

PFORZHEIM STUDENT SURVIVAL GUIDE



2008 MBA Edition

THE MBA TEAM

It is our goal to help our students feel welcomed and well prepared for our program. To that end, we encourage you to contact us with any questions or concerns.

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GETTING TO PFORZHEIM

Rail travel within Germany is convenient and relatively inexpensive. Whether you fly into Frankfurt or Stuttgart, it will take up to two hours to get to Pforzheim by train. From Frankfurt Airport, the long-distance intercity train takes one hour to Karlsruhe, where you change to continue on to Pforzheim (in the direction of Stuttgart). Less expensive regional trains depart from both the Frankfurt Hauptbahnhof (main station) and Mainz Hauptbahnhof, which can be reached via the local S8 commuter line. This option takes longer and may require more connections. From Stuttgart Airport, you can take the local S2/S3 commuter line to the Stuttgart Hauptbahnhof from which regional or intercity trains travel through Pforzheim (in the direction of Karlsruhe). You can check out the [Deutsche Bahn](#) for detailed information, prices and point-to-point schedules.

From the Pforzheim Hauptbahnhof, the University is reached by bus route #5-Hochschule. The bus leaves from bus bay #5 just outside the station's main entrance. Buses run every 15 minutes during the day, and travel time to campus is about 14 minutes.



THE CITY OF PFORZHEIM

In the busy city center, students will find plenty of restaurants, cafés, fast food, shopping, theatre, library and other attractions.

Just south of the city center is the river confluence; three rivers, in fact, meet in Pforzheim – the Enz, Nagold and Würm. Numerous walking and biking paths meander along the rivers and out of the city from here. Combining nature and sports is a favorite for Germans.

THE UNIVERSITY

The Business School is located high on a hill 2 km south of the center, overlooking the entire city. The campus is small – there are four buildings for classrooms and administration, plus a cafeteria and a library. Classrooms are easy to find and come equipped with projectors and WiFi. There are also computer labs on campus for those not carrying a laptop daily.

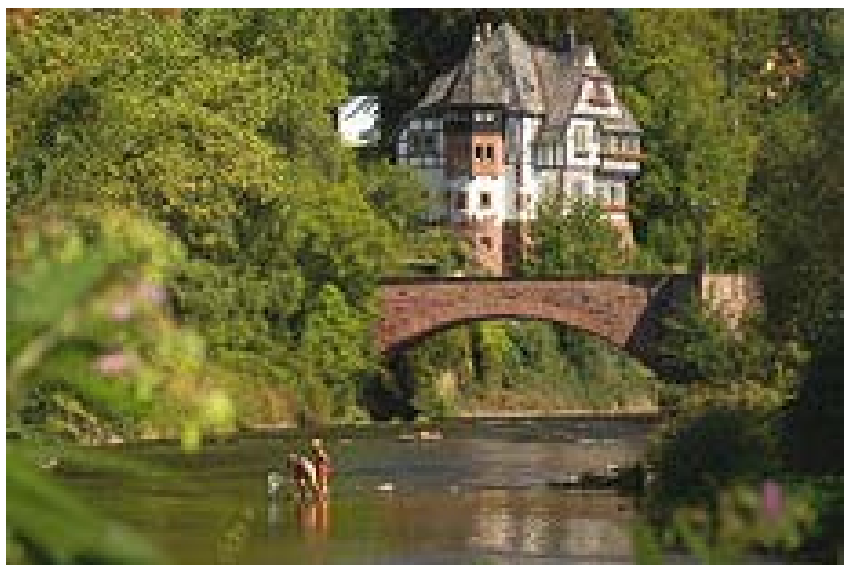
The cafeteria, known as a [Mensa](#) in German, has a dining hall serving daily hot lunch options and a la carte from 11:15 am until 1:30 pm Mo-Fr and a café-style [snack bar](#) with lighter fare, such as sandwiches, fruit and beverages, open from 7:30 am until 5:15 pm Mo-Th and 2:30 pm Fr.

The library, or [Bibliothek](#), has a fair number of books in English and offers access to the EBSCO database for further research. It is open from 7:30 am until 10:00 pm Mo-Fr and 2:00 pm until 7:00 pm Sa-Su (check-out not available on Su).





Pforzheim overhead view of the south side



Old and new combine in & near Pforzheim

WEATHER & PACKING TIPS

Southern Germany enjoys a relatively **mild climate**. Summer temperatures range from 20° to 30° C. Unfortunately, it can also be rainy, and temperatures drop at night into the teens; therefore, it is important to have options for inclement weather and for layering. In the winter, temperatures remain around freezing, and snowfall in the area is usually not excessive. On the other hand, conditions up on the hill where the university is located can be colder, windier and snowier than in the city center, and the weather can be affected by its proximity to the Black Forest. For more information, take a look at [About Germany](#).

Most of the time, casual clothing choices will be appropriate for classes and daily life, but “**business casual**” selections may be necessary for some activities.* It may also be helpful when considering footwear options to know that cobblestone walkways are rather common in Germany, including on our campus.

While there are very few **personal care items** that you won't find in Germany, be aware that you may not have access to favored brands or familiar forms. You may consider bringing enough supplies of important items such as vitamins, body care, makeup and feminine hygiene if exact brands are important to you. These items can usually be carried in checked luggage.

See current carriage regulations and travel restrictions at the [TSA](#) website. Also, be sure to check your airline's size and weight restrictions for luggage before packing.

*There is no official dress code; however, generally speaking, overly casual clothing, such as tattered jeans, flip flops and tanks tops are not appropriate for special activities and presentations – see tips from [About.com](#).

HOUSING

For international exchange students throughout the world, finding adequate housing is a challenge. This is also true at Pforzheim, and as in most cities in the State of Baden-Württemberg, it can be difficult to find a furnished room or apartment that is available as a short-term rental.

Rooms are available in the student dormitories of the Studentenwerk Karlsruhe-Pforzheim (not run by the university), in private halls and from individual landlords. Quite often, students choose to share an apartment rented from a private landlord.

Students can apply directly for space in the dormitories, but the number of rooms is very limited. Based on previous experience, only about 10% of incoming students get placements in student halls. For more information, visit the [Studentenwerk](#) (English option available).

Most international students will have to find a room on their own. An updated list of available housing can be obtained from the International Office, which will also work to assist the student in case serious difficulties are encountered. Students can also try to contact a local real estate agency that is experienced in working with international students, such as Förster Immobilien. Apartments can also be located on Internet sites such as [ImmobilienScout24](#) (in German).



Studentenwerk Karlsruhe - Microsoft Internet Explorer

Archivo Edición Ver Favoritos Herramientas Ayuda

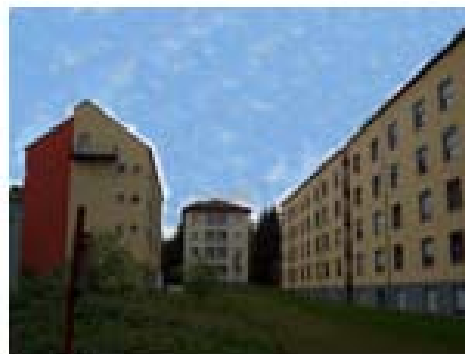
Atrás - - Búsqueda Favoritos

Dirección <http://www.studentenwerk-karlsruhe.de/>

Google [studentenwerk pforzheim](#) Bookmarks 118 blocked Check AutoLink AutoFill Send to [studentenwerk](#) [pforzheim](#)

**s t u
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karlsruhe choose language text-only version

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GETTING A VISA & REGISTERING IN PFORZHEIM

Students from the US, Australia, Canada, Israel, Japan, New Zealand, Switzerland and most EU nations may enter Germany without a visa and apply in person within 14 days of arrival at the Ausländeramt (foreigner's office) in the city or town in which they will reside. Students from all other countries must obtain a visa from the appropriate embassy prior to entering Germany.

In Pforzheim, the Ausländeramt is located in the lower level of the Neues Rathaus (new city hall). Bus connections to the city hall can be made on routes 5, 61 and 62, and the nearest bus stop is called Stadthalle/Waisenhausplatz.

Requirements:

- 1) Two completed application forms
- 2) Valid passport and one copy
- 3) Letter of acceptance from Pforzheim University
- 4) Evidence of financial means and one copy
- 5) Two passport-sized photos
- 6) Applicable fee, currently €51

German cities and town also require registration by all residents at the Bürgeramt (citizen's office). The Ausländeramt can assist students as to the applicable protocol for their city or town. All students obtaining a visa outside of Germany must appear in person within 14 days of arrival.

Requirements:

- 1) Passport
- 2) Visa (if required)
- 3) Rental agreement stating address



REGISTRATION AT THE UNIVERSITY

Registration can be made in person at the Studentensekretariat. This should be done as soon as possible upon arrival.

Requirements:

- 1) A valid visa with an endorsement permitting you to study at Pforzheim University
- 2) Proof of medical insurance (for students under 30)
- 3) Proof of payment of the German Student Union Fee (currently €96, this fee must be paid every semester) and tuition fees
- 4) A copy of the letter of acceptance
- 5) Completed enrollment application form
- 6) Passport-sized photo



STUDENT ID CARD

The student ID card contains a chip that carries personal information. It can be used for several purposes such as using copiers and printers, accessing the computer labs, borrowing library materials, printing transcripts and purchasing food in the cafeteria. The ID card costs €20 and can be purchased upon registration at the Studentensekretariat (registrar).

HEALTH INSURANCE

Proof of health insurance is required for registration of students under 30, and it is also necessary to obtain a visa. There are a number of insurance companies offering student rates, such as:

- [AOK](#)
- [TKK](#)

A short visit to the office of one of these companies upon arrival in Pforzheim should be all it takes to set up a contract. The monthly premium for a student policy is currently about €60 (2008). Students from countries with a Social Security Agreement with Germany that includes an insurance clause may be able to show proof of insurance from their home country.





Bibliothek (Library)



Study corner overlooking the city

MONEY

Although accepted in most major cities and in larger establishments, credit/debit card use is not as widespread in Germany as it is in many other countries. (You must always double-check for window stickers when entering stores and restaurants.)

A convenient and affordable way to obtain cash in Euros is to simply make a withdrawal on a foreign account at a Geldautomat (ATM) with a credit card or bank card in the Plus, Maestro and/or Cirrus networks. You can check with your bank in advance for details regarding their fees and exchange rate policy.

For longer stays, it is best to open a local bank account.



BANK ACCOUNT

Opening a bank account is free in most German banks (e.g., Sparkasse, Postbank, Citibank, Commerzbank, Deutsche Bank).

Requirements:

- Passport
- Proof of enrollment at Pforzheim University (acceptance letter)
- Initial Deposit



CELL PHONES IN GERMANY

In Germany, cell phone service can be obtained through a contract, pay-as-you-go plan or with a prepaid SIM card for your existing GSM tri-band phone. It is important to research options carefully as some phones will not work with an overseas SIM card. It is also possible that your home cell service provider may offer an international calling plan that will suffice for your needs.

If you obtain cell phone service in Germany, please note that airtime minutes are charged only for outgoing calls, but calls placed to cell phones cost more for the caller.

-Prepaid phones: The price of phones vary, but they will be functional within 15 minutes of activation. Incoming calls can be received even when the **card** is not loaded. Prepaid cards are typically available in €15, €25 and €50 increments.

-Contract phones: They are less expensive, and the phone is often free; however, most contracts require a minimum of 24 months. Many carriers charge a monthly fee of about €10 plus the cost of calls. Flat rate plans are now more widely available in Germany and usually start at around €40 per month.



INTERNET & KEEPING IN TOUCH

The university has wireless internet in all its buildings. Instructions and downloads for the VPN software are available from the university's website. Your student ID code is needed, so note that until you are registered, there could be a delay.

The Internet provides a cheap and convenient way to communicate with contacts in Germany and at home. Internet phone service is often the least expensive way to call overseas, and e-mail and instant messaging are usually free. If you and your contacts don't already have accounts set up, it may be advisable to consider the services offered by companies such as [Skype](#), MSN, Yahoo and others.

You can also make use of less expensive pre-dial codes for discount carriers when making calls outside of Germany. Try a service such as [Verivox](#) to find the cheapest rates.



BRINGING YOUR ELECTRICAL DEVICES

Electricity in Germany is 220V, 50Hz. If you are bringing any electrical devices, you will need an adapter – and since there are several “European” types of connectors, you must be sure you have the right one for Germany. Also, some appliances, such as hair dryers, cannot handle the additional voltage – even with an adapter. The maximum allowable voltage should be listed on the appliance's label.

LANGUAGE CENTER

International students are offered the opportunity to choose from several language courses offered by the university at no cost!!! During the first week of the semester, placement tests are held to determine each student's starting level for any language course of interest. Currently, the languages offered are: French, Spanish, Italian, English and, of course, German. A beginner's German pre-course is held during the month prior to the start of the semester.







Although knowledge of German is not required for the MBA program, which is taught entirely in English, students are highly encouraged to participate in the free German courses. Future employers will expect German language skills from graduates of a Germany-based program, and internships and thesis options will also be affected by the student's level of proficiency.

Students completing German through level 6 will receive 10 additional credits and a certificate, and the credits will appear on the transcript.



PUBS AND ENTERTAINMENT

There are many pubs and cafés in Pforzheim, including:

- **Bar Ozon Process** 
Bahnhofplatz 2 – T-Mobile Hotspot, DJ on Friday night.
- **Rosenrot** 
Salierstr. 24 – Café with bar, Italian specialties, Sunday brunch.
- **Art Café** 
Ebersteinstr. 18 – Café with large open terrace.
- **Rooney's Irish Pub** 
Zehnthofstr. 5
English-speaking waitstaff; themes such as quiz night Tuesday, karaoke Wednesday, live music Friday and Saturday
- **Sento** 
Zehnthofstr. 14 – Restaurant-Café-Lounge
- **COMO::CLUB** 
Am Schlossberg 15-17



SHOPPING

Pforzheim boasts plenty of options for shoppers. Karl-Friedrich-Strasse spreads out to the west and east from Leopoldstrasse, and shops can be found in both directions, primarily to the west. Food tends to be less expensive than in the U.S., while clothing and consumer goods tend to be more expensive. Note that **shopping hours** are more restricted in Germany with some stores closing as early as 6pm on weeknights and 1pm on Saturdays; stores are closed on Sundays. Shops in malls tend to stay open later – some as late as 10pm. Options include:



Schlössle Galerie

Westliche Karl-Friedrich-Str. 80

An indoor shopping center with several shops and eateries, anchored by H&M.



Galeria Kaufhof

Westliche Karl-Friedrich-Str. 17-19

A department store that sells everything from clothing, housewares and electronics to stationery and Jelly Belly jelly beans.



Schmuckwelten Pforzheim

Westliche Karl-Friedrich-Str. 56/68

A museum and shopping experience in one, this center boasts the best from the city's jewelry and watch-making tradition.



SURROUNDINGS

Pforzheim itself has many cultural and tourism opportunities to offer, but the nearby cities also beckon:

Stuttgart

Only 30 minutes away by train, the capital of Baden-Württemberg is home to many world-class cultural institutions, trendy restaurants and clubs, and plenty of shopping venues.

Karlsruhe

One of the country's top arts centers along with plenty of shops and eateries make this a fun spot for getting away from campus. And it's only 20 minutes by train.

Heidelberg

About an hour north, this romantic town is a favorite among foreigners with its famous castle, beautiful river, historic university drinking clubs and modern shops.

The Black Forest

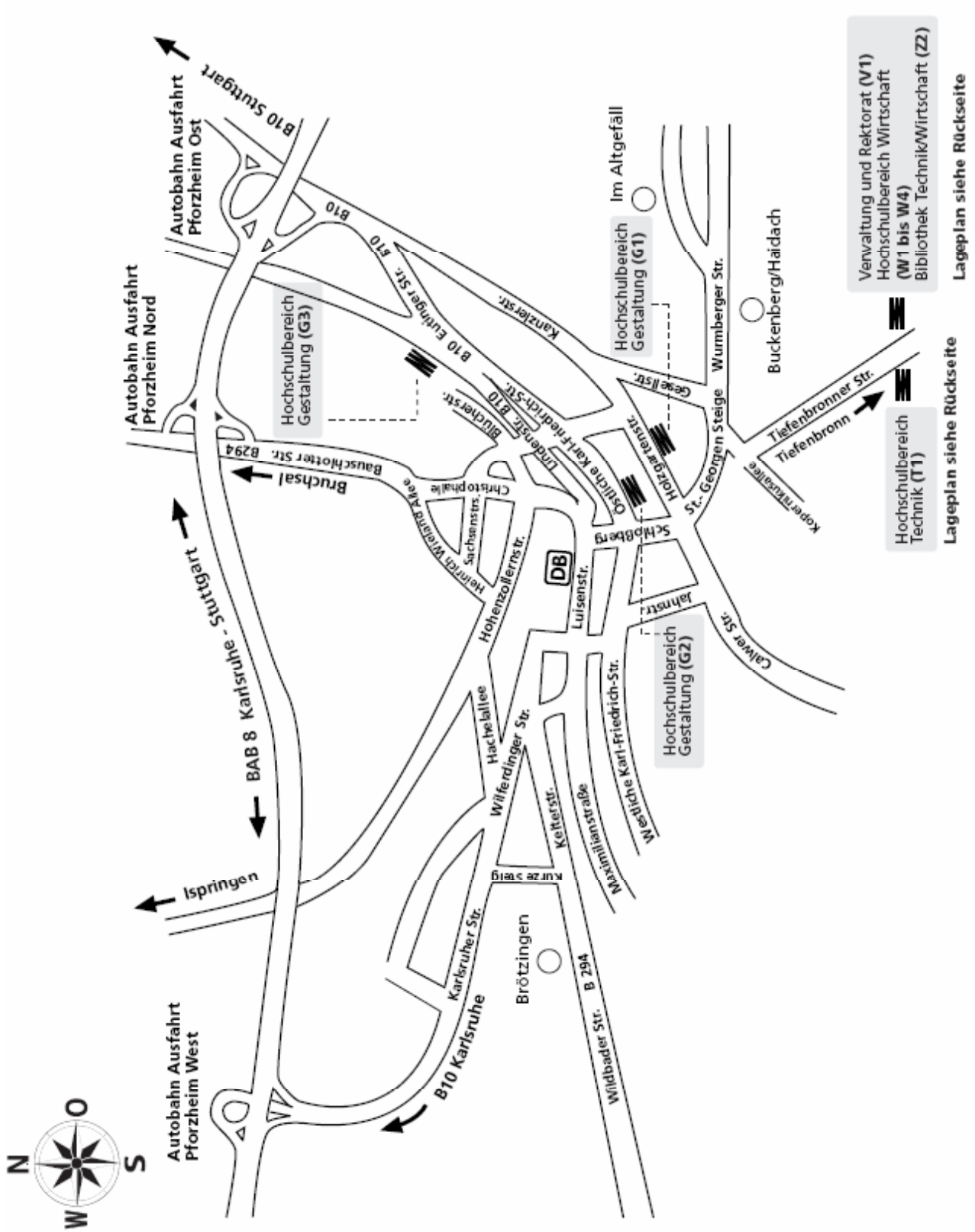
Just minutes away, the renowned region boasts year-round activities for hikers, bikers and skiers. Historic towns and spas keep ancient customs alive.

STUTTGART



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MAP



Hochschulbereich Technik (T1)

Lageplan siehe Rückseite

Verwaltung und Rektorat (V1)
Hochschulbereich Wirtschaft (W1 bis W4)
Bibliothek Technik/Wirtschaft (Z2)

Lageplan siehe Rückseite