Welcome to Pforzheim University!

Dear exchange students,

We are happy to welcome you at Pforzheim University!

With its School of Design, School of Engineering and its Business School Pforzheim University combines creativity with business education and technical precision. This combination makes the university an attractive science and research partner for the regional and national economy. Every year, Pforzheim University welcomes 200 to 350 incoming exchange students. Our exchange students profit from the high-quality education, the strong practical focus and the international learning environment.

This brochure is designed as a guide to help you throughout your study experience in Pforzheim. On the following pages you can find practical information on housing, formalities and study procedures. Find out more about student life at Pforzheim University and discover the cultural and outdoor highlights of Pforzheim and its surroundings!

Please also check our website for more information:
www.hs-pforzheim.de/en/international/studying_in_pforzheim/exchange_students

The team of the International Programs Office wishes you an exciting and successful stay at Pforzheim University and a great time in Germany.
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WELCOME TO PFORZHEIM UNIVERSITY!

1.1. International Programs Office

The International Programs Office is responsible for the exchange students during their whole stay. Among others, it issues documents and keeps contact with the partner universities.

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<thead>
<tr>
<th>Address:</th>
<th>Tiefenbronner Straße 65</th>
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<tbody>
<tr>
<td>Room:</td>
<td>W 1.2.12</td>
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<tr>
<td>Website:</td>
<td><a href="http://www.hs-pforzheim.de/en/international/studying_in_pforzheim/exchange_students">www.hs-pforzheim.de/en/international/studying_in_pforzheim/exchange_students</a></td>
</tr>
<tr>
<td>Mail:</td>
<td><a href="mailto:aaa@hs-pforzheim.de">aaa@hs-pforzheim.de</a></td>
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</table>

1.2. Contact Persons

INTERNATIONAL PROGRAMS OFFICE – INCOMING COORDINATOR
NELLY LATZKO

<table>
<thead>
<tr>
<th>Address:</th>
<th>Tiefenbronner Straße 65</th>
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<tr>
<td>Room:</td>
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</tr>
<tr>
<td>Phone:</td>
<td>+49 (0) 7231 28 6147</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:aaa@hs-pforzheim.de">aaa@hs-pforzheim.de</a></td>
</tr>
<tr>
<td>Office hours:</td>
<td>Tuesday, Wednesday, Thursday 2pm – 3:30pm</td>
</tr>
</tbody>
</table>

SCHOOL OF DESIGN – COORDINATOR EXCHANGE STUDENTS
BARBARA DOFEK

<table>
<thead>
<tr>
<th>Address:</th>
<th>Holzgartenstraße 36</th>
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<tbody>
<tr>
<td>Room:</td>
<td>G 1.110</td>
</tr>
<tr>
<td>Phone:</td>
<td>+49 (0) 7231 28 6786</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:exchange.design@hs-pforzheim.de">exchange.design@hs-pforzheim.de</a></td>
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BUSINESS SCHOOL – INTERNATIONAL STUDY PROGRAM
JOCHEN EBERT

<table>
<thead>
<tr>
<th>Address:</th>
<th>Tiefenbronner Straße 65</th>
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</thead>
<tbody>
<tr>
<td>Room:</td>
<td>W 2.3.19</td>
</tr>
<tr>
<td>Phone:</td>
<td>+49 (0) 7231 28 6099</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:jochen.ebert@hs-pforzheim.de">jochen.ebert@hs-pforzheim.de</a></td>
</tr>
</tbody>
</table>
WELCOME TO PFORZHEIM UNIVERSITY!

SCHOOL OF ENGINEERING – COORDINATOR EXCHANGE STUDENTS
HENRIETTE SCHÜRGER

Address: Tiefenbronner Straße 65
Room: T 1.5.29
Phone: +49 (0) 7231 28 6515
Email: henriette.schuerger@hs-pforzheim.de
FORMALITIES

2.1. Visa application

For the visa application via the German Embassy candidates may need
- A “Letter of Acceptance” from Pforzheim University
- An official statement how costs of living in Germany will be covered

For all questions concerning the visa please contact the German Embassy or Consulate in your home country directly.

Members of the following countries are allowed to enter Germany without a visa:
- All countries of the European Union
- All countries within EFTA
- Australia, Canada, Israel, Japan, the Republic of Korea, New Zealand, USA, Andorra, Brazil, El Salvador, Honduras, Monaco, San Marino

2.2. Registering your address

Within the first two weeks of your arrival you will have to register your address at the Residents’ Registration Office (Bürgerbüro) of the city you are residing in.

If you live in Pforzheim, you will have to register here:

ALTES RATHAUS – BÜRGERCENTRUM

Address: Östliche Karl-Friedrich-Straße 2-4
75175 Pforzheim
Phone: +49 (0) 7231 39 1111
Email: buergercentrum@stadt-pforzheim.de
Contact hours: Mon – Wed: 7:30 am – 1 pm
Thursday: 8 am – 12 pm and 2 pm – 6 pm
Friday: 8 am – 12 pm

You can show up spontaneously during the opening hours, but appointments can also be booked online via this link:
www.qtermin.de/stadt-pforzheim.

If you live in the surroundings of Pforzheim, you will have to register at the respective local Residents’ Registration Office.
FORMALITIES

If you don’t have an accommodation yet, you will still have to register the address where you currently live (e.g. with your relatives or at a hotel). Once you find an accommodation, you will need to change your registration.

If you change your address during your stay at Pforzheim University, you will have to report it to the respective Residents’ Registration Office(s).

Necessary documents for registering:
- ID-card or passport
- Landlord’s confirmation, completed and signed

pdf.form-solutions.net/servlet/de.formsolutions.FillServlet?sid=zd82j1TdC/TtqGPMgnTjVR2XM4xAHNXQ&d=m.pdf

2.3. Residence Permit

Residence Permit for students from EU countries:
International students from EU countries enjoy the freedom of movement and can enter Germany without a visa. Nevertheless, they have to register within two weeks at the local Residents’ Registration Office.

Residence permit for students from non-EU countries:
Students from non-EU countries must apply for a residence permit for academic purposes in the first few weeks after their arrival if a visa doesn’t cover the whole period of stay. The residence permit is valid for maximum two years and may has to be renewed during the period of stay (e.g. when extending the stay).

The International Programs Office of Pforzheim University will set up a collective appointment with the Foreigners’ Registration Office of Pforzheim. Please note that you have to have registered your address before visiting the Foreigners’ Registration Office.

Required documents when applying for a residence permit:
- Certificate of residence (issued by the Residents’ Registration Office)
- Letter of Acceptance or Letter of Enrollment
- Proof of financial resources, for example: proof of income and assets of the parents, security payment into a blocked account in Germany or scholarship contract.
- Proof of adequate health insurance
- Valid passport
- A recent passport photo
2.4. Insurance

Health insurance is obligatory for all students studying in Germany.

Foreign health insurances need to be recognized by German public insurances. The recognition certificate needs to be presented at the International Programs Office in order to terminate the enrollment.

For further information on health insurances we recommend to check the following websites:

www.hs-pforzheim.de/en/international/studying_in_pforzheim/general_information/insurance

www.study-in-germany.de/en/plan-your-studies/requirements/health-insurance_27548.php

2.5. Bank account

You can open a bank account at a bank in Germany. An everyday bank account in Germany is called “Girokonto”. It allows you to do everything you need to do as a student: transfer money online, take cash at an ATM and pay with your card. It is also convenient for paying your rent, health insurance fees (in case you have a German health insurance) and the student service fee. As a student you normally do not have to pay any account fees. At Pforzheim University you can find a Sparkasse. Other banks are close as well.

To open a bank account you need the following:
- Your passport or identity card
- Letter of Acceptance
- Your registration certificate issued by the Residents’ Registration Office
- Your tax number (please ask for it at the Residents’ Registration Office e.g. when registering your address; you will receive it via mail after a few days)
### 3.1. Housing in Pforzheim

There are several housing options available in Pforzheim – dormitories offered by private and public institutions, rooms offered by private providers and flatshares.

Please note that international students have to take care of the accommodation for the duration of their stay independently. The application for a room will not be accomplished through the International Programs Office. The International Programs Office will gladly assist you but cannot offer the services of a housing office.

Please note that it is recommended to start looking for housing early. Student halls often have waiting lists and use the “first come, first served”-principle. In addition, it is recommended to apply to various housing options, in case one housing option doesn’t have any capacity.
## Rooms in dormitories

The public institution “Studierendenwerk Karlsruhe” offers rooms in student halls. You can find more information on the dormitories on their website:  
www.sw-ka.de/en/wohnen/wohnheime_pf/

<table>
<thead>
<tr>
<th>Address</th>
<th>Rooms</th>
<th>Monthly Rates</th>
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<tbody>
<tr>
<td>Hagenschiessstraße 1 and 3</td>
<td>230</td>
<td>198-272 EUR</td>
</tr>
<tr>
<td>Hagenschiessstraße 5</td>
<td>48</td>
<td>202-262 EUR</td>
</tr>
<tr>
<td>St. Georgenstraße 15-17</td>
<td>129</td>
<td>265-297 EUR</td>
</tr>
<tr>
<td>Lion-Feuchtwanger-Allee</td>
<td>64 apartments</td>
<td>319 EUR</td>
</tr>
<tr>
<td>Wurmbergerstraße 4c</td>
<td>33</td>
<td>252-300 EUR</td>
</tr>
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</table>

The private institution “Studentenwerk FH e.V.” offers rooms as well. Please visit their website for more information:  
www.studentenwerk-fh.de/html/info_eng.html

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<tr>
<th>Address</th>
<th>Rooms</th>
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<tbody>
<tr>
<td>Keplerstraße 75</td>
<td>98</td>
<td>220 EUR</td>
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</table>

Another private student hall is in Holzgartenstraße. More information is available on their website:  
holzgarten31.info

<table>
<thead>
<tr>
<th>Address</th>
<th>Rooms</th>
<th>Monthly Rate</th>
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<tbody>
<tr>
<td>Holzgartenstraße 31</td>
<td>47</td>
<td>266-345 EUR</td>
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</table>
LIVING IN PFORZHEIM

Rooms offered by institutions

Rooms are also offered by the following institutions:

- Bernardusheim: Single, double and triple rooms, as well as handicapped accessible apartments for pupils, interns and students. Catering can be booked on request. More information is available here: jgh.caritas-pforzheim.de

- Internationaler Bund: Furnished rooms with washing facilities, central heating, a kitchen for common use, a fitness-room and a TV-room are offered for a temporary stay. Visit their website for more information: www.internationaler-bund.de/standort/202517

- Kolpinghaus Pforzheim: Furnished single and double rooms with common bathrooms and a common kitchen are offered for students, pupils and interns. Further information can be found here: www.kolpinghaus-pforzheim.de

Flatshares (WGs)

Rooms in flatshares can be found on the university's bill-board and on various online platforms and on social media. The most known platforms are: www.wg-gesucht.de and www.studenten-wg.de

Private apartments

Private apartments are offered on university's bill-boards and also on the popular online platforms. The students’ council (AStA) regularly publishes an updated housing list with room offers: www.hs-pforzheim.de/fileadmin/user_upload/uploads_redakteur/Studentisches_Leben/Dokumente/Wohnungsliste_A.pdf
**LIVING IN PFORZHEIM**

**Additional costs**
Expect additional costs to the basic rent. Below is a list of possible incidentals:

- Running costs
- Heating
- Electricity
- Gas
- Telephone and Internet
- Licence fee

**Licence fee**
A licence fee of 17.50 EUR must be paid per residence. You can find more information here:
www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf

**Security deposit**
Landlords may request up to three months of rent as a security deposit. Providing that there are no damages, you will get the security deposit back after you move out.

**Attention**
Beware of fraud! Never transfer money in advance for an apartment unseen or without having signed a contract. You can always visit an apartment for free!
3.2. Public Transport

For enrollment, students are required to pay the mandatory student service fee (82 EUR). Part of this fee is a semester ticket which enables students to travel within the VPE network for free.

Students must carry their student ID and an official photo ID at all times when using public transport. As it might take some time to collect all the documents needed for the student ID, the Letter of Acceptance can be used as a proof instead.

The semester ticket is valid both in Pforzheim and in the VPE area. Busses and trains (RB, RE, IRE, S-Bahn) can be used. The semester ticket is not valid for ICs, ICES and ECs.
Der VPE-Tarifzonenplan

**HNV**

**KVV**

**Verbundraumübergreifende Bahnfahrten VPE/KVV**

**VVS**

**VGC**


**Buses to Pforzheim University**

Bus number 5 drives to the Business School and the School of Engineering. The bus stop is “Hochschule/Wildpark”.


The express bus 5E directly drives to the Business School and the School of Engineering.


Bus number 6 stops at the Design School. The bus stop is “Hochschule für Gestaltung”.

3.3. Pforzheim and surroundings

With its jewellery, watch and silver goods industries Pforzheim is known as the “Goldstadt” (City of Gold). Pforzheim offers cultural and outdoor highlights. We have listed some must-sees, but of course, there is a lot more to discover!

CULTURAL ACTIVITIES IN PFORZHEIM

Schmuckmuseum (Jewellery Museum)
The Jewellery Museum is the only museum in the world with a specialization in the history of jewellery. Visit the museum to find out more about Pforzheim’s jewellery history and discover jewellery collections from all over the world. As there are multiple changing exhibitions over the course of the year, there is a lot to discover!

Address: Jahnstraße 42, 75173 Pforzheim
Website: www.schmuckmuseum.de

Technisches Museum (Technical Museum)
The museum documents the history of Pforzheim’s jewellery and watchmaking industry. The museum is located in the beautiful building of the former Kollmar & Jourdan jewellery factory.

Address: Bleichstraße 81, 75173 Pforzheim
Website: www.technisches-museum.de

Pforzheim Gasometer
Inside the industrial monument a 360° panorama is displayed over 3,500 m². Every few years, another fascinating panorama is being shown. Visit their homepage to find out which panorama is currently on.

Address: Hohwiesenweg 6, 75175 Pforzheim
Website: www.gasometer-pforzheim.de
LIVING IN PFORZHEIM

Theater Pforzheim
The theater offers a wide range of opera, theater and ballet shows. Student discounts are available – don’t miss this opportunity!

Address: Am Waisenhausplatz 5, 75172 Pforzheim
Website: www.theater-pforzheim.de

Kulturhaus Osterfeld (Osterfeld Cultural Center)
The cultural center is an important cultural hotspot in Pforzheim! Visit the cultural center for comedy shows, concerts and contemporary exhibitions.

Address: Osterfeldstraße 12, 75172 Pforzheim
Website: www.kulturhaus-osterfeld.de

Kupferdächle
Every week a wide variety of events take place in Kupferdächle: Poetry and newcomer slams, open stages, acoustic and karaoke evenings, quiznights, concerts, presentations of an open theatre group, art and music groups and workshops - often with small or free admission.

Address: Kallhardtstraße 31, 75172 Pforzheim
Website: www.kupferdaechle.de

OUTDOOR HIGHLIGHTS IN PFORZHEIM

Wildpark (Wildlife Park)
The wildlife park is located next to Pforzheim University (campus of the Business School and the School of Engineering). It hosts more than 70 different types of wild and working animals.

Address: Tiefenbronnerstraße 100, 75175 Pforzheim

Enzauenpark
The park offers a lot of space for various activities – sports, relaxing or having a beer in the beer garden. Between April and October around 100 events are offered.

Address: Hohenwiesenweg 34, 75175 Pforzheim
LIVING IN PFORZHEIM

Gate to the Black Forrest
Pforzheim is the perfect starting point for exploring the Black Forrest. One of Germany’s most important hiking trails, the Westweg, starts in Pforzheim. Several other hiking and cycling trails lead through Pforzheim as well.

Associations as the Tourism Association of the Black Forrest offer information on various tours and trips from Pforzheim to the Black Forrest.

Website: www.schwarzwald-tourismus.info

SURROUNDINGS

Karlsruhe
Karlsruhe is located only 30 kilometers away from Pforzheim. It is one of Baden-Wuerttemberg’s biggest cities and is definitely worth a visit. Don’t miss Karlsruhe castle, the zoo and the various museums!

Stuttgart
The capital city of Baden-Wuerttemberg is only 45 kilometers away from Pforzheim. Enjoy the various cultural offers of Stuttgart by visiting theater, ballet and opera shows or one of the many museums and galleries. Visit Stuttgart’s famous zoo and botanic garden, the “Wilhelma”, or the great TV tower. Enjoy Stuttgart’s nightlife in one of the several bars or restaurants.
4.1. Academic Calendar

The academic year at Pforzheim University is made up of a summer and a winter semester. Each semester has 15 weeks of lecture.

The winter semester starts on September 1 and lasts until February 28/29. However, lectures only start at the end of September/beginning of October. The last exams usually take place mid-February. ISP-students (Business and Industrial Engineering) may have their final exams via the fast track already at the end of December.

The summer semester starts on March 1 and lasts until August 31. However, lectures only start mid-March. The last exams usually take place mid-July.

For more information please visit:
www.hs-pforzheim.de/en/international/studying_in_pforzheim/general_information/academic_calendar
4.2. Enrollment procedure

After being nominated by your home university and sending your application documents to Pforzheim University, you will receive a Letter of Acceptance. For non-EU students requiring a visa the Letter of Acceptance is necessary for applying for a visa. Once you have arrived to Pforzheim University there are further steps to take in order to terminate the enrollment process.

1. **Transfer of the student service fee**
   The student service fee needs to be transferred. It is recommended to do the transfer from a German/European bank account – otherwise high fees may be charged.

2. **Validation of your health insurance**
   In order to validate your health insurance, you will have to visit a public German health insurance company. They will check your health insurance and if it is sufficient for Germany, they will issue a certificate. If your health insurance is not sufficient, you may have to buy an extra (German) health insurance.

3. **Visit the International Programs Office**
   After completing the first two steps please visit the International Programs Office. Please bring the following documents:
   - Proof of transfer of the student service fee
   - Certificate issued by a public German health insurance
   - 20 EUR in cash (for the student ID)
   - Non-EU students: your passport
   - EU-students: your EHIC (European Health Insurance Card)

   After handing in the required documents, you will receive your student ID.
4.3. Course and grading system

Exchange students can choose among various courses. ISP students (Business and Industrial Engineering students) can find courses on the ISP-homepage. Design students will receive information on the course choice from the coordinator of the Design School. Double Degree students will have to choose certain courses for their Double Degree and will receive more information from their respective coordinators.

The grading system is as follows:

The grades are assigned as follows:

| Grade       | Grade
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<tr>
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<tbody>
<tr>
<td>1.0 – 1.4</td>
<td>1.0/1.3/1.7</td>
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<tr>
<td>1.5 – 1.8</td>
<td>2.0/2.3/2.7</td>
</tr>
<tr>
<td>1.9 – 2.5</td>
<td>3.0/3.3/3.7</td>
</tr>
<tr>
<td>2.6 – 3.5</td>
<td>4.0/4.7/5.0</td>
</tr>
<tr>
<td>3.6 – 4.0</td>
<td>4.1 – 6.0 fail</td>
</tr>
</tbody>
</table>

4.4. Student ID

The student ID has various functions. Among others, it is used for paying in the canteen/cafeteria, unlocking rooms and printing. Also, you have to present your student ID when writing exams.

The student ID also functions as a ticket for busses and trains (RB, RE, IRE, S-Bahn; please note: IC, ICE and EC trains are not included) in Pforzheim and the whole VPE tariff zone.

You will receive your student ID in the International Programs Office after handing in all the required documents for terminating the enrollment process.
4.5. Information and advising

The International Programs Office is always there to help you with your questions or concerns.

**MANAGER INTERNATIONAL PROGRAMS/ INCOMING COORDINATOR**

**NELLY LATZKO**

Email: aaa@hs-pforzheim.de  
Address: Tiefenbronner Straße 65  
Room: W 1.2.12

Furthermore, the coordinators of the respective faculties will be happy to help you as well.

**COORDINATOR EXCHANGE STUDENTS AT THE FACULTY OF DESIGN**

**BARBARA DOFEK**

Email: exchange.design@hs-pforzheim.de  
Address: Holzgartenstraße 36  
Room: G 1.1.10

**HEAD OF THE ISP PROGRAM (BUSINESS AND INDUSTRIAL ENGINEERING)**

**JOCHEN EBERT**

Email: jochen.ebert@hs-pforzheim.de  
Address: Tiefenbronner Straße 65  
Room: W 1.2.12

**COORDINATOR EXCHANGE STUDENTS AT THE SCHOOL OF ENGINEERING**

**HENRIETTE SCHÜRGER**

Email: henriette.schuerger@hs-pforzheim.de  
Address: Tiefenbronner Straße 65  
Room: T 1.5.29
Studierendenwerk Karlsruhe
The student services organization (Studierendenwerk) Karlsruhe offers psycho-social counseling services for any matter you might be struggling with.
Website: www.sw-ka.de/en/beratung/
4.6. **German language course**

Every semester, Pforzheim University offers pre-semester German language courses free of charge. Normally, courses on A1 and B1 level are offered within the first few weeks before the start of the semester.

During the semester, German language courses are offered as well. Depending on your knowledge, courses between A1 and C1 are offered. In order to participate at a German course during the semester, it is necessary to take part in a placement test. Usually, the placement test takes part on the first day of orientation. Please make sure to attend the placement test, if you like to take part in a German course.

4.7. **Extend your stay**

Do you want to extend your stay at Pforzheim University? No problem at all! You simply need to do the following:

- Inform the International Programs Office that you want to extend your stay
- Inform your home university that you want to extend your stay and ask them to send us a confirmation
- If necessary: extend your health insurance and provide the International Programs Office with a copy
- If necessary: extend your visa/residence permit and provide the International Programs Office with a copy
- Transfer the student service fee and provide the International Programs Office with a copy

If you want to extend your stay in order to do an internship, your coordinator has to confirm that you can do an internship while being enrolled at Pforzheim University. In case of a mandatory internship, your coordinator has to confirm that the internship is part of the study program at your home university. Please also provide us with a copy of your internship contract.

4.8. **Transcript of Records**

The transcript of records includes all your courses, marks and ECTS that you collected during your stay at Pforzheim University. After we have received your grades, the transcript will be issued. The transcript will be sent to your email address. Please inform us if you need an additional hard copy.
5.1. Buddy Program

Our student initiative “Gemini” offers a buddy program. Within the buddy program international students and German students are matched. You will receive a personal buddy who will assist you with getting to know Germany. In order to receive a buddy, you will have to fill out a form that Gemini sends out before the beginning of the semester.

In addition to the buddy program, Gemini offers several excursions and organizes meetings with international and German students.

5.2. University Library

The library in Tiefenbronner Straße 65 offers information for the Business School and the School of Engineering. There are various workspaces for studying – most of them with an amazing view on Pforzheim city. You can access the free WIFI with your student username given by Pforzheim University.

<table>
<thead>
<tr>
<th>Opening times (during the semester):</th>
<th>Monday – Friday:</th>
<th>8 am – 9 pm</th>
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</thead>
<tbody>
<tr>
<td>Opening times (during vacation):</td>
<td>Monday – Friday:</td>
<td>8 am – 6 pm</td>
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The library in Holzgartenstraße 36 is addressed at students of the Design School. You can access the free WIFI with your student username given by Pforzheim University.

<table>
<thead>
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<th>8:30 am – 6 pm</th>
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<tbody>
<tr>
<td>Opening times (during vacation):</td>
<td>Monday – Thursday:</td>
<td>8:30 am – 12 pm</td>
</tr>
<tr>
<td></td>
<td>Friday:</td>
<td>8:30 am – 6 pm</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Opening times (during the semester):</th>
<th>Monday – Thursday:</th>
<th>8:30 am – 12 pm</th>
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</thead>
<tbody>
<tr>
<td>Opening times (during vacation):</td>
<td>Monday – Thursday:</td>
<td>8:30 am – 12 pm</td>
</tr>
<tr>
<td></td>
<td>Friday:</td>
<td>8:30 am – 12 pm</td>
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</tbody>
</table>

Your student ID entitles you to rent books from the library. Please don’t forget to return them in time. Please also don’t forget to return all books before you are leaving.
5.3. Studierendenwerk Karlsruhe

“Studierendenwerk Karlsruhe” is a public body responsible for Pforzheim University. Among others, they organize the housing and the cafeteria/canteen for Pforzheim University. They also organize cultural events – most of them taking place in Karlsruhe.

5.4. Cafeteria/Canteen

Pforzheim University’s canteens/cafeterias offer a wide range of meals, snacks, beverages and coffee. A simple meal costs around 2.60 EUR. You can pay with your student ID. You can upload money on your student ID on the terminals in the entrance area of the canteen or the terminal in the W1 complex, which is located next to the snack machines at the end of the hall. Every week the changing lunch offer is published online.

For students of the Business School and the School of Engineering:
www.sw-ka.de/de/mobile/canteen/?mensa=5

For students of the Design School:
www.sw-ka.de/de/mobile/canteen/?mensa=6

5.5. Sport at Pforzheim University

Students of Pforzheim University can choose from a wide range of sport offers. Normally, the courses are instructed by students from Pforzheim University.

You can find the latest sport program here:
www.asta-pf.de/sport/

In addition, there are various sports clubs and gyms in Pforzheim that you could join.
5.6. Student organizations

Pforzheim University is home to many student organizations. In general, they are open for German and exchange students:

- AStA: The elected members represent the students of Pforzheim University; among others, it organizes events and the sport program:
  asta-pf.de

- Commeo: Organises events (e.g. “Newieparty”, orientation week) at Pforzheim University:
  commeo-ev.de

- Gemini: Offers the buddy program, events and meetings for international and German students:
  www.gemini-pforzheim.com

- Campus X: Organizes career events for students:
  www.campusx.org

Further initiatives can be found here:
engineeringpf.hs-pforzheim.de/studium/im_studium/studentische_initiativen
6.1. Students with special needs

If you have a disability, you can inform the International Programs Office so that suitable arrangements can be installed for you. Pforzheim University offers services for students with special needs. You can find more information here:

www.hs-pforzheim.de/studium/im_studium/information_beratung/weitere_informations_und_beratungsangebote#c32875

6.2. Internships

Many international exchange students add an internship to their study period in Germany.

Normally, exchange students are enrolled when doing an internship. As most companies require a mandatory internship, your coordinator may have to confirm that your internship is part of your study program.

Please inform the International Programs Office in case you want to do an internship.

Please note that students typically have to find an internship independently. However, there is the possibility to contact the Career Center of Pforzheim University which can give helpful tips on applications and possible internship placements.

Career Center

Website: www.hs-pforzheim.de/unternehmen/talente_und_karrieren/career_center
6.3 Campus Map

Institute for Industrial Ecology
B1 Blücherstraße 32

School of Design
G3 Eutingen Straße 111
G2 Östl. Karl-Friedrich-Straße 24
G1 Holzgartenstraße 36

School of Engineering
G2 Östl. Karl-Friedrich-Straße 24
T1 Tiefenbronner Straße 66
T2 Tiefenbronner Straße 66

Business School
W1, 2, 3, 4

V1 Administration
Z2 Audimax
Library
Walter-Witzenmann-Hörsaal
Tiefenbronner Str. 65
75175 Pforzheim
Germany

Source: www.hs-pforzheim.de/hochschule/kontakt/anfahrtskizze
7.1. Checklist “Before arrival”

☐ If applicable: Apply for a visa and check the entry regulations to Germany at the respective website of the German Embassy
☐ Find housing in Pforzheim
☐ Get a valid health insurance

7.2. Checklist “After arrival”

☐ Register your address in Pforzheim (or at the administration of the city you are residing in) within two weeks of your arrival
☐ Pay the student service fee
☐ Validate your health insurance
☐ Pick up your student ID
☐ Enroll for classes

If applicable:
☐ Apply for a residence permit
☐ Open a bank account
☐ Adjust your Learning Agreement and get it approved by all parties
☐ Register for the licence fee

7.3. Checklist “Before Leaving Pforzheim University”

☐ Inform the Residents’ Registration Office of the city you are residing in that you are leaving
☐ Get the confirmation that you have returned all books in the library and hand it in at the International Programs Office
☐ Cancel all standing orders
☐ Check out at the housing administration

If applicable:
☐ Terminate your (German) health insurance
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