

Moin.  
Welcome  
on board!



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# Welcome to Bremen

Dear International Exchange Students!

A warm welcome from the International Team of the HSB Hochschule Bremen—City University of Applied Sciences.

Young, cosmopolitan, inspiring—located in the heart of Bremen, HSB attracts almost 9,000 students not only from the region and nationwide, but worldwide, amongst them more than 300 exchange students from our partner universities per year. We hope you will enjoy your stay at our international campus!

This guide will lead you through your time of preparation before coming to Germany, help you with your first steps after arriving in Bremen and introduce you to everything you need to know about studying at HSB and living in Bremen.









# HSB's International Team

The International Team of HSB is made up of the International Office and Departmental International Offices (DIOs) in our five faculties.

The **International Office** is your first contact for all **questions** regarding application, admission, enrolment and accommodation.

Our DIOs are in charge of faculty- and programme-related matters, such as semester organisation, schedules, module registration, administrative steps in ERASMUS+ and worldwide co-operations and other questions regarding student life. Here you will find your **exchange coordinator**.





# Before coming to Germany

This chapter provides you with all the relevant information you need to know and tasks which need to be fulfilled before coming to Germany.

## Important dates

Here, you can find all the current **semester dates** as well as lecture periods and breaks.

HSB offers an **orientation week** where our international exchange students will obtain their student ID, semester ticket and the certificate of enrolment. **Click here** to check the dates.







# Entry visa process

Depending on where a student comes from, a visa may be required to enter Germany. Your visa should be applied for as early as possible because it often takes a while to be processed. Therefore, directly after getting your admission letter from HSB, the first thing you have to work on is your visa application for Germany.

## EU nationals

EU nationals do not require a visa to enter the Federal Republic of Germany.

## Non-EU nationals

Generally speaking, all other foreigners require a visa for stays in Germany. Nationals of certain countries for which the European Community has abolished the visa requirement are allowed to enter Germany without a visa.

**These countries are shown here.**





# Entry visa process

You apply for a visa at the German embassy in your country. Make sure that you apply for the visa that corresponds to the actual purpose of your stay. Inquire in plenty of time to the German embassy in your country about which documents you need for your application. Use this world map to get an overview of contacts and offers of **German institutions** in your country of residence.

It is not that difficult to prepare the visa application yourself. Hiring an agency is expensive and—most of the time—just not necessary.

When applying for a visa, proof must be provided that you have **sufficient funds** to study in Germany. Also a proof of sufficient health insurance is mandatory. In order to avoid additional costs, please carefully read our **recommendations on health insurance**.

If the German Embassy in your country requires a proof of a travel insurance (valid until enrolment) AND a health insurance (from the date of enrolment at the host university) at the time of VISA application, **please check here** this time-saving solution comprising a bundle of Blocked Account via X-patrio + Dr. Walter Travel Insurance + TK health Insurance.





# Health insurance

When applying for a **visa** or **residence permit** and for getting enrolled at HSB, you always need a proof of sufficient health insurance.

## EU nationals

Students from the European Union just need to show a valid **European Health Insurance Card (EHIC)** or proof of membership. Public health insurance plans from the following countries are also valid in Germany: Bosnia-Herzegovina, Iceland, Israel, Liechtenstein, Morocco, Macedonia, Montenegro, Norway, Switzerland, Serbia, Tunisia and Turkey.

Important note: If EU or EEA-students take on a part time job or a paid internship in Germany, they must be insured with a German health insurance!

## Non-EU nationals

Students from all other countries are strongly advised to get insured with a German health insurance company **before coming to Germany**. A public health insurance policy costs about 110 € a month and is offered to all students under 30 years. If you are 30 years or older we recommend getting insured with a **private health insurance provider**.





# Health insurance

The two insurance companies TK and AOK offer a great service: students can rely on a professional English-speaking help desk, close-by client offices and calculated insurance costs only from the date of registration – i.e. students only pay for the days being here after arrival and not for the whole month in which the registration takes effect!

Health insurance application forms and contact persons and can be found on the **International Office's homepage.**

If the German Embassy in your country requires a proof of a travel insurance (valid until enrolment) AND a health insurance (from the date of enrolment at the host university) at the time of VISA application, **please check here** this time-saving solution comprising a bundle of Blocked Account via expatrio + Dr. Walter Travel Insurance + TK health Insurance. This offer has proven to be crisis-proof, particularly during the Corona pandemic, as accounts can be opened quickly online and independently of bank and savings bank opening hours.





# Semester contribution and semester ticket

## Semester contribution

The semester fee (Semesterbeitrag) of approximately 325 € (we will communicate the exact amount after your admission) is payable by deadline once every semester. Students who will only study online still have to pay the semester fee. **This is not a tuition fee**, but a contribution towards our semester ticket and social facilities and benefits. Holders of our student ID are entitled to **budget-priced meals in the canteens**, for instance.







# Semester fee and semester ticket

## Semester ticket

With the semester ticket you become mobile in Bremen and the surrounding region.

The semester ticket gives students free use of all buses and trams as well as all regional trains in Bremen and around throughout the whole semester. Here, you can find out **where you can go and what you can explore** with your ticket.











# Online Enrolment

HSB offers a simple and timesaving online-enrolment.

**Step 1:** Apply for enrolment in CamplnO

**Step 2:** Upload a **proof of sufficient health insurance**, a copy of your valid passport, a copy of your visa (if applicable)

**Step 3:** Pay the **semester contribution**

The International Office will send you detailed information by email in advance. Please make sure to regularly check the email-account that you have indicated in the online-application.







# Finding accommodation

The International Office of HSB offers you support in finding suitable accommodation in Bremen.

For this purpose, we have set up the accommodation database Into Rooms offering furnished rooms and is exclusively accessible for our exchange students. All apartments in „Into Rooms“ are checked by the International Office and are offered by trusted landlords. Shared apartments, single flats or rooms in a family home are available. The monthly rent ranges from 280 to 480 €.

You will automatically receive an email with your personal login data for Into Rooms in mid/end of June if you are spending the winter semester at HSB and around mid/end January if you are starting your studies here in the summer semester. So just log in, scroll through the listed offers, choose the one you like most and get in touch with the landlord.





# Finding accommodation

We strongly recommend you to make use of our Into Rooms service, because in recent years it happened that students got victims of fake accommodation offers and deposit frauds on external websites. **So please do not make any deposit payments before your arrival in Bremen except to landlords in Into Rooms.** Another good tip is to contact several landlords in Into Rooms by copy-and-paste, as it might happen that landlords are on vacation or do not respond directly. Therefore, maximise your chances to receive a quick reply.

Please also make sure you start your search for accommodation as soon as possible, otherwise the best offers are gone and the later you start with your search, the harder it will be to get a good offer that matches all your expectations.

In case of any problems or questions, please contact the International Office's accommodation service:

**[intorooms@hs-bremen.de](mailto:intorooms@hs-bremen.de)**





# Important documents to bring

Before coming to Germany make sure you have all the important documents you will need.

Here is a checklist of what you definitely should bring with you:

- If you want to drive a car during your stay in Germany, be prepared to show an international driving licence or your home-country **driver's licence**. Know that, as a general rule, foreign licences are valid for six months. Your car will need a **low emission zone icon score 4**.
- 4 passport-size photographs for the various documents required throughout your stay. The photos should correspond to biometric standards.

Important: Always retain the original documents and translations. Have copies made to hand in.





# Getting started

Great that you are finally here! We hope you had a pleasant journey and have already settled in Bremen.

There are many reasons why **living in the Hanseatic City of Bremen** is delightful. With the following information, we would like to guide you through your first steps in Bremen.







# Orientation week NEWS

We will welcome you to Bremen and at HSB during the orientation week NEWS. During this week, you will find help with:

- Obtaining the student ID, semester ticket and the certificate of enrolment (Immatrikulationsbescheinigung),
- Questions regarding the health insurance coverage with representatives of a German health insurance company,
- Getting access to Wi-Fi via **eduroam** at HSB,
- General information about living and studying in **Bremen**,
- General information on how to stay safe in Bremen.

**Check here** for the programme of the orientation week. Please keep in mind: The current programme will be online about four weeks before your semester starts. You will receive information on the city registration and on getting the residence permit (if necessary) via email during the orientation week

**Please make sure:**

- you have payed the semester contribution,
- you have completed the online enrolment,
- to bring a passport sized photo.





# Orientation week

During the orientation week, the HSB offers a small and free programme to prepare students for the German language. Part of the programme is a language café and a city rally. Through the intensive exchange in German, you will already learn important language skills and get to know the other exchange students better. All language levels can participate.







# Registration for courses

Right after the start of the semester and directly after enrolment at HSB, you should register for your courses.

Please check our **English Stream** for all courses taught in English. These modules are highly popular and places might be limited. For the registration procedures, please contact your coordinator at the **Decentral International Office (DIO)** of your faculty as soon as possible.

HSB also offers a range of English taught **General Studies** classes for students from all faculties.

When signing up for modules/courses, please keep in mind that they must meet the requirements of your home university like, for example, the type of examination, number of hours, amount of work, ECTS points, etc.







# City Registration

As soon as you have moved into your accommodation, you must register with the local Resident Registration Office. If you will be living in Bremen, you have to get registered with the Bürger Service Center (BSC) which will issue your confirmation of registration (Meldebestätigung).

HSB's International Office will send you all the forms needed by email during the orientation week. Just fill in the **registration form**, add a copy of your passport and a **form filled in and signed** by your landlord and hand it in at the Bürger Service Center (BSC) **within 14 days after moving in**.

This procedure is mandatory for all students, including EU students and you need the City Registration e.g. to being able to open a bank account or unblock a blocked account.





# Residence permit

**Visas** are entry permits only, and are usually valid for three months. If you are not a citizen of an EU member state, Iceland, Liechtenstein or Norway, and intend to study longer than 90 days, you have to apply for a residence permit at the Foreigners' Registration Office (Ausländerbehörde/Migrationsamt) within your first three months in Germany.

You can do this at the **BSU (Bremen Service University)**. Right now, it only works via email due to COVID-19. You need to send all required documents in a single pdf-file.

The following documents are required:

- Completed **registration form**,
- A valid passport,
- **Confirmation of city registration**
- **Certificate of enrolment**  
(Immatrikulationsbescheinigung),
- Proof of sufficient **health insurance coverage**,
- Proof of sufficient **financial resources**, e. g. **blocked account**, account statement, scholarship certificate or any other proof of financial support,
- 1 biometric passport-size photo.





# Residence permit

Please note: Some local German Missions abroad (embassies or consulates) already issue the entry visa for the whole duration of your study period in Germany. In this case, there is no need to apply for a residence permit.

If you have any questions, do not hesitate to ask HSB's **International Office** for help.





# Opening a bank account

A German bank account will enable you to manage regular payments, such as rent and insurance, much more easily. Most banks provide free current accounts for students. In order to open a current account in Germany, students require the following documents:

- Confirmation of **city registration**,
- A valid passport,
- **Certificate of enrolment**.

## Compare current bank accounts for students in Germany

Students with a **blocked account** are not required to open an additional account in Germany.

Important: remember that larger payments will be required at the beginning of your stay (first rent payment, room deposit, personal liability insurance, health insurance, etc.). Make sure that you keep an eye on the balance of your newly-opened bank account.









# Studying at HSB

Congratulations, you made it through all the preparations and are now ready to finally get started with studying. Now it is time to learn a little bit more about HSB, the university you will study at, and to give you all the practical tips you need to get going.

Young, cosmopolitan, inspiring—located in the heart of Bremen, the City University of Applied Sciences attracts almost 9,000 students not only from the region and nationwide, but worldwide.

Professional, intercultural, social: these three words summarise our mission. We equip our students with the relevant tools and skills to succeed in an increasingly globalised world. To get an idea of the spirit of being a HSB student, watch **this short video** as a picture is worth a thousand words.







# HSB Campuses

HSB has four campuses, which are all located in the heart of Bremen. If you are looking for **directions how to get to the different locations**, you will find the relevant information here.





# (German) Language Programme

## German language programme

During the orientation week, the HSB offers a small and free program to prepare students for the German language. All language levels can participate. The program includes a language café and a city rally. Through the intensive exchange in German, you will learn important language skills and it is a great opportunity to get to know the other exchange students better.





# (German) Language Courses

## Supplementary German course

Following the language programme during the orientation week, a fee-based, study-accompanying German course is offered for two to four hours per week. There are courses for all levels, from basic (A1) to advanced (C1). You will receive 6 ECTS for your participation.

In order to participate in the language programme and German course, you must take an online placement test. The test is used to determine your language level and to assign you to the correct course. During the application process you will receive further information from the HSB International Office.







# Support Services for international exchange students

To make sure you will enjoy your stay in Bremen and love being a HSB student, we offer several support services exclusively for you as incoming students from a foreign country.

## Buddy programme

First, there is the so-called Buddy programme. A buddy is a local HSB student who will be your helping hand during your stay here. He or she is available to deal with all kinds of questions and helps you to get essential information easily and to adjust to your new environment. Your **DIO** will provide you with more information about the Buddy programme.

## Friendship Programme

Moreover, if you would like to learn about everyday life in Germany and improve your German language skills, you should consider participating in the Adopt-a-Student programme. Locals from Bremen volunteer to help you get started in Bremen, they are happy to answer upcoming questions and spend some leisure time with you. Furthermore, it is a great opportunity to extend your German language skills. Do not miss the opportunity of an authentic cultural experience in Germany!

**In order to register click here.**





# Support Services for international exchange students

## Discover Bremen

We have set up a number of fun activities for you — a great opportunity to make new friends, discover German culture, the beautiful city of Bremen and its surroundings together with peers from all over the world.

**Check out** all current activities going on in this semester.

Note: Due to COVID-19, these activities may not be offered or may be offered in a different form.

## LEI—Lokale Erasmus Initiative

At the beginning of each semester, LEI presents itself during the International Office's orientation week in various welcome events for international exchange students. In the current semester, numerous activities and events are offered, such as an international dinner, bowling, a city hall, movie theater and much more.





# Re-Registration

## Extension of your stay in Bremen—semester contribution

In case you have decided to extend your stay in Bremen for another term, you need to transfer the semester contribution for the new term within the re-registration period.

Re-registration for the summer term is possible within the period of 15th January to 15th February.

Re-registration for the winter term is possible within the period of 15th July to 15th August.

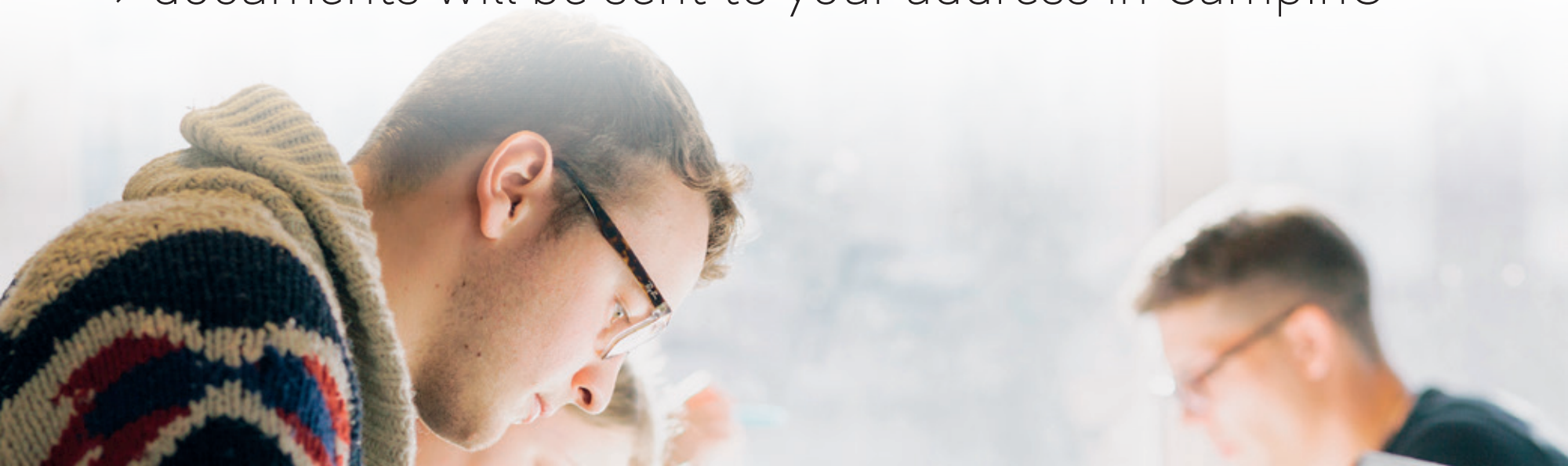
Please note:

Only if you have paid the whole amount of the semester contribution within the period prescribed you will be enrolled respectively re-enrolled. You can find up-to-date information concerning the semester contribution **here**.

In case you have questions you can always contact International Office.

Important information:

- no credit card payment possible, only bank transfer
- enter your Bremen address in **CampInO**
- documents will be sent to your address in CampInO











# IT services

## HSB Account

After your registration at HSB, you will receive a HSB account with the relevant information and access data you need in order to use all of HSB's IT services.

- Forgot Your Password? You can get a new password at our **computer center's helpdesk**.
- Please note: You may use your HSB account for up to 7 months after the end of your studies in Bremen. All data will be deleted afterwards.







# IT services

## Email

Your **HSB account** also gives you access to your HSB email account, which is the central communication tool of the university management, the faculties, the committees and student representatives.

It is essential to **check your email account** regularly so that you do not miss important dates and are always informed about the latest HSB news.

### Tips:

- Using a smartphone or your own computer?  
**Click here** for help on connecting your device.
- It is also possible to direct all your emails from your university account to your private email account.

**Check here** for more information.





# IT services

## Wi-Fi

Eduroam (Education Roaming) is a collaborative network that provides students roaming wireless access at HSB and the network's partner institutions worldwide. Your login data can be found on the information paper "Your access to the IT-facilities of HSB" which you receive during the **Orientation Week**. The **Configuration Assistant Tool** will help you with your first login.

## E-learning

E-learning is an integral part of studying at HSB. This concept is supported through AULIS, an online learning platform and a cooperation system for the online support of studies. Many lecturers use AULIS to provide course materials to the students. They will announce at the beginning of the course if and where exactly you can find the relevant documents on AULIS. You can **enter AULIS** by using your **HSB account details**. Click on "AULIS login with RZhsb account" to get access to AULIS.



# IT services

## PC Rooms and Printers

No laptop or printer? No problem! The HSB offers four computer rooms equipped with PCs and printers.

**Find here the room numbers and opening hours.**

Note: These facilities might be closed due to COVID-19. Please **click here** for the latest information.

Another possibility to copy and scan is provided in the HSB libraries (see also **Library**).

Need help? Check out the **helpdesk** on IT services.







# Canteen

Our campuses at Neustadtswall, Werderstraße and Flughafenallee offer a student canteen, the so-called Mensa to ensure your wellbeing. The offer ranges from coffee, tea and sandwiches, chocolates and cold drinks to snacks, lunches and more.

The lunch menus one and two are subsidised, so this is definitely a favourable option for a daily warm meal for students with a limited income. Just **check here** what will be on the menu tomorrow.

A word of advice: get yourself a Mensacard. The benefits are cash-free payment in our canteens and cafeterias, shorter queues at the checkouts, use of snack and drinks machines, printing and copying in the student libraries. You can get your Mensacard at the service point in the Mensa at Neustadtswall or at the checkout areas of the Mensas at Campus Werderstraße or Airport. Just bring your student ID and a 5 € deposit plus 5 € for your first charge.



# Library

## **The State and University Library Bremen (SuUB)**

provides you with literature and specialist information in print and electronic formats. The SuUB is comprised of the Central Library and eight decentral hubs, including the branch for Technology and Social Sciences and the branch for Economics and Nautical Sciences which are located on HSB's campuses. The libraries also offer a quiet place on the campus to study and concentrate.

In order to make use of the library services you need to obtain a Bib-Card. You can get it at the info-desks of every branch of the SuUB. Please bring along:

- your proof of enrolment,
- your passport,
- the city registration.

Currently the number of workspaces is limited due to Covid-19. Please check availability **here**.

In order to have access to the E-books and magazines, you need to install a vpn client. Please find further information **here**.







# Library

## The Central Library of Bremen (Stadtbibliothek)

**Bremen City Library** is by local law part of the public services responsible for cultural education. The library fulfils this task according to the fundamental right of every citizen to obtain free access to information. Bremen City Library actively ensures and provides access to the cultural heritage of mankind as well as to a wide range of knowledge and up to date information.







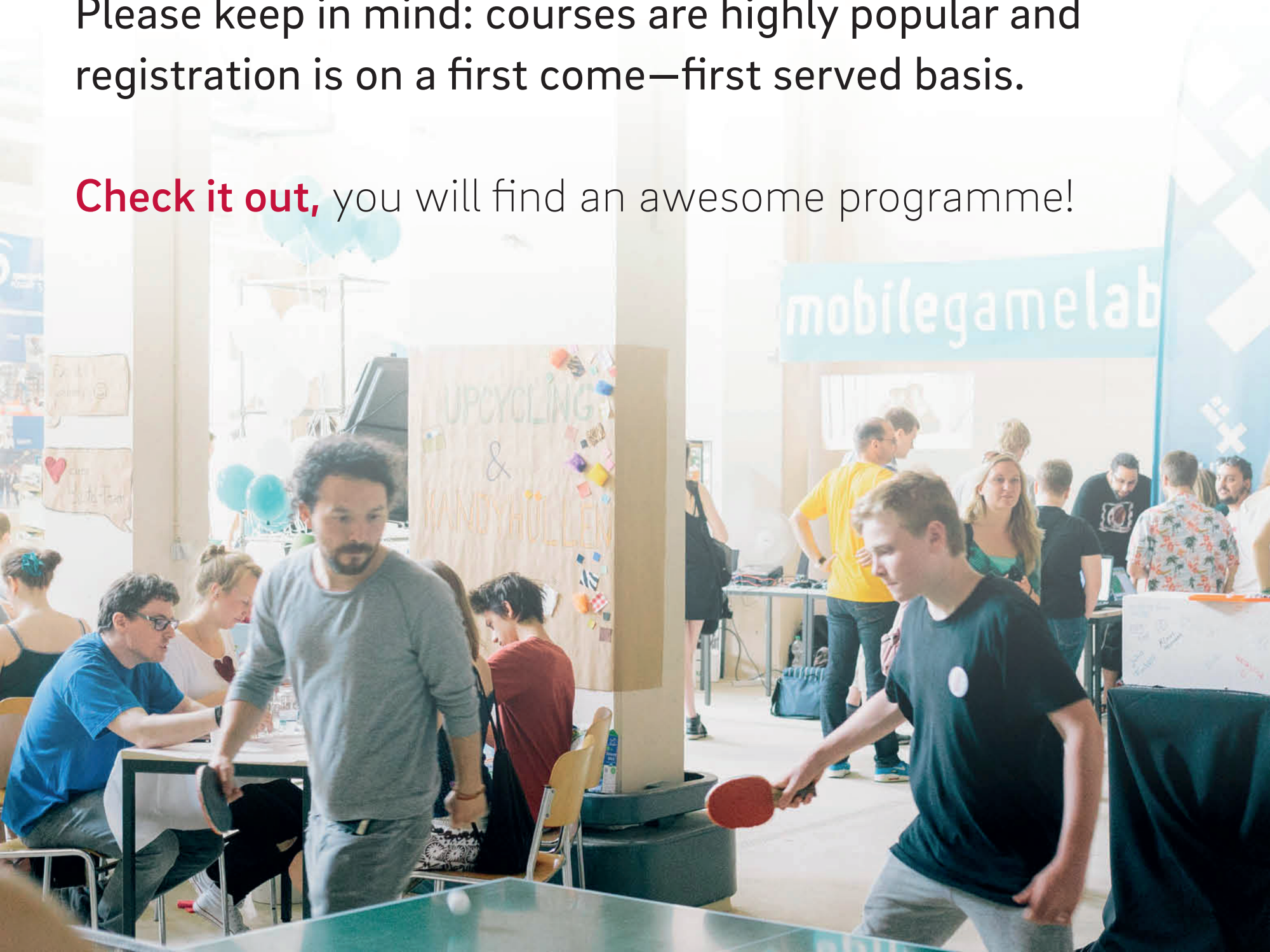
# Sports

Doing sports frees the mind and clears your head. So why don't you sign up for university sports (Hochschulsport)?

The universities of Bremen jointly offer a wide range of sport programmes to their students. Salsa lessons, volleyball, windsurfing, football, badminton, floorball, handball and many more—whatever sports you like, you will find something here. In return for a small contribution, you can register for the courses at the beginning of each semester.

Please keep in mind: courses are highly popular and registration is on a first come—first served basis.

**Check it out,** you will find an awesome programme!







# Online studies from abroad

You are doing an online semester at HSB and do not plan to physically come to Bremen?

On **these pages** you will find information about:

- activation of your user account,
- access to your Email account,
- the VPN installation,
- AULIS the central online learning platform,
- etc.











# Living in Bremen

With its 570,000 inhabitants, including 31,000 students studying at one of the six universities, Bremen could not be more multifaceted: the city and rural suburbia lie right next to each other.

There is a very vibrant student scene, but you will not get lost in overcrowded streets. The river Weser is on your doorstep, each district is full of delightful cafés and plenty of cultural activities are going on—a city that combines green surroundings with a modern lifestyle.

Check out more information about Bremen here:

- [study-in.de](https://www.study-in.de)
- [bremen.eu](https://www.bremen.eu)
- [bremen-tourism.de](https://www.bremen-tourism.de)





# Living in Bremen

## Getting around in Bremen and its surroundings

VBN (Verkehrsverbund Bremen/Niedersachsen) is the public transport association of Bremen and its surroundings. The VBN region offers an endless variety of destinations. Why not simply hop on a VBN bus or train with your **semester ticket** and start discovering.

**Check here** for timetables and connections.

## Bike Sharing in Bremen

If you prefer getting around in Bremen by bike, you might think about **sharing a bike** or subscribing for a bike. You can also **borrow a bike** at the campuses Neustadtswall and Werderstraße and use it for free for 30 Minutes.

## Costs of Living

Your living expenses depend on your lifestyle. The largest share of monthly expenses is incurred by the rent, which usually makes up one third of **students' living expenses.**

## Opening a bank account

Prerequisite: You need to complete the city-registration asap. You need to make sure your name is on the post box.

After the city registration you will automatically receive your tax ID (a letter to your address in Bremen). Now you can open a bank account/ unblock your account.





# Living in Bremen

## Work

There are many possibilities to earn money during your studies, but international students need to make sure they comply with the **legal regulations** stipulating how much they are allowed to work.

## Attention EU students:

If you work in Germany, you need to get registered with a German health insurance

## Driving licence

If you want to drive a car during your stay in Germany, be prepared to show an **international driving licence** or your home-country driver's license. Know that, as a general rule, foreign licences are valid for six months. Your car will need a **low emission zone icon score 4** on the windscreen to enter the city centre.

## Downloading movies and music from the internet

Illegal downloading of movies or music is a crime in Germany and will have serious legal consequences!





# Living in Bremen

## TV licence contributions—do students have to pay?

All households must pay the **Public Broadcasting Fee** (Rundfunkbeitrag), regardless of TV/radio/PC ownership or usage.

Unfortunately, there is no exemption for international students. For students who get **accommodation through Into Rooms**, this contribution should already be included in the rent. **Please check with your landlord/landlady.**

## Tips for every day

Being new to a foreign country can be quite overwhelming. To help you get started and find some helpful advice on getting accustomed to life in Germany, **please check here!**

## Waste separation:

There are five waste categories in Germany:

- Lightweight packaging (LWP) made of plastic, aluminium, tinplate or composite materials,
- Bottle banks for glass,
- Paper and cardboard,
- Residual waste,
- Biowaste.

Find more about waste separation **here**.



# Safety First

Current information: Please make sure to always be **informed** about new regulations concerning the corona virus.

Bremen is a very safe place to live. There are no “no-go areas” in Bremen—students do not have to avoid any particular districts of the city. Nevertheless, with a population of almost 550,000, you may experience conflict and become the victim of crime.

HSB is not a campus university. As it is located directly in the city of Bremen and part of the local neighborhood, it is open to the public. Therefore, HSB cannot be compared to a campus university. It is different, but equally safe.

In case of an emergency (accident or fire or if you encounter violence), call the **Germany-wide emergency numbers:**

- 110: Police
- 112: Fire brigade and  
ambulance/emergency physician
- 116 117: Medical Emergency Service





# Safety First

Please note: You can go to hospital if you require urgent medical assistance in the middle of the night or at the weekend. If you are unable to get there on your own, because you are very sick or seriously injured and cannot use public transportation or a taxi, you can dial the free-phone emergency number 112.

If it is not an emergency, but you cannot wait until the doctor's office opens, you can take advantage of the Medical Emergency Service (Ärztlicher Bereitschaftsdienst) by calling 116 117. This is a general practitioner, who is on call to handle emergencies after normal doctors' hours. **Check here** for more information.

For a quick check list and guide to "Safety First", see also **here**.

## **Due to current occasion:**

You can call the Corona Hotline (0421 - 115) if you need information regarding Corona in Bremen, which you could not find on the **website**.



# Leaving Bremen

## Cancel your contracts

Do you have a bank account in Germany which you won't be needing at home? Cancel it in time before you leave to avoid unexpected contributions, but keep in mind that payments might still be due.

Do not forget to cancel your rental agreement, mobile contract, health insurance and newspaper subscription as well to avoid potential problems.

Please return the mensa card to the information desk in the mensa to regain your 5 € deposit.





# Leaving Bremen

## Notice of Departure for the German Health Insurance

If you have registered for German health insurance upon your arrival, you will have to cancel it, too. In general, they will ask you to send them a letter of cancellation, copies of your confirmation of deregistration and the statement of the registration office about your notice of departure.

## De-Registration from the City of Bremen

Before you leave Germany you must de-register your residence in Bremen (Abmeldung) at the city administration. You can do this either at the BSU (Bremen Service University) located on the campus of Bremen University or at the BSC (Civil Service Centre) which is located in the city centre of Bremen.

For the de-registration you need to fill in the **form of de-registration** and hand it in at one of the above mentioned service centers. Currently you need to do this via email due to COVID-19. Please send the form and a copy of your ID to **this email**.









# Questions?

## Contact of the International Office

Now, you are well prepared for your study-abroad experience: You know what you have to take care of before coming to Germany, your first steps after your arrival to Bremen and, you are equipped with some tips about studying at HSB and living in Bremen.

If there are still any questions remaining, do not hesitate to ask and feel free to contact HSB's **International Office**.

We hope you will have a great time in Bremen and we are looking forward to your stay with us.

**Safe travels and bye for now!**

Yours,  
International Office



As of October 2021



Auswärtiges Amt

**DAAD**