

# 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**

**PREPARING FOR THE TRIP ..... 3**

**HOW TO GET A VISA (FOR NON-EU-STUDENTS) / IMPORTANT DOCUMENTS TO BRING..... 3**

**WHEN TO ARRIVE IN ESSLINGEN / MONEY ..... 3**

**HEALTH INSURANCE/ PERSONAL LIABILITY INSURANCE/ TELEPHONE & INTERNET ..... 4**

**GERMAN LANGUAGE REQUIREMENTS / CLASSES AT THE UAS / BROADCASTING LICENSE FEES ..... 5**

**ACCOMMODATION / RESIDENCE / EARLY ARRIVAL ..... 6**

## PREPARING FOR THE TRIP

### 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 months to receive a visa in some countries. Your study visa will normally be valid for 6-12 months so you will need to apply for a residence permit before expiry in Germany. The extension of your visa will cost approx. 100 Euros. This extension should last for the duration of your studies.

**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/>

### WHEN TO ARRIVE IN ESSLINGEN

If the 1 September is on Monday to Friday, you can check-in to the Student dormitory on that day. The dormitory office is closed at weekends which means if you arrive on Saturday or Sunday you will have to check-in the following Monday.

### MONEY

The deadline for the payment of **study and registration fees** is 15 July.

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 the above mentioned date, your registration at the University may be cancelled.

On arrival, you will have immediate “cash” expenditures for items such as, cultural excursions (approx. 140 €), and pre-payment of 50 € (social events). We are a public-run Hochschule and there is no funding available for such things. *For your information, we do however receive contributions from some local companies and banks. These cover the costs of some events and excursions.*

There are various transport tickets for students depending on age from between 30 and 60 € per month.

### TERM RELATED EXPENDITURES

**Health insurance**, which is obligatory in Germany, must be paid monthly via bank debit.

The **semester registration fee** includes, for example, student cafeteria, accommodation, legal advice, psychological counselling, counselling & funding.

The **study and registration fees** for the 1<sup>st</sup> semester must be paid in July, for the 2<sup>nd</sup> semester in January and the 3<sup>rd</sup> semester in June. The payment can only be done via bank debit from your own account in Germany. Payments from abroad are not accepted.

### BANK ACCOUNT

When you arrive, you must open a bank account in order to pay fees, health insurance and rent etc. Credit cards 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, International Students must open a „Sperrkonto“ (blocked account) before the visa can be issued. Normally **11,904 €** (992 € x 12months) must be deposited into this account.

For your visa application you may also need to prove that you have enough money in your blocked account to cover the cost of the second semester fee. In this case you will be asked by the Embassy to add further funds to the blocked account.

The local immigration office insist on proof of your financial security for the whole of the study period (18 months) which means you will have to deposit another **5,952 €** before they will consider a visa extension/ residence permit.

**This means we highly recommend that you deposit 17,856 € at the outset!**

### **HEALTH INSURANCE – GENERAL INFORMATION**

Health insurance is **mandatory** in Germany. You must register with a statutory health insurance company immediately after arrival. For enrolment at the university, your Health Insurance Provider must send a confirmation of insurance to the University.

If you are from an EU country or over 30 years old, you need an exemption certificate. This can be issued by any statutory health insurance company when you show them your private health insurance policy.

**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 AOK health insurance company. Please contact him 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.

- **Students coming from an EU-country** - Your home country has a reciprocal agreement with Germany. Your (EHIC card) should cover all medical costs in Germany.
- **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 € per year and is essential for your own financial safety while in Germany.

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

### **TELEPHONE / INTERNET**

Internet access is not available in all dormitories. You may need to make a contract yourself. There is wireless available on campus.

## German language requirements

German courses, intensive and semester, are available at the Hochschule Esslingen at level A2 and B1.

1. To participate, proof of completion of (at least) level A1 must be submitted.  
A Certificate/participation certificate is a prerequisite for admittance to the A2 course.
2. Intensive course starting in the first week of September:  
Latest entry date: 1 week after the start of the course.
3. Semester continuation course:  
Only open to students who participated in the intensive course.  
\*Latecomers wishing to join the continuation course must have already completed A2/B1 (certificate).  
Admittance also depends on the group size.
4. Exam:  
Only course participants are admitted to an exam.  
Class attendance (min 80%) is a prerequisite for admission to an exam.

If a student does not take part, or fails an exam, he/she must attend an external exam at a licensed language school and produce a German certificate at level A2 or higher by 30 June latest, otherwise registration for the 3rd semester is not possible. The cost and organisation of this test is the responsibility of the student.

The minimum certificate required is for instance: **Goethe-Zertifikat A2, telc Deutsch A2 or ÖSD A2**  
Certificates from the International Business Management Institute, Berlin (DSZ) are not accepted. This is only a language assessment center.

## CULTURE PROGRAM

It is recommended to take part in the culture and language program in September. It contains information about German culture and interesting excursions.

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.

## 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 approx. 60 € per quarter year.

### **Important**

Single rooms in student dormitories are classed as a single apartment. For each apartment the license fee must be paid. In a shared apartment-dormitory the fee only has to be paid by one person.

## 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"** information. The reservation is online. The **deadline for accommodation application is 1 July**. Rooms are only available for single students.

*The contract for your room can be for 1 or 2 semesters but **no longer**.*

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/>

<https://www.hotel-ri.de/hotel-ri/>

<https://www.ecoinn.de/en/>

Temporary accommodation in Stuttgart:

<https://www.jugendherberge.de/en/youth-hostels/stuttgart-international/>

<https://www.jugendherberge.de/en/youth-hostels/stuttgart-neckarpark/>

<https://alex30-hostel.de/en/>

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

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

As student rooms are only available for single people, here are some links for private accommodation.

Unfortunately, we cannot assist you with this:

<https://www.boarding-wohnen.de/en/boarding-esslingen>

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

<http://www.wg-gesucht.de/en/wohnungen-in-Esslingen-gesucht.37.2.1.0.html>

<http://www.studenten-wg.de/Esslingen,wg.html>

<http://www.immobilienscout24.de/Suche/S-4/Wohnung-Miete/Baden-Wuerttemberg/Esslingen-Kreis/Esslingen-am-Neckar/1,00->

<http://www.wohnenaufzeit24.de/>

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

<https://www.hc24.de/de/m%C3%B6bliertes-wohnraum-in-esslingen.htm>

**For general information about living in Germany see:** <http://www.make-it-in-germany.com/en/>

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