

NÉMETORSZÁG (KAISERSLAUTERN) FACHHOCHSCULE KAISERLAUTERN

Important points :

-Application :

- Confirmation of your Home University stating the number of semesters completed (nomination through your International Office)
- Learning agreement
- Your passport/ ID-Card
- Confirmation of health insurance
- Proof of payment of the semester fee
- Application (to be filled out once you are here)

Erasmus students should use the Learning Agreement of their Home University. In either case both documents need to be signed by the home university before being sent to us. If anything needs to be changed later, guest students can use our Changes Form for Incoming Students to obtain the necessary approval.

ERASMUS+ guest students (EU) need to fill out the ERASMUS+ Learning Agreement (provided by home university) and send it to us through their International Office. **Please have in mind that the minimum recommended language level for German is B1.**

Our admission is based on the recommendation/ nomination of your home institution. Although it is not mandatory we appreciate to receive an up-to-date transcript of records. It helps us to advise you on choosing the ideal modules. Application deadline for the **winter semester is June 15th, for the summer semester December 15th** (check the website for dateline changes). You will receive an answer from us some weeks later.

Tuition fees

There is no tuition fee for those pursuing a first-degree (bachelor's programme & consecutive master's programme) . However, **you do have to pay the Semesterbeitrag (semester fee)** which is completely transferred to the Studierendenwerk (accommodation, refectory, consulting, possibly semester ticket), and the AStA (student association).

Enrolment (after arrival)

The student's registration ID is obtained from:

Studierendensekretariat (Registration Office) : You will obtain your student's enrolment ID.

Upon showing their student's registration ID, students obtain discount in the university canteens (Mensa), public transportation, and some cultural events in the area. For your registration you will need:

- Confirmation of health insurance
- Confirmation of your home university stating the number of semesters completed

- Proof of paying the student's semester fee
- 2 current passport photos

!!! Summarize :

- Send Application for Admission and application documents to International Office: international@hs-kl.de
- Apply for housing and pay the deposit to reserve a room.
- Send Learning Agreement
- Apply for a student visa (Visa for Educational Purposes), If you have to apply for one
- Plan your travels and book your flight (after obtaining your visa)
- Possibly obtain additional vaccinations and buy medication (exchange students for the whole stay in Germany)
- Pay all fees, e.g. the tuition fees and the student residence deposit.
- Inform the International Office, Beatrice Melendez of your arrival day and time: international@hs-kl.de

What you should bring with you

- ✓ passport, valid for the entire stay in Germany (plus 6 months for students from overseas); EU citizens and students from Iceland, Liechtenstein, Norway and Switzerland need their ID card
- ✓ student Visa if needed
- ✓ **your Letter of Admission from University of Applied Sciences and all required documents (possibly proof of health insurance, transcripts from your high school and your university, proof of language competence)**
- ✓ additional travel documents (plane tickets)
- ✓ confirmation of Reservation of the student residence
- ✓ information of all of your medication in English
- ✓ two copies of important documents (passport, letter of admission, proof of financial support, plane tickets ...) – one set of copies stays at home, one travels with you

-Accommodation :

In Germany, on-campus accommodation offered by the university itself is not a very common thing. Therefore, students should independently start looking for an apartment.

You can either apply for a room in a dormitory via the Studierendenwerk (places are limited!), <http://www.studierendenwerk-kaiserslautern.de/kaiserslautern-en-US/housing/> ' or find a flat on the privat rental market.

Since flat sharing (everybody has his/her own room while sharing common rooms like bathroom and kitchen with the others) is a very common concept among students in Germany, you might find the following link : <https://www.wg-gesucht.de/> quite helpful.

Apart from that, you can find information concerning apartments in the daily newspapers, the university bulletin board, or the respective study programme coordinator.

Since all of our three University locations require different approaches for finding accommodation we have developed the following guides to assist you in your search for a room:

Kaiserslautern: [https://www.hs-kl.de/fileadmin/international/international-office/How to find accommodation KL.pdf](https://www.hs-kl.de/fileadmin/international/international-office/How_to_find_accommodation_KL.pdf)

Zweibrücken : [https://www.hs-kl.de/fileadmin/international/international-office/How to find accommodation ZW.pdf](https://www.hs-kl.de/fileadmin/international/international-office/How_to_find_accommodation_ZW.pdf)

Pirmasens : [https://www.hs-kl.de/fileadmin/international/international-office/How to find accommodation PS.pdf](https://www.hs-kl.de/fileadmin/international/international-office/How_to_find_accommodation_PS.pdf)

Contact persons :

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- Head of International Office –
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Silvia Czerwinski (Kaiserslautern) -2133
Ute Forell (Kaiserslautern) -2175
Beatrice Melendez (Zweibrücken) -5517
Mail all: international@hs-kl.de

Useful links :

- ✓ <https://www.hs-kl.de/en/betriebswirtschaft/studiengaenge/international-programmes/imp-erasmus-incoming/>
- ✓ <https://www.hs-kl.de/en/betriebswirtschaft/studiengaenge/international-programmes/imp-erasmus-incoming/application-and-admission/>
- ✓ <https://www.hs-kl.de/en/betriebswirtschaft/studiengaenge/international-programmes/imp-erasmus-incoming/what-to-do/>

- ✓ <https://www.hs-kl.de/en/betriebswirtschaft/studiengaenge/international-programmes/imp-erasmus-incoming/course-offer/> (courses in English)
- ✓ https://www.hs-kl.de/fileadmin/international/international-office/Welcome_Guide_Sept2016.pdf (welcome guide)
- ✓ https://www.hs-kl.de/fileadmin/international/international-office/Information_Sheet_HSKL_2016.pdf (information sheet)
- ✓ <https://www.hs-kl.de/en/international/international-office/the-team/>