

NÉMETORSZÁG (WÜRZBÜRG ÉS SCHWEINFURT)

Important points :

-Application:

If you want to study at FHWS as an exchange student, you have to follow these steps:

1. Complete the selection procedure at your home university before you apply to us: Please contact the International Office at your home university to find out what you need to do to be nominated as an exchange student at FHWS.
2. After successfully completing the selection procedure, the International Office at your home university will nominate you as an exchange student at FHWS.
3. As soon as we at FHWS International Office receive your nomination, we will send you the link to our online application portal for exchange students, Moveonline, via email.
4. Apply on Moveonline as soon as possible after receiving our email.(<https://fhws.moveon4.de/locallogin/5721d8b884fb96de56295a7d/eng>)
5. You have to fill out the application form and upload several documents:
 - Copy of your passport (written in Latin letters)
 - Certificate of enrolment at your home university
 - Photo for the student ID card (file format JPG, max. 5 MB, min. resolution of 600 x 450 pixels)
 - Academic transcript of records (accepted only in English)
 - Letter of motivation (approx. one page)
 - Proof of language proficiency (if applicable)
6. After completing the online application, print the application form and sign it on the last page. Then submit it to the International Office at your home university and let them sign it, too.
7. Send the application form **signed by both parties** to welcome@fhws.de via email. You do not have to send any documents by post!

The deadlines to apply are as follows:

01.03 - 15.05 for stays starting in the following winter semester

15.09 - 01.12 for stays starting in the following summer semester

Please note that we cannot consider applications received after the deadline.

Tuition fees

While we only charge tuition fees for master's degrees in advanced training programmes.

We do not charge any tuition fees for all other bachelor's or master's programmes. **However, a nominal semester fee is payable.** Home and international students currently pay

- € 123,80 if they are based in Würzburg and

- € 83,20 if they are based in Schweinfurt.

At each site, **this fee includes your semester ticket, which entitles you to free use of the local public transport system in the city where your degree programme is based without incurring any additional costs during the whole semester.**

Language Proficiency

We recommend students have the following language proficiency:

- Degree programmes taught in German: Level B2 in German
- Degree programmes taught in English: Level B2 in English
- TOEFL 80 (internet-based test)
- IELTS 6.5
- CAE (Cambridge Advanced Certificate)

Language Courses

The Campus for Language Proficiency offers language courses especially in the field “German as a Foreign Language” during the study period, or as a preparation for studying at FHWS. In addition to German courses, the Campus for Language Proficiency also offers courses for other languages, including English and Arabic. General language courses for levels A1 to C1 orient themselves on the Common European Framework of Reference for Languages. In addition, terminology-oriented courses, such as German for Engineers, Business German, and English for Academic Writing, can be visited in order to deepen knowledge in the various fields.

For information about current courses, please visit www.fhws.de/clp

Contact

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-Accommodation:

1) Student Accommodation at the student residence

The student residence is an institution independent from FHWS that offers student accommodation.

General information about the student residences in Würzburg und

Schweinfurt: <https://www.studentenwerk-wuerzburg.de/en/wohnen/student-residences.html>

- Apply online on the student residence website. Mind the deadlines!
- Apply as early as possible! There is only a limited number of rooms! Apply online under the following link: <https://www.studentenwerk-wuerzburg.de/en/wohnen/move-in-guide/applications-for-accommodation.html>

- After you have successfully applied, you will receive an email containing the details of your application. Check the data and click on the link in the email, if your data are correct. **Only then, your application is complete!**
- If there are free rooms, you will receive a room offer via email. The rental contract and the payment instructions are attached to this email.
- After you have received the rental offer via email, you have to accept the offer within a few days. Please mind the deadline! In order to accept the offer, you have to print the rental contract, sign it, scan it, and send it back to the student residence via email. Additionally, you should send the payment proof in this email, too.
- Total costs at the student residence:
 - Approx. € 250-300 per month
 - Rent includes: electricity/heating
 - If your consumption exceeds the usual amount, you might have to make additional payments.
- All rooms are furnished
- Students have to provide the following items themselves:
 - Cutlery, cooking accessories, bed sheets, blanket, pillow
 - and food

Information about living in a student residence Wohnheimwörterbuch des Studentenwerks :

https://international.fhws.de/fileadmin/i-campus/dokumente/44_illu_Wohnheimwoerterbuch.pdf

The demand for rooms in student residences is very high. Therefore, we recommend you to mind the deadlines! Apply as soon as you have received your letter of admission.

2) Student residences for other institutions

Student residences of other institutions in Würzburg

1. 522 Apartunities
Photos and online application: <https://www.522.city/startseite.html>
2. More student residences: <https://www.studentenwerk-wuerzburg.de/wohnen/andere-wohnheime.html>

Student residences of other institutions in Schweinfurt

1. AWO-Studentenwohnheim
Photos and online application: <http://www.awo-schweinfurt.de/studenten>

3) Private rented flats

- Looking for a private rented flat can take a long time (up to several months).

- You can look for private rented flats:
 - On the Internet
 - In local newspapers
 - On the Blackboard of FHWS
- The flats are usually not furnished (neither kitchen nor lights). It is possible to buy the kitchen from the previous tenant.
- The rent does not always include costs for electricity, heating, and water. Please check carefully in your rental contract or ask the landlord/lady, which costs are included in the rent.
- You have to pay the rent to the landlord/lady.
- You have to pay the electricity and heating costs to a company. The landlord/lady will tell you, with which provider you have to register.
- Please note: Electricity and heating costs can be very expensive in Germany. It is up to your consumption behavior, how much you have to pay.

What is a WG (*Wohngemeinschaft*)?

- It is a cheap accommodation option
- It is very popular amongst German students due to the cheap rent and social contacts.
- In a *Wohngemeinschaft* (shared flat), several people share the same private rental flat or house and share the rental costs.
- Every person has their own room. Usually, all people share a kitchen, a bathroom, a living room, a washing machine, a telephone, or a TV.

Useful links about accommodation :

1. <https://www.wg-gesucht.de/en/>
2. www.wuewowas.de/anzeigen/immobilien/#/Suche=0/ (Würzburg only)
3. <https://www.ebay-kleinanzeigen.de/stadt/wuerzburg/>
4. Facebook group: [Uni Würzburg WG Börse](#)
5. Facebook group: [Wohnungsmarkt Schweinfurt/Umgebung](#)
6. www.swg-schweinfurt.de/de/Mieten-53.html (Schweinfurt only)
7. www.wuerzburg.homecompany.de
8. www.postbaugenossenschaft-sw.de
Note: They only rent flats, not single rooms. Applicants should be able to speak German.
9. www.immoscout24.de
10. www.immowelt.de
11. www.immopool.de

Contacts :

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- **FHWS International Team in Schweinfurt**
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Useful links :

- ✓ <https://international.fhws.de/en/fhws-international/incoming-exchange-students/application/>
- ✓ <https://international.fhws.de/en/fhws-international/incoming-exchange-students/admission-requirements/>
- ✓ <https://international.fhws.de/en/fhws-international/incoming-exchange-students/student-support/contact-persons-at-fhws/> (contacts)
- ✓ <https://international.fhws.de/en/fhws-international/incoming-exchange-students/degree-programmes/> (courses in English)
- ✓ <https://international.fhws.de/en/fhws-international/incoming-exchange-students/student-support/after-your-arrival-at-fhws/> (after arrival)
- ✓ https://international.fhws.de/fileadmin/i-campus/dokumente/Brosch%C3%BCre_Study_at_FHWS_English.pdf (information)