

# 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**

**CONTENTS**

<b>PREPARING FOR THE TRIP .....</b>	<b>3</b>
<b>HOW TO GET A VISA (FOR NON-EU-STUDENTS).....</b>	<b>3</b>
<b>IMPORTANT DOCUMENTS TO BRING FROM HOME .....</b>	<b>3</b>
<b>WHEN TO ARRIVE IN ESSLINGEN .....</b>	<b>3</b>
<b>WHAT TO PACK .....</b>	<b>3</b>
<b>READING MATERIAL .....</b>	<b>4</b>
<b>FOOD.....</b>	<b>4</b>
<b>MONEY .....</b>	<b>4</b>
<b>HEALTH INSURANCE/ PERSONAL LIABILITY INSURANCE/ TV-RADIO LICENSING/ TELEPHONE &amp; INTERNET .....</b>	<b>5/6</b>
<b>GERMAN LANGUAGE REQUIREMENTS / CLASSES AT THE UAS .....</b>	<b>6</b>
<b>COMPUTER FACILITIES / LAPTOPS .....</b>	<b>6</b>
<b>SENDING PACKAGES AND MAIL TO GERMANY .....</b>	<b>7</b>
<b>THE TRIP .....</b>	<b>7</b>
<b>HOW TO GET TO ESSLINGEN .....</b>	<b>7</b>
<b>1) FROM FRANKFURT AIRPORT 2) FROM STUTTGART AIRPORT .....</b>	<b>7</b>
<b>TO GET TO THE UNIVERSITY FROM ESSLINGEN .....</b>	<b>7</b>
<b>ADDRESSES/E-MAILS/PHONE NUMBERS.....</b>	<b>8</b>
<b>ACCOMMODATION / RESIDENCE .....</b>	<b>8</b>
<b>EARLY ARRIVAL - YOUTH HOSTEL .....</b>	<b>8</b>
<b>INFORMATION ABOUT ESSLINGEN .....</b>	<b>8</b>

## 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 are 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 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](mailto: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”**

<https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/help-and-advice/publications/>

#### IMPORTANT DOCUMENTS TO BRING WITH YOU

- Passport/ID card
- 2 Photocopies of your passport with visa
- 2 formal photographs. For the photo, please wear a suit or other formal clothing, as one of these photos is 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.*

#### 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.

## 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 free of charge.

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

## FOOD

You can buy food 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 to eat 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 programmes, is 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 are not paid by this date, your registration at the University may be cancelled.

On arrival, you will have immediate "cash" expenditures for items such as: cultural excursions (approx. 130 Euros), student transport ticket (if required – approx. 200 Euros). There are also various social events connected to your studies such as: summer BBQ, Christmas get-together, Graduation ceremony and other events or special material. For these we collect a pre-payment of 50 Euros in advance. 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. These are used to help cover the costs of some events and excursions.

## TERM RELATED EXPENDITURES

**Health insurance**, which is obligatory, is 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 in September for the first semester, January for the second semester and June for the third semester. The payment is via bank debit from your own account in Germany. Payments from abroad are not accepted.

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 must 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“ at a German Bank before the visa can be issued. In this account, there must be a balance of 10.236 Euros. Please note: it is not obligatory to use the “Deutsche Bank” for this purpose.

With this type of account, you will only be able to withdraw 853 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 13,200 Euros at the beginning of your studies!!**

### **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 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](mailto: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. 100 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: <https://www.mawista.com/en/health-insurance-for-foreign-nationals-in-germany/health-insurance-for-students/>
- 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. 30-50 Euros per year and is essential for your own financial safety while in Germany.

<https://privathaftpflcht.check24.de/privathaftpflcht/benutzereingaben/>

### **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 2<sup>nd</sup> semester**. If you do not meet with this admission requirement, you may be expelled from the programme at this stage.

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 January once a week. When students arrive in Esslingen in September, they must prove at least basic knowledge (level A1) in German. Whether you have a certificate or not on arrival, an assessment test will be done.

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 2<sup>nd</sup> semester. The cost and organisation of this test is the responsibility of the student.

## 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.

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

## 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 is 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 is 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/customs fees in Germany for any packages received.
- 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 checked into your residence.**

### 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 or X20 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.

### 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](mailto:tudao.luong@hs-esslingen.de)
- M.Eng.Program Manager: Ute Brinkmann - 4474 - [ute.brinkmann@hs-esslingen.de](mailto:ute.brinkmann@hs-esslingen.de)
- Assistant to the Dean: Petra Gülck - 4461 - [petra.guelck@hs-esslingen.de](mailto:petra.guelck@hs-esslingen.de)
- Student Services & Language: Sara Pohl - 4470 - [sara.pohl@hs-esslingen.de](mailto: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 property owners 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](mailto: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 is online. The **deadline for accommodation application is 1 July**. If you keep to the deadline, you are 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 are requested to make a pre-payment by bank transfer for the deposit and pre-payment of rent for September. **This payment must be made by 1 August at the latest.**

Dormitories can only be occupied by one student, 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](mailto: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 living in Germany see:** <http://www.make-it-in-germany.com/en/for-qualified-professionals/about-the-portal/contact/chat>

<https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/help-and-advice/publications/>