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Dear Guest Students,

welcome to Kaiserslautern University of Applied Sciences! To us, you are a valuable member of our university, and we are convinced that you will enrich both our courses and the student body by adding new ideas, and an international focus.

We hope you will get the best out of your stay, and gain practical and useful skills that will not only prepare you for a challenging and constantly changing employment market, but also for a successful future.

We are happy that you chose HS Kaiserslautern for your studies abroad.

I wish you a valuable and precious time.

Daniela Fleuren
Head of International Office
Registration

EU students who intend to study in Germany for more than 3 months are required to register within 1 week after their arrival at the municipal.

Non-EU students must apply for a visa at the German Consulate in their home country in advance. You should register at the administration offices in the following order:

- Health Insurance
- Registration at Hochschule Kaiserslautern
- Open a bank account
- City Registration Centre (Bürgercenter). In order to register there, you need a confirmation from your landlord through a registration form (available at the International Office). Please take your passport/ID card with you:

  » http://kaiserslautern.de/buerger_rathaus POLITIK/stadtverwaltung/

- Foreigner’s Registration Office (Ausländerbehörde) (competent authority for foreign citizens to issue a residence permit). Appointments generally take more than just a couple of days. So get your appointment as soon as possible:

  » http://www.auslaenderaemter.de/plz0e.php

Your residence permit is always coupled to the study programme in which you were registered at the time of approval. If you change your study programme without consulting the Ausländerbehörde beforehand, you AUTOMATICALLY lose your residence permit, and you will have to return to your country and wait some time before you can enter the Federal Republic of Germany again!
Academic Calendar

The German Academic Year is divided into two semesters. The winter semester (WS) runs from September 1st till February 28th, and the summer semester (SoSe) from March 1st till August 31st. For the exact lecture time see:

» https://www.hs-kl.de/studium/studierende/semestertermine

Please note that some classes may have different starting dates. Please inform yourself on the respective homepages.

Computer Account

As soon as you have registered at HS Kaiserslautern, the computer centre (Rechenzentrum) automatically generates an account for you. You will receive your login and password within your first week at HS Kaiserslautern in the computer centre. Your student guide will accompany you. If there are any problems with your account, please contact the Rechenzentrum.

With your account you can use any computer for students on campus. The computers are equipped with all office programmes, several specialized programmes, and are linked to the internet. Wireless network is available at all campuses. There are several IT-rooms where you can use both the computers and the printers if needed.

» https://www.hs-kl.de/hochschule/servicestellen/rechenzentrum/

Student Organizations

For everything concerning student matters, you can address the different Fachschaften (questions concerning respective fields of study) or AStA (student support in general). Both are student organizations and will provide you with helpful information.

» http://www.asta-hs-kl.de/
Students’ Service Union
(Studierendenwerk)

The Studierendenwerk is a public institution that offers services in a diverse range of fields such as

- University catering in refectory and cafeterias
- Construction and management of residence halls
- Childcare in nurseries
- Psychological counselling
- Legal & Financial advice
- Promotion of cultural activities
- Other services (e.g. removal van rental, etc.)
- With your Student ID card you can use all services of the Studierendenwerk

All students are automatically and obligatory members of the Studierendenwerk.
For more information, please follow the link below:

» http://www.studierendenwerk-kaiserslautern.de/

Admission/Enrolment Office
(Studierendensekretariat)

The Studierendensekretariat is responsible for all student matters concerning application, enrolment, etc.

» https://www.hs-kl.de/hochschule/dezernate/dezernat-fuer-studien-und-pruefungsangelegenheiten/
Examination Office
(Prüfungsamt)

The Prüfungsamt is responsible for all student matters concerning examinations.

» https://www.hs-kl.de/hochschule/dezernate/dezernat-fuer-studien-und-pruefungsangelegenheiten/

International Office

The International Office is responsible for international student matters and is always happy to support you. Furthermore, it offers several events and seminars, both for international and local students such as:

• Welcome/Farewell BBQ
• Introduction week
• International Stammtisch (get-together on a monthly basis)
• Intercultural seminars
• Christmas dinner
• Trips/visits to local places of cultural/historical importance

Library

The Hochschule has a library in Kaiserslautern at campus Kammgarn, one library in Zweibrücken, and another one in Pirmasens.

» https://www.hs-kl.de/hochschule/servicestellen/bibliothek/
# Helpful Phone Numbers

## University of Applied Sciences

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Office KL</td>
<td>(0631) 3724-2133, -2175</td>
</tr>
<tr>
<td>International Office ZW</td>
<td>(0631) 3724-5517, -5576</td>
</tr>
<tr>
<td>Admission/Enrolment Office KL</td>
<td>(0631) 3724-2112, -2114</td>
</tr>
<tr>
<td>Admission/Enrolment Office ZW</td>
<td>(0631) 3724-5172, -5174</td>
</tr>
<tr>
<td>Admission/Enrolment Office PS</td>
<td>(0631) 3724-7010</td>
</tr>
</tbody>
</table>

## General

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>110</td>
</tr>
<tr>
<td>Fire Department</td>
<td>112</td>
</tr>
<tr>
<td>Medical on-call duty</td>
<td>116 117</td>
</tr>
<tr>
<td>Poisoning Emergency</td>
<td>(0631) 19 24 0</td>
</tr>
<tr>
<td>Blocking cash-cards</td>
<td>116 116</td>
</tr>
<tr>
<td>Taxi Kaiserslautern</td>
<td>(0631) 31 11 11 1</td>
</tr>
<tr>
<td></td>
<td>(0631) 36 67 77</td>
</tr>
<tr>
<td>Foreign Registration Office KL</td>
<td>(0631) 365 - 2245</td>
</tr>
<tr>
<td>Foreign Registration Office ZW</td>
<td>(06332) 871 351</td>
</tr>
<tr>
<td>Foreign Registration Office PS</td>
<td>(06331) 842 905</td>
</tr>
</tbody>
</table>
Information about Kaiserslautern

For information about Kaiserslautern, activities, events etc. you may follow the link below:

» http://www.kaiserslautern.de/tourismus_freizeit_kultur/tourismus

Public Transportation for Students in KL

The Kaiserslautern student ID card (Studierendenausweis) includes the VRN-Semesterticket, which allows you to use most buses and trains in the huge area (also shown on page 11) for free. For more detailed information about timetables etc. follow the links below:

» http://www.vrn.de
» http://www.bahn.de

Notice that the Studierendenausweis is only valid as a ticket together with your identity card (Personalausweis/Reisepass).

During the weekend, there is also the Kaiserslautern night bus (Nachtbus). For more information see:

» http://www.swk-kl.de

Information about Zweibrücken

For information about Zweibrücken, activities, events etc. you may follow the link below:

» https://www.zweibruecken.de/sv_zweibrücken/de/Tourismus
Public Transportation for Students in ZW

Due to a student resolution, there is no semester ticket in Zweibrücken. However, for more detailed information about public transportation, follow the links below:

» http://www.stadtbus-zw.de/
» http://www.vrn.de/
» http://www.vgs-online.de/

Information about Pirmasens

For more information about Pirmasens, activities, events etc. you may follow the link below:

» http://www.pirmasens.de/dante-cms/DE/21067/Tourismus.html

Public Transportation for Students in PS

The Pirmasens student ID card (Studierendenausweis) includes the VRN-Semesterticket, which allows you to use most buses and trains in the huge area (also shown on page 11) for free. For more detailed information about timetables etc. follow the links below:

» http://www.stadtbus-pirmasens.de
» http://www.vrn.de/
» http://www.bahn.de

Notice that the Studierendenausweis is only valid as a ticket together with your identity card (Personalausweis/Reisepass).
Teilweise Anerkennung des VRN-Tarifs

A Der Saarländische Verkehrsverbund (saarW)
B Rhein-Nahe Nahverkehrsverbund (RNN)
C Rhein-Main-Verkehrsverbund (RMV)
D Verkehrsgemeinschaft am Bayerischen Untermain (VAB)
E Verkehrsunternehmens-Verbund Mainfranken (WM)
F Heilbronner-Hohenloher-Haller Nahverkehr (HNV)
G Karlsruher Verkehrsverbund (KVV)
Bank

For extended stays in Germany it might be more convenient to open a bank account at a local bank. Have in mind, that most banks have special offers for students.

Business Hours

Business hours can vary depending on the different store types. Most supermarkets are open from 8am to 8pm, whereas banks, smaller businesses, and public institutions are more likely to be opened between 9am and 4pm. Notice, that some stores and institutions are closed during lunch time.

Doctor

In case of illness, you can see the doctor of your choice. If you should need a doctor during the weekend, you can always try the medical on-call duty or go directly to the hospital.

Driving a Car

For driving a car in Germany you need an international/EU driving licence.
Electricity

Single-phase voltage (volts): 230V  Frequency (hertz): 50Hz  Plug type: C/F

GEZ- Broadcasting fees

In Germany, everybody (with some exceptions) has to pay broadcasting fees. Since the penalty fees for not doing so can be extremely high, you should definitely inform yourself about the procedure.

» http://www.rundfunkbeitrag.de/welcome/index_ger.html

Insurance

For EU-students, payment is guaranteed with the health care certificate you receive from the national insurance scheme in your home country. Non-EU students should ask their national insurance back home before coming to Germany. For more detailed information about the German Health Insurance System check the following link:

» https://www.krankenkassenzentrale.de/wiki/international#

The local health insurance office to be contacted is AOK Health Insurance Kaiserslautern, 0631 3637-0.

» https://aok-on.de/studierende/foreign-students-information.html

Please remember to pay your health insurance monthly.
Recycling

In Germany, the garbage has to be separated as follows:

**Paper**: collected in a blue container

**Plastic and packaging with the Green Recycle Point**: collected in a yellow plastic sack (Der Gelbe Sack)

**Organic waste (fruits, vegetables, plants, etc.)**: collected in a brown container

**Bottles**: For some bottles you pay a deposit you’ll get back when returning the bottles to the shop (see Pfandflasche written on bottle)

**Glass**: has to be taken to a glass container

**Batteries**: are collected at supermarkets

**All the rest**: collected in a grey bin or green container.

The containers are provided by the city, whereas the grey and yellow sacks have to be picked up at the City Registration Centre (Bürgercenter). It’s recommendable to ask your fellow students about the procedure.
### Useful Expressions/Vocabulary

<table>
<thead>
<tr>
<th>German</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ja</td>
<td>Yes</td>
</tr>
<tr>
<td>Nein</td>
<td>No</td>
</tr>
<tr>
<td>Danke</td>
<td>Thank you</td>
</tr>
<tr>
<td>Gerne</td>
<td>You’re welcome.</td>
</tr>
<tr>
<td>Bitte</td>
<td>Please</td>
</tr>
<tr>
<td>Entschuldigung</td>
<td>Excuse me.</td>
</tr>
<tr>
<td>Hallo / Hi</td>
<td>Hello / Hi</td>
</tr>
<tr>
<td>Guten Morgen</td>
<td>Good morning</td>
</tr>
<tr>
<td>Guten Tag</td>
<td>Hello</td>
</tr>
<tr>
<td>Guten Abend</td>
<td>Good evening.</td>
</tr>
<tr>
<td>Ich heiße...</td>
<td>My name is...</td>
</tr>
<tr>
<td>Wie heißt du?</td>
<td>What’s your name?</td>
</tr>
<tr>
<td>Wie geht’s?</td>
<td>How are you?</td>
</tr>
<tr>
<td>Es geht mir sehr gut, danke.</td>
<td>Very well, thank you.</td>
</tr>
<tr>
<td>Wo ist...?</td>
<td>Where is...?</td>
</tr>
<tr>
<td>In der Nähe von...</td>
<td>It’s near....</td>
</tr>
<tr>
<td>Wie weit ist es bis?</td>
<td>How far is it to...?</td>
</tr>
<tr>
<td>Toilette</td>
<td>Rest rooms</td>
</tr>
<tr>
<td>Apotheke</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Zug</td>
<td>Train</td>
</tr>
<tr>
<td>Bahnhof</td>
<td>Train Station</td>
</tr>
<tr>
<td>Bus</td>
<td>Bus</td>
</tr>
<tr>
<td>Krankenhaus</td>
<td>Hospital</td>
</tr>
<tr>
<td>Können Sie mir helfen?</td>
<td>Could you help me?</td>
</tr>
<tr>
<td>Ich suche...</td>
<td>I am looking for...</td>
</tr>
<tr>
<td>Fährt dieser Bus/Zug nach...?</td>
<td>Does this bus/train go to...?</td>
</tr>
<tr>
<td>Wie viel kostet es?</td>
<td>How much is it?</td>
</tr>
<tr>
<td>Supermarkt</td>
<td>Supermarket</td>
</tr>
<tr>
<td>Arzt</td>
<td>Doctor</td>
</tr>
<tr>
<td>Hochschule</td>
<td>University of Applied Sciences</td>
</tr>
</tbody>
</table>
HS/University Organization


Kaiserslautern – Campus Morlauterer Straße

Campus Zweibrücken
Business Administration, Computer Sciences/Microsystems Technology

Kaiserslautern – Campus Kammgarn
Building & Design, Engineering

Campus Pirmasens
Applied Logistics and Polymer Sciences

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Contact

Main Postal Address:
P.O. Box 1571, 67604 Kaiserslautern

Website Address:
www.hs-kl.de

Campus-Adresses:

- Kaiserslautern - Campus Morlauterer Straße
  Morlauterer Str. 31, 67657 Kaiserslautern

- Kaiserslautern - Campus Kammgarn
  Schoenstr. 11, 67659 Kaiserslautern

- Zweibrücken
  Amerikastr. 1, 66482 Zweibrücken

- Pirmasens
  Carl-Schurz-Str. 10-16, 66953 Pirmasens

August 2018

International Office
Schoenstr. 11
67659 Kaiserslautern

international@hs-kl.de

https://www.hs-kl.de/en/international/international-office

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