

Welcome | Willkommen

Information for Exchange Students  
Informationen für Austauschstudierende



International Office  
Biberach University  
of Applied Sciences

The Window to the World!

## Impressum

### **Publisher**

**HBC** Biberach University of Applied Sciences  
International Office  
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## Contents

Introduction	5
HBC Biberach University of Applied Sciences	6
Before Departure	9
Arrival	10
Enrolment/Matriculation	12
Important Facilities at Biberach University	14
Important Dates	16
Studies	17
Living and Studying in a Foreign Language – Why Learning German is so Important	18
Visa and Residence Permit	20
Authorities	22
Resident Registration	22
Aliens Department	23
Bank Account	24
Insurance	26
Health and Nursing Care Insurance	26
Personal Liability Insurance	28
Accommodation	30
Hall of Residence	31
Flat Shares	34
Searching for Accomodation by Yourself	36
Expenses	38
Mobility	40
Telephone	41
Shopping	42
Living in Biberach	43
Living in Germany	44
Further Information in the Internet	44

## Introduction

We are delighted by your interest in spending one or two semesters as an exchange student at Biberach University of Applied Sciences. Along with study opportunities, the town of Biberach with its 32,000 inhabitants offers plenty of opportunities to make your stay an enriching experience. The town's attractive surroundings (including the Allgäu region and Lake Constance) and its proximity to Austria and Switzerland leave nothing to be desired when it comes to enjoying your leisure during study-free periods.

A few obstacles will have to be dealt with at the beginning of your stay. This brochure provides you with information about enrolment, visits to public authorities, looking for accommodation and much more. It answers many of the questions you will have before your arrival in Biberach. It will also be worth glancing through the brochure during your stay and above all before your departure. Please also take note of the checklists which the International Office will give you at the beginning of your stay.

The International Office at Biberach University of Applied Sciences is responsible for all organisational concerns relating to your studies during your stay. We will accompany you on your first visits to public authorities and when opening a bank account, help you take out health insurance cover, pick you up from the railway station, take you to your accommodation and help you look for a room if required. The respective faculty is responsible for answering questions relating to the content of your studies.

We welcome you warmly to the University and hope you will have a great time here in Biberach.

The International Office  
**Biberach University  
of Applied Sciences**



## Biberach University of Applied Sciences

### small but pleasant

The strength of Biberach University of Applied Sciences lies in its manageable size and correspondingly personal atmosphere. 2300 students, 78 professors, 205 lecturers and approximately 150 staff members stand for friendly cooperation at Biberach University. The University is aware of the potential in this small unit: learning and teaching in small teams, interdisciplinary, independent but at the same time exceptionally well looked after – also in the University’s central facilities: computer centre, library, student’s secretary and International Office.

### personal and individual

Biberach University of Applied Sciences exploits these advantages in many ways – right from the beginning: the first contact for foreign students who wish to complete part of their studies at the University or take part in a supported exchange programme is the International Office. The International Office assists you personally, for example with applying to and enrolling at Biberach University, applying for a visa, looking for a room and taking out appropriate insurance cover. Moreover, mentors at the International Office help with all visits to public authorities and take care of foreign students on their arrival at the University. The International Office is also ready with help and advice during your studies.

### Mentor-Mentee-Program

The International Office created the so called Mentor-Mentee-Program. Students from Biberach University take care of the exchange students from the very beginning and help throughout the entire time of their stay with all types of concerns.

Students are also well looked after by the University faculties. You will receive course guidance during your studies. Here it will be discussed how the student is able to develop his or her skills to the full and where potential exists.

### expert knowledge and soft skills

Besides imparting specialist knowledge, the University also focuses on developing key skills which are in ever greater demand both professionally and socially. Personality, self-confidence, discernment, empathy, responsibility and curiosity are characteristics which can be crucial for good communication and constructive cooperation.

### practical and applicable

Biberach University is application-orientated; courses focus on the practical element right from the beginning. Practical semesters are for example compulsory, and topics for study projects, Bachelor’s and Master’s theses are drawn from practical experience. The University cultivates a tight network in the business world, linking companies and institutions alike. The University’s institutes make up an interdisciplinary platform for teaching.

### awarded

All faculties at Biberach University of Applied Sciences on several occasions were awarded first place in the university ranking list published by CHE and ZEIT:

[www.che-ranking.de](http://www.che-ranking.de)

Best practice in Biberach!





You are in any case recommended to visit your family doctor in your home country before leaving for Germany. Obtain missing and overdue vaccinations wherever possible. Ensure that any medication which has to be taken regularly is also available in Germany.

## Further Information **ADDRESSES**

**You will find further information about the University and the faculties in:**

- **Studienkompass**  
(University study guide) with important telephone numbers and contact addresses (as catalogue)
- **Im Bild**  
(Biberach University info for new undergraduates) This information brochure is handed out when welcoming new undergraduates.

### **Administration**

#### **Biberach University of Applied Sciences**

Karlstr. 11  
88400 Biberach/Germany

Tel: +49 7351 582 0  
Fax: +49 7351 582 119

info@hochschule-bc.de  
**www.hochschule-biberach.de**

### **International Office**

#### **Biberach University of Applied Sciences**

Sinje Miebach | Head of IO  
Carolin Halder, Claudia Nießen  
Karlstr. 11  
88400 Biberach

Tel.: +49 7351 582 103 or 106  
Fax: +49 7351 582 119

aaa@hochschule-bc.de  
**www.hochschule-biberach.de/  
web/english/international-office-  
inc.**

## Before Departure

Make sure that you assemble all documents and items for your stay in Germany before departure.

### **You should have the following documents in your luggage on arrival:**

- Passport (EU citizens: personal identification card)
- Visa, if necessary
- European health insurance card, or health insurance providing sufficient cover until German health and nursing care insurance has been obtained (proof)
- 4 current passport photos
- Bank statement providing evidence that you have sufficient funds to cover your stay in Germany (does not apply to scholarship holders and ERASMUS students)
- International driving license, if necessary
- International vaccination certificate (recommended by the International Office)
- Allergy card, if necessary

### **You should have the following items in your luggage on arrival:**

- Any medication you have to take regularly
- Credit card and cash for the first 2 weeks
- A sleeping bag or bed linen and towels
- 220 volt transformer for electrical equipment and adapter plug for German sockets
- Emergency telephone numbers for home and Biberach (from the International Office, your mentor and possibly from the new landlord)



## Arrival

Munich, Frankfurt and Stuttgart airports are the best for arrival by plane. All airports have a railway station. From there, you can take the train to Hauptbahnhof (main railway station, abbreviation: Hbf). Then take the train to main railway station in Ulm. In Ulm, change to the train heading for Biberach an der Riß (or Riss). Some connections also go straight through to Biberach. You will find more information on the websites mentioned below.

If possible, buy your train ticket at the airport or online from the Deutsche Bahn (German Rail) website.

Don't worry! You won't get lost on the way. The Deutsche Bahn provides detailed information on its homepage. You should also print out later train connections in case your flight is delayed or there are delays on the railway.

If you travel to Biberach by bus, your long-distance journey usually ends in Ulm. Find out beforehand

exactly where the bus will stop and how to get to Ulm main railway station from the bus stop.

From Ulm railway station, you can travel to Biberach without changing. You will find more information on the Deutsche Bahn website.

**Mentors** from the International Office will collect you from Biberach railway station.

You will find further information in German and English under:

- [www.bahn.de](http://www.bahn.de)  
[You can choose your language in the upper right-hand corner.]
- [www.flughafen-stuttgart.de](http://www.flughafen-stuttgart.de)  
[You can choose your language in the upper right-hand corner.]
- [www.munich-airport.de](http://www.munich-airport.de)  
[You can choose your language in the centre of the right-hand side.]
- [www.fraport.de](http://www.fraport.de)  
[You can choose your language in the upper right-hand corner.]



## Enrolment/Matriculation

You will enrol at the University immediately after your arrival in Biberach. The International Office will help you with this. Matriculation (also called registration) takes place in the students' secretary. All documents needed for matriculation must be submitted to the International Office of Biberach University of Applied Sciences before your arrival!

On matriculation, you will receive an important document: your **matriculation certificate**. This is reissued each semester and copies of it must be presented to the corresponding authorities. Keep this certificate carefully!

If you want to study at Biberach University of Applied Sciences for more than 1 semester, you must **then register** for the following semester. You can find out the exact dates for reregistration in the students' secretary.

The same applies to **examinations**

## Students' Secretary

The same applies to **examinations** taken during your course. There are fixed dates for each semester which you must comply with. Examinations can only be taken if you register for them punctually.

### Opening hours

Monday, Wednesday, Friday  
from 9:00 – 12:00 am

Wednesday  
from 14:00 am – 16:00 noon

### ADDRESS

#### Studentensekretariat

Karlstr. 11  
Building A  
room A.04  
88400 Biberach an der Riss

Tel.: +49 7351 582 151

E-mail: [baier@hochschule-bc.de](mailto:baier@hochschule-bc.de)



### IMPORTANT

At the end of your stay at the University, **you must have yourself removed from the student register**. This is also done in the students' secretary. Your Transcription of Records will be issued via the LSF system of the university. In case problems occur please contact the assistances in your course of study.

## Important Facilities at Biberach University

Along with the students secretary and the International Office, the following facilities are important for you:

- Computer centre
- Library
- Canteen
- Secretary's office for the faculty

The **computer centre** provides all computers at the University which may be used by the students. Immediately after your arrival, you will be introduced to the computer centre and will receive your log-in data as well as your own e-mail address. Please check this frequently, as the University uses it to send important internal information.

The **University Library** is located in building B. Here you will find a large quantity of books relevant to your studies. Under normal circumstances, you will not need to purchase any books relevant to your studies. You can borrow them from the library. The library also has an impressive reference collection. The library contains several reading spaces which are frequently used by students. You are recommended to study in the library, as here you have all necessary literature at hand and other students on the same course can often give you help and advice. If you have problems researching the literature, please speak to a member of the library staff, who will be happy to help you. You will need your student ID card in order to borrow books. At the beginning of your stay, you will receive an introduction to how the library works.

### Canteen

In the newly renovated building of Biberach University the new cafeteria is open since October. Besides the offer of coffee specialities, hot and cold drinks, pastries, hot and cold snacks, salads, dairy products, sweets, desserts the canteen also serves three different menus for selection at lunchtime. Also grilled dishes, cooked in the wok or the pizza from the oven are served regularly. The bright and friendly environment ideal for leisurely breaks. The integrated coffee station also offers a wide range of different hot drinks. Incidentally, with us you can enjoy with a clear conscience: our coffee comes exclusively from fair trade, salads come mainly from controlled cultivation and the fish only from stocks unchallenged.

Every course of studies at the University has its own **secretary's office**. These deal with all course-related matters. Please contact the **assistances** in your faculty if you have any questions concerning the content of your studies.





## Important Dates

### Application deadlines

**Summer semester: November 15**

**Winter semester: May 15**

Summer semester

March - August

Winter semester

October - February

Each semester comprises a so-called **lecture period** of approx. 15 weeks during which lectures and exercises take place, and a so-called **preparatory period** without regular tuition. Examinations and tests are held during the free period.

The International Office will inform you of the exact dates before you arrive in Biberach so that you can plan your arrival in plenty of time. The current semester plan can be found at:

[www.hochschule-biberach.de](http://www.hochschule-biberach.de)

As a rule, no lectures are given on Sundays or public holidays. Please consult [www.feiertage.net/freitage.php](http://www.feiertage.net/freitage.php) to find out about public holidays in the federal state of Baden-Württemberg. All shops and public facilities are closed on these days.

Avoid arriving in Biberach on public holidays or at weekends! University contacts cannot be reached on these days.

Germany is in the Central European time zone (CET). Clocks are put forward or back by one hour when changing from winter to summer time or vice versa. One hour forward at the end of March and one hour back at the end of October.



German universities do not usually take records of student attendance during lectures. In your own interests, the International Office recommends you attend lectures without a break. Particularly at the beginning of a semester, it can often seem difficult to follow lectures without interruption. This makes regular attendance at lectures even more advisable, and your participation will pay off at the end of the semester.

## Studies

The University's faculties are responsible for your study curriculum. The so-called study and examination ordinances determine course progress, which subjects are compulsory, which examinations have to be taken and how these are marked.

You should obtain exact information about how the semester will progress before your studies begin. Discuss your choice of course with the assistences of your faculty and set targets for your stay.

**Examinations** in particular will very likely be radically different from those at your own university. Examinations are often only taken at the end of the semester. The examinations are very extensive, as they often cover the material from an entire semester. The examinations are held on fixed dates. Once you have registered for an examination, your presence is compulsory (exception: in cases of illness where a doctor's note is provided).

You will find general and more detailed information concerning studying at German universities in the **DAAD publication "Destination Germany, A Pocket Guide for International Students"**. You will receive this from the International Office after your arrival. Alternatively you can download it from: [www.daad.de/imperia/md/content/de/deutschland/downloads/daad\\_ziel\\_d\\_d\\_lck.pdf](http://www.daad.de/imperia/md/content/de/deutschland/downloads/daad_ziel_d_d_lck.pdf). Please note the differentiation between universities and universities of applied sciences in this context.

## Living and Studying in a Foreign Language – Why Learning German is so Important!

You don't have to be able to speak like Goethe when you arrive in Germany! However, in order for you to be able to make yourself understood easily, you should take a German course at your local college, the Goethe-Institute or other institutes in your country in plenty of time. Regular exchange students do not need a language examination (DSH or TestDaF) to complete part of their studies at Biberach University of Applied Sciences. In some cases, alternative conditions may be regulated in the partnership agreements.

At the beginning of your stay at Biberach University of Applied Sciences, there will be a two-week **intensive German course**. It usually begins in mid-September and early March. This German course continues when lectures begin and usually takes place once a week. Participation in this language course is **compulsory** for exchange students.

Foreign students coming to Biberach University as part of the **Erasmus+** program are recommended to take part in a virtual language course offered free of charge for Erasmus students by the **Deutsch-Uni Online (DUO)** under [www.deutsch-uni.com/erasmus](http://www.deutsch-uni.com/erasmus). The course should begin **no less than 3 months before your arrival** in Biberach. Please contact the International Office if you do not have the corresponding access data.

Foreign students wishing to study for a Bachelor's or Master's degree at Biberach University need to pass the **DSH examination** or **TestDaF**. It will save you a lot of time, effort and money if you take one of these examinations in your home country. If you want to take the DSH during your stay in Biberach, please bring copies of all certificates (advanced school-leaving, study and language certificates). These copies must be certified by a German Embassy or Consulate (the original must always be presented when requesting certification).

Only copies certified by a German institution will be recognised. The DSH examination is held at the Studienkolleg in Konstanz. Early registration is essential.

Should you require even more intensive preparation after your arrival in Germany, the International Office recommends a German course as offered by a large number of language institutes. After sitting a test to assess their knowledge of

German, students are placed in seminar groups at the appropriate level. Grading tests and other information can be found on the following website or obtained from the International Office: [www.ulm.inlingua-deutschland.de/1649.html](http://www.ulm.inlingua-deutschland.de/1649.html).



### You will find further information under

- [www.daad.de/deutschland/nach-deutschland/vorraussetzungen/de/6221-deutsche-sprache](http://www.daad.de/deutschland/nach-deutschland/vorraussetzungen/de/6221-deutsche-sprache) Info about DSH
- [www.htwg-konstanz.de/studienkolleg-center-for-int.296.0.html](http://www.htwg-konstanz.de/studienkolleg-center-for-int.296.0.html)  
Here you can take the DSH
- [www.testdaf.de](http://www.testdaf.de) Choice of language: left side middle page
- [www.deutsch-uni.com/erasmus](http://www.deutsch-uni.com/erasmus) offer for Erasmus students
- [www.goethe.org](http://www.goethe.org)
- <http://ulm.inlingua-deutschland.de> Inlingua ULM

## Visa and Residence Permit

Before travelling to Germany and commencing your studies at Biberach University of Applied Sciences, you must obtain a student visa from the official German representative authority in your own country (this does not apply to EU or EEA citizens or to citizens of certain countries outside the EU). You should apply for a visa immediately after receiving confirmation of acceptance from Biberach University.

For this, you are requested to provide various documents including those proving that the applicant has been admitted to study at Biberach University of Applied Sciences (confirmation letter from Biberach University) and documents providing evidence of sufficient funds to cover your stay (proof of scholarship where relevant).

In many cases, details concerning the documents needed to apply for a visa can be obtained quickly and easily from the website of the German representative authority in your own country.

The German representative authority can only issue your entry visa once the competent immigration authority in Germany has granted permission. After your arrival, the immigration office will convert your visa into a residence permit.

The visa application form for a long-term stay (more than 3 months) can be obtained free of charge from the respective foreign representative authority. Students are exempt from fees when applying for student visas.

Citizens of Australia, Israel, Japan, Canada, New Zealand, South Korea, the USA, Andorra, Honduras, Monaco and San Marino can also obtain the necessary **residence permit** after arrival. The competent authority is the aliens department of the foreigner's future place of residence (see the section "Aliens Department").



**Students who are not citizens of an EU country or of any of the countries mentioned above should under no circumstances enter Germany on a tourist visa! A tourist visa cannot subsequently be changed to a student visa!**

You will find up-to-date and more detailed information under:

- [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de)

## Authorities Resident Registration

In Germany, residents are obliged to register with their local authority. You must register at your local authority's registration office within 7 days of moving into your apartment or the hall of residence. Any change of residence during your stay must also be reported (change of registration).

Did you live in Germany before you must state the former address and the period of time.

In order to register, you will need the following:

- Completed application form (available from residents' office)
- Passport
- Tenancy agreement from Student Services or private landlord, and exact address
- Matriculation certificate from Biberach University

### Opening hours

Monday, Wednesday  
8 am – 6 pm  
Tuesday, Thursday, Friday  
8 am - 12:30 pm  
Saturday  
9:30 am - 12:30 pm

### ADDRESS

#### Einwohnermeldestelle

Hindenburgstrasse 29  
88400 Biberach an der Riss

Tel.: +49 7351 51-201 to -204

[www.biberach-riss.de](http://www.biberach-riss.de)



### IMPORTANT

Any change of residence within Biberach or Germany must be reported to the resident registration office.

**You must cancel your registration in writing at the resident registration office before your departure. You can obtain the relevant forms from the resident registration office or the International Office.**

## Authorities Aliens Department

You must submit an application for the issue of a residence permit to the aliens department within 3 months (of your arrival in the Federal Republic of Germany). The International Office recommends you submit your applications within 7 days of arrival. This is usually granted without difficulty on presenting the documents mentioned below.

Provide the following documents:

- Completed application form (available from immigration office)
- Passport (if necessary with a student visa, see section "Visa and Residence Permit")
- Matriculation certificate
- 1 recent biometric passport photo
- Tenancy agreement (copy)
- Proof of registration from the resident registration office (see previous section)
- Proof of health insurance cover (copy)
- Proof of funding (proof of scholarship)

### Opening hours

Monday - Friday  
8 am - 12:30 pm  
Wednesdays also  
2 pm – 6 pm

### ADDRESS

#### Ausländerstelle

Hindenburgstrasse 29  
88400 Biberach an der Riss

Tel.: + 49 7351 51-480 and 481

Fax: + 49 7351 51 585

[www.biberach-riss.de](http://www.biberach-riss.de)

## Bank Account

The International Office expressly recommends you open an account with a German bank.

Such an account ensures that payments can be received and sent with ease. In Germany, payments such as rent and health insurance premiums are normally made by transfer (in some cases also by standing order). Incoming payments such as scholarship are also made exclusively by bank transfer. The issue/presentation of nonnegotiable cheques is not customary in Germany. Traveller's cheques can be encashed without difficulty.

When opening your account, you will initially receive a temporary account information card. This will state both your account number and the bank code (BLZ) of your bank. You should also ask for the IBAN and BIC for your account, as both are necessary for bank transfers to and from other countries.

A few days after opening your account, you will receive two letters. One letter will contain your EC card and the other the PIN number for your card. You can use your EC card to obtain cash from your bank's cash dispensers and to pay without cash in shops. For the latter, you must either give your signature or enter your PIN number. You may be required to prove your identity when presenting your EC card (in your case with your passport). Your EC card is not a credit card! Outgoing amounts are booked directly from your account. You can also use your EC card to obtain account statements from your bank. The banks provide statement printers for this purpose. These are normally located right next to the cash dispensers. Please keep your bank statements carefully. It is not customary to post bank statements free of charge in Germany. You should therefore print your bank statements at regular intervals.

### IMPORTANT

Should you plan to study at Biberach University for longer than one semester, please present your current matriculation certificate to the bank at the beginning of every semester. Otherwise your account will incur account management fees.

Close your account before your departure or set a date on which your account is to be closed. For a charge, the bank can transfer amounts remaining in your account to an account of your choice. Give your home address to your bank before your departure, so that you can also be reached after you leave.

When opening your account, you can also have the online banking facility activated. With this, you can manage your account via the internet, make transfers and set up standing orders. The bank consultants will inform you about this.

As a student, you will only be charged small fees for your German bank account. The issue of EC cards and the activation of the online banking facility are carried out free of charge (does not apply to students aged over 28). Depending on the bank, bank statements will cost approx. 10 cents per printout. Transfers abroad are subject to fees.

You will need the following to open a bank account:

- Passport or personal ID
- Proof of registration from the resident registration office

- Confirmation of admission/  
matriculation certificate

Kreissparkasse Biberach offers a special service for exchange students.

### ADDRESS

#### **Kreissparkasse Biberach**

Marktplatz 29 | 88400 Biberach/Riss

Tel.: + 49 7351/570 2600

Fax: + 49 7351/570 2630

**[www.ksk-bc.de](http://www.ksk-bc.de)**

### Opening hours

Monday - Friday

8:30 a.m. - 5:00 p.m.

All other local banks also offer free current accounts for students.

# Insurance

## Health and Nursing Care Insurance

### Students from EU countries

Health insurance is compulsory for all students in Germany. As a rule, you will be covered as a student or through your family in your home country. You will therefore not need additional cover from a German health insurance provider.

In order to prove your identity and obtain free or reasonably priced medical assistance, you will need a European Health Insurance Card (EHIC). This is usually printed on the back of your health insurance card. This applies to all EU countries.

### Students from non-EU countries

Health insurance is compulsory for all students in Germany, i.e. you must present proof of cover by a German health insurance provider for matriculation at a German university. **Health insurances from abroad cannot be considered!** You will not be able to begin your studies without this proof! German universities do not offer medical care.

In cases of illness, cover from a German health insurance provider guarantees straightforward, free treatment for students. If you want to see a specialist (exception: dentist), your GP will issue a transfer note.

You can consult any doctor you choose. The invoice for your doctor's visit is sent directly to your health insurance provider. In the event of being required to undergo an examination which is subject to a fee, the doctor must first ask for your consent. You can pay for this service in the surgery directly; otherwise an invoice will be issued.

In Germany, **nursing care insurance is compulsory** for all persons covered by health insurance. The objective of nursing care insurance is to cover the social risk of long-term nursing care, which may become necessary after major accidents, through disease or in old age. Persons for whom health insurance is compulsory are covered for nursing care by their health insurance provider.

**After your arrival you will receive your insurance card from the company you filled in the membership declaration.**

Health insurance cover with the AOK, for example, costs approx. 80 EUR a month. Students 30 or older will be covered by private health insurance.

### ADDRESS

#### AOK - Die Gesundheitskasse

Zeppelinring 2 – 4  
88400 Biberach

Tel.: + 49 7351/501 - 0

Fax: + 49 7351/501 - 0

<https://bw.aok.de>



### IMPORTANT

Should you plan to study at Biberach University for longer than one semester, please present your current matriculation certificate to the health insurance company at the beginning of every semester. This is the only way to obtain a student rate!

Inform your health insurance provider when you intend to finish your studies in Germany and when you plan to leave the country two months before departure. Arrange for the final premiums to be paid by transfer. Give your home address and email address to your health insurance provider before your departure, so that you can also be reached after you leave.

## Insurance

### Personal liability insurance

The International Office recommends you take out personal liability insurance. This covers the liability risks to which private persons are subject during the course of their daily lives.

You can take out personal liability insurance before leaving your home country. Please ensure that your policy also covers other countries. You may possibly already be covered by your parents' family insurance policy.



## Accommodation

In Germany there are plenty of ways for students to find a room. Rooms in the hall of residence or in a shared apartment are very popular. Both of these offer the opportunity to move into a furnished room and establish direct contact with other students.

**The International Office of Biberach University of Applied Sciences offers to help with the search for a furnished room in the hall of residence or in a shared apartment.**

The rent (including utilities) amounts to around 300-350 EUR a month.

## Accommodation Hall of Residence

The hall of residence in Biberach is managed by Ulm Student Services. It is located close to the market square, next to the "Kapuzinerhof" hotel. The University can be reached on foot in 5 minutes.

In all, there are 63 rooms in 27 apartments (2 or 3-room flat-shares), each room measuring approx. 18 m<sup>2</sup>. Every room is equipped with basic furnishings (bed, cupboard, desk, bookcase, side-table, chair). Each apartment has a small fitted kitchen. The WC with wash basin is located separately from the shower, which is also equipped with a wash basin. Washing machines and dryers are available to all tenants for a fee (1.50 EUR and 1 EUR per load in each case). Bed linen can be borrowed for a one-off fee of 15 EUR. Dishes are not available, and each tenant must bring his or her own.

Every room has an internet connection via the University's computer centre. Moreover, every room has a telephone connection. The residents are themselves responsible for cleaning their accommodation, including kitchen and bathroom.

A limited number of dorm rooms will be assigned by the International Office.

### **Rent including ancillary costs**

320 EUR per room

### **Deposit** 300 EUR

### **One-off administration fee on conclusion of tenancy agreement**

20 EUR

### **Bed-Linen:** 30 EUR





## Accommodation Hall of Residence



### Hall of Residence

Contact at Hall of Residence:

#### Facility Manager

Kapuziner Strasse 11  
88400 Biberach/Riss

Tel: + 49 7351 76243

#### Office hours:

Monday and Wednesday  
8.00 am – 9.30 am  
Tuesday, Thursday and Friday  
1.30 pm – 3.00 pm



## Accommodation Flat Shares

Like the hall of residence, flat-shares are a popular form of accommodation for students. Flat-shares are not usually single-sex, although there are some exceptions. It is difficult to find your own apartment for less than 400 EUR a month. This is why many students get together in shared accommodation.

Prices for rooms in shared apartments can vary considerably. The International Office makes every effort to find reasonably priced rooms for exchange students. As a rule, you can expect to pay between 300 EUR and 350 EUR. This price covers the basic rent and the cost of utilities (water, heating, etc.). Electricity and waste collection are often charged separately. As a rule, the deposit for a room amounts to 2 months' rent.

### On Arrival

Make sure that you conclude a **tenancy agreement** with your landlord or the principal tenant in your apartment. This must be presented to the resident registration office and alien department in Biberach. The clauses in the tenancy agreement include a list of all costs incurred. It also states how much notice must be given before leaving the room. Read the tenancy agreement carefully and ask if there is anything you don't understand. Note all figures on the meters at the beginning of your stay (where accessible: water, electricity and heating) along with any existing defects, and have this countersigned by the landlord. In this way, you will avoid problems on departure. The landlord will give you information about setting up a telephone and internet connection.



### IMPORTANT

**Use electricity, water and heating sparingly! In Germany, heating costs in particular have risen dramatically. By saving on utilities, you will avoid high arrears on payment.**

## Accommodation Flat Shares

### IMPORTANT

If you pay a deposit, have the landlord **confirm** your payment with a receipt.

In Germany, rent is usually debited from a German account by **standing order**.

### On Departure

On departure, leave your room in exactly the way you found it on arrival. Remove any furnishings you may have acquired during your stay, or ask the landlord whether they can stay in the room. Give your room and other rooms such as the kitchen, bathroom, hallway and living room a thorough cleaning. Make sure that the fridge is completely clean and empty. Sell your bicycle before departure and don't just leave it. Should you fail to leave your room in good order, the landlord may charge you for final cleaning and clearing out.

### IMPORTANT

Clarify the **repayment of your deposit** with your landlord (time, cash or transfer).

Make sure that your landlord has your **home address**. This is the only way he will be able to reach you in the event of any further questions.

All advice and information in this section also apply to students living in the hall of residence or searching for accommodation by themselves (see sections on "Hall of Residence" and "Searching for Accommodation By Yourself").



## Accommodation

### Searching for Accommodation by Yourself

Anyone searching for accommodation by him or herself may find something here:

- In the university's **ASTA office** (building A) there is a **card index** with all accommodation currently available.
- There is a **notice board** in the university's A building with accommodation currently to let and wanted. You find it diagonally opposite the ASTA office
- The **"Schwäbische Zeitung"** regularly prints advertisements by landlords with accommodation to let and students looking for accommodation. These advertisements usually appear on Wednesdays and Saturdays. You can view these online at any time under: [www.suedfinder.de](http://www.suedfinder.de)
- The free information sheet **„INFO"** is published every Wednesday. As in the "Schwäbische Zeitung", you will find advertisements by landlords with accommodation to let and by students searching for accommodation. The advertisements in "INFO" can be viewed any time under [www.suedfinder.de](http://www.suedfinder.de).
- It is also worth placing an **accommodation wanted** advertisement in the "Schwäbische Zeitung" or in "INFO" Such an advertisement costs around 60 Euro.
- There are various websites on the internet offering rooms in shared apartments. Here is a small selection: [www.studenten-wohnung.de](http://www.studenten-wohnung.de) and [www.wg-gesucht.de](http://www.wg-gesucht.de).



#### IMPORTANT

You should definitely take a look at the shared apartment before making a decision. Average room prices (including utilities) vary between 300 – 350 EUR a month.

**The International Office cannot assist you if you decide to look for accommodation by yourself!**

Please consider the following points, among others, when searching for accommodation:

- **Location** (distance from university)
- **Price** (rent with and without utilities, additional costs, deposit)
- **Furnished/unfurnished** (what items such as mattress, bed linen and dishes will you have to buy?)
- **Facilities** (washing machine, dryer, bicycle storage, parking space etc.)
- Number of **fellow residents** (sex etc.)
- **Atmosphere** (do the people in the shared apartment like to party, or is it quiet?)
- Other: **state of repair** (old building, partly renovated, new building); cleanliness; smokers/non-smokers; pets

## Expenses

Living expenses in Germany are reasonable. The cost of accommodation, leisure and culture is average for the EU. Compared with countries such as France, the UK and the Netherlands, they are even relatively low.

There is no general guideline as to how much money a student in Germany will need every month. The law stipulates that a student should have **700 EUR per month** at his or her disposal. Foreign students must provide proof that this amount is available at Biberach immigration office (e.g. proof of scholarship, statement of parents' account etc.). The cost of living is not least dependent on your leisure activities. Anyone who lives in reasonably priced accommodation and enjoys a modest lifestyle in other respects can live on less than 600 EUR a month in Biberach.

The rent will account for the largest part of your expenses. Rents in Biberach amount to approximately 300–350 EUR (see section on "Accommodation").

Compared to other European countries, groceries in Germany are excellent value for money. It is definitely worth comparing prices. At **Aldi, Lidl & co.** you can buy groceries and household expendables at relatively low prices. Supermarkets such as Edeka offer more expensive brand articles as well as cheaper own-label products. It is definitely worth paying a visit to the weekly market on Wednesday and Saturday (Biberach market square). Fruit and vegetables are particularly good value for money here.

Students in Biberach do not usually allow for **transport costs** (regional transport and Deutsche Bahn) in their monthly budget, as these are not usually necessary. Everything in Biberach can be reached on foot or by bicycle. Students living around Biberach normally use their own cars to reach the university.

It is advisable to buy a student semester ticket for trains and buses which can be used in the area in around Biberach.

Approximately 80 EUR is normally allowed for **health and nursing care** insurance. The costs of private liability insurance vary widely (see section on "Insurance").

A sample calculation of monthly expenses:

<b>Accommodation</b>	310 EUR
<b>Food</b>	170 EUR
<b>Insurance</b>	100 EUR
<b>Leisure</b>	70 EUR
<b>Clothing</b>	50 EUR
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<b>Total</b>	700 EUR

**Foreign students completing part of their studies at Biberach University as part of an exchange programme do not have to pay study fees** (students from Biberach University's partner institutions). This study period should cover at least one semester but not more than two semesters.

Like all other students, exchange students pay a **contribution to student services** every semester. There is no exemption from this. Student Services runs certain facilities at Biberach University such as Canteen, handles student grant (Bafög) applications, runs the hall of residence and the emergency psychological care service. It helps students cope with everyday life away from their studies. Ulm student services is responsible for Biberach University. You will find more detailed information under:

**[www.studentenwerk-ulm.de](http://www.studentenwerk-ulm.de)**

A one-off fee of 10 EUR is charged for the **student ID card**. Besides serving as personal ID, it is used as a payment card in Canteen and at the copy machines. It is also needed to borrow library books and to print material in the computer centre. A charge terminal (SIT terminal) is located right next to Canteen.

Students receive special **discounts** in cinemas, swimming pools, museums, theatres and many other leisure facilities. These discounts are usually granted on presenting your student ID card.

## Mobility

### Car

You do not need a car in Biberach. All of Biberach's important places can be reached within 10 minutes on foot or by bike. You will find car hire companies in the local telephone book under "Autovermietung". If you want to hire a car, you will need an international driving license. Before sitting at the wheel, you should familiarise yourself thoroughly with the traffic regulations on German roads. Absolutely no alcohol is allowed when driving! Neither are you permitted to use the mobile phone while driving.

### Regional Transport

Biberach has a municipal bus network. More remote parts of the town such as Mettenberg and Stafflangen can be reached by bus. You will find more detailed information under: [www.ding-ulm.de/](http://www.ding-ulm.de/).

### Long-Distance Transport

The best way to travel long distances is with the **Deutsche Bahn**. Some of their rates are very reasonable, e.g. the Baden-Württemberg-Ticket (for rail journeys within the federal state of Baden-Württemberg) or the InterRail ticket for trans-European train journeys. You should by all means buy a train ticket before boarding the train. These can be purchased via the internet, in the Deutsche Bahn travel centre at the railway station, and at the station's ticket machines. It may be worthwhile purchasing your ticket in advance, as the Deutsche Bahn offers special rates for early bookers. You will find more detailed information under: [www.bahn.de](http://www.bahn.de).

Neither do **flights** within Europe have to be expensive. The following companies offer flights to many interesting destinations:

- [www.billigflieger.de](http://www.billigflieger.de)
- [www.ryanair.com](http://www.ryanair.com)
- [www.germanwings.com](http://www.germanwings.com)
- [www.airberlin.com](http://www.airberlin.com)

### Bicycle

The best way to get around in Biberach is by bicycle. Many cycle shops in Biberach also sell used bicycles relatively cheaply. Please sell on your bicycle before your departure.

Please do not leave it at the University or your apartment. Disposal is subject to a fee. The International Office does not procure used bicycles.

## Telephone

### Important Phone Numbers

The country code for Germany is **+49**

The area code for Biberach is **07351** (the zero is not dialled when calling from abroad).

Emergencies  
(Police and Ambulance)  
**110**

Fire Brigade  
**112**



The "0" must always be dialled when making calls within Germany. The only exceptions are the emergency numbers, which are the same throughout Germany.

Most public telephones require a so-called telephone card. These can be purchased at the post office, at Deutsche Telekom T-Punkt outlets and in many shops. A few public telephones are coin-operated.

Find out in advance whether you will be able to use your mobile phone in Germany. Once in Germany, it will certainly be worth buying a so-called pre-paid card. These are provided by many companies at varying rates. You can find out about these in the internet.

## Shopping

In Germany, major shopping centres are now usually open from 8 am to 10 pm including Saturdays. Smaller shops are usually open from 9:30 am to 6:30 pm. These often close for lunch at midday. All shops are closed on Sundays and public holidays.

This does not include filling stations, which often sell drinks, snacks and articles needed on a daily basis round the clock. A few bakeries are open on Sunday mornings. Restaurants and pubs are also open on Sundays and public holidays.



You can find further information in the internet under:

- [www.biberach-riss.de](http://www.biberach-riss.de)
- [www.wikipedia.org](http://www.wikipedia.org) (keyword: Biberach Riss)

## Living in Biberach

Biberach an der Riss is located in the south of the federal republic of Baden-Württemberg. Today boasting a population of just under 32,000, the former Imperial Free City can look back on a remarkable history.

Today's landscape is marked by the tranquillity of a medium-sized town and cosmopolitanism no way behind the great cities such as Munich, Hamburg and Berlin. Biberach is one of the centres of the region of Upper Swabia. Beside the **weekly market** (Wednesdays and Saturdays), famous even outside the region, the town offers a wide range of shopping facilities. The town also sets great store by **culture, education and sport**.

Annual festivals such as the **Schützenfest** (July) and the **Film-festival** are known far and wide.

Large companies such as Liebherr, Boehringer Ingelheim, Kaltenbach & Voigt and Handtmann form the backbone of the town along with a wide range of smaller companies.

Biberach has the second-lowest unemployment rate in the country. Employment figures are currently practically 100%.

Along with **Swabian** (the dialect of the Swabian region), you will hear numerous languages on the town's streets and squares. The peaceful co-existence of local people, Germans who have moved to the region and other nationalities make this town outstanding. In Biberach, it is a tradition to live liberally and pluralistically. Witnesses to this development are the title of "free" city (granted in 1282) and the town's Gothic church, in which services have been held for both Christian denominations since 1548. This is a great exception in Germany's culture. Biberach's most famous son is the poet Christoph Martin Wieland.

You will receive further information about Biberach after your arrival in Biberach. During the orientation weeks, the International Office will organise a **tour of the town's historic centre** for the University's exchange students.

# Living in Germany

There are innumerable websites in the internet providing comprehensive information about Germany. The section "Further Information in the Internet" lists a selection of websites which are well worth looking at.

## Further Information in the Internet

### Information about Germany

- [www.deutschland.de](http://www.deutschland.de)
- [www.tatsachen-ueber-deutschland.de](http://www.tatsachen-ueber-deutschland.de)
- [www.dradio.de](http://www.dradio.de)

### Information about the Federal State of Baden-Württemberg

- [www.baden-wuerttemberg.de](http://www.baden-wuerttemberg.de)
- [www.study-guide-bw.de](http://www.study-guide-bw.de)
- [www.bw-i.de](http://www.bw-i.de)

### Information about Student Life in Germany

- [www.internationale-studierende.de](http://www.internationale-studierende.de)
- [www.studis-online.de](http://www.studis-online.de)
- [www.young-germany.de](http://www.young-germany.de)
- [www.studentenwerke.de](http://www.studentenwerke.de)

### German Press in the Internet

- [www.spiegel.de](http://www.spiegel.de)
- [www.perlentaucher.de](http://www.perlentaucher.de)



### Financial Assistance/Grants for Foreign Students

- [www.funding-guide.de](http://www.funding-guide.de)
- [www.giz.de](http://www.giz.de)
- [www.stiftungsindex.org](http://www.stiftungsindex.org)
- [www.bw-stipendium.de](http://www.bw-stipendium.de)
- [www.eu.daad.de](http://www.eu.daad.de)

### University Rankings

- [www.das-ranking.de](http://www.das-ranking.de)
- [www.university-ranking.de](http://www.university-ranking.de)

### Clever Searching

- [www.klug-suchen.de](http://www.klug-suchen.de)
- [www.metager.de](http://www.metager.de)
- [www.wer-weiss-was.de](http://www.wer-weiss-was.de)
- [www.abfragen.de](http://www.abfragen.de)

### Literature Search

- [www.qsensei.com](http://www.qsensei.com)
- [www.vascoda.de](http://www.vascoda.de)
- [www.hochschule-biberach.de/web/bibliothek](http://www.hochschule-biberach.de/web/bibliothek)

## Gebäude der HBC | Map of the HBC

**Haus A | Building A**  
Karlstraße 11

**Haus B | Building B**  
Karlstraße 9

**Haus C | Building C**  
Karlstraße 7

**Haus D | Building D**  
Karlstraße 8

**Haus E | Building E**  
Kolpingstraße 56

**Haus F | Building F**  
Felsengartenstraße 27

**Haus G | Building G**  
Karlstraße 9/1

**Haus I | Building I**  
Martinstraße 4

**Haus K | Building K**  
Waldseer Straße 12/1

**Haus L | Building L**  
Waldseer Straße 12/2

**Haus M | Building M**  
Memelstraße 7

**Haus PBT | Building PBT**  
Hubertus-Liebrecht-Str. 35

