

NÉMETORSZÁG (FURTWANGEN, VILLINGEN-SCHWENNINGEN) HOCHSCHULE FURTWANGEN

Important points :

-Application:

1) First apply for the exchange programme at your home university. When you have been selected there, your university must nominate you by sending an email to the International Center at the respective HFU campus. The following information should be included:

- Student's name
- Student's email address
- Exchange semester requested (winter or summer semester)
- Level of degree (Bachelor's or Master's)
- Campus requested (Furtwangen, Schwenningen or Tuttlingen)
- Degree programme

2) Once the nomination has been made, applications should be made online (<https://hsfurtw.moveon4.de/locallogin/5702703784fb9624175231e0/eng>) .

The following documents should be uploaded:

1. CV
 2. Transcript of records
 3. Letter of Motivation in English or German
 4. Passport photo
 5. Copy of passport or ID card
 6. Proof of language proficiency in German or English (depending on the language of the study programme). **Minimum level of CEF B1.** (Common European Framework for Languages)
- Application deadlines (check website for dateline changes):
1 February - 1 May for Winter Semester (Begin in September)
1 August - 1 November for Summer Semester (Begin in March)

3) The admission process starts once the International Center at HFU has received the complete application. A paper copy of the admission letter will be sent to your home university.

A welcome package with important information regarding your stay at HFU (accommodation, medical insurance, deadlines, etc.) will be sent to you by email.

Orientation Programme

An orientation programme for all new foreign students in English-taught degree programmes takes place two weeks before the lecture period on both the Furtwangen and the Schwenningen campuses.

During these two weeks you will receive important information regarding your study at HFU and we will also help you with all the paperwork and official registrations, e.g. matriculation, medical insurance, registration at the town hall, etc. A two-week intensive German course is also included free of charge enabling you to learn some basic survival German or to help you improve already existing German skills. At the weekend we organize various excursions in the area.

Please note: participation in the pre-semester Orientation Programme is **mandatory for all exchange and guest students**.

-Accommodation :

All international students (guest students, master's students and undergraduates on the IBM programme) will receive assistance from the university with finding accommodation.

Exchange students receive assistance with accommodation through the International Center.

If, in a later semester, you wish to find your own accommodation, there are numerous possibilities. An alternative to a shared house / flat or one's own apartment may be a room in a student Halls of Residence. There are Halls of Residence run by the Student Services (Studentenwerk Freiburg) both at the Furtwangen and Schwenningen campuses. Additionally, there is wide variety of private accommodation available.

Accommodation in Furtwangen

There are two main student Halls of Residence run by Student Services in Freiburg (Studentenwerk Freiburg) which are both located within a 10-minute walk from the campus:

The **Großhausberg (GHB) dormitories** (www.ghb.hs-furtwangen.de)

- offer single room accommodation
- each room is equipped with its own basic kitchen and bathroom facilities

The **Albert-Schweitzer-Haus (ASH)** (www.ask.hs-furtwangen.de)

- offers single room accommodation
- kitchen and bathroom facilities are shared

There are also common rooms, a library, repair shop, computer and laundry facilities. Each student is provided with a blanket and pillow. Bed linen is normally not provided. The monthly rent for a room is approximately €240. A refundable deposit of €400 is required.

Accommodation in Schwenningen

The Halls of Residence run by the Student Services in Freiburg (Studentenwerk Freiburg) are very small (only 10 rooms). Therefore most students have to find private accommodation.

Besides the contacts listed above for, Ms. Tabor (tabor@studentenwerk.uni-freiburg.de) from the student services (Studentenwerk) can also be contacted with regard to private accommodation available in Schwenningen.

Halls of Residence (run by Student Services Freiburg)

<ul style="list-style-type: none"> Grosshausberg 	230 apartments (approx 15 square metres), 36 shared 2 / 3 bedroom flats, furnished / internet and cable included / suitable for families, too	https://ghb.hs-furtwangen.de//index/about	Furtwangen
<ul style="list-style-type: none"> Albert-Schweizer-Kolleg 	76 individual rooms, approx. 11 - 16square metres, furnished,internet and cable included		Furtwangen
<ul style="list-style-type: none"> Schramberger Strasse 	29 rooms with sink in shared house, approx. 13 square metres, furnished, WLAN included, Euro 185.- / month		Schwenningen

Private Halls of Residence

Studentenwohnheim Kussenhof	26 rooms w/ bath or shower, kitchen or osome as shared flats. furnished / incl. cable and internet	http://www.zimmer-furtwangen.de/	Furtwangen
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Studentenwohnheim Unterallmendstraße	3 flats, 5 room sizes, w/ bath,	http://www.furtwangen-zimmer.de/	Furtwangen
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(nxt. I-Building)	washing machine, kitchen, dish washer, incl. cable and internet		
Shared Student Flats Marktplatz	10 flats (2 - 5 rooms) right next to the Aula, kitchen, shower/bath, internet, mostly furnished, 42 rooms in total, rent 220 - 250 €	http://www.wg-zimmer- furtwangen.de/	Furtwangen
Wohngemeinschaft- Wohnheim WG-Aral	3 flats, ten minutes walking distance from uni	http://www.wg-aral.de/	Furtwangen
DreiGe-Wohnheim (former hospital)	58 rooms (9 x 2 sharing a 2- bedroom flat / 10 x 4 sharing a 4- bedroom flat), partially furnished, laundrett in basement, incl. satellite TV and internet	http://www.dreige- wohnheim.de/	Furtwangen
Integrative Shared Flat	Rooms for disabled and non- disabled students, close to the campus, organised by Bruderhaus-		Furtwangen

Diakonie

Student housing in Austraße 8	27 individual apartments, rent incl. bills: 255 - 355 €, laundry facilities, dryer, parking and bike parking spaces, furnished, phone, internet and TV connection possible	Schwenningen
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Student housing in Bürkstraße 39	30 x individual apartments, 3 x 5-bedroom shared flat, 3 x 4- bedroom shared flat, rent incl. bills: 175,00 - 230,00 €/month, furnished, phone, internet	http://www.wohnungsbau- vs.de/ Schwenningen
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Housing Service (private accommodation)

Student Services Freiburg runs an accommodation service for both the Furtwangen and Schwenningen campuses. Additionally, accommodation ads can be found on the local papers' websites (German only): <https://www.suedkurier.de/> and <https://www.schwarzwaelder-bote.de/> .

Most students live in shared houses / flats. Rents vary roughly between €200 and €300 depending on location and what is included in the rent. Check carefully, if and what bills are included / have to be paid in addition to the rent. Consider whether you need laundry facilities, wish to have phone, internet, TV - which may all be payable on top of the rent.

SWFR Privatzimmervermittlung

Online Accommodation Service run by Student Services Freiburg

<http://www.swfr.de/wohnen/zimmervermittlung/>

Important Information about accommodation:

Rental Period

Accommodation is rented for a minimum of one entire semester (six months) only. The length of occupancy for the spring semester is March to August, for the winter semester September to February. Rent must be paid for the entire length of the contract.

Moving into accommodation

Student accommodation can only be moved into on a weekday (Monday to Friday). Please do not arrive on a Saturday or Sunday.

Changing accommodation

The local town hall must be informed of a change of address within 10 days of a change in accommodation (even within the same town). Please also inform the bank, the university and the health insurance company.

Contact for Furtwangen

Studentenwerk Freiburg
Jürgen Landenberger
Schreiberstr. 12 - 16
79098 Freiburg
Germany
Phone: +49 761 2101 204
Email: landenberger@swfr.de

Contact for Villingen-Schwenningen

Studentenwerk Freiburg
Außenstelle Villingen-Schwenningen
Birgit Tabor
Karlstr. 19
78054 Villingen-Schwenningen
Germany
Phone: +49 7720 9932245
Email: tabor@swfr.de

Contacts :

- Furtwangen Campus: international-fu@hs-furtwangen.de
- Schwenningen Campus : international-vs@hs-furtwangen.de

- **Brigitte Minderlein**
International Center
Director International Center
☎ 07723 920-1310
☎ 07723 920-1109
Furtwangen Campus, Room E
min@hs-furtwangen.de

- **Julia Hennig**
International Center
International Student Support
☎ 07723 920-1318
Furtwangen Campus, Room E 0.01
heju@hs-furtwangen.de

- **Petra Balasta**
International Center
International Student Support
☎ 07720 307-3318
☎ 07720 307-4719
Schwenningen Campus, Room C 1.08
bal@hs-furtwangen.de

Useful links :

- <https://en.hs-furtwangen.de/student-life/our-campuses.html>
- <https://en.hs-furtwangen.de/welcome/international/study-work-at-hfu/study/exchange-and-visiting-student-programmes/application.html>
- <https://en.hs-furtwangen.de/degree-career/degrees-taught-in.html> (courses in English)
- <https://en.hs-furtwangen.de/welcome/the-university/central-services/language-center/course-content-grading-criteria/course-content-english.html> (course content English)
- <https://en.hs-furtwangen.de/applicants.html>
- <https://en.hs-furtwangen.de/planning/finding-accommodation.html>
- <https://en.hs-furtwangen.de/welcome/international/contact/international-center.html>
- <https://en.hs-furtwangen.de/welcome/international/contact/international-coordinators.html>