



INFORMATION BROCHURE FOR INTERNATIONAL AND EXCHANGE STUDENTS

Version: 12/2023

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**The tasks marked in red are obligatory.
Please complete these in full.**



Work by Martin Kreitl

STUDY INFORMATION CENTER (STUZ)

REGISTAR'S OFFICE

For questions, such as application requirements for German, international, and stateless students:

- [Information and contact Stuz](#)
- [Study counselling](#)

INTERNATIONAL OFFICE

Contact point for exchange students (incomings from partner institutions or free mover) at HfG Offenbach as well as for HfG students planning to study abroad as exchange students (outgoings or free mover).

- [Website and contact International Office](#)



OFFENBACH AM MAIN

Federal State: Hessen

Central European Time (CET)

Population: 134,170 (data: 2022)

Website: [offenbach.de](https://www.offenbach.de)

Offenbach/Main is a multicultural city located on the south bank of the river Main. The city is close to Frankfurt/Main, a metropolitan area in the centre of the Rhein-Main region.

Offenbach is an excellent starting point for bicycle tours on the award-winning Main Cycleway (Main-Radweg). The Lili Park and Büsing Park in the middle of Offenbach, which Goethe is said to have enjoyed in 1775, are ideal for an idyllic stroll.

Those visiting the city centre will discover other historical edifices, such as Isenburg Castle, a notable Renaissance building used by the famous University of Art and Design Offenbach (HfG Offenbach) today.



<https://flic.kr/p/a5bcaN>



Offenbach Town Hall (brutalist architecture),
<https://flic.kr/p/2m9LErv>

STUDY AT HfG OFFENBACH

HfG Offenbach is an art college with university status with two departments.

- [Department of Art](#)
- [Department of Design](#)

The teaching methods base on the interlinking of practical and theoretical subject areas. International applicants can apply for Exchange Study, Degree Study (Bachelor/Master), Postgraduate Study (Certificate), PhD and Auditors (no student status).

- [Apply for Degree Study](#)
- [Apply for Exchange Study](#)
- [Apply for Postgraduate Studies](#)
- [Apply for PhD](#)
- [Apply as an Auditor](#)
 - Auditors do not receive a semester ticket
 - It is not possible to obtain certificates of achievement. Upon request, the HfG will issue you with a certificate stating that you have completed your studies and examinations as an auditor.

UNIVERSITY CALENDAR

Winter term

October 1st to March 31st

Lecture period from mid-October until mid-February

Summer term

April 1st to September 30th

Lecture period from mid-April until mid-July

Lecture free time (to look up at the [university calendar](#))

Rundgang / Yearly Exhibition

Every summer semester ends with an open house, the *Rundgang* a public exhibition of works created within the previous two semesters. For three days in July, the HfG opens its doors to the public for exhibitions and events.

PRE ARRIVAL I / FINANCING

Exchange students are usually supported financially through exchange programs. Degree students should inform about these financing options.

- Scholarships by [DAAD](#)
- Other scholarships
- [BAföG Information and counseling at Studierendenwerk Frankfurt](#)
- [BAföG without a German passport](#)

COUNSELING FOR IMMIGRANTS, REFUGEES, AND RESETTLERS

- [Information and Contact](#)
- [study-in-germany.de / study opportunity for refugees](#)

REGULATIONS FOR PART-TIME JOBS

- Students from EU/EEA* are allowed to work max. 20 hours per week. *European Union/European Economic Area
- Students from outside of EU/EEA are allowed to work either 120 full days or 240 half days.
- [Information from DAAD on part-time or side jobs](#)

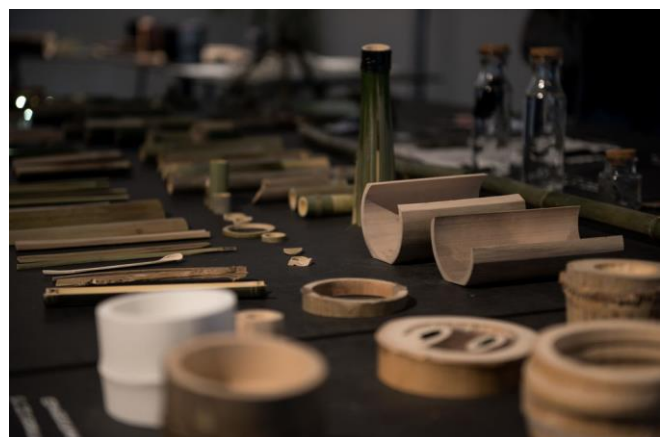


Photo by Laura Brichta

PRE-ARRIVAL II / LANGUAGE, VISA, HEALTH INSURANCE

LANGUAGE REQUIREMENTS

The main language in seminars, courses, and lectures at HfG is German. You need sufficient language skills in German for active participation. The HfG does not offer language courses.

FOR DEGREE STUDENTS AND FREE MOVER

- [What language skills are required?](#)
- [List of free self-learning offers for German lessons](#)

FOR EXCHANGE STUDENTS FROM PARTNER UNIVERSITIES

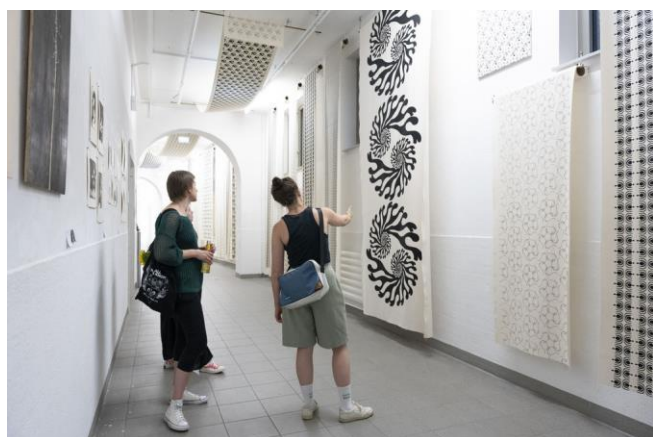
B2 English, B1 German

VISA

Students with valid passports or IDs from EU countries do not need a visa to enter Germany.

Students with passports from countries outside the EU need a student visa for Germany.

- Travel visas are not sufficient for enrolment!
- Request your student visa as soon as possible from your local German consulate. The visa can be extended in Germany after enrolment.
- [Visa-Navigator / Which visa I need for Germany?](#)
- The fee for a student visa for Germany is conditional in each country. For further information, please contact the relevant authority



HEALTH INSURANCE

A proof of a statutory health insurance* is obligatory for enrolment.

* German: Gesetzliche Krankenversicherung, short: GKV

- [What is an European Health Insurance Card \(EHIC\)](#)

EXCHANGE STUDENTS FROM THE EU WITH AN EHIC

1. Contact an approved statutory health insurance provider in Germany
2. Apply for digital health insurance notification, so-called **M10** (insurance status). The company number of HfG is **H0000152**
3. The provider proof your documents and then reports digitally (within 24 hours) to HfG that you are statutory insured

EXCHANGE STUDENTS WITHOUT AN EHIC

1. Contact an approved statutory health insurance provider in Germany.
2. Apply for statutory insurance for students.
3. Monthly fee of a statutory health insurance: about €110.00
4. Apply for digital health insurance notification, so-called **M10** (insurance status). The company number of HfG is **H0000152**
5. The provider proof your documents and then reports digitally (within 24 hours) to HfG that you are statutory insured

Required Documents

- Passport
- Bank account data
- Letter of Admission from HfG
- To hand in later: Certificate of enrolment

Advice:

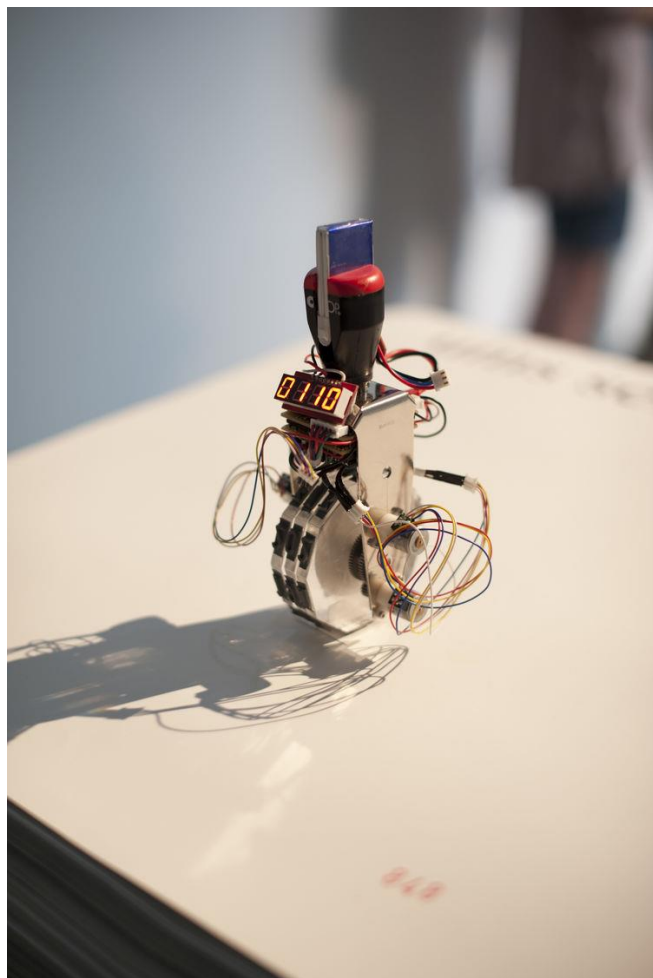
- Choose a provider which either offers sufficient service in English or your first language
- Choose a provider which is based near HfG Offenbach
- In case of uncertainty, ask the International Office for useful contacts:
team.internationales@hfg-offenbach

PRE-ARRIVAL III / REGISTRATION AND ENROLMENT

As soon as you received the Letter of Admission. Please follow the instructions in the letter. Register at the link in the letter or sent by email from the Student Secretariat:
studieninfo@hfg-offenbach.de

Required Documents

- Passport
- Passport sized photo
- Digital proof of statutory health insurance so-called M10
- APS Certificate (for students from China, Vietnam, and India)
- [University entrance qualification](#)
- Semester fee (about €295.00). Erasmus+ Students only have to pay social fees (about €245.00). The social fees covers the semester ticket for public transportation, discounts for students at the HfG cafeteria, [group accident insurance](#) and [liability insurance](#).



ARRIVAL

The next station to HfG Offenbach is Offenbach Marktplatz. The next train station is Offenbach Hbf.

- [Map of suburban railway](#)

BUDDY PROGRAM

Buddies are HfG students who help welcome new students, show them around the city, organize informal social activities and help with practical questions throughout the semester. The International Office will share their contact with exchange students.

SEMESTER TICKET

Pick up your semester ticket and the access data for WiFi, email, etc. at the Student Secretariat at the Student Information Centre.

Visiting Address & Contact

Schlossgrabengasse 1
63065 Offenbach am Main
Please ring the bell
studieninfo@hfg-offenbach.de

Office hours:

Monday to Thursday 10 am to 12 pm
During the lecture free period
Monday to Thursday 10 am to 12 pm
Wednesday 1:30 pm to 3 pm

CHOICE OF COURSES

The International Office will try to determine a selection of courses for you in advance with your supervising professor.

Please register for the courses via
ecampus.hfg-offenbach.de

You will need the access data for this. You will receive these with your semester ticket.

ORIENTATION DAY

At the orientation day, you will meet staff members of the international office, faculty office, and the dean of studies. The orientation day will be either on the first day of lecture period or one week earlier. The International Office will announce the exact date.

AUTHORITIES

It is obligatory to complete all administrative procedures during the first few days. Follow the order from To-Do I-III.

TO-DO I

REGISTRATION OF RESIDENCE

Register within two weeks after moving into your apartment.

How to register

1. Schedule an appointment online you will receive via email a Ticket Number
2. Print and complete the required Documents
3. Go to the Registration Office on the scheduled day and do not forget your ticket number. The Screen at the Office will announce your ticket number.

Advice:

- Ask your Buddy to help you schedule an appointment and accompany you to the appointment
- Change your new address via eCampus.hfg-offenbach.de

Required documents

- Passport or passport replacement papers
- Confirmation of the property owner with the address of the apartment

Registration in Offenbach

- [Information and documents for download](#)
- [Online-Appointment-Tool](#)

Registration in Frankfurt

- [Information on registration of residence](#)
- On Mondays and Wednesdays, you can visit our Citizens' Offices without making an appointment.
- [Citizens' Office Frankfurt / Opening hours](#)

TO-DO II

REGISTRATION AT THE IMMIGRANT OFFICE

Students from outside the European Union need to register at the Immigration Office in order to renew their student visa or extension of the residence status. This must take place at the Immigration Office of the city where you are registered.

Required documents

- Application form for residence permit or renewal of a residence permit
German: Aufenthaltstitel – Antrag auf Erteilung bzw. Verlängerung
- 1 biometric passport photo (not older than 6 months)
- Passport or passport replacement papers
- Address of where you live in OF/FFM
- Letter of Admission from HfG
- Confirmation of the property owner
German: Wohnraumnachweis
- Proof of funding for your study
- Proof of a valid statutory health insurance

TO-DO III

RUNDFUNKBEITRAG (GEZ)/

GERMAN BROADCAST FEE

Every household in Germany has to pay these monthly fees. The fees is for funding public broadcasting of radio and television stations. After Registration of Residence, you will receive a letter. Currently, the fees are €18.36 per month. If you live in a WG (flat-sharing community) only one person, need to pay the fee. The exemption from fees applies to students who receive BAföG.

- [Information on Rundfunkbeitrag \(GEZ\)](#)

LIVING IN OFFENBACH

PUBLIC TRANSPORTATION

The semester ticket from HfG is part of the Student ID. Students have unlimited use of local/regional public transport* throughout the RMV transport district and interim transit regions of Nordhessischer Verkehrsverbund (NVV) and the Verkehrsverbund Rhein-Neckar (VRN). The ticket is not valid for long-distance trains** and long-distance buses. Show your Student ID and official ID or passport during a ticket inspection by official inspectors.

* S-Bahn, U-Bahn, local/regional bus, HLB, RE, RB

** IC, EC, ICE

Timetables and Tickets on the Mobile Apps

DB Navigator

RMVgo

EMMERGENCY CALL NUMBERS

110 – Police

112 – Ambulance and fire department

Provide these 5 information

1. Where are you?
2. What's your name?
3. What happened?
4. Who is involved/hurt and how many?
5. Wait for consult.



Work by Julie Gaston



Work by Svantje Fenz



Band "Baby of Control"



Work by Henrick Vormann

ACCOMMODATION

There are different kinds of accommodations, which are furnished, partly furnished and unfurnished. It is common for rooms to be unfurnished in Germany.

- Student residence / Dormitory
- Shared Apartment (so called *Wohngemeinschaft/WG*)
- Flat and apartments for rent

HOW TO FIND AN ACCOMMODATION?

Student residence for exchange students

Contact erasmus@hfg-offenbach.de

Student residence only for general students of HfG Offenbach

Contact Tina Onuk onuk@hfg-offenbach.de

Subject: Student Residence in Offenbach

Where else to lookout while room hunting?

Information boards in the main building of HfG Offenbach.

Useful links:

- [DAAD / Renting a room](#)
- [European Commission / A practical guide to student accommodation in Europe](#)
- swffm.de/wohnen/uebersicht
- wohnraum-gesucht.de
- erasmusplay.com
- oflovesu.com/raumfinder-suche

LIVING COSTS

As a student, you should have at a minimum budget of €885.00 per month for covering housing, food, clothing, books, and leisure time.

Following are some average prices of products to give you an idea of the price level in Offenbach/Main and Frankfurt/Main.

- Cappuccino: about €3.50
- Bread (Roll): about €2.60
- Museum and Movie Ticket: about €12.00
- New books: about €20.00

TAB WATER & FREE REFILL STATIONS

In general, tap water in Germany has drinking quality. Drinking tap water is cost effective and environmentally friendly.

- Refill your water bottle with tap water for free: [Map of Refill Stations](#)

BUSINESS HOURS OF STORES

Retail stores are usually open Monday through Saturday from 9 a.m. to 8 p.m.

- [Public Holidays in Hessen](#)

QUIET TIMES

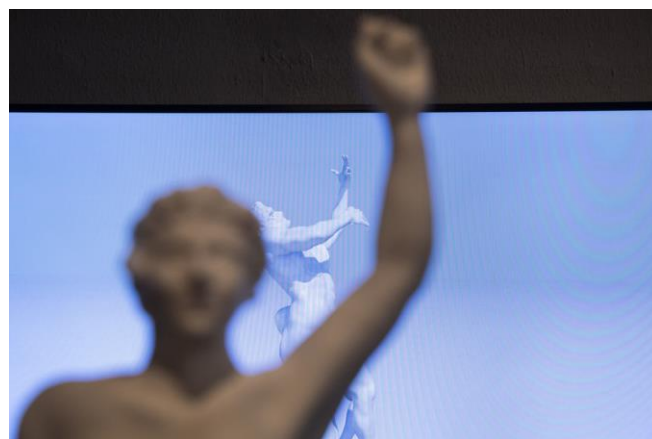
Each residential building has its own house rules. These rules are usually attached to your lease contract. If you are bothered by noise, first talk to the person who is making the noise. If you are having a party and it can get noisy please let your neighbours know in advance.

WASTE SEPARATION

- [Waste separation in 13 languages](#)

DEPOSIT BOTTLES

If you buy bottled drinks in the supermarket, a deposit will be charged. Usually 15 cent for glass bottles, 25 cent for plastic bottles. You can return the empty bottles to deposit machines and get your money back.



WHERE TO GET THINGS

FURNITURE ON A BUDGET

Ebay-kleinanzeigen: An app/website for used furniture or free stuff (*German: zu verschenken*)

Sozialkaufhaus Luise 34

Luisenstr. 34, 63065 Offenbach

- A charity shop, which offers nice second hand clothing, housewares and furniture. You get a 10% discount as a student. Furniture delivery for a fee (delivered only to the curb!)

FOOD & BEVERAGES

There are various supermarkets of different Suppliers.

Offenbacher Wochenmarkt

A weekly open-air market (every Wednesday, Friday, and Saturday) which offers different regional products. The merchants have different prices.

MEDICATIONS & DOCTORS

Over-the-counter medications are available at pharmacies. The German word for pharmacies is *Apotheke*.

If you are unsure, you should see a doctor for advice or call 116 117.

Pharmacists can advise you, but they are not medical professionals.

How to find a doctor or psychotherapist:

- <https://www.kvhessen.de/>



ART SUPPLIES

Ask the lecturers for advice where to buy material you need for your study.

The largest art supply is in Frankfurt. You can order online or get there by public transport.

- www.boesner.com

Other smaller suppliers you will find by searching for *Künstlerbedarf*.

Baumarkt

This is the German word for construction market. You will find wood and other things e.g. building materials, paints, hardware, tools and machinery there.

PUBLIC LIBRARY

Stadtbibliothek is the German word for public library. For an annual, fee of €5 you can borrow books and media.

- offenbach.de/stadtbibliothek
- Bibliothek der Dinge

Borrow various things from *The Library of Things* e.g. tools, machinery, games, and camping equipment.



Photo by Laura Brichta

STUDENT LIFE

STAY TUNED

Register for the newsletter and follow the different social media accounts of HfG to stay up to date for important announcements, scholarships, etc.

Newsletter

In addition to special events and lectures, the newsletter provides information on scholarships, job opportunities, and deadlines for competitions.

- [Register for HfG-Newsletter](#)

Bulletin Board

In the main building is a bulletin board at the first floor next to the assembly hall (Aula). Here you can find and place offers for projects, activities, flats etc.

HfG on Social Media

facebook.com/hfg.offenbach
instagram.com/hfg_offenbach
twitter.com/HfG_Offenbach
linkedin.com/school/hochschule-für-gestaltung-offenbach/
vimeo.com/hfg

INTERNET AND EMAIL

The WiFi system at HfG offers free Internet access in most HfG buildings. In order to get access to the [HfG-Hotspot](#) you will receive a letter with instructions and your

TROUBLESHOOTING

The login does not work; you have forgotten your password or have further questions?

- Contact: it-support@hfg-offenbach.de
- [Tutorials and information from it-support](#)

KEYS TO WORKSHOPS AND STUDIOS

You need to work on your semester project in the workshops. Apply for the key to the workshop.

How to apply?

1. Download the form and complete it.
2. Ask the professor who is responsible for the space/room you would like to work in for approval and signature.
3. Ask the teacher for special tasks if you would like to work in the workshops.
4. Submit the application by email to pforte@hfg-offenbach.de

[Information and Application Form for Keys](#)

Keys can be issued on these days:

Tuesday, Wednesday, and Thursday
from 11 am to 11:30 am

The office is on the right side after the Main entrance.

BIKE RENT BY CALL A BIKE

Students of HfG Offenbach you can use the DB Call a Bike.

- HfG students are exempted from the annual fee.
- The first 60 minutes of each journey are free of charge
- You can rent a total of 3 bikes in parallel
- These conditions are valid in Offenbach and Frankfurt. In other Cities you travel at the locally applicable fare.
- [Register for Call a Bike](#)
- Contact info_otrs@callabike.de from your HfG student email. Ask for *Tarifwechsel Student Flat (German)* Attach your enrolment paper to the email.

SPORTS AT HFG

The **General Student Committee (AStA)** organize sports program for students at HfG. For further information check our website and contact the person in charge.

- [More information on sports program](#)

CAMPUS

Main Building/Hauptgebäude

- Theory seminars
- practical courses
- assembly hall (Aula) on the first floor
- library (Bibliothek) on the third floor

Isenburger Schloss

- [KAPELLE](#) is a student space run by students.
- Computer Lab with workstations on the third floor. If you do not own a PC or laptop, you can work here. During courses, the workspaces are for course participants.

Westflügel/Westwing

- Teaching rooms of Electronic Media, Industrial Design, Communication Design, Conceptual Drawing.
- Cafeteria on the ground floor. The cafeteria offers variety of dishes and beverages on a budget for students.
- [Check the food menu](#)

Geleitsstrasse 103

- Seminar rooms and studios of Sculpture, Graphic Design and Illustration, Painting and Experimental Spatial Concepts

Bora-Saal

Seminar room of basic design studies.

Schlossgrabengasse 1

- Student Secretariat
- International Office
- Office for Sustainability

Höchster Porzellanmanufaktur (HPM)

- The Offenbach University of Art and Design (HfG) will continue the operation of Germany's second oldest porcelain manufactory with a new concept and use the craftsmanship and artistic know-how for research and teaching.



Main Building and Isenburger Schloss



Westflügel/Westwing



Geleitsstrasse

COUNSELLING SERVICES

The internal and external counselling services are for HfG students and HfG members.

- Studying and coping with exams
- Psychological counselling
- Counselling on discrimination: Age, Disability and Chronical Disease, Racism / Ethnicity, Gender and Gender Identity, Religion / Belief, Sexual Identity, Socio-economic Status
- [More information](#)

PSYCHOSOCIAL COUNSELLING

Often a few open conversations with a neutral person are enough to see clearly again and to rediscover one's strengths. In addition to individual counselling, the psychosocial counselling service at Studierendenwerk Frankfurt (swffm) also offer counselling for couples.

- [More information & contact](#)

SUPPORT HOTLINES

Heimwegtelefon

Call this service at night if you feel unwell on your way home. The person you will speak to will accompany you on the phone until you are at home.

[+49 \(0\) 30 12074182](tel:+4903012074182)

Sunday to Thursday: 8 pm to 12 am

Friday and Saturday: 8 pm to 3 am

Nightline FFM

Nightline Frankfurt is an anonymous phone counselling from students for students.

[+49 \(0\) 69 79817238](tel:+4906979817238)

During the semester period

Monday to Friday: 8 pm to 12 am

Support Hotline violence against women

The support hotline can be reached day and night under [0800 0116016](tel:08000116016) – free of charge, and anonymous if desired.

LAW, RIGHTS AND LEGAL COUNSELLING

The Universal Declaration of Human Rights apply to all people equally gender and origin. However, it is not a law. It is a template for various laws for example

- [The Basic Law \(Grundgesetz\) for the federal republic of Germany.](#)
- [Explainer Video “The Basic Law” in German, Arabic, English, Farsi, French](#)

If your rights are violated or you witness a rights violation, call the police, ask for a lawyer, and ask for help.

REFUGEES AND HUMAN RIGHTS

As a refugee, you have experienced your human rights being violated. What laws protect you in Germany?

Universal Declaration of Human Rights

- There, Article 14(1) states: Right to asylum
Everyone has the right to seek and to enjoy in other countries asylum from persecution.

Convention Relating to the Status of Refugees or 1951 Refugee Convention

- Declares rights for refugees
- States that refugees may not be sent back to countries where they are threatened.

The Basic Law – Das Grundgesetz

- Article 16a(1) states: Politically persecuted persons shall enjoy the right of asylum.

COUNSELLING SERVICE BY A LAWYER

Oliver Tan is a lawyer, who offers free counselling for students of HfG in case of bureaucratic difficulties with authorities or documents.

Oliver.tan@simrock-anwaltkanzlei.de

FAREWELL AND LAST DUTIES

BEFORE LEAVING HFG OFFENBACH

TRANSCRIPT OF RECORDS

1. Check your learning agreement and make changes if needed.
2. Complete your duties for the courses and ask the teachers actively to enter your grades on eCampus!
3. Check if all courses are entered on eCampus.
4. If all grades and courses are recognised on eCampus ask the faculty office to issue the Transcript of records.
5. If you experience difficulties, please ask the International Office for guidance

RETURN ALL BOOKS AND KEYS

Return every book and key from HfG Offenbach!

ERASMUS+ CONFIRMATION OF STAY

Contact erasmus@hfg-offenbach.de to get the Confirmation of Stay, which has to be handed to your home university.

BEFORE LEAVING GERMANY

AUTHORITIES

Before leaving Germany you need to see some of the authorities again to unregister. Do not forget to terminate all contracts.

Unsubscribe from...

- Bank account
- Health insurance
- Accommodation
- Club memberships
- Phone contracts
- All other contracts



Photo by Robert Schittko

