

# EXCHANGE STUDENTS HANDBOOK

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## STUDY LOCATION

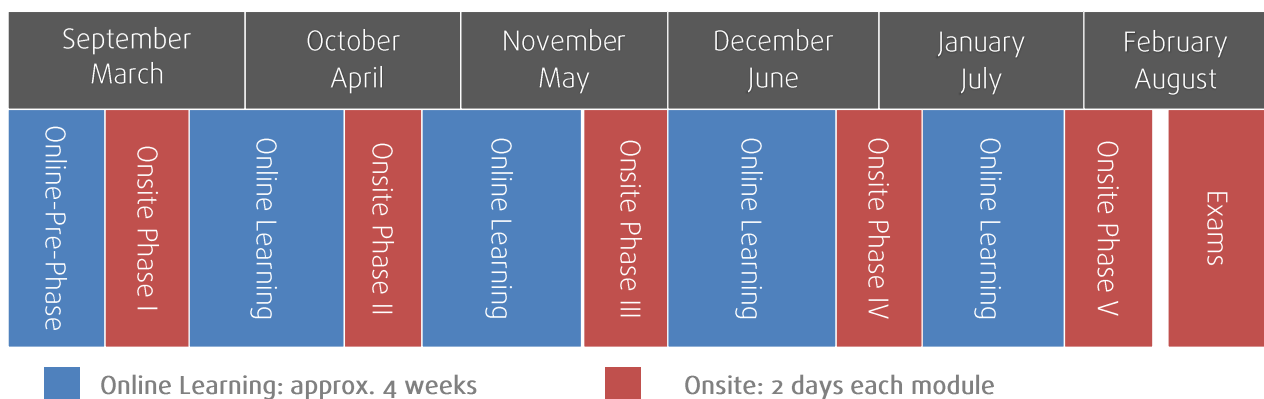


University of Applied Management (Hochschule für angewandtes Management) was founded in 2004 and is a state accredited private university of applied sciences with 3800 students all over Germany. Our university is characterized by unique semi-virtual study concept, a high focus on service and practical education as well as small class sizes.

**Campus Ismaning** is located in the Munich catchment area which is one of the most dynamic economic regions in Europe. Nevertheless, your study campus is situated in green landscape and provides modern and friendly seminar rooms. Ideally connected to public transport and the motorway, you can reach the heart of the state capital or Munich airport in less than 20 minutes. Set sails and study abroad at UAM!

## UNIQUE STUDY CONCEPT / OFFICIAL DURATION

More flexibility with our semi-virtual study concept



**Official start of semester:** 15<sup>th</sup> of March/15<sup>th</sup> of September; **Official end of semester:** 14<sup>th</sup> September/14<sup>th</sup> of March.

The semi-virtual study concept combines classic face-to-face lectures with the flexibility of distance learning via our virtual learning platform. For you as an exchange student this means that you don't have daily lectures. Sometimes there are even several weeks until the next one depending on which modules you attend. The lectures are accompanied by virtual courses available 24/7 on the online learning platform. Here you will not only find the full study material but also the contact details of the lecturers as well as an online library. If you have any questions regarding the content you can ask at any time also during the virtual phases. Organizational questions regarding your study at UAM can be answered by our International Office located at Ismaning Campus.

Each module has a maximum of two onsite lecture days per semester + one virtual classroom. Average workload is 150 hours or 6 ECTS credits per semester. However, they are full-day and therefore more compressed than usual. The exams are usually taken at the end of the semester either as a written exam on campus or as a student research project (essay) which can be easily uploaded to the e-learning platform usually a few weeks after the last module lecture.

In spite of the small number of onsite days you are studying full-time at UAM as you will have to deal intensively with the contents of the modules during the virtual phases.

The big advantage lies in the flexibility. This concept gives you the opportunity not only to study in Germany during your exchange semester or year, but also to do an internship for example.

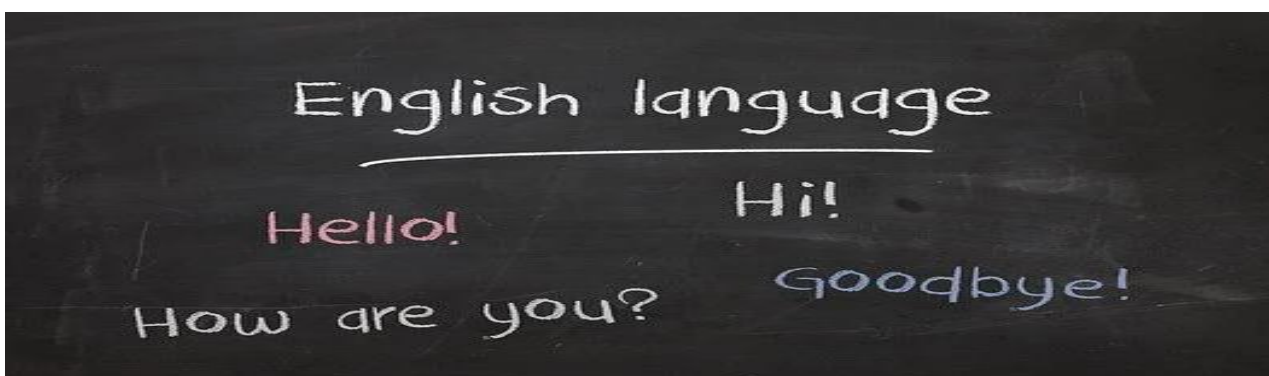
## BEFORE AND APON ARRIVAL

### a. APPLICATION PROCEDURE



1. Interested students need to apply to their home university first. Only selected and nominated Erasmus students from **partner universities** are eligible to apply for exchange semester/year at UAM!
2. You will receive a confirmation + information how to apply via email after nomination. Now you can apply. Complete all information on the application form and send it together with all required documents as one PDF document via email to [international-office@fham.de](mailto:international-office@fham.de) no later than **31<sup>st</sup> of May / 30<sup>th</sup> of November**.
3. Choose German and/or English modules you would like to attend (max. 5 modules or 30 ECTS per semester) from the list. Please consider that depending on the number of participants we cannot guarantee that all courses/modules can be offered!
4. Fill out the Erasmus Online Learning Agreement (OLA) and send it in digitally signed by yourself and the person in charge of Erasmus outgoing mobility or departmental coordinator at home university until **1<sup>st</sup> of July / 1<sup>st</sup> of January**.
5. You will receive it back signed from UAM together with the letter of acceptance and further information about orientation days and enrolment until **31<sup>st</sup> of July / 31<sup>st</sup> of January**.

### b. LANGUAGE REQUIREMENTS



To attend modules in German we require **German** language skills at min. **B2 level (CEFR)** either proved by an official German language certificate (Goethe, TELC, TestDaF, etc.), by Erasmus OLS Test result sheet or official confirmation of German language skill level by home university.

For the attendance of modules in **English** exchange students need to hand in proof of English language skills of min. **B2 level (CEFR)** or equivalent by an official language certificate (TOEFL, TELC, IELTS, etc.), by OLS Test result sheet or official confirmation of English language skill level by home university.

## c. FINDING ACCOMMODATION (IN MUNICH OR SURROUNDING)



**UAM can't provide own student housing.** Therefore you need to search for a room.

Munich is not only one of the most popular student cities in Germany but also one of the most expensive. On average you pay between 550 and 600€ per month for a room in a shared flat directly in Munich including incidental costs. Depending on size, equipment and location it can be even more. Because of the high prices, affordable rooms are very popular and rare. The search is not so easy and can drag on a while under circumstances.

**To make sure that your search is successful, we have listed the following useful tips:**

### **Tip 1**

Start your search from home with the appropriate lead time and calculate with enough money.

### **Tip 2**

Extend your search to the surrounding area of Munich within a radius of up to 40 km. Here the prices for rooms are usually cheaper.

#### Districts around Munich:

- Freising
- Erding
- Ebersberg
- Dachau
- Fürstenfeldbruck
- Bad Tölz/Wolfratshausen

Make sure that your place of residence has a connection to the Munich public transport network MVV (S-Bahn, BUS etc.) to reach Ismaning Campus or Munich City.

### **Tip 3**

You don't get response to your requests? Don't give up! Landlords/-ladies get a lot of messages from interested parties, especially with online advertisements. Try to call them if you have a number or even better: Make a Skype appointment. So the landlord/-lady can get a better first impression of you and your chances increase.

### **Tip 4**

In case you can't find a room from home arrive a few weeks before the start of your studies and look for accommodation directly on the spot. In this way, you can arrange personal viewing appointments in real time and get to know the landlords personally. It is recommended to stay in hotels, hostels, boardinghouses or privately rented holiday homes for the initial period, depending on the duration.

### **Tip 5**

Never transfer money until you have signed a rental agreement and you are convinced of the actual existence of the accommodation! Unfortunately, there are always fraudsters who take advantage of the housing situation and offer rooms or apartments that do not exist or do not belong to them.

### Examples where to search for accommodation:

#### Munich Student Union - Housing Referral Service

Register at the homepage of the Munich Student Union's "**Housing Referral Service**" which arranges contacts for students to private landlords/-ladies. For registration follow this link: <http://www.studentenwerk-muenchen.de/en/accommodation/housing-referral-service/registration/> and choose the third option (**You are studying at an institution of higher education, either in Germany or abroad, not listed under point 1** and are looking for accommodation in Munich). Follow the description.

Please note that there are fees and that there might be no offers for the upcoming semester yet.

#### Transitional or temporary rented rooms

- <http://www.wg-gesucht.de/en/>
- <https://www.studenten-wg.de/>

#### Short-term housing

- Boarding Houses
- Airbnb
- Hostels
- Hotels

### Important for winter term students:

Between mid of September and the first week of October the famous Oktoberfest takes place in Munich. It is extremely difficult to find short term accommodation during that time. The prices for hotels, hostels and even private rooms are up to three times higher than usual even outside of Munich.

## d. REGISTRATION OF RESIDENCY



After finding an accommodation every student must register his/her place of residence at the relevant Residence Registration Office (Bürgerbüro/Einwohnermeldeamt) of city or town you live at during your stay in Germany within **one week upon moving in**.

**Very important:** You also need to deregister at the same office when you leave Germany after your stay. Otherwise there could be problems when you return to Germany in the future! The form needs to be filled out of by landlord/-lady.

No de-registration is needed when you move to a different city within Germany. In this case your registration at your new place of residence will automatically initiate your de-registration.

### For registration you need to bring the following documents:

- Registration form (available at the registration office directly or online)\*
- Valid passport or identification card
- "Wohnungsgeberbestätigung" (confirmation by landlord/landlady or property owner)

\*forms are only available in German. Fill it out before you go to the registration office. We give assistance if needed.



## e. VISA REGULATIONS / RESIDENCE PERMIT FOR EXCHANGE STUDENTS



### Citizens of EU or EFTA countries

Exchange students with citizenship of EU or EFTA countries just need a valid passport to enter Germany and don't need entry visa or a residence permit. They just have to register their residence within 90 days after arrival.

### Citizens of Non-EU or Non-EFTA countries

Exchange students with citizenship of other countries who have a residence permit in an EU member country participating in REST (not UK, Denmark and Ireland!) who want to stay in Germany for study purpose within a mobility program (e.g. Erasmus+) not longer than 360 days need to be registered by the German host university (UAM) at the Federal Office for Migration and Refugees as soon as the intention of studying abroad is visible. We will make this notification after the application and selection process is finished. After positive response and confirmation from the authority you can enter Germany without a visa and are allowed to study and work without a residence permit for the mentioned period of time.

### Exception:

Exchange students with citizenship of other countries who have an **EU long-term residence permit** don't need an entry visa for Germany but need to apply for a residence permit at the Immigration Office responsible for the city you have your residence at **within 90 days** upon arrival.

Which documents do I need for a residence permit?

- Application form
- Confirmation of registration (issued by landlord/landlady or property owner)
- Valid passport and EU long-term residence permit
- A recent photograph that satisfies biometric criteria (photo booths are available at the Foreigners Office)
- Proof of enrolment from University (you will receive this on the enrolment day)
- Proof of adequate funding (confirmation of scholarship (Erasmus) from home university, letter from your bank or a letter from your parents)
- Proof of adequate health insurance (health insurance certificate, see next point)
- Money for the fee (approx. 100€, depending on the city)

Please always check current **visa regulations** for Germany!

## f. HEALTH INSURANCE CONFIRMATION (DUE ON ENROLMENT DAY)



It is mandatory that exchange students from EU/EFTA countries and Switzerland have to apply for a European Health Insurance Card (EHIC, E-111 - blue card) in their home country valid for the whole duration of your stay in Munich. After you received the card you have to write an email or go (after you arrived) to any state medical insurance in Germany. For example **BARMER**. You have to ask for the required medical insurance certificate of standard format for universities. Please hand it in for enrolment!

If you have a private insurance you need a document of your insurance company that confirms sufficient insurance coverage during your whole stay in Munich. With this confirmation you also have to contact any German state medical insurance company via email or personally (after you arrived) and ask for a corresponding certificate of standard form for universities. Please hand it in for enrolment!

**Information for all students:** Travel insurance is not sufficient for studying in Germany! We cannot accept any travel insurances.

Without the required documents we cannot enroll you!

## g. PUBLIC TRANSPORTATION



### Discounted ticket for students

Studying at the University of Applied Management for example entitles students to purchase an **MVV customer card** at the **reduced training tariff II** in the rings required for the journey between home and training place. This is available both as a weekly and monthly pass for the entire duration of your studies at UAM. It is also possible to expand the reach of the training tariff with an additional chargeable ticket (Grüne Jugendkarte).

More information on "Ausbildungstarif II" can be found on [MVV Homepage](#)

We are happy to welcome all exchange students at UAM!



If you have any questions or need assistance, please feel free to contact:

[international-office@fham.de](mailto:international-office@fham.de)

+49(0)894535457-250