

OFFENBACH AM MAIN

CITY

Region



- Federal state: Hessen
- Timezone: Central European Time
- Area: 44.9 km²
- Population: 123,734

Offenbach is a multicultural city located on the south bank of the River Main. The city is close to Frankfurt am Main, a metropolitan area in the center of the Rhein-Main-Region. Offenbach is an excellent starting point for bicycle tours on the award-winning Main Bike Path. The Lili and Büsing parks in the middle of Offenbach, which Goethe is said to have enjoyed in 1775, are ideal for a romantic stroll. Those visiting the city center will discover other historical edifices, such as Isenburg Castle, a notable Renaissance building and used by the famous Offenbach University of Art and Design today.

Information

www.offenbach.de
www.oflovesu.com

Hochschule für Gestaltung Offenbach, Schlossgrabengasse 1, 63065 Offenbach/M,
Tel. 069.80059-149, team.internationales@hfg-offenbach.de, hfg-offenbach.de

LIVING COSTS

A typical student budget to cover housing, food, clothing, books and leisure time is € 550 per month of study. Here are some average prices of some products to give you an idea of the price level in Offenbach and Frankfurt am Main:

- Cappuccino Approx. 2,50 €
- Movie Tickets Approx. 11,- €
- Bread (Roll) Approx. 0,60 €
- Museum Ticket Approx. 10,- €
- Beer Approx. 3,- €
- Apfelwein (traditional Frankfurt Drink) Approx. 2,- €

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 Nordhessischer Verkehrsverbund (NVV). The Semesterticket is only valid in conjunction with an official ID or passport.

TIMETABLES

www.rmv.de
www.bahn.de



APPLYING FOR EXCHANGE STUDIES

INFORMATION

CONTACT

The International Office is the contact point for foreign exchange students (incomings) as well as for HfG students planning to study abroad as exchange students (outgoings). If you have questions or would like to apply, contact:
team.internationales@hfg-offenbach.de
loris@hfg-offenbach.de
Phone: +49 (0)69 / 800 59 14

OFFICE HOURS

During the semester:
Mon. - Thurs., 9:30 am - 12 am
Wed. 1:30 - 3 pm
During semester break by appointment only.
team.internationales@hfg-offenbach.de

VISITOR ADDRESS

Hochschule für Gestaltung Offenbach
International Office
Schlossgrabengasse 1
63065 Offenbach am Main

POSTAL ADDRESS

Hochschule für Gestaltung Offenbach
International Office
Schlossstrasse 31
63065 Offenbach am Main
Germany

APPLICATION

DOCUMENTS

- Portfolio
- Letter of motivation
- Curriculum Vitae
- Overview of academic achievements
- College Admission (copy)
- Student Application Form, signed by the student and the Institutional Coordinator at his/her home university.

ERASMUS STUDENTS

Learning Agreement, signed by the student and the Institutional Coordinator at his/her home university.

ADVICE

- All documents should be submitted in English or German.
- Portfolio and all other application documents should only be submitted via email.
- For more details and the application form:



APPLYING FOR EXCHANGE STUDIES

CONDITIONS

NOMINATION

The first step is to apply through your home university to be nominated for an exchange.

TIME

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

DEADLINES FOR APPLICATIONS

For the winter semester: May 15

For the summer semester: Nov.15

LANGUAGE

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

The HfG does not offer language courses. On request the International Office of HfG can help to find German classes locally.

SEMESTER FEE

The semester fee must be paid each semester. The amount is around 250€. The exact amount is stated in the letter of Admission.

FACTS AND FIGURES

SEMESTER

WINTER SEMESTER

Oct. 1 - March 31

Lectures from mid-October until mid-February

SUMMER SEMESTER

April 1 - Sept. 30

Lectures from mid-April until mid-July

LECTURE-FREE PERIOD IN WINTER SEMESTER

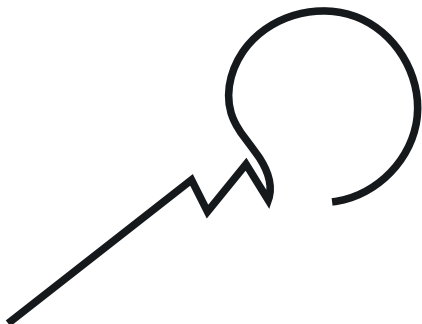
- Reformation Day (Oct. 31)
- Christmas holidays

LECTURE-FREE PERIOD IN SUMMER SEMESTER

- May 1 Ascension Day
- Ascension of Jesus
- Whitsun
- Corpus Christi

PRESENTATION

Every summer semester ends with an Open Day, the "Rundgang" a public exhibition of works created in the last two semesters. For three days in July the HfG opens its doors to the public for exhibitions and events.



PREPARATIONS

WHERE TO STAY

ACCOMMODATION

Students in Offenbach can choose between different accommodation options.

There are partly furnished or unfurnished rooms or apartments, depending on your preferences.

OPTIONS

Dormitory in FFM

www.studentenwerkfrankfurt.de

Please contact the International Office.

INTERNET RESEARCH

www.oflovesu.com/raumfinder/

www.hfg-offenbach.de/de/pages/wohnen

www.wg-gesucht.de

www.studenten-wg.de

www.immonet.de

...and many, many more.

ADVICE

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

VISA

VISA

EU Students do not need a visa to enter Germany.

Students from other countries may need one. If you need a visa to study at the HFG, the student visa should be requested as early as possible from your local German consulate. The visa can be extended in Germany after enrollment.

ADVICE

A tourist visa will not be accepted!

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

INFORMATION

www.auswaertiges-amt.de



ARRIVAL

ORGANIZATIONAL

THE FIRST DAYS

Pick up on arrival, depending on the individual agreement with your Buddy. Maps are available at city infopoints in Offenbach and Frankfurt.

ORIENTATION & INTRODUCTION

A two-week programme of practical information sessions and fun social activities is offered to all international students to welcome and introduce them to the University and create opportunities to make new friends before classes start. Events include visit to attractions in the region, a welcome party, meeting with the Professors.

MOBILE PHONE

To make communication easy it is useful to buy a simcard from a german cellphone company. Most companies offer prepaid cards that can be bought from phoneshops or supermarkets.

AUTHORITIES

It is important to complete all the administrative procedures during the first few days. If you follow the order from I-V you will prevent chaos.

ORGANIZATIONAL I

REGISTRATION OFFICE

The student has to register at the local registration office within one week of arriving. Before leaving to live somewhere else the student has to unregister at the same office.

„BÜRGERBÜRO“ OFFENBACH

Herrnstraße 61
63065 Offenbach am Main
Phone: +49 (0)69/806 542 19

OPENING TIMES

Mon., Tues., Wed., Fri. 8 am - 1 pm
Thurs. 3 pm - 8 pm
Closed Sat. + Sun.

„BÜRGERAMT“FFM

Zeil 3
60313 Frankfurt am Main
Phone: +49 (0)69/ 115

OPENING TIMES

Mon., 9 am - 5 pm
Tues., Wed., Fri. 7.30 am - 1 pm
Thurs. 10 am - 6 pm



FOR THE REGISTRATION OFFICE

YOU NEED

- Passport
- Registration address
- Letter of Admission from 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 for help.



ARRIVAL

ORGANIZATIONAL II

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
- Certificate of registration
- Letter of Admission from HfG

TO HAND IN LATER

Certificate of enrollment



SEMESTER FEE

The exact amount and the bank details are written on the HfG Letter of Admission. Either transfer the money or pay cash when you arrive at HfG.

ADVICE

If you stay for two semesters you will need to register in due time before the second semester starts. Please transfer the semester fee in a timely fashion.

ORGANIZATIONAL III

HEALTH INSURANCE

You cannot enroll at a German university without health insurance.

Students without a European Health Insurance Card (EHIC) need to take out an insurance policy.

Inexpensive compulsory student insurance policies are available from a health insurance close to HfG.

YOU NEED

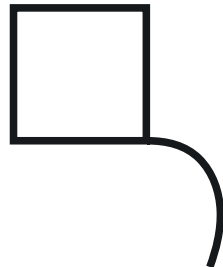
- Passport
- Your bank account data
- Letter of Admission from HfG

TO HAND IN LATER

Certificate of enrollment

ADVICE

Make a copy of the certificate that proves you have valid health insurance. You will need the copy to enroll at HfG and for the the immigration office in Offenbach or Frankfurt.



ARRIVAL

ORGANIZATIONAL IV

ENROLLMENT

In the Students Admission Office

Mon. - Thurs. 9.30 am till noon

During the Semester also

Wed. 1.30 - 3 pm

YOU NEED

- Passport
- HfG Letter of Admission
- 2 passport photos
- Proof of health insurance/EHIC
- College admission (copy)
- Semester fee (or a proof that the fee has been paid)
- APS Certificate (for chinese students)

COURSES

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

You might have to sign a list on the first day of the course to be allowed to take part.

STUDY PLAN

www.hfg-offenbach.de/en/pages/university-calendar



ORGANIZATIONAL V

IMMIGRATION OFFICE

Students from outside the European Union need to register at the Aliens Office, the "Ausländeramt" in order to renew their student visa. This must take place at the at the Aliens Office of the city where the student is registered.

OFFICE OFFENBACH

Ausländeramt

Berliner Strasse 60

63065 Offenbach

Phone: +49 (0)69/806 534 11

OFFICE FRANKFURT

Ausländerbehörde/Ordnungsamt

Rebstocker Strasse 4

60326 Frankfurt am Main

Phone: +49 (0)69/212 424 85

YOU NEED

- Passport
- Certificate of enrollment from HfG
- Proof of registration at the Registration office – see *Organisational I*

ADVICE

You might have to pay a fee.





INTERNET AND KEYS

INTERNET

The WLAN systems offers free Internet access in most HfG buildings. In order to get access to the “HfG-HotSpot” you need to create your own password.

Your username (Zugangsname) is your matriculation number (Matrikelnummer) which you can find on your student ticket. It consists of 4 digits, e.g.: 9987.

Your password is created as follows:

The first 2 letters of your first name
+ your matriculation number
+ the first 2 letters of your surname
+ the first 2 letters of your first name
+ your birth year

Example:

First name: Émile / Surname: Sornin /

Matr. no: 9987 /Birth year: 1992

Username (Zugangsname): 9987

Passwort: Em9987SoEm1992

Please keep in mind that the password is upper and lower case sensitive and that é or ó are transformed into e or o.

KEYS

Every student has the option to get a key to enter the university to work on their semester project.

The Facility Manager has the form you need to apply for a key. The facility Management Office is located at Room 21.



IN OFFENBACH



STUDENT LIFE

INFORMATION

Current courses, opening times and semester dates.



NEWSLETTER

You should register for the HfG newsletter in order to be up to date with what is going on inside and outside HfG.

www.hfg-offenbach.de/de/pages/newsletter

NEWS AND EVENTS

On some evenings you can attend talks at HfG, that expands your regular courses. For further information visit the HfG website.

www.hfg-offenbach.de/en#calendar

You can find announcements for most of the events on Facebook:

www.facebook.com/HfG.Offenbach/

For exchange students we have our own Facebook website:

www.facebook.com/groups/513111718783274/?fref=nf

Also check Twitter:

twitter.com/hfg_offenbach?lang=de

and Vimeo:

vimeo.com/hfg to stay up-to-date

KAPELLE

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

www.facebook.com/HfG.Kapelle/

SPORTS

There is a growing group of sports enthusiasts who organize a sports program for students at HfG. For further information check our website:

www.hfg-offenbach.de/de/pages/sport

BUDDY PROGRAM

Groups of current HfG students are assigned Buddies who help welcome new students, show them around their new city, organize informal social activities and help with practical questions throughout the semester.





EAT AND COUNSELLING

CAFETERIA

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

OPENING TIMES

Monday - Friday

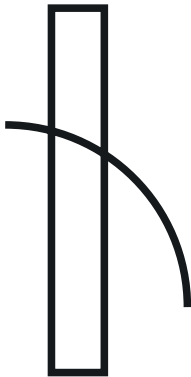
Breakfast: 08.30 am - 11.30 am

Lunch: 11.30 am - 4.30 pm

COUNSELLING

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

www.hfg-offenbach.de/de/pages/psychotherapeutische-beratung



OTHER FACILITIES

WORKSHOPS

HfG offers several workshops and labs where students can work and explore: CNC-modeling, Modeling and derived timber products, Photo studio, PC-Lab, Digital Publishing, Book binding, Screen Printing, Prepress and Industrial Printing and much more.

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

LIBRARY

The library is on the 3rd floor of the main building. Every student can borrow media for free as long as the items are returned on time. The artistic and academic stocks consist of over 40,000 media units including monographs, videos and DVDs as well as 70 magazine subscriptions - the library's collection can be searched using OPAC on the HfG website.

www.hfg-offenbach.de/de/pages/bibliothek



BEFORE LEAVING OFFENBACH

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
- Club memberships
- Phone contracts
- All other contracts

BEFORE LEAVING HFG

CREDITS

The International Office can provide you with a list of all the course you attended during 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 and the international office.

KEYS & BOOKS

You need to return every book, key and key card you have. Receipt of these articles must be confirmed on a form you can obtain from the Students Admission Office.

ERASMUS

ERASMUS students need to talk to the International Office to get their Certificate of Departure. The Certificate of Departure has to be handed to the partner university.

