark.de/>

<http://www.alex30-hostel.de/en/>

For general information about the town of Esslingen see: <http://www.esslingen.de/,Len/startseite.html>

<https://www.esslingen-marketing.de/en/discover>

For general information about living in Germany see: <http://www.make-it-in-germany.com/en/for-qualified-professionals/about-the-portal/contact/chat>