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1. Welcome note

Dear international student,

welcome and thank you for your interest in earning a degree at the University of Applied Sciences Worms. This handbook has been designed to help you along this exciting journey and to give you an overview of student life at the University of Applied Sciences Worms and living in Worms in general. You will soon join many other students to become part of a large international community here on campus. We certainly hope your time with us will be an excellent one. However, studying abroad is a challenging task and requires some preparation. There are matters you should take care of before you leave home. This handbook is your guide through most of the procedures and formalities both before and after your arrival. Please see checklists in the end of this handbook to help keep you on track.

Inside this handbook you will find answers to most practical questions you might have. Please take some time to read through this handbook before and after your arrival, as some procedures in Germany might differ largely from your home country, so it may be very helpful for you.

If you have any unanswered questions after reading this handbook, please don’t hesitate to get in touch with us. Remember that there is always someone here to talk to if you need help or advice. We wish you a safe trip to Worms and a pleasant and successful stay!

Your International Center Team
Worms is a city in Rhineland-Palatinate, Germany, situated on the Upper Rhine about 60 kilometres (40 miles) southwest of Frankfurt am Main. It has about 82,000 inhabitants.
2 Studying in Worms

2.1 University of Applied Sciences Worms

The University of Applied Sciences Worms was founded in 1977 as part of University of Applied Sciences Rhineland-Palatinate. In September 1996, University of Applied Sciences Worms got established as an independent university with approximately 3,500 students studying in three faculties:

- Faculty of Business Administration
- Faculty of Tourism and Travel Management
- Faculty of Computer Sciences

We currently have a total of 16 different academic programmes on Bachelor and Master level. All of these courses are accredited.

2.1.1 Semester dates

The academic year is divided into two semesters:

- **Summer semester** (01st March until 31st August)
- **Winter semester** (01st September until 28th/29th February)

The lecture period (including exams) runs:

- from mid-March until mid of July in **Summer semester**
- from end of September/beginning of October until end of January in **Winter semester**
2.1.2 Campus plan

Campus plan

Campus North
Building L
- Management
- President and University Board
- Finance and Human Resources
Building M
- Student Affairs Office
- International Center
- Senate Room
Building N
- Faculty of Business Administration
- Faculty of Computer Science
- Lecture Rooms
Building O
- Lecture Rooms

Campus South
Building A
- Empfang, Poststelle, Hausiererei
- Rezeptionsstelle, BÄVStK, Amtsgericht
- Personalleitung: Qualitätsmanagement
- Maschinen- und Technologienetzwerk
- Career Center, Fundraising, Corporate Design
Building B
- Audimax Build. Audimax
Building C
- Lecture Rooms
Building D
- Lecture Rooms
Building E
- Lectures (External)
Building F
- Daycare facility for Employees
Building G
- Student Council, Tâlami
- Studierendenwerk, Vorderpfarrer, Lecture Rooms
Building H
- Center for Technology Transfer and Telecommunications (ZIT)
Building K
- Faculty of Tourism and Travel Management, Equal Opportunities
Parking
Bus stop
Bus stop
Hochschule Süd
Line: 105 and 401
www.hs-worms.de
2.1.3 International Center

- primary contact point for international students.

You will find us in: Building H

Our walk-in hours:
Mon. 02:00 a.m. – 04:00 p.m.
Tue. 10:00 p.m. – 12:00 p.m.
Wed. 10:00 p.m. – 12:00 p.m.
Thu. 10:00 a.m. – 12:00 p.m.
02.00 – 04.00 pm.
or on appointment

Ms. Céline Maser
Language Office
Building H, DG Room 213

E-Mail: maser@hs-worms.de
Phone: +49(0)6241 509-292

Mr. Silas Riegel
General Advice
Building H, Room 008

E-Mail: sriegel@hs-worms.de
Phone: +49(0)6241 509-294

Ms. Susanna Ripp
General Advice
Building H, OG Room 105

E-Mail: ripp@hs-worms.de
Phone: +49(0)6421 509-234

Ms. Claudia Verleye
General Advice/Housing
Building H, EG Room 003

E-Mail: verleye@hs-worms.de
Phone: +49(0)6421 509-468
Before your arrival in Worms

Please check how long your passport/identity card is valid.

2.2.1 Visa for all non-EU citizens

If you have a foreign nationality not belonging to the EU or a country having signed a bilateral agreement with Germany you will most likely need a visa. You can check the visa duty for your country in the list of states of the German Federal Foreign Office on the following link:

https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/02-lernen-und-arbeiten

a) Citizens from Australia, Israel, Japan, Canada, New Zealand, South Korea or USA

If you are coming to Worms from Australia, Israel, Japan, Canada, New Zealand, South Korea or the USA it is possible to enter Germany on a tourist visa and then register for a long-term visa.

b) Students from all other Non-EU-countries

You will need to apply for your visa at the German Embassy/Consulate whilst in your home country. Please apply for your visa well in advance (at least 2 months before your departure!).

Please note: It is extremely important to submit correct and complete information regarding your reasons to study in Worms/Germany (letter of acceptance).

Please note: Some Non-EU citizens need to open a blocked account (with approx. 8,000 Euro for two semesters) at Deutsche Bank in order to get a visa for Germany. Please inform yourself about the details and consider the time aspect, as it could take some time to open this account. You can find more information here.

Please check the visa regulations on this link: non-EU nationals
Regarding visa fees, please click: Visa fees

https://www.auswaertiges-amt.de/blob/207818/518c700cf1ef1edf9ae9113752633ff/gebuehrenmerkblatt-data.pdf

Please note that working with your visa is allowed to a restricted extent. If you want to work during your stay here, please acquire information at the visa section of the German embassy in your home country.

2.2.2 Import regulations for Germany

When entering Germany as a student studying in this country the following items receive exemption from duties:

- Household effects need to be used
- Educational materials
– Used furniture only for personal use

No restrictions are placed on students’ educational materials.

For further information, please see the following link:

http://www.zoll.de/EN/Private-individuals/Staying-in-Germany/School-study/school-study_node.html

Moreover, restrictions are placed on:

- Medical products and narcotics
- Cash with a value of € 10,000.00 or more
- Some food and feedstuffs
- Publications or media likely to harm minors and unconstitutional publications
- Counterfeiting and piracy
- Animals and plants, products containing animal or vegetables substances
- Fireworks, weapons and ammunition

For detailed information, please see this link:

http://www.zoll.de/EN/Private-individuals/Travel/Entering-Germany/Restrictions/restrictions_node.html

Please be aware of the fact that these regulations and restrictions can change over time. Therefore, you are responsible to inform yourself about any changes which might occur.

To be always up-to-date on what to carry with you, please check out the travellers’ allowance page:

http://www.zoll.de/EN/Private-individuals/Travel/Entering-Germany/Duties-and-taxes/Travellers-allowances/travellers-allowances_node.html
2.2.3 Housing

General information

Above all, remember always to be respectful, kind and considerate towards your housemates, landlord/landlady and neighbours. Treat others as you wish to be treated. Requests for silence or cleaning are not personal attacks, but simply requests.

Usually a deposit must be paid to the landlord via a bank transfer. This deposit will be paid back upon your departure provided you leave your flat/room in satisfactory condition. The deposit acts as an insurance against any damage done to the room and guarantees that you, the tenant, will keep the room clean according to the requests of the landlord. If you fulfil these requirements, the deposit will be paid back at the end of your stay.

Please pay your rent on time – usually on the 1st of each month the rent should be credited to your landlord’s account. A fee can be charged due to late payment or worse eviction! Please make sure, to pay the rent even when you are on vacation!

Furnished rooms generally contain a bed, table, chairs and a wardrobe for your clothing. The kitchens have standard equipment. You will have to bring or buy your own bed linen, sheets and towels.

Electricity, water and heating are mostly included in your monthly rent (ca. € 80.00 per month). In Germany, the costs for electricity, water and heating are among the highest worldwide. The rates set by your landlord/landlady are rather low and based on the assumption that you know how to save energy (heating!) and water as much as possible. Turn down the radiator when taking classes or leaving your room for a few hours! Please act responsible with such resources.

When you move into your room, it will be clean. You are responsible for it. When moving into your room, be sure to check everything carefully. If something is broken or in poor condition, please inform your landlord/landlady – if possible, add a remark on both of the rental contracts before signing them. Always inform your landlord/landlady right away if anything does not work properly.

You are responsible for keeping your room clean. If you sign a contract, it is understood that the assignment carries with it an obligation to protect the landlord/landlady’s property. If not, you will be charged for the damage. If everything is in good condition and clean when you move out, your security deposit will be returned. There is nothing more disgusting than a filthy room or toilet, trash that has not been taken out for weeks and rotting food in the kitchen. Not only that, but it is also unhealthy. Everyone is expected to clean his/her apartment regularly. If you need a cleaning service for your room, talk to your landlord/landlady.
We have a **recycling system** in Germany. There are three or four containers in your dormitory, residence or your landlord/landlady’s place. Ask for the waste collection schedule since different containers are collected on different days. You can get more detailed information about waste separation in Germany [here](#).

In Germany there is a **Pfand system** for recycling plastic/glass bottles. For most of the plastic bottles, cans and glass bottles, you will have to pay a small deposit. The amount of the deposit depends on the product/type of container. Below are the most common ones:

- Plastic multi-use bottles in all shapes and cans have a deposit of €0,25
- Glass (beer) bottles of 0.33 or 0.5 litre of have a deposit of up to €0,15
- Standard beer crates have a deposit of €3,10 (if you return them with all 20 bottles empty)
- Glass containers (for example Landliebe Yoghurt) have a deposit of €0,15

Every supermarket has an automatic machine, where you can return the bottles, cans and crates. You will then get a receipt for the deposit, which you can redeem at the checkout of the supermarket.

Please **respect quiet hours** in order to secure the right of other housemates and neighbours to read, study and sleep free from unreasonable noise and other distractions! **Night quiet hours are from 10.00 pm - 6.00 am**, furthermore it is not allowed to be loud during **1.00 pm and 3.00 pm**. On Sundays and holidays it is also expected to be quiet.

Please **open your room windows** every day for at least 10 minutes, even in winter times. Some houses in Germany are especially insulated, so it is very important to leave humidity at a very low level. This is the best way to prevent mould in your room.

**Smoking** is prohibited in all of the accommodations (and generally in public restaurants and bars). You can only smoke outside.

In some cases, you will have **Internet access** provided by your landlord/landlady and included in your monthly rate. Costs for Internet access depend on the respective contract, but normally there is a fee to pay of € 10.00 – 20.00 per month. Sometimes it is not included in the rent and you will be responsible for providing your own access. Please ask your landlord/landlady before signing a contract. Furthermore, please be aware of the **copyright protection** in Germany. Germany has a **very strict copyright act**. Therefore, please make sure in advance to **not misuse the Internet** for illegal music and media up-/downloads from and to your PC. These activities can lead to a **fine of several thousand euros** imposed by the government, which you would be forced to pay before leaving Germany. To prevent this, please inform yourself about Germany’s copyright act and its infringement. Find more details on [this website](#).
If you want to **change your accommodation**, you are responsible for finding a new tenant and obtaining your landlord/landlady’s agreement in advance. If you decide to leave Germany earlier you have to discuss this with your landlord/landlady. If you change your apartment during your stay you have to inform the registration office (Einwohnermeldeamt) and Ms. Claudia Verleye. But first you have to find a replacement tenant, if you cannot find one, you will have to pay the rent as agreed upon in your contract.

**Housing-Service**

It is important to understand that the University of Applied Sciences Worms does not have dormitories for students (no on-campus-housing). We can only liaise private landlords in Worms who offer furnished rooms in shared flats nearby the campus. Accordingly, please understand that this **offer is limited and fluctuating**. Based on the equipment, size and distance to campus the prices vary between approx. € 300 - 400. Please note that searching for a furnished and affordable flat nearby the campus is very difficult and time-consuming. Therefore, you should **not underestimate the housing issue**.

If you need help finding an accommodation please contact **Ms. Claudia Verleye**, she is responsible for housing matters and is happy to help you prior to your arrival in Worms. Her contact details are as follows:

- Email: verleye@hs-worms.de
- Tel.: +49 6241 / 509 - 468
- Room: H- EG Building 003

**Please note the following:**

The International Center can assist you in finding an accommodation in Worms for your first semester at the Hochschule Worms.

**The mandatory renting periods:**

<table>
<thead>
<tr>
<th></th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter semester</td>
<td>from 01. September 2019</td>
<td>31. January 2020</td>
</tr>
<tr>
<td>Summer semester</td>
<td>from 15. February 2020</td>
<td>31. July 2020</td>
</tr>
<tr>
<td>Two semesters</td>
<td>from 01. September 2019</td>
<td>31. July 2020</td>
</tr>
</tbody>
</table>

Please notice that these renting periods are obligatory if you use the choice of renting a room with our help. The reason for this procedure is to assure a renting period without any vacancy for the landlord.

The advantage for you is getting a room without stress to be able to focus on your studies.
1. Requests are being handled on **first-come-first-serve-basis** as the offer is **limited**.

2. You will receive an **email with a maximum of three accommodation offers** (depending on the availability) shortly after your request. In this email we will set a **deadline** within which we have to receive your decision.

   These deadlines are necessary as we have to serve as many students as possible within a short time frame. Therefore, **check your email account frequently** and **reply as soon as possible**. If you miss the deadline we have to offer the accommodation to the next person.

3. Please understand that the International Center cannot fulfil all your housing preferences. Our offer depends on:
   - The amount of students applying for the relevant academic term
   - The amount of apartments and rooms available at the time of Application

If you do not answer in time or refuse our housing offers, we will not assist you anymore and you’ll have to search for an accommodation on your own.

**Independent Search**

Based on the equipment, size and distance to campus the prices vary between approx. € 300 - 400. Sometimes there are additional charges for electricity and heating. These are called ‘Nebenkosten’. At other places ‘Nebenkosten’ can be included in the rent. Please be aware that most of the offered apartments are **not furnished**!

There are two **Facebook groups** organized by students, where students sometimes post accommodation offers:
https://www.facebook.com/groups/internationalsWorms/
https://www.facebook.com/groups/studierende.hs.worms/
There are two **student dormitories**:

www.studierendenwerk-vorderpfalz.de/Wohnen.52.0.html
This dormitory is situated very close to the campus, which is why it is very popular and often booked out one semester in advanced.

www.wohnungsbau-gmbh-worms.de/studenten-appartements.php
This student house is about 5 km away from the university but with regular bus-connections to the campus.

You may also want to check the following webpages for private accommodation offers in and around Worms. You can choose between private or shared flats (called WG or ‘Wohngemeinschaft’).
Useful links:

http://asta.hs-worms.de/wohnungsboerse/
http://www.wg-gesucht.de/en/
http://77www.wohngemeinschaft.de
http://www.immobilo.de/
http://www.immobilien scout24.de/
http://www.studenten-wg.de
http://www.easywg.de
http://www.studenten-wohnung.de
http://www.zwischenmiete.de

In case you do not find an accommodation, you may consider to stay at a youth hostel for the first few days upon your arrival (Jugendherberge Worms): http://www.diejugendherbergen.de/jugendherbergen/worms/portrait/?gclid=CObv6PL egMACFU_JtAodB1oAnA.

At the University notice boards (e.g. in the A- and N-building, ground floor) you may also find a suitable room.

**Important abbreviations regarding housing:**

<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>German</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>EZ</td>
<td>Einzelzimmer</td>
<td>single room</td>
</tr>
<tr>
<td>WG</td>
<td>Wohngemeinschaft</td>
<td>communal residence</td>
</tr>
<tr>
<td>EG</td>
<td>Erdgeschoss</td>
<td>ground floor</td>
</tr>
<tr>
<td>OG</td>
<td>Obergeschoss</td>
<td>top floor</td>
</tr>
<tr>
<td>DG</td>
<td>Dachgeschoss</td>
<td>attic story</td>
</tr>
<tr>
<td>MM</td>
<td>Monatsmiete</td>
<td>monthly rent</td>
</tr>
<tr>
<td>KM</td>
<td>Kaltmiete</td>
<td>rent exclusive of heating costs</td>
</tr>
<tr>
<td>WM</td>
<td>Warmmiete</td>
<td>rent including heating costs</td>
</tr>
<tr>
<td>NK</td>
<td>Nebenkosten</td>
<td>additional costs</td>
</tr>
<tr>
<td>KT</td>
<td>Kaution</td>
<td>deposit</td>
</tr>
<tr>
<td>ZKB</td>
<td>Zimmer, Küche, Bad</td>
<td>room, kitchen, bathroom</td>
</tr>
<tr>
<td>BLK</td>
<td>Balkon</td>
<td>balcony</td>
</tr>
<tr>
<td>L</td>
<td>Lift</td>
<td>elevator</td>
</tr>
<tr>
<td>NR</td>
<td>Nichtraucher</td>
<td>non-smoking room</td>
</tr>
</tbody>
</table>

**Rundfunkbeitrag**

Beitragsservice is a joint organization of Germany’s public institutions ZDF, ARD (Television) and “Deutschland Radio”. This organization guarantees the public broadcasting diversity in Germany. It is an association of administrations subject to
public law and responsible for the collection of licence fees. Mandatory licence fees must be paid by every household, or by every apartment sharing community, regardless if the household actually has the capability to receive the broadcasts itself. Therefore, it is possible that a letter from the Beitragsservice reaches you during your stay in Germany, in which they request you to pay the licence fees. In this case please consult your landlord, maybe this fee is already included in your rent or a housemate already pays the Rundfunkbeitrag. If not, you have to pay the fee. Therefore, please calculate approx. € 18.00 in addition to your monthly rent.

2.2.4 Copyright act and infringement

Germany has a very strict copyright act than other countries in the EU or world wide. Therefore, please make sure in advance to not misuse the Internet for illegal music and media up and downloads from and to your PC. These activities can lead to a fine of several thousand euros imposed by the government, which you would be forced to pay before leaving Germany. To prevent this, please inform yourself about Germany’s copyright act and its infringement.

2.2.5 Semester contribution

Both German and foreign students are exempt of paying tuition fees. Solely a contribution for the administration process has to be made – € 150,80 by you as a new student and € 130,80 for each further semester you will study at HS Worms. It allows you e.g. to access a cheaper public transportation ticket and to use the university’s inexpensive student cafeteria. You can transfer the semester contribution (in German: Studierendenschaftsbeitrag) of currently € 150,80 for your first semester (or € 130,80 for your second semester) to the following bank account before your arrival in Worms.

Here you can find more information about the semester fee:


Please note: you need to make sure, that exactly € 150,80 will be transferred to the above mentioned account (not less and not more money). This is very important otherwise the payment can not be processed.

The semester fee must be received no later than 15th September 2019 to our Postbank Ludwigshafen account. Otherwise you must also pay a € 21 late fee.

Please understand that the semester contribution is no tuition fee.
2.2.6 Health insurance

Proof of health insurance details

**You are an EU citizen:**

1. *Do you have a valid legal health insurance policy, which covers the period of your stay?*
   You may enter Germany with the European Health Insurance (with the blue European symbol). This is accepted by the university. No further action is necessary.

2. *Do you have a private health insurance covering the period of your stay?*
   Then you must have the validity of your private health insurance policy checked by a German legal health insurance company, which can be done during our Orientation. If your health insurance covers the minimum requirements, you will receive an exemption certificate, which is required for enrolment at our university.

3. *You have no health insurance?*
   You can sign up for any German health insurance before your arrival in Worms.

**You are a non-EU citizen:**

1. *You have no health insurance?*
   Then you can sign up for any German health insurance before your arrival in Worms.

2. *Do you have a private health insurance covering the period of your stay?*
   Then you must have the validity of your private health insurance policy checked by a German legal health insurance company. If your health insurance covers the minimum requirements, you will receive an exemption certificate, which is required for enrolment at our university.

3. *Are you a Turkish citizen with a Turkish health insurance?*
   Bilateral agreements exist between Turkey and Germany that ensure that some Turkish health insurance plans are accepted here in Germany. This must be validated on a case-by-case basis.

You can find more detailed information here:
https://www.studis-online.de/StudInfo/Versicherungen/krankenversicherung.php

As a general note, **statutory health insurance** rates are usually +/- € 90.00 - € 110.00 per month. There are also consultation hours on Tuesdays from 9.00am until 2.00pm in Room A in the library at the University of Applied Sciences in Worms offered by the AOK. Consultation hours of TK.
2.2.7 How to get to Worms

The closest airports are:

- Frankfurt am Main (FRA)
- Frankfurt-Hahn (HHN)

Frankfurt am Main Airport (FRA) and Frankfurt Hahn Airport (HHN) are situated in different places and the distance between these airports is more than 100 kilometers.

**Important abbreviations:**
- **RB** = regional train (in German: *Regionalbahn*)
- **RE** = regional express train (in German: *Regionalexpress*)
- **ICE** = Intercity-Express (fastest trains in Germany, long-distance trains)
- **S** = suburban train (in German: *S-Bahn*)
- **Hbf** = central station (in German: *Hauptbahnhof*)

**Arriving at airport Frankfurt am Main (FRA):**

Inside the airport, there are two railway stations:

1. **Regional train station** (in German: *Regionalbahnhof*), S-Bahn suburban trains, regional and local services), located in Terminal 1, access via Level 0

2. **Long-distance train station** (in German: *Fernbahnhof*), locate opposite Terminal 1
1. REGIONAL TRAIN STATION (Regionalbahnhof) at the airport FRA:

Take a suburban train S 8 or S 9 – leaving on platforms 4 to 7. Suburban trains leave ca. every 30 minutes.

Take the S8 or S9 to Wiesbaden central station (Wiesbaden Hbf) and leave at the central station in Mainz (Mainz Hbf). Then take the regional train (RB***) or regional express train (RE***) to Worms central station (Worms Hbf), direction to Mannheim or Karlsruhe – for details (e.g. train number, platforms and times) please check the huge destination board inside the central station or the mobile app “DB Navigator”

TICKETS
- DB TravelCenter (Reisezentrum) in Terminal 1, B Concourse, Level 0, open daily from 7am to 10pm
- Ticket machines in Terminal 1, Level 0
- Tickets can be purchased with credit card or cash

2. LONG-DISTANCE TRAIN STATION (Fernbahnhof) at the airport FRA:

Take the ICE train to Mannheim central station (Mannheim Hbf), leave at the central station in Mannheim and take the regional train (RB***) or regional express train (RE***) to Worms central station (Worms Hbf), direction to Mainz. For details (e.g. train number, platforms and times) please check the huge destination board inside the central station or the mobile app “DB Navigator”

TICKETS for Deutsche Bahn
- In the regional train station in Terminal 1, B Concourse, Level 0 and the long-distance train station on Level 3 at the long-distance train station in the AIRail Terminal
- DB TravelCenter (Reisezentrum) in Terminal 1, B Concourse, Level 0, open daily from 7am to 10pm
- Tickets can be purchased with credit card or cash
Arriving at airport Frankfurt-Hahn (HHN):

Option A:
Take the Airport Shuttle bus to Mainz central station. Airport Shuttle leaves from bus terminal stop 1, costs ca. €13.50 per person, tickets are available on the bus.

Here you find the timetable for the Airport Shuttle:
http://hahn.orn-online.de/busfahrplan_mainz.htm

At Mainz central station take the regional train (RB***) or regional express train (RE***) to Worms central station (Worms Hbf), direction to Mannheim or Karlsruhe – for details (e.g. train number, platforms and times) please check the huge destination board inside the central station. TICKETS for the train are available at ticket machines or at the travel center inside the station.

Option B:
Take the bus “Hahn Express” to Mannheim central station. You can find the Hahn-Express-bus stop at the bus-terminal 200m to the right of the exit of Airport-Terminal 1 in Frankfurt-Hahn, at bus stop No. 3. Costs ca. 20 Euro per person.

Here you find more information about the “Hahn Express” (e.g. timetable, tickets):
http://www.hahn-express.de/inhalt.php?id=10357&menu_level=1&id_mnu=10357&id_kunden=1029

At Mannheim central station (Mannheim Hbf) take the regional train (RB***) or regional express train (RE***) to Worms central station (Worms Hbf), direction to Mainz. For details (e.g. train number, platforms and times) please check the huge destination board inside the central station. TICKETS for the train are available at ticket machines or at the travel center inside the station.

AIRPORT TRANSFER (FRA and HHN):

In general, you can also book an airport transfer in advance:

The following companies (amongst others) offer an airport transfer service to Worms:

Reisebüro Hinterschitt
Osthofen
Tel.: +49 6242-60001
Fax: +49 6242-60002
Email: mhinterschitt@t-online.de

Travel & Event Fahrservice
Worms
Tel.: +49 6241-4965287
Fax: +49 6241-4969908
Email: info@te-fahrservice.de

2.2.8 Communication options

1.) Free WIFI at the Frankfurt Airport (for mails, Whatsapp, Facebook calls, etc.)
Simply turn on your smartphone, select the wireless network “Telekom hotspot”, and open a new browser window. Then open your browser and go to the registration page. Provide all of the requested information on the registration form, then enter your e-mail address. You will receive an automatic e-mail confirming that you have
registered, and can start using the internet free of charge.

2.) The coin operated telephone at the hall of the train station in Worms
Please consider to have some coins (maybe consider to buy something small at the airport to get change/coins) with you to use it.

USEFUL LINKS

Using the following links you can book tickets and compare prices for trains or buses:

- Up-to-date information on local transportation schedules and prices is available at www.rmv.de
- Map of the railway network of rmv (in German only)
- Bus connections from Frankfurt am Main Airport to Worms: https://www.flixbus.com/?wt_mc=paid.de.FlixBus.sem.google.brand.flixbus.ad&wt_cc1=branded&wt_cc5=flixbus&gclid=CPrU2qGY_MsCFRSNGwod8pElFw
- To book a train ticket from Frankfurt am Main Airport or from Frankfurt Hahn Airport to Worms: http://www.bahn.de/i/view/DEU/en/index.shtml
- Some useful travel information about train times and train tickets you can find here: http://www.thetrainline-europe.com/train/frankfurt-airport-regional-train-to-worms-hbf~8070004~8000257
- Local transportation in Worms www.rnv-online.de
2.3 First weeks in Worms

During your first days in Worms, you have to take care of a number of formalities concerning your stay. Before you arrive in Worms, you will receive our Orientation schedule by email. Make sure to register for Orientation and arrive in time. Please find further details for your first weeks in Worms in the next paragraphs.

2.3.1 Orientation

As soon as your application for admission to the Hochschule Worms has been approved, please plan your arrival date so that you are able to join the entire Orientation.

The orientation week for international degree-seeking students enables you to integrate rapidly into the campus and social life in Worms. This process is required for your successful studies at our university and is therefore of great importance for you as an international student.

During the Orientation we'll help you through all the formalities and procedures you'll face upon your arrival. Moreover, you will get prepared for your studies and will know exactly what is expected from you as a student in Germany.

Please follow the link below for the Orientation program and the registration form for the upcoming semester:
https://www.hs-worms.de/international/incoming-students/degree-seeking-students/important-information/
2.3.2 Administrative matters

Mini-checklist for settling in after your arrival in Worms:

1) Register at registry office (Bürgerservicebüro) (!) You can find more information here: https://www.worms.de/de/rathaus/buergerservice/abteilung.php?id=25
2) Apply or a residence permit at the foreigners’ office (Ausländerbehörde) (For non-EU citizens!) Find more information here: https://www.worms.de/de/rathaus/buergerservice/abteilung.php?id=21
3) Open a bank account (necessary to pay e. g. the rent)

We will support you with these points during the orientation week!

1) Registration at the Bürgerservicebüro – necessary for all international students

German law requires that all people living in Germany have to register within one week after moving in a new apartment. This law also affects foreign students. This means: You have to register for the duration of your stay with the local police within the first 8 days after signing your rental agreement!

You can register at:
Bürgerservicebüro, Ämterhaus, Adenauerring 1, 67547 Worms (near the Luther Monument)

The opening hours of the registry office (Bürgerservicebüro) are:
Mon & Wed: 8.00 am - 04.00 pm
Tue: 7.15 am - 12.00 pm
Thurs: 8.00 am - 06.00 pm
Fri: 7.15 am - 12.00 pm

Necessary documents for registration:
Your passport
Your Student ID-card (or the confirmation of the University of Applied Sciences Worms)
Landlord’s confirmation of residence (Wohnungsgeberbestätigung)
Your rental contract

2) Foreigners’ office for non-EU citizens

In the same building you will find the foreigners’ registration office (Ausländerbehörde). You have to make an appointment and register personally after your arrival because you intend to stay in Germany for more than 3 months (if you haven’t applied for a long-term visa before you arrived in Worms). You must make an appointment in advance. (if Possible with a German speaking friend)
Necessary documents for registration:

- Passport
- 2 biometric passport photos
- Application “Issuing of a residence permit” ("Antrag auf Erteilung einer Aufenthaltserlaubnis") - yellow form in your folder
- Enrollment certificate (Immatrikulationsbescheinigung)
- Proof of health insurance
- A declaration of commitment (Verpflichtungserklärung) or a blocked account - most likely this document has already been sent to the foreigner’s office Worms directly by your embassy
- Fee: approx. 100 Euro
- You might be asked for further documents

The **opening hours** of the **foreigners’ office** are:

- Monday, Wednesday and Thursday: 8.00 am – 04.00 pm
- Tuesday and Friday: 8.00 am – 12.00 pm

You will receive more details during our Orientation.

3) **Bank account**

We recommend that you open a bank account in Germany. The majority of living costs (e.g. rent) are not paid in cash, but by debit order. You also need an account if you want to receive a transfer from your home country and for paying the monthly rent. Furthermore, you need to transfer the semester contribution (€ 143.30) for enrolment, payment by cash is not possible.

It is advisable to open the bank account at a bank, which is connected to your bank at home. There are branches of almost all major German banks in Worms. Please consult your home bank about it before leaving your home country. Almost every German bank offers student accounts, this means that you do not have to pay bank charges.

Please note that credit cards are not universally accepted for small purchases in Germany. For example, it is not always possible to pay at supermarkets with a credit card, but your ATM card (in German: EC-Karte) is accepted nationally.

**Required documents for opening an account:**

- Passport
- Rental agreement
- Confirmation of registration (Anmeldebescheinigung)
- Enrollment certificate (ID-Card)

Please check the **opening hours** in advance.
2.3.3 Internet during the first days

Cafes with Wi-Fi nearby the campus
For your first days after your arrival you can easily get free Internet access at café is “Coffee Brothers” in the city center, next to the Kaiserpassage (shopping mall).

Once you have your personal student login data (RZ-account – as soon as you handed in all necessary documents for enrolment) you can request access to our on-campus 24 hours PC Pool seven days a week (room A 002, entrance Erenburgerstraße) or simply use our on-campus Wi-Fi. However, please understand that the use of the public university Internet for any other purposes than for university intentions is prohibited. Therefore, (due to the copyright regulations in Germany) all forbidden actions, for example illegal downloads (mp3, movies etc.), are strictly prohibited.

2.3.4 Buddy program
The student organization AStA offers a buddy program, which aims to help you find your way as a new student at the University of Applied Sciences Worms. If you take part in this program, you will be partnered with a student from University of Applied Sciences Worms, who will help you with the organization of your stay here. Your buddy will also be able to answer questions that you may have regarding studying or living in Worms. You will get further information about our Buddy Program during our Orientation. You can find some information on the website of AStA.

2.3.5 Facebook groups for students of the Hochschule Worms

There are some groups on Facebook for students in Worms that can be interesting for you:

Official Facebook-page of Hochschule Worms
https://www.facebook.com/hochschuleworms?fref=ts

"Studi Flohmarkt Worms"
https://www.facebook.com/groups/553697474719557/
This is the group for small ads. If you want to sell or buy something you should look here.

"Mitfahrgelegenheiten Hochschule Worms"
https://www.facebook.com/groups/1403243449978806/?fref=ts
This is the group for those who want to offer a rideshare opportunity starting in or going to Worms

"Taberna Worms"
https://www.facebook.com/groups/Taberna.Worms/
In this group you finde events taking place in the "Tab", our students bar on the campus.

"Green-up your College!(Worms)"
https://www.facebook.com/GREENUPYOURCOLLEGE
2.3.6 Important online tools at University of Applied Sciences Worms

We have two important online management systems, which our students have to use in order to organize their study – moodle and LSF.

**moodle**

Moodle is an online learning management system, which you can access with your RZ-account. Most of our professors use moodle to communicate with their students and to provide them with material for the lectures and sample exams. Please subscribe to your courses in moodle, if they exist there (not all lecturers use moodle), and check the content frequently. Some courses are password-protected, in that case the lecturer provides you with the password. You will get a brief introduction to moodle during our Orientation.

**LSF system**

The LSF system is the perfect tool to organize your course schedule. There you can learn the exact times and the rooms of all of your lectures. You can set up your personal schedule when you are logged in with your RZ-account. It is very important, to check your personal course choice concerning overlapping. Furthermore, you can find information about changes in the schedule. We recommend to check the timetable every day to be informed about possible adjustments. Furthermore, you can download an official document, which certifies that you are enrolled in our university. You will get a brief introduction to LSF during our Orientation.
Useful LSF Abbreviations

The frequency of the schedules are always abbreviated in LFS. For better understanding, you find the most common abbreviations collected in this list with its English translation.

<table>
<thead>
<tr>
<th>German Abbreviation</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Einzel</td>
<td>Single</td>
</tr>
<tr>
<td></td>
<td>Only on that specific date</td>
</tr>
<tr>
<td>Woch</td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>Every e.g. Monday …</td>
</tr>
<tr>
<td>14tägl</td>
<td>Every two weeks</td>
</tr>
</tbody>
</table>

LSF Remarks Translations

Please check daily the category “Courses” → “Lectures cancelled today” in LSF in order to be up to date for changes and cancellations of courses.
Under “Remarks” you find different reasons for changes or cancellations which can be indicated in German. In the table below you find the common expressions with its corresponding English translation:

<table>
<thead>
<tr>
<th>German</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bitte Uhrzeitänderung beachten.</td>
<td>Please note the time change.</td>
</tr>
<tr>
<td>Bitte Raumänderung beachten.</td>
<td></td>
</tr>
<tr>
<td>Raumverlegung</td>
<td>Please note the change of rooms.</td>
</tr>
<tr>
<td>Raumänderung</td>
<td></td>
</tr>
<tr>
<td>Ausfall</td>
<td>Cancellation</td>
</tr>
<tr>
<td>Die Vorlesung fällt aus.</td>
<td></td>
</tr>
<tr>
<td>Die Vorlesung entfällt.</td>
<td></td>
</tr>
<tr>
<td>Verlegt auf ...</td>
<td>Postponed to …</td>
</tr>
<tr>
<td>Verschoben auf ...</td>
<td></td>
</tr>
<tr>
<td>Die Veranstaltung beginnt erst um ...</td>
<td>The course/lecture starts at …</td>
</tr>
<tr>
<td>Die Vorlesung fällt aus und wird auf ... verlegt.</td>
<td>The lecture is cancelled and will be postponed to …</td>
</tr>
<tr>
<td>Verlegt, Ersatztermin am ...</td>
<td>Postponed, a new date is scheduled on …</td>
</tr>
<tr>
<td>Fällt aus, Nachholtermin/</td>
<td>Cancelled, a new date will be scheduled soon.</td>
</tr>
<tr>
<td>Ersatztermin wird bekannt gegeben.</td>
<td></td>
</tr>
<tr>
<td>Findet statt, vorverlegt auf ...</td>
<td>Lecture takes place and is brought forward on/at …</td>
</tr>
</tbody>
</table>
2.4 During your study time here

2.4.1 Facilities of University of Applied Sciences Worms

Library

The library is located in the A-building where you can find approximately 40,000 university books and periodicals. In addition, there is room for about 60 students who use it for studying and working on projects in the reading room. At the beginning of each semester, there is an introductory tour through the library for new users.

The loan period for books is three weeks and can be extended by another three weeks, if the particular book has not been reserved by anyone else. Fines are charged for books being returned late.

The opening hours of our library are currently:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8.30 am - 9.00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00 am – 3.00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>closed</td>
</tr>
</tbody>
</table>

The regular staff is usually present until 5.00 pm. This means that certain services, such as paying fees, are only available until then. Between 5.00 pm and 7.00 pm, student assistants are there to help you. From 7.00pm until 9.00 pm only security is at the front desk, therefore services are limited.

Please note that the opening hours differ during semester breaks.
The Computer Center, which is located in the A-building (first floor), creates a user ID (called RZ-account) for each student at the University of Applied Sciences Worms, which allows you to use the campus-WLAN on your own devices and provided access to computers and printers in the computer labs (PC pools and language labs). Furthermore, it allows you to access the LSF system (online course schedule) and moodle (online course contents).

You receive this RZ-account when enrolling at the HS Worms (as soon as your documents for enrolment are complete) – that is usually the case during your first two weeks in Worms. During our Orientation we will have a mandatory info-meeting, where the basics of the LSF system and moodle will be explained.

If you want to use your own device (laptop, smartphone etc.) on our campus, please make an individual appointment with the Computer Center. But not before you received your RZ-account!

Office: A 105
P: 06241.509-400
E: helpdesk@hs-worms.de

PC Pools are in rooms: A 103, A 106, A 107, A 113, A 114
Language Labs are in rooms: A 101 and A 102
24 hours PC Pool is in A 002. The entrance of this room is on the left side of the A-building (Erenburgerstraße) and you will need your student ID to enter.

https://www.hs-worms.de/hochschule/organisationsbereiche/zentrale-einrichtungen/rechenzentrum/profil-service/pc-pools/
Printing

If you would like to print using our computer labs, you simply need to buy some credit with your student ID card. Therefore, you need to go to the device located next to the Computer Center (room A 105). The exact process as follows:

Insert your student ID card to start the process. Be aware that your ID card needs to be charged with money.

On the screen, you just need to click on the green check mark to start the transfer process.

Additionally, you can see your credit balance at the bottom left of the screen (in German: “Guthaben”).

Now you need to enter your username (in German: “Benutzernamen”). This is the same name as the one in your email address from the university e.g. your email address is “inf1000@hs-worms.de” → your username is “inf1000”. Press “Enter” to confirm. Be sure you entered your name correctly, otherwise you might charge someone else’s print account.

Then you can see different amounts, which can be transferred from your student ID card to your printing credit balance. You can also find your (1) current credit balance on your student ID card (in German: “Aktuelles Guthaben”), your (2) loadable credit (in German: “Aufladebetrag”) and your (3) current printing credit balance (in German: “aktuelles Druckguthaben”).
Choose the amount you would like to load. This amount now appears as your (2) loadable credit (in German: “Aufladebetrag”). Then press the green check mark to confirm.

This is the final screen, which confirms that your money transfer was successful. You can now see your (3) new printing credit balance (in German: “Guthaben”). Do not forget to remove your student ID card from the terminal (in German: “Bitte Karte entnehmen”).

The money you have loaded will be directly credited to your account, which can be accessed via “Paper Cut”, a software which is installed on all our computers in the labs. This program will automatically open if you use one of the computers of the university. You can find some more operations if you click at “Details”.

**Scanning**

Furthermore, HS Worms also offers some scanners at free disposal for scanning your documents:

- A 103
- A 106
- Library (same room as photocopier)
- 24h PC pool (A 002)
Mensa
There is an on-campus cafeteria (Mensa), one meal costs € 2.70 for students. Please note that it is not possible to pay in cash.

For an exact description how to charge your student ID-card have a look at the section below.

With the loaded student ID-card you can pay your meals in Mensa directly. Please take into consideration that during lunch time there could be a longer waiting period due to high demand and limited devices. Getting there early would be a good idea.

The opening hours for meals are:

Monday - Thursday 11.45 am - 1.45 pm and 5.30 pm - 6.30 pm
Friday 11.45 am - 1.45 pm

Here you can find the weekly meal plan:

The general opening hours for the cafeteria are:

Monday - Thursday 9.00 am - 6.30 pm
Friday 9.00 am - 4.00 pm
How to load your student ID card

Our student cafeteria (in German: “Mensa”, located in the E-building) is using a cashless payment system by using the student ID card. You have two possibilities loading your card:

1) **In Mensa**: You can load your student ID card with banknotes only *(see picture)*
2) **In A 031 (locker room)**: You can load your student ID card cashless with your debit card only

How to use the machine:

1. You can choose between four different languages. Choose your preferred language and insert your student ID card.
2. Now you can see your current balance ("Actual Card value") on your student ID card.

3. Now insert your banknote (in German: "Geldscheine"). Remember that the machine does not give any change back! Whatever banknote you insert will be the amount you charge your ID with.

4. Afterwards, you can see your old balance ("Old Card value") and your new balance ("New card value"). You can now either insert another banknote or finish the process by clicking "OK".

5. As soon as you click "OK" your student ID card is successfully loaded. You can now go to the food counter with your student ID card and put it on a little devic, which will automatically deduct the price for the menu from your card.
How to obtain your certificate of enrolment

At some stage during your study period you will need a proof of enrollment (if showing your student ID-card is not enough) which will give you access to many student discounts and benefits like attending a fitness studio at a discounted rate or purchasing a semester ticket for traveling by train and bus at student rates. You will need to present your certificate of enrolment in order to qualify for these student benefits. In the following step-by-step process we will guide through where to find this certificate in LSF.

**Step 1**
Log in to the LSF system by entering your *username* and *password*. In order to change the language to English, click on the British flag in the top right corner of the page.

**Step 2**
Now click on the *administration study* icon.

**Step 3**
Click on the *study reports* icon.

**Step 4**
Click on the *certificate of study* icon.

**Step 5**
Your certificate will automatically download. This is an official document, which can be verified by everyone through checking the code on the bottom of the document in the LSF system.
2.4.2 Student organisations

AStA

The AStA (Allgemeiner Studierendenausschuss) is the main student organisation of the HS Worms. It represents the students’ interests and helps you to solve all student related problems. The AStA is also one of the main promoters for free time activities for students.

The AStA office is located in the G-building across the cafeteria (Mensa).

Opening hours: Monday - Friday from 9.00 am - 2.00 pm

The activities organised by the AStA are displayed all over the campus – on black boards in the main building (A), the cafeteria (Mensa), the Taberna etc.

The AStA offers language courses, sports courses, music courses, trips and other services. You can check them out on the website of the AStA:

http://asta.fh-worms.de/asta/?lang=en

They also offer stationary, e.g. refill pads, copies, folders, pens etc. at a cheaper rate.

The AStA displays timetables from all courses of study in their office. You can also receive discounted swimming and sauna tickets.

P: 06241.509-156
F: 06241.509-492
E: asta@hs-worms.de

Fachschaften

The so-called “Fachschaften” in German are different groups of students who study in the different departments at our university. These student departments support the public interest of all students studying in the different study programmes. In case you need support or assistance with a professor or if you feel victimized in a course, you can make an approach to the student department of the study course.

The following student departments support you at HS Worms:

- **Fachshaft Touristik (Tourism & Travel):**
  Contact: fstour@hs-worms.de
  Find them on Facebook: https://www.facebook.com/Fachschaftsrat-TouristikVerkehrswesen-der-Hochschule-Worms-449429918436401/
Fachschaft Internationale Betriebs- und Außenwirtschaft (International Business Administration and Foreign Trade):
Contact: fsiba@hs-worms.de
Find them on Facebook:
https://www.facebook.com/Fachschaft-IBA-der-HS-Worms-477267615627496/

Fachschaft International Management und Handelsmanagement:
Contact: fshandel@hs-worms.de
Find them on Facebook:
https://www.facebook.com/FachschaftImHm

Fachschaft Informatik (Computer Sciences):
Contact: fsinfo@hs-worms.de
Find them on online:
https://fsinf.hs-worms.de

Fachschaft Steuern (Taxation):
Contact: fssteuer@hs-worms.de

All offices are located in the G-building.
2.4.3 Social life on campus

The University of Applied Sciences Worms offers a comprehensive range of sports. For details see the chapter ASTA. Additionally, our on-campus student club “TABERNA” (in short tab) offers weekly events such as public football viewing, karaoke or student parties at student prices.

Green up your college

The concepts of "sustainability", "environmentally-friendly" and "green" are becoming increasingly important in many different aspects of our lives. University of Applied Sciences Worms is responding to these issues in a number of ways, from recycling and raising awareness to events that create a student culture of constantly thinking green.

Most of the actions are guided by the Green up your college team (GUYC) enforced by the university's departments and involve cooperation between students, professional and academic staff.

Some of the initiatives at Hochschule Worms include:

- The waste reduction program
- Green Mobility
- CSR

Each of these projects have sub projects beneath them that fall in line with the overall goal of creating awareness around green sustainability on campus and the community as a whole.

We at GUYC would like to invite all international students to attend one of our meetings. We look forward to seeing you there and joining us in creating a campus which is sustainable for all of us. For further information please visit us on our facebook site “Green-up your college!”
University’s Christian Communities

The university consists of two Christian communities, the Protestant Student Community (evangelische Studierendengemeinde, ESG) and the Catholic Student community katholische University of Applied Sciencesgemeinde, KHG). Both communities can be contacted with regard to questions of faith and life. Students are invited to celebrate the service with other students and to attend many other activities offered by the communities.

Protestant Student Community (ESG):

Contacts:

Pfarrer Fritz Delp
E: delp@luthergemeinde-worms.de
P: +49(0)6241 57956

Heike Müller, Social Counselling
E: esg@hs-worms.de
P: +49(0)6241 509-312

Catholic Student Community (KHG):

Contact:

Andreas Baaden
E: khg@hs-worms.de
P: +49 (0) 6241 509-312

Link: www.khg-worms.de

Room of Silence

Additionally, a room for quite (meditation, praying etc.) can be found in G-Building on the second floor on the left. The room has to be booked in advance in room A 008 (A-Building). The access to the room will be unlocked by approaching your student ID card. Details can be found on the door of the room of silence.
2.4.4 Studying at University of Applied Sciences Worms

Class attendance is very important. It is an opportunity for students to ask questions and clarify problems in their assigned readings. Usually classes will be held in groups of 30 - 40 students, so do not expect to sit in a class with hundreds of fellow students. In addition, professors may introduce entirely new material in their lectures not covered in the syllabus, which will be part of the exam. In some classes attendance can count towards your final grade, so please check the policy of class attendance with your professors in his/her courses.

In general, make sure to attend your courses, it is highly recommended in order to study here successfully. Furthermore, do not book your flight home before you made sure when your last exam takes place.

In some classes students are not only encouraged to participate in classroom discussion, but rather expected to do so. Class participation involves contributing to class discussions and asking / answering questions. Do not be afraid to participate actively, different opinions and views are appreciated.

In addition, understand that exams in Germany usually not (only) contain multiple choice questions but sophisticated assignments as well. Learning by heart will most likely not be enough to achieve an excellent mark. Understanding the allocation of your workload is also important. Depending on your classes and professors, the main workload will usually take place at the end of the semester, when you prepare yourself for the final exam.
2.4.5 Doctors in Worms

Here you can find some contacts if you need medical assistance.

**General Practitioner:**

Dr. med. Hans-Jürgen Kraft  
*(general medicine)*

**English/French**

Addr: Wilhelm-Leuschner-Straße 2  
67547 Worms

P: 06241.26474

*(new patients are welcome)*

Opening hours:

- **Mon** 08:00 - 10:30  
  15:00 - 16:30
- **Tue** 08:00 - 10:30  
  15:00 - 16:30
- **Wed** 08:00 - 10:30
- **Thu** 08:00 - 10:30  
  15:00 - 16:30
- **Fri** 08:00 - 10:30

**Ärzte Gemeinschaftspraxis Römerstraße:**

Dr. med. Wolfgang Manstein, Ute Belzer & Klaus Uderstadt *(general medicine)*

**English**

Addr: Römerstraße 43  
67547 Worms

P: 06241.23423

*(new patients are welcome)*

Opening hours:

- **Mon** 08:30 - 11:30  
  16:00 - 17:30
- **Tue** 08:30 - 11:30  
  16:00 - 17:30
- **Wed** 08:30 - 11:30
- **Thu** 08:30 - 11:30  
  15:30 - 17:30
- **Fri** 08:30 - 11:30
Ärztegemeinschaft Liebenauerfeld
French, Italian, Spanish, Turkish, Russian, English
(general medicine)
Addr: von-Steueben-Str. 17
       67549 Worms
P: 06241.53056
(new patients are welcome)
Opening hours:
Mon 08:00 - 12:00
     16:00 - 18:00
Tue 08:00 - 12:00
     16:00 - 18:00
Wed 08:00 - 12:00
Thu 08:00 - 12:00
     16:00 - 18:00
Fri 08:00 - 12:00

Dentist:
Dr. med. dent. Uwe Dreesen
Alzeyer Str. 65 d
67549 Worms
P: 06241 55166
On appointment + Interpreter
Opening hours:
Mon 08:00 – 12:00
     14:00 – 19:00
Tue 08:00 – 13:00
Wed 08:00 – 12:00
     14:00 - 18:00
Thu 09:30 - 12:00
     14:00 – 19:00
Fri 08:00 – 13:00

Ear, nose and throat specialist:
Dr. med. dent. Gerd Sommer
Rathenaustr. 14
67547 Worms
P: 06241 22443
On appointment + Interpreter
Opening hours:
Mon 08:00 – 12:00
     15:00 – 18:00
Tue 08:00 – 12:00

43  17.07.2019
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>08:00 – 12:00</td>
</tr>
<tr>
<td>Thu</td>
<td>08:00 – 12:00</td>
</tr>
<tr>
<td></td>
<td>14:00 – 18:00</td>
</tr>
<tr>
<td>Fri</td>
<td>08:00 – 12:00</td>
</tr>
</tbody>
</table>
3 Living in Germany

3.1 Gestures

In general, Germans value order, privacy and punctuality. They are thrifty, hard working and industrious. Germans respect perfectionism in all areas of business and private life. In Germany, there is a sense of community and social conscience and a strong desire for belonging. Due to this, do not be offended if someone corrects or criticizes you. Policing each other is seen as a social duty.

On the other hand, compliments are seldom given in terms of good work and efforts as it is expected by everyone.

Furthermore, Germans may appear reserved and unfriendly until you get to know them better. When meeting Germans, shake hands with everyone. But never shake hands with one hand in your pocket. It is a sign for disrespect.

Use last names and appropriate titles until specifically invited by your German host or colleagues to use their first names. Titles are very important. Never use titles incorrectly and never fail to use them. If unsure, always use the highest title.

Germans take punctuality seriously. Tardiness is viewed as thoughtless and rude. Apologize if you are delayed.

3.2 Cuisine

Germans tend to eat heavy and hearty meals that include ample portions of meat and bread. Potatoes are the staple food, and each region has its own favorite ways of preparing them. Some Germans eat potatoes with pears, bacon, and beans. Others prepare special stews made with three kinds of meat and potatoes. Germans from the capital city of Berlin eat potatoes with bacon and spicy sausage.

Sauerbraten is a large roast made of pork, beef, or veal that is popular throughout Germany, and is flavored in different ways depending on the region. In the Rhine River area, it is flavored with raisins, but is usually cooked with a variety of savory spices and vinegar. Fruit (instead of vegetables) is often combined with meat dishes to add a sweet and sour taste to the meal.

Throughout Germany desserts made with apples are very popular like the Apfelstrudel.

Knödel or dumplings, accompany many meals, especially in the north. In the south, a tiny version called Spätzle is more common. Knödel may be made either of mashed potatoes or bread (or a mixture of both), and are either boiled or fried.

Germans enjoy bread with every meal, with rye, Pumpernickel, and sourdough breads more common than white bread. Soft pretzels can be found almost anywhere.
Spargel (asparagus) served with a sauce or in soup is popular in spring.

Beer is the most popular alcoholic beverage, and the country is known as the birthplace of a number of beer varieties, including Pilsner, Weizenbier (wheat beer) and Alt. These beers were crafted according to Reinheitsgebot, or the "Purity Law," a 16th-century Bavarian law that declared that beer could only be brewed from barley, hops and water. Brewers used the yeast available in the air.

3.3 Customs and traditions

3.3.1 German National Holidays

Christmas

Due to the major religion Christianity, Christmas is the most important holiday for German people. The festivities begin on Advent Sunday, four weeks before December 25. St. Nicholas, the patron saint of children, comes in the night of December 5th to 6th to mark the beginning of the holiday. Children place shoes or boots by the fireplace or in front of the door to be stuffed with nuts, fruits and chocolate. Various decorations such as advent wreaths, candles, and calendars set the holiday mood. The Christmas tree tradition is believed to have its origin in Germany in the 17th century. December 24th is the big celebration of gift giving and eating. The following two days are holidays spent visiting family and friends.

Easter

Another important Christian holiday is Easter. The characteristic animals for the German Easter celebration are the Easter Bunny and the Easter Lamb. Children believe that the Easter Bunny comes on Easter Sunday and hides coloured Easter eggs and sweets. It is a family tradition to have a breakfast with hard boiled eggs, and then attempt to find the hidden eggs. People also make big Easter Fires to celebrate this holiday. These fires are a sign of victory of light and warmth over the hardness, darkness, and coldness of the winter.

http://academic.depauw.edu/mkfinney_web/teaching/Com227/culturalPortfolios/germany/Traditions.htm

Other important holidays and traditions

German Unification Day on October 3 marks the reuniting of East and West Germany in 1990 after 40 years of separation. People come together, especially in Berlin, to celebrate the reunification and it is the only federal holiday.

While the country's big beer bash is called "Oktoberfest", its starts each year on a Saturday in September and ends 16 to 18 days later, on the first Sunday in October. The tradition started in 1810, with the wedding of Crown Prince Ludwig of Bavaria to Princess Therese von Sachsen-Hildburghausen, according to the city of Munich. People dress in traditional clothing e.g. “Lederhosen” and “Dirndel”, and enjoy music,
dancing and drinking. Today, it has become a celebration of beer that draws people from all over the world.

Another strange tradition in Germany is **knocking** instead of clapping, which you will especially encounter in your lectures at HS Worms. In Germany clapping is reserved for the theatre or a concert. In schools and universities, students knock on their desks instead of offering a round of applause, some academics even claim that clapping would be a sign of disrespect – as if the audience were trying to ridicule the lecturer.

**German National Holidays:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Official National Holiday</th>
<th>Shops and supermarkets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 01</td>
<td>New Year’s Day</td>
<td>closed</td>
</tr>
<tr>
<td>Jan 06</td>
<td>Epiphany</td>
<td>open</td>
</tr>
<tr>
<td>In March or April</td>
<td>Good Friday</td>
<td>closed</td>
</tr>
<tr>
<td></td>
<td>Easter Sunday</td>
<td>closed</td>
</tr>
<tr>
<td></td>
<td>Easter Monday</td>
<td>closed</td>
</tr>
<tr>
<td>May 01</td>
<td>Labour Day</td>
<td>closed</td>
</tr>
<tr>
<td>6 weeks after Easter in May and/or June</td>
<td>Ascencion Day</td>
<td>closed</td>
</tr>
<tr>
<td></td>
<td>Whit Sunday</td>
<td>closed</td>
</tr>
<tr>
<td></td>
<td>Whit Monday</td>
<td>closed</td>
</tr>
<tr>
<td></td>
<td>Corpus Christi</td>
<td>closed</td>
</tr>
<tr>
<td>Oct 03</td>
<td>German Unification Day</td>
<td>closed</td>
</tr>
<tr>
<td>Nov 01</td>
<td>All Saints</td>
<td>closed</td>
</tr>
<tr>
<td>Dec 24</td>
<td>Christmas Eve</td>
<td>only open in the morning</td>
</tr>
<tr>
<td>Dec 25</td>
<td>Christmas Day</td>
<td>closed</td>
</tr>
<tr>
<td>Dec 26</td>
<td>Boxing Day</td>
<td>closed</td>
</tr>
<tr>
<td>Dec 31</td>
<td>New Year’s Eve</td>
<td>only open in the morning</td>
</tr>
</tbody>
</table>
### 3.3.2 Basic vocabulary

<table>
<thead>
<tr>
<th>English</th>
<th>German</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello!</td>
<td>Hallo!</td>
</tr>
<tr>
<td>Good morning/day!</td>
<td>Guten Morgen/Tag!</td>
</tr>
<tr>
<td>Good evening!</td>
<td>Guten Abend!</td>
</tr>
<tr>
<td>Good night!</td>
<td>Gute Nacht!</td>
</tr>
<tr>
<td>Yes / No</td>
<td>Ja / Nein</td>
</tr>
<tr>
<td>What’s your name?</td>
<td>Wie heißt du?</td>
</tr>
<tr>
<td>How are you?</td>
<td>Wie geht es dir?</td>
</tr>
<tr>
<td>I’m fine, thanks! And you?</td>
<td>Mir geht es gut, danke! Und dir?</td>
</tr>
<tr>
<td>Good, thank you!</td>
<td>Gut, danke!</td>
</tr>
<tr>
<td>See you later!</td>
<td>Tschüss, bis später!</td>
</tr>
<tr>
<td>Goodbye!</td>
<td>Auf Wiedersehen</td>
</tr>
<tr>
<td>I’m lost.</td>
<td>Ich habe mich verlaufen.</td>
</tr>
<tr>
<td>Can I help you?</td>
<td>Kann ich dir helfen?</td>
</tr>
<tr>
<td>Can you help me?</td>
<td>Kannst du mir helfen?</td>
</tr>
<tr>
<td>Where is ... (the bathroom / pharmacy?)</td>
<td>Wo ist ... (das Badezimmer / die Apotheke?)</td>
</tr>
<tr>
<td>Go straight! Then turn left / right.</td>
<td>Gehe geradeaus! Dann biege links / rechts ab.</td>
</tr>
<tr>
<td>I’m looking for John.</td>
<td>Ich suche John.</td>
</tr>
<tr>
<td>One moment, please!</td>
<td>Einen Moment, bitte!</td>
</tr>
<tr>
<td>How much is it?</td>
<td>Wie viel kostet es?</td>
</tr>
<tr>
<td>Excuse me ... !</td>
<td>Entschuldigung / Entschuldigen Sie!</td>
</tr>
</tbody>
</table>
3.4 City of Worms

The City of Worms is one of the oldest cities (if not the oldest!) in Germany with around 80,000 inhabitants. It is located in the triangle of Frankfurt, Mainz and Mannheim, in an attractive region renowned worldwide for its grapes. From University of Applied Sciences Worms to the river Rhine, it is a pleasant twenty minute walk through the old town which was carefully rebuilt after its destruction in World War II. Worms has often been the focus of important events in history. From Siegfried (the legendary hero of the Nibelungen Saga) to Charlemagne, from Barbarossa to Martin Luther all have left their traces and invite you for a walk through history.

Worms is an ancient settlement area. Already 6,000 years ago, people settled here, pursued their trades and organised communities. The Celts named the town Borbetomagus (i.e. Place at Good Waters), from which the current name Worms was later developed. When the Romans came to the river Rhine, they named Worms after the tribe of the Vangiones: Civitas Vangionum. From this, the name Wonnegau developed, an apt name for the fertile land surrounding the city of Worms. Worms was the centre of the Burgundian kingdom and it was the site of the annihilating victory of the Huns. Information about this has been handed down to us through the Nibelungen Saga.

After the times of the migrations of the Germanic tribes, the Franks came to power, and the first cathedral was built. Also the first royal palace was established, a favourite palace of Emperor Charlemagne. The Romanesque Worms Cathedral was built in the 11th and 12th centuries. Today, it is still the major gem of the town. Monarchs such as Heinrich IV, Friedrich Barbarossa or Friedrich II celebrated their weddings in Worms and established the town as the first Free Imperial City. Even the great dispute between the Pope and the Emperor was resolved here with the Worms Concordate in 1122. It is not surprising that history was written in this city, characterized by its economic boom and its distinguished middle class.

In 1495, Emperor Maximilian I strove to reform the state and introduced the Common Pennyas the first imperial tax and established the Imperial Chamber Court. In 1521, Martin Luther had to defend his Reformation of the Roman Church in front of the Emperor and the Empire. He refused to recant his Ninety-five Theses. Luthers Reformation influenced all areas of life, worldwide.

The city of Worms and its university invite students from all over the world to live and study here and to enjoy the friendly atmosphere in the heart of Europe.

For further information please visit:  http://www.worms.de/de/tourismus/tourist-info/broschueren.php#anchor_f43671fe_brochures-in-English
3.4.1 Places to visit in Worms

Churches

Next to Mainz and Speyer, Worms has one of the three great imperial cathedrals on the Upper Rhine. For nearly 1000 years, Worms Cathedral St. Peter with its Romanesque architecture has dominated the skyline of the city even from a distance. The outer-facades are still very well-preserved. Two attractive features are the south portal and the high altar by Balthasar Neumann.

One of the most attractive ensembles in the city is St. Andrew’s Collegiate Church in Weckerlingplatz. The highlight is the picturesque cloister, a popular place for cultural events and atmospheric celebrations. Nearby, an even smaller church called St. Magnus with Romanesque characteristics and very old foundations can be found.

St. Paul’s Collgiate Church belongs to the Dominican monastery. Its towers have an oriental appearance. Nowadays, the late medieval cloister and the romantic monastrery gardens open frequently for spiritual events and concerts.

Another church steeped in legend is St. Martin’s. Apparently, Martin Luther was imprisoned here because he refused to fight for the emperor.

In the Hochheim district, we find one of the main treasures of the region, the Mountain Church, a small Romanesque crypt with an altar table as old as the Worms Cathedral.

The Trinity Church at the market place was built by the magtistrate in the form of a baroque hall (1709 – 1725) as a Lutheran and Reformation memorial church. After its destruction in the Second World War, the interior was reconstructed in a contemporary style.

Museums

The Nibelungen Museum at the town walls refers to the story of the Medival Nibelungen Saga with the hero Siegried, who slayed a dragon and won the legendary treasure of the Nibelungen. The multimedia museum about the medival epic, was opened in 2001 as a “walkable audio book” The nearby Gate tower square holds the “Siegfried’s tomb”, a mound flanged by two sand stone menhirs.

The Worms City Museum at Weckerlingplatz is presenting the city’s pre- and early history, the Roman, Franconian, Mediaeval and modern eras. Two highlights are the Luther room and the model of the city.

Heylshof Museum is an arts museum with a collection of paintings, glass, chinaware and graphic art.
Parks

The Bürgerweide, the biggest park in the city is a place of relaxation, excercices and playgrounds. The huge meadow is perfect to have a nice picnic. Additionally, this place is scene of a medieval festival which is called Spectaculum at one weekend in May. Furthermore, there is the zoo named Tiergarten located in the wooded area at the back of the grounds.

Another nice recreation area is the Karl-Bittel-Park or Pfrimmpark, which is situated near the university. If you love jogging or cycling this is the place to go.

Even the city centre holds a green area next to the cathedral. The Heylshof Park becomes a very nice and mythical place during the Nibelungen Festival once a year.

The last garden can be seen in the district Herrnsheim in the north west of the city. The park is part of a baroque castle with an orangery and set up as an English garden.

Last but not least, Worms offers a nice Rhine promenade with different pubs and restaurant and a walk along the river. A special highlight is the beach bar, which is open in good weather from spring to summer.
Please be aware of the fact that the Rhine is extremely dangerous for swimming due to a very strong current.

For swimming you can either use the Heinrich-Völker-Bad near HS Worms or the Paternusbad in Worms-Pfeddersheim. Additionally, there is a swimming lake in Herrnsheim.
Further information:
http://www.worms.de/de/tourismus/sehenswertes/listen/gruenanlagen-und-parks.php

Culture and Entertainment

Theaters:
- **Das Wormser**: Theatre for shows, ballet, comedy and cabaret
- **Lincoln Theatre**: Concerts, Comedy, Poetry Slams
- **KW-Cinema**: Cinema

Festivals and fairs
- **Spectaculum**: Medieval festival at Ascension
- **Honky Tonk**: Live bands in different pubs of the city, in April
- **Pfingstmarkt**: A fair at Pentecost
- **Jazz & Joy**: Jazz concerts on different stages in the city centre
- **Nibelungen Festival**: Open-air theatre new production of Nibelungen Saga
- **Backfischfest**: Biggest wine fair at the Rhine, last week in August
- **Christmas market**: in December

For further information about the theatre programmes and events, please click on the respective link.
Sports

You can get favorable conditions at:

- **Defense Instructors**  
  Alzeyer Str. 121, 67549 Worms  
  [https://www.defense-instructors.com/](https://www.defense-instructors.com/)

- **Stimmel Gesundheitszentrum**  
  Am Wolfsgraben 3, 67547 Worms  
  [http://www.stimmel.de](http://www.stimmel.de)

- **Westendbad Friess**  
  Windthorststr. 4-8, 67549 Worms  
  [http://www.westendbad.de](http://www.westendbad.de)

- **InJoy Fitnessstudio Worms**  
  Alzeyerstr. 121, 67549 Worms  
  [http://www.injoy-worms.de](http://www.injoy-worms.de)

- **Venice Beach Worms**  
  Schönauer Straße 20, 67547 Worms  
  [http://venicebeach.pfitzenmeier.de/lifestyle-fitness/worms.html](http://venicebeach.pfitzenmeier.de/lifestyle-fitness/worms.html)

- **Fitness King**  
  Mainzer Straße 114, 67547 Worms  
  [http://www.fitnessking.de/clubs/worms.html](http://www.fitnessking.de/clubs/worms.html)

- **Fit X**  
  Schönauer Straße 2, 67547 Worms  
  [https://www.fitx.de/studio/worms-innenstadt-sued](https://www.fitx.de/studio/worms-innenstadt-sued)

- **High5**  
  Schönauerstrasse 4a, 67549 Worms  
  [https://www.high5.com/studios/studio-worms/](https://www.high5.com/studios/studio-worms/)

Wine Culture

Worms and its surroundings are a very popular wine-growing region. Interestingly, a famous type of wine called Liebfrauenmilch grows very close to the city centre at the property of the **Church of Our Lady**. Close to the cathedral at the southern city wall, you can find a small, but historic vineyard named **Luginsland**, which is also managed by this church.

Moreover, many communities around Worms like **Pfeddersheim** or **Herrnsheim** organise different occasions during the year to present their wines to the public.
3.5 Cost of living

Cost of living amount to ca. € 800.00 incl. housing per month

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>ca. € 250.00 – 400.00</td>
</tr>
<tr>
<td>Food</td>
<td>ca. € 350.00 (discounted meals available for students on campus)</td>
</tr>
<tr>
<td>Books, supplies, study materials</td>
<td>ca. € 50.00</td>
</tr>
<tr>
<td>Health insurance</td>
<td>ca. € 90.00</td>
</tr>
</tbody>
</table>

Total average costs per month: ca. € 800.00

Find more information here:
https://www.numbeo.com/cost-of-living/country_result.jsp?country=Germany

3.6 Opening hours

In Germany opening hours are restricted by law, this is the reason why shops are only open Monday to Saturday. Supermarkets will not be open on Sundays or public holidays so please be advised to do your shopping the day before.
3.7 Shopping

In Germany opening hours are restricted by law, this is the reason why shops are only open from Monday to Saturday. Supermarkets will not be open on Sundays or public holidays. Therefore, please be advised to do your shopping the day before, Halal meat and food for Muslim students can be found e.g. at Turkish supermarkets like the one mentioned below:

- **Abone Supermarkt**
  Mainzer Str. 16, 67547 Worms

- **Bim Markt**
  Mainzer Str. 33, 67547 Worms

3.8 Public transport

The Rheinpfalz-Bus provides reduced semester rate passes for all students registered at University of Applied Sciences Worms. With this VRN-travel pass (approx. € **170.00**, valid for six month) you can use the suburban trains, the tram and buses within the area.

To buy the semester ticket (VRN-Semester-Ticket) you simply have to go to the service counter of Deutsche Bahn at the Central Station in Worms.

This Service Centre will also provide you with information about various options you need to know about the public transport (bus tables etc.) in and around Worms. It is also possible to buy only public bus tickets or public train tickets if it is desired. To see the accessible area click: **Rhein-Neckar Public Transport map**

You can also buy the ticket online/with the VRN-App. Here are some links with more information:


https://www.bahn.de/regional/view/regionen/freizeit/semester-tickets_online.shtml
3.9 Important telephone numbers

Emergency (police) 110
Police Station Worms 06241 - 85 20
Emergency (fire) /Rescue service 112
Rescue Service (Red Cross) 06241 - 1 92 22
Emergency (hospital) 06241 - 1 92 92
In case of intoxication 06131 - 1 92 40 or 06131 - 23 24 66
Emergency call for women 06241 - 60 94
Psychological problems 0800 - 220 33 00
Doctors on call (headquarters) 116 117
Hospital: Doctors on call (Klinikum Worms) 06241 - 1 92 92
Pharmacy after-hours service 0800 - 00 22 8 33

Accommodation
Problems with water 0180 - 1 84 88 00
Problems with electricity 0180 - 1 84 88 20
Problems with gas 0180 - 1 84 88 40

In case of any problems concerning your housing, please inform your landlord first – except it is an emergency!

For lost or stolen bank cards
EC-Card 0180 - 5 02 10 21
(12 ct/min; especially for losses at night or during weekends; otherwise you can contact your bank)

VISA-Card +1 410 581 9994
MasterCard/ EUROCARD +1 636 7227 111 (not from USA)
American Express +49 69 9797 2000

For all cards 116 116
4 Checklists

4.1 Checklist “Before departure”

☐ Check how long your passport/identity card is still valid

☐ Apply for admission at the University of Applied Sciences Worms in accordance with the deadline

☐ As soon as you get your letter of admission:
  o Fulfil all the requirements for the enrollment at the University of Applied Sciences Worms (enrollment fee, health insurance, etc.)
  o Apply for an entry visa (if necessary)
  o Register for the Orientation
  o Find an accommodation

☐ Make sure you have sufficient funding

☐ Arrange transport to Worms (you shouldn’t arrive at week-end because banks and administrative offices are closed from Friday noon till Monday morning, also all the shops are usually closed from Saturday evening till Monday morning)

☐ If you plan to drive a car in Germany you’ll need an international driving license

☐ Pack your bag:
  o Please check import regulations for Germany
  o You might need a plug adapter
  o Clothes could be more expensive compared to your home country, so please be advised to bring enough clothes, especially for winter time
4.2 Checklist “The day of your departure”

☐ Charge your mobile phone

☐ Write down your new address in Germany (in case you have to show it to someone, e.g. a taxi driver)

☐ Please make sure you have all the necessary documents (especially your passport and health insurance) and some cash (also coins)

Always: check your e-mails every day!
4.3 Checklist “After arrival”

☐ Attend the Orientation (you will get help with all administrative matters)
  o Register for the Buddy Program and other activities

☐ Sign your rental contract (if not done yet)
  o Let your landlord fill out and sign the Wohnungsgeberbestätigung (the landlord's confirmation of residence)

☐ Register at Bürgerservicebüro (Registry office) within a week
  o You will receive Anmeldebescheinigung (Residence registration)

☐ For non-EU citizen: Apply for a residence permit (Aufenthaltstitel) at Ausländerbehörde (Foreigners' office)
  o You need to make an appointment in advance

☐ Inform your Health Insurance Company about your new address

☐ Make sure you have your waterproof name tag on your mailbox (otherwise you won’t receive letters and important documents)

☐ Open a German bank account

☐ Collect your student ID-Card and your university login data (necessary to use internet on campus)

☐ Register for courses you want to attend, plan your studies
  o Check your course choice for overlapping

☐ Register for a German course at the International Center (start learning as soon as possible: speaking German will help a lot in everyday life and boost your job prospects)

☐ Make new friends and enjoy your life in Worms :)

Always: check your e-mails every day!