

Freshman 2018/2019

Dear Students and Parents:

Thank you for choosing the Freshman program. Below is important information about your admission and your trip to Germany.

PAYMENT

- > **Fees:** Your admission letter explains how to pay the Freshman fees. As you need confirmation for the German Embassy that we have received the fees before you apply for your student visa, please transfer the payment by the deadline.
- > **Confirmation of Payment:** Send a copy of your payment receipt to receipt@freshman-institute.de. You will receive a receipt confirming payment and other documents needed for your visa application.

REFUND POLICY

If a student cancels his or her enrollment before the program begins, the following conditions for refunding his or her payment apply:

- o Cancellation before 15 August of the planned academic year: 85% refund
- o Cancellation before 1 September of the planned academic year: 70% refund
- o Cancellation before 1 October of the planned academic year: 50% refund
- o Cancellation after 1 October: no refund
- > If the student is refused a visa to Germany, the entire fees will be refunded, minus €100 administrative fee. Confirmation from the German embassy stating that the visa application was rejected must be submitted.
- > Send requests for cancellation to refund@freshman-institute.de.
- > All fee refunds are based upon the actual amount received by the Freshman program. Any bank fees are the responsibility of the student.

VISA PROCEDURE

- > **Student Visa:** All students must apply for a student visa. You cannot study in Germany with a tourist visa.
- > **Embassy:** Take the acceptance letter, the letter addressed to the German embassy, your health insurance and the power of attorney authorization letter (if you are under 18 years old) to the German Embassy along with any additional documents they require. The Embassy will then forward your visa application to the Ausländerbehörde Heinsberg (Foreigners' Office responsible for the Freshman Institute) for processing. The Ausländerbehörde Heinsberg then notifies the embassy in your home country that you have been approved for a visa. This process takes a minimum of 6-8 weeks.
- > **Blocked Bank Account (Sperrkonto):** During the Freshman year, a blocked account is not necessary.
- > **Residence Permit in Germany:** Before your student visa expires, you will get a residence permit for the duration of the Freshman program. The Freshman Institute staff will help you. The residence permit fee is covered by your Freshman fees.

PLANNING YOUR TRIP TO GERMANY

- > **Power of Attorney:** All students who are under 18 years of age when they arrive in Germany must bring the original power of attorney authorization letter signed by your parents in order to participate in the Freshman program.
- > **Health and Travel insurance:** You do not need to buy travel insurance, as this is included in the Freshman health, accident, travel and liability insurance package as part of your fees.
- > **Tips Before Leaving Home**
 - o Keep your parents' contact information readily available at all times.
 - o School uniforms are not required. Most students wear jeans and t-shirts or similar clothing.
- > **Packing List**

Documents	Classes	Bathroom & Kitchen	Clothing
<ul style="list-style-type: none"> • Passport with visa • Vaccination certificate (if available) • Original school documents and language certificates (leave copies at home) • Power of attorney (for students under 18) • Proof of health insurance 	<ul style="list-style-type: none"> • Laptop (required) • Headset (required) 	<ul style="list-style-type: none"> • Towels • Personal hygiene articles • Kitchens do not contain utensils or dishes, which can be purchased inexpensively in Germany 	<ul style="list-style-type: none"> • Winter clothing (can also be purchased inexpensively in Germany) • Umbrella or raincoat • Weatherproof shoes

FRESHMAN YEAR

German National Holiday	3 October – Freshman Institute is closed
Arrival Period	4 October 2018 to 7 October 2018
Classes Begin	8 October 2018
Semester Structure	Two 18-week semesters
Lectures	approx. 36 hours per week
Winter Break	22 December 2018 to 1 January 2019
Easter Break	to be announced
Final Exams	Last week of August 2019

ARRIVAL IN GERMANY

- > **Pickup Service:** We have a free pick-up service from the Dusseldorf airport. Send an email to arrival@freshman-institute.de arrange airport pickup.
- > **Welcome Package:** Upon arrival you will first move into your room and receive a small snack package with food and drink, as well as a pillow, sheets, blankets, and cleaning supplies.
- > **Student ID card and Semester Ticket:** After showing our staff the original documents in your admission letter, you will get your student identity card with the semester ticket a few days after your arrival. With the semester ticket you can ride almost all trains, buses and subways in the German state of North Rhine-Westphalia (NRW) for free.
- > **Bank account and Registration at City Hall:** After you have arrived, the Freshman Institute will help you to register your residence at city hall and open a bank account.
- > **Security Deposit:** A security deposit of €500 is already included in the fees of €17500. It will be refunded after you move out at the end of the Freshman year if there is no damage to the room.

YOUR ROOM

- > **Your Campus:** All students will live on the Geilenkirchen campus of the FH Aachen. Your address will be
Pater-Briers-Weg 85
52511 Geilenkirchen, Germany
See our website for photos:
<http://www.fh-aachen.de/hochschule/freshman/services-fees-campus-student-housing>
- > **Apartments:** During the Freshman year, you will be assigned a double room with a roommate in the Freshman student dormitories. You will share kitchens and bathrooms. Single rooms are not available. After successful completion of the Freshman year, you will have several options for housing, which will be explained to you during the Freshman year.
- > **Cooking & cleaning:** Students are responsible for preparing their own meals, doing their own laundry, and keeping their rooms clean, including the bathrooms and kitchens. Rooms will be checked for cleanliness on a regular basis. A cafeteria is available for mid-day meals. Coin-operated washing machines and dryers are available in the student dormitories.

LIVING IN GERMANY

- > **Pocket Money:** In addition to the expenses covered by your fees, students need at least €300 per month for food, clothing, personal hygiene articles, etc.
- > **Working in Germany:** During the Freshman year, students are not permitted to work. After completion of the Freshman year, students in Bachelor's programs may work for 120 full days or 240 half days per year.
- > **Scholarships:** At the end of the Freshman year, students may apply for one of the scholarships awarded to those students who have shown the best all-round performance.

AFTER THE FRESHMAN YEAR

After the Freshman year, most students may need a blocked account, which currently requires about €9000 per year to cover their living expenses. Students can access the money from their blocked account in monthly increments.

The SRH University Hamm is a private university with additional fees after the Freshman year. See their website <https://www.fh-hamm.de/de/studium/bachelor/> for details.

FOR MORE INFORMATION ON GENERAL STUDY CONDITIONS IN GERMANY

- > Freshman Institute: www.fh-aachen.de/en/university/freshman/
- > DAAD: www.daad.de (German Academic Exchange Service)
- > Facts about Germany: www.tatsachen-ueber-deutschland.de (in several languages)

We look forward to meeting you in October and wish you a good trip to Germany.