

BEFORE YOUR ARRIVAL

You have been admitted to the University of Applied Management Studies – *Hochschule der Wirtschaft für Management* (HdWM) in Mannheim. In this section you will find information that will help you prepare for your stay in Mannheim/Germany.

VISA / ENTRY PERMITS

The entry requirements into the Federal Republic of Germany are different according to your country of origin. Please enquire as soon as possible as to whether you need a visa or not.

Countries from which a visa is not required

Members of the EU and of the EFTA (i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa. They neither have to register at the foreign registration office ("Ausländerbehörde") nor will they need a so-called residence permit. However, after enrolling, they must register at the governmental registration office in Mannheim (the "Einwohnermeldeamt"), just as every other student living in Mannheim has to.

Members of the following countries do not need an entrance visa/student visa either, but will have to register at the foreign residence office ("Ausländerbehörde") and apply for a residency permit ("Aufenthaltserlaubnis") after their arrival in Germany.

•Andorra •Australia •Brazil •Canada •El Salvador •Honduras •Israel •Japan •Monaco •New Zealand
•San Marino •South Korea •USA

Please note: When it comes to visa matters it is your nationality and not your university that determines the appropriate procedure. Example: If you study in a European country and have a residence permit for this country but your nationality is neither European, nor are you from one of the seven countries listed above, you need to apply for a student visa in Germany. If this is the case please contact the German Embassy in your country of origin or the German Embassy in your country of studies.

Countries from which a visa is required

Students from other countries must make arrangements for obtaining a visa while still in their home country. Make sure you enquire about whether or not you need an entrance visa/student visa well in advance. In this case, entrance with a tourist visa is not allowed. Future students from most countries will need an entrance visa. Further information can be found [here](#).

Please make sure you apply for the entrance/student visa as soon as possible at the responsible German diplomatic agency (embassy/consulate). An entrance/student visa is required for students from these countries in order to be able to enrol. An entrance visa will be converted into a residence permit for study purposes following enrolment. Converting a tourist visa into a residence permit after entry into Germany is not possible.

**The information given here is for guidance only and you should seek specific advice from the German embassy or consulate in your home country.*

INSURANCES

Health Insurance

All students in Germany are required to have a health insurance policy. You will not be enrolled at the university without providing proof of your health insurance coverage.

If you are an EU citizen, you probably have the EHIC (European Health Insurance Card). By presenting this card, you will be exempted from the necessary German health insurance coverage. Please bring your valid card with you to enrolment.

We strongly recommend all our exchange students from non-EU countries to purchase a statutory German health insurance due to the following reasons: if you have international/private insurance, you will be responsible for all treatment costs up front and reimbursement by your insurance company may take several weeks. Hospitalization can be particularly expensive, which can lead to financial problems. Depending on the illness and on the scope and duration of treatment, this can be several thousand Euro!

You can take out a public German health insurance policy after your arrival in Mannheim. It costs approximately 80€ each month (student rate offered by all public health insurance companies). The health insurance coverage begins on the day of enrolment.

Please note: The obligation to take out insurance ends after your 30th birthday or after your 14th semester in Germany. In this case, you need to purchase a private health insurance.

Liability Insurance

We strongly recommend that you arrange a liability insurance. Liability insurance is designed to offer specific protection against third party claims. With this insurance, payment is not typically made to the insured party, but rather to the person who suffered loss and who is not a part of the insurance contract. In general, damage caused intentionally and contractual liabilities are not covered under liability insurance policies. Our experience has shown that liability insurance has proven very useful whenever one of our students was involved in some kind of damage causing accident (e.g. hitting a car with your bicycle). Usually, it is possible to arrange liability insurance in your home country. Be sure, however, that your liability insurance is also valid in foreign countries, specifically in Germany.

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TRANSPORT / ARRIVAL

From Frankfurt Airport

Train:

If you land at Frankfurt Airport, the quickest and easiest way to get to Mannheim is by train. Should you arrive at Terminal 2, take the bus or the Skytrain to Terminal 1. From Terminal 1 follow the signs for "Fernbahnhof / long-distance trains". From there on you can take a train to Mannheim Hauptbahnhof (main station). You can purchase your ticket at a ticket booth, in the travel center of "Deutsche Bahn" or inside the train (more expensive). The train ride from Frankfurt Airport to Mannheim takes approx. 30 minutes by high-speed ICE train. (Visit www.bahn.de for more information.)

Bus:

As an alternative, different remote bus companies offer really cheap rides for approximately 5-9 Euro many times a day. The bus ride from Frankfurt Airport to Mannheim takes 1-1,5 hours. All possible offers are summarised in German on this page: <http://www.busliniensuche.de/busverbindungen/>. Some companies have websites in English, for example <http://meinfernbus.de/en/> or <https://www.adac-postbus.de/en/home/>.

From Frankfurt-Hahn Airport

Shuttle Bus:

If you arrive at Frankfurt-Hahn Airport, you can take a Shuttle Bus to Mannheim main station. The bus leaves approx. every 3 hours and takes about 2.5 hours to get to Mannheim. There is no train connection at Frankfurt-Hahn Airport. (Visit www.hahn-express.de for more information.)

In Mannheim, from the main train station to the International Office

By tram:

When arriving by train at the main station, take the main exit, direction "Zentrum" (city centre). Once you have left the main station, you will see the tram stop "Hauptbahnhof" in front of you. Take tram #4 direction "MA-Rheinau". Get off at the tram stop "Hochschule". The International Office is in Main Entrance 200 in the student service.

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ACCOMMODATION

HdWM has no dormitories or any other kind of accommodation arrangements for its students. Students have to take care of the accommodation matters by themselves. The International Office offers support in finding private rooms.

Housing on the private market

Here you will find websites with private offers so you can get an overview of accommodation on the private market (unfortunately, some of them are only available in German):

www.studenten-wg.de

www.studenten-wohnung.de

www.studentenwohnungsmarkt.de

www.wg-gesucht.de

www.wohnung-fuer-dich.com/index.html

www.homecompany.de

www.quoka.de (under the category "Vermietungen")

If you need **temporary housing** during your first nights in Mannheim, you can take a room at the Youth Hostel:

Jugendherberge Mannheim International

Rheinpromenade 21

68163 Mannheim

Tel: +49 621 822718

Fax: +49 621 824073

info@jugendherberge-mannheim.de

Webpage: <http://mannheim.jugendherberge-bw.de>

Please note that prior to booking your room you have to purchase a membership at the German Youth Hostel Association. For single overnight stays, a Welcome Stamp can be purchased for EUR 3.50/night.

Please note that after you moved to Mannheim you should register with the Citizen's Service (Bürgerdienst) within a week:

Fachbereich Bürgerdienst

K7 in Mannheim

Tel. 06 21 / 2 93 - 40 80

buergerdienste@mannheim.de

Office hours:

Monday, Thursday: 08:00 - 18:00

Tuesday, Wednesday and Friday: 08:00 - 12:00

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BUDDY PROGRAMME

In the buddy programme, HdWM students assist newly-arrived international students in getting settled. From their arrival to planning their free time, setting up a class schedule and finding accommodation, new international students receive individual support. The “buddies” are students with several semesters already under their belts, who have volunteered to help their fellow students from abroad get off to a good start and ease into their new life in Mannheim.

If you would like to take part in our **free Student Buddy Program**, please fill in the [form](#). If you have any questions, please don't hesitate to send us an [email](#) or talk to us in person at the international office after your arrival.