

OFFENBACH AM MAIN

CITY

Federal state	Hessen
Timezone	Central European Time
Area	44,9 km ²
Population	120.988

Offenbach is a multicultural city on a river called Main. Offenbach is close to Frankfurt am Main a metropolitan area in the center of the Rhein-Main-Region. The city has a well built public transport system. The forest south of Offenbach and the Main north of the city provide several nice opportunities and activities to do in your freetime.

Information www.offenbach.de
www.oflovesu.com

Region



UNIVERSITY OF ART AND DESIGN

OFFENBACH AM MAIN

Offenbach



HfG



How to get there www.hfg-offenbach.de > Contacts

HOW TO APPLY

INFORMATION

Contact The International Office / Strategic Partnership is the contact point for chinese exchange students (incomings) as well as for HfG students planning to go abroad for studying as exchange students (outgoings).

If you have questions or you would like to apply please write to Dagmar Loris from the International Office / Strategic Partnership.

Address loris@hfg-offenbach.de

Phone: +49 (0)69 / 800 59 149

**Hochschule für Gestaltung Offenbach
International Office / Strategic
Partnership (Room 21) Schlosstr. 31
63065 Offenbach am Main, Germany**

HOW TO APPLY

APPLICATION

- Document
- Portfolio
 - Letter of motivation
 - Curriculum Vitae
 - Overview of academic achievements
 - College Admission certified copy
 - Student Application Form, signed by the student and the Institutional Coordinator of the home university.

Advice Application documents will not be returned, so please do not send in any important originals, only copies of originals.

HOW TO APPLY

CONDITIONS

Time Exchange students can study for one or two semesters at the HfG. Applications are accepted for both semester summer and winter.

Deadlines for applications For the winter semester: Mai 15th
For the summer semester: Nov 15th

Language All courses will be held in German. Language skills are therefore needed for active participation.

Semester fee The semester fee must be paid each semester. The amount is around 200 to 300 €. We will tell you the exact amount in the letter of Admission.

PREPARATIONS

WHERE TO STAY

Accommodation Students in Offenbach can choose between different options of accommodation.

There are furnished, partly furnished, unfurnished rooms or apartments, depending on your preferences. There is no dormitory in Offenbach.

Options Dormitory in FFM
www.studentenwerkfrankfurt.de

For more information please contact the International Office / Strategic Partnership .

Internet Research www.oflovesu.com > Raumfinder

www.wg-gesucht.de

www.studenten-wg.de

www.immonet.de

...and some more.

PREPARATIONS

VISA

Visa If you need a visa to study at the HFG, the student visa should be requested as early as possible in a German consulate. The visa can be extended in Germany after enrollment.

A tourist visa will not be accepted!

Advice There may be charges for the visa. For further information please contact the competent authority.

Information www.auswaertiges-amt.de

ARRIVAL

ORGANIZATIONAL

The first days Pick up on arrival, depending on the individual agreement.

Maps are available at city infopoints in Offenbach and Frankfurt.

Mobile phone To make communication easy it might be good to buy a simcard from a german mobilphone company. Most companies offer prepaid cards. Those cards can be bought at a phonestop, supermarket or drugstore.

Authorities It is important to complete all administrative procedures in the first days. If you follow the order from I-VII you will prevent chaos.

Accommodation If you still have no place to stay, it might help to have a look at the several notices in the HfG.

Students who move during their studies at HfG must report their new address to the Students Admission Office of HfG.

ARRIVAL

ORGANIZATIONAL I

Registration office The student has to register at the local registration office until one week after arrival. Before leaving to live somewhere else the student has to unregister at the same office.

«Bürgerbüro» **Herrnstraße 61**
Offenbach **63065 Offenbach am Main**
Phone: 069 80654222

Opening times Mon, Tues, Wed, Fri 8am – 1pm
Thur 3pm – 8pm / Sa 9am - 1pm
Please mind: only with appointment!

«Bürgeramt» **Zeil 3**
FFM **60313 Frankfurt am Main**
Phone: 069 21230898

Opening times Mon 9am – 5pm,
Tues, Wed, Fri 7.30am – 1pm
Thur 1pm – 6pm

You need Passport
Registration address
Letter of admission of HfG

Fee You might have to pay a fee.

Advice In case you do not have a place to stay please contact the International Office / Strategic Partnership for help.

ARRIVAL

ORGANIZATIONAL II-III

Bank account A bank account is often required to pay the health insurance and to pay for rent via direct debit. Further information is available at one of the banks close to HfG. Most banks do not charge any fees for students.

You need Passport
Letter of admission of HfG
Certificate of registration

To hand in later Certificate of enrolment

Semester fee The exact amount and date of the bank account is written on the Admission of HfG. Either transfer the money or pay cash at any bank in Germany.

Advice If you stay for two semester you need to register in time before the second semester starts. Timely feedback is provided by the transfer of the semester fee. You will receive a letter with all the information in January (for summer/ spring semester) or February (for winter/ fall Semester).

ARRIVAL

ORGANIZATIONAL IV-I

Buddy Program The Buddy Program is designed to guide you through your first weeks in Germany with the help of current HfG-students. Most of all, the program is built upon the voluntary effort of the students to offer their time and knowledge to make the transition between your home country and Germany as smooth as possible. If you need some help or a good advice, please feel free to contact your buddy!

Your buddy will pick you up from the airport or place of arrival and bring you to the dormitory/accommodation.

Please let me know the exact time of your arrival, flight number, possibly a mobile number and the address of your accommodation.

team.internationales@hfg-offenbach.de

ARRIVAL

ORGANIZATIONAL IV-II

Health insurance You cannot enrol in a German university without health insurance. Students without European Health Insurance Card (EHIC) need to take an insurance policy. Inexpensive compulsory student insurance policies are available from a health insurance close to HfG.

You need Passport
Letter of admission of HfG
Your bank account data

To hand in later Certificate of enrolment

Advice Make a copy from your certificate that proves that you have a valid health insurance. You will need the copy to enrol at HfG and at the immigration office in Offenbach or Frankfurt.

ARRIVAL

ORGANIZATIONAL V-VI

Enrolment In the Students Admission Office
You'll be informed about the exact date for enrolment.

You need

- Passport
- Letter of admission of HfG
- 2 passport photos
- Proof of health insurance/EHIC
- College admission copy
- A proof that the semester fee has been paid
- Admission Form

Courses You need to talk to the Dean of Studies or your supervising professor first to be placed in a semester and in order to choose your courses. The International Office / Strategic Partnership will inform you about this appointment.

It is important to see the presentation of the courses at the beginning of the semester. You might have to sign a list at the first date of the course to participate.

ARRIVAL

ORGANIZATIONAL VII

Immigration Office Students from out of the European Union need to register at the Immigration Office „Ausländeramt“ in order to renew their student visa. This must take place at the Immigration Office of the city the student is registered in. Experience has shown that the office in Frankfurt takes some more time compared to Offenbach.

Office Offenbach **Ausländeramt**
Berliner Straße 60
63065 Offenbach
Phone: +49 (0)69 8065 3411

Office FFM **Ausländerbehörde/ Ordnungsamt**
Rebstöcker Straße 4
60326 Frankfurt am Main
Phone: +49 (0)69 212 42485

You need

- Passport
- Certificate of enrollment at HFG
- Proof of registration at the Registration office – see Organizational I

Advice You might have to pay a fee.

SEMESTER DATES

FACTS AND FIGURES

Semester	Winter semester 01st October until 31th March Lectures from mid-October until mid-February
	Summer semester 01st April until 30th September Lectures from mid-April until mid-July

Semester break Christmas holidays
(approx. 2/3 weeks)

Public Holiday German Unification Day 3rd October

Christmas Day and Boxing Day
25th and 26th December

Presentation Every summer semester ends with the «Rundgang» a public exhibition of works created in the last two semesters. Three days in early July the HfG opens its doors to the public for exhibitions and events.

Key Dates www.hfg-offenbach.de > Studies > University Calendar

IN OFFENBACH

PUBLIC TRANSPORT

Semesterticket The Semesterticket from HfG is part of the Student ID and affords students unlimited use of regional public transport throughout the RMV area and in the cross-network fare zones of the Verkehrsverbund Rhein-Neckar (VRN) and Nordhessischen VerkehrsVerbund (NWV). The semesterticket is only valid in conjunction with an official ID or passport.
The Semesterticket is not valid in private buses or IC, EC, or ICE trains.

Information www.rmv.de > Tickets > Tickets - overview > Tickets for specific passenger groups > RMV SemesterTicket

timetables www.rmv.de
www.bahn.de

Private buses www.busliniensuche.de

www.berlinlinienbus.de

www.Eurolines.com

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IN OFFENBACH

ACCESS CODES AND KEYS

Internet A wireless LAN provides a free internet connection in most of the buildings of HfG. The name of the Network is: Hotspot_HFG

Keys Every student of HfG has the option to get a key to enter the university to work on their semester project. The building service hands forms out to students to apply for one or more keys. The building service is located next to the main entrance. The «Schlüssel Antrag» has to be signed by the supervising professor.

You need a key card to work in the PC Pool in the castle or to temporarily enter the photo studio outside the opening times. This cards can be requested on-side but you have to leave a deposit.

IN OFFENBACH

STUDENTS LIFE

Information Current courses, opening times and semester dates.

Download of the course catalog from the website:

<http://www.hfg-offenbach.de/en/pages/university-calendar>

Newsletter You should register for the HfG internal newsletter, always to be up to date with what is going on inside and outside HfG.

<http://www.hfg-offenbach.de/de/pages/newsletter#ueber>

Events Some evenings you can attend talks at HfG, that expands you regular courses. For further information visit the HfG website. You can find announcements for most of the talks and events on posters in the university buildings and in the newsletter.

IN OFFENBACH

STUDENTS LIFE

Kapelle The KAPELLE is a open room run by students, its a place to meet, work or relax. There you can find regularly events like talks, discussions, concerts and parties to name just some of the options. The place is open to all students, you are warmly welcome to become active and organize some events! It is possible to buy warm and cold snacks and drinks in the afternoon.

Sports There is a growing group of sports enthusiasts who organize a sports program for students at HfG. For further information check out the infoboard at Kapelle or contact the AStA.
asta@hfg-offenbach.de

The University of Frankfurt also offers a wide range of different sports.
www.uni-frankfurt.de > campusleben > Sport/Musik/Theater

Sports clubs You can as well become a member in a local sports club that offers your favorite sport.

IN OFFENBACH

EAT AND COUNSELLING

Cafeteria The cafeteria run by the Studentenwerk Frankfurt sells coffee, sandwiches, sweets and drinks during the day. You can buy a inexpensive lunch and choose between dishes with a vegetarian option.

Opening times Monday until Friday
Breakfast 8.30am – 11.30am
Lunch 11.30am – 4.30pm

Counselling Psychotherapeutic contacts offer students the opportunity to talk about problems in personal development, about relationships or work difficulties and about specific psychological and psychosomatic disorders.

www.hfg-offenbach.de > Studies >
Psychological counselling

IN OFFENBACH

THE OPTIONS

Workshops The HfG offers several workshops and labs to the students to work in and explore: work with wood, build mock-ups, print, bookbindery, sewing, photographie, PC-Lab, plastering, to form clay, film, repro, serigraph and much more.

Every workshop or Lab has its own contact person. Often you have to participate in a course or at least a introductory to know the conditions and to be allowed to work on your own.

Library You find the library on the 3rd floor of the main building. Every student can borrow media units for free as long as the media unit will be returned in due time. The artistic-scientific stock built up variably over the years consists of over 40,000 media units including monographs, videos and DVDs as well as 70 magazine subscriptions – the whole stock can be searched using OPAC on the HfG website.

www.hfg-offenbach.de > University > Library

THE FAREWELL

BEFORE LEAVING

Authorities Before leaving Offenbach you need to see some of the authorities again to unregister. Don't forget to terminate all contracts.

Unsubscribe Bank account

Health insurance

Registration office

Accommodation
you may have to find a next tenant

Club memberships

Phone contracts

All other contracts

THE FAREWELL

AT UNIVERSITY

Credits The secretariat of your department can hand a sheet to you, with a list of all courses of the semester. Ask your professors to sign the courses you have passed.

Exmatriculation In order to unregister from university you need to fill in a form, available at the Students Admission Office.

Keys You need to return every book, key and key cards you have. This has to be receipted on a form from the Students Admission Office.

Do not forget the keys from your locker and the PC-Lab!

SHORTCUTS

EXPLANATION

- ASStA General Student Committee
- EU European Union
- EHIC European Health Insurance Card
- Exma. Exmatriculation
- FFM Frankfurt am Main
- HfG Hochschule für Gestaltung Offenbach am Main
- NWV Nordhessischer VerkehrsVerbund
- RMV Rhein Main Verkehrsbund
- VRN Verkehrsverbund Rhein-Neckar
- WG Shared flat
- W-LAN Wireless Local Area Network