

***Moin* and come in!**

# **Guide for Incoming Students**

**Updated**

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## 1 Introduction

Studying is an important and exciting phase of your life. It is even more thrilling to experience university life in a country far away from home. We at the West Coast University of Applied Sciences (Westcoast UAS, Fachhochschule Westküste, FH Westküste) want to help you make your time in Heide at the North Sea Coast of Schleswig-Holstein a beautiful and enriching experience.

For this reason, we have gathered the basics of organizing your trip in this guide so you don't have to worry too much in the run-up. Please read the following chapters thoroughly and begin to plan your stay with us early. This will help you to have an easy start and an enjoyable time.

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We at the Interational Office are your contact persons in case of questions or difficulties and we are looking forward to your arrival.

*Moin* and come in!

The Team of the International Office

## 2 University Application

The International Office cordially welcomes all Incoming students to the West Coast University of Applied Sciences (FH Westküste).

*Expanding horizons* is our motto and we invite you to do so at one of our two faculties: The Faculty of Business Studies (Fachbereich Wirtschaft) and the Faculty of Technology (Fachbereich Technik). We are not just providing excellent theoretical

education but also want to prepare our students for the job market. Therefore, we have a strong network with regional economic partners and we also engage all of our students to take internships to gain experience.

As a young and innovative university, we're seeking to become more and more international and we are open to everyone who wants to become a part of our progress.

### 2.1 Application for a degree program at the Westcoast UAS

Before applying for a degree program at the Westcoast UAS, you should be sure that you have sufficient language skills. Even if you decide to apply for a Master's program taught in English, at least some basic German is very helpful to get to know the people and the culture.

During the application periods, you can apply via our application portal. Please read the texts and instructions carefully,

verify the completeness of the documents and sign the form. You are responsible for the details during entry and therefore we



**Application deadlines**  
Winter semester: April 30th – July 15th  
Summer Semester: December 15th – January 15th

Certified copies of your application documents have to arrive by post at our university on the day of the deadline at the latest!



ask you to be careful. Incomplete applications have to be rejected and intentional false statements can lead to a withdrawal of your acceptance.

## 2.1.1 Application Requirements

### 2.1.1.1 General requirements

In order to be allowed to study in Germany, you need a *Hochschulzugangsberechtigung* (HZB). This is the university entrance qualification, usually the school leaving certificate. In Germany, the HZB can be received with *Abitur* or *Fachhochschulreife*. If you want to check whether your school leaving certificate enables you to study in Germany, you can visit [https://bit.ly/fhw\\_anabin](https://bit.ly/fhw_anabin) and click *Suchen* to check your home country.

If you are allowed to study in Germany, you can apply for our degree programs through our online application portal at [https://bit.ly/fhw\\_application](https://bit.ly/fhw_application). You need to


Applications for the first semester in all of our Bachelor's programs can only be submitted for the winter semester.

For our Master's programs, please refer to the individual website of the program.

submit the documents requested during your online application. Those include, depending on the study program, at least:

- Copy of your passport page(s) including name and photo
- School leaving certificate giving you the right to study in the country in which it was issued, including a list of subjects and marks
- Curriculum vitae with a list of previous trainings (tabular form)
- Certificate of university entrance examination (including a list of marks) or matriculation receipt of a university, if applicable OR/AND
- University report with transcript, if applicable OR/AND



- 
- Certificate of passed assessment test, so called *Feststellungsprüfung*, including a list of grades, if applicable

#### For applicants from China and Vietnam

- certificates for examination at the so-called *Akademische Prüfstelle*. Please send one original (no copy) of the result with your application documents to the West Coast University of Applied Sciences, Germany. When you receive your acceptance letter, you need to apply for your visa at the APS (China) or the German embassy (Vietnam)

If your check at anabin tells you that your school leaving certificate only gives you access to a preparatory college (*Studienkolleg*), you can go there and take the *Feststellungsprüfung*, an exam which enables you to study in Germany. You can find more information on *Studienkollegs* at <https://studienkollegs.de/home.html>. The

*Studienkolleg* closest to our university is in Kiel:

#### **Studienkolleg**

FH Kiel

Heikendorfer Weg 93

D-24149 Kiel

Tel.: +49 (0)431 2104-830

Fax: +49 (0)431 2104-831

If you are interested in a specific degree program at our university, we can pre-check your documents and tell you if they are sufficient for an application.

If you are more GENERALLY interested in studying in Germany, you can show your certificate to the Ministry of Education (*Kultusministerium*) of one of Germany's 16 federal states for a general examination. You would in this case, by the payment of a fee, receive an examination certificate which proves the equivalence with a German *Abitur* or *Fachhochschulreife*.

For more information, please take into consideration the following web pages for international applicants:

<https://bit.ly/fhw-international-applicants>

If you are a refugee, please also check this information:

<https://bit.ly/fhw-refugee>

We will only accept complete applications! Please send us copies of the above mentioned documents with German or English translation in case the documents' language is different.

#### 2.1.1.2 Language requirements for German degree programs

The following degree programs require a proof of German language skills:

#### Bachelor

- B.A. Business Administration (BWL)
- B.A. Business Administration – Trial Model (BWL-TM)
- B.Sc. Electronics / Information Technology (E/I)
- B.A. Real Estate Business Studies (REBS)
- B.A. International Tourism Management (ITM)
- B.Sc. Management and Technology (MuT)
- B.Eng. Green Building Systems (GBS)
- B.A. Business Psychology (WiPsy)
- LL.B. Economics and Law (WiR)



## Master

- 
- M.Sc. Automation Technology (AT)
  - M.Sc. Industrial Engineering – Digital Business Administration (WDW)
  - M.Sc. Green Energy (GE)
  - M.Sc. Microelectronic Systems (MeS)
  - M.A. International Tourism Management (ITM) – starting in the winter semester
  - M.A. Business Psychology (WiPsy)
  - M.A. Business Studies, Media & Psychology (WMP), extra-occupational, online

On the following website, you can find a list with the language certificates that are approved by the Westcoast UAS:

<https://bit.ly/fhw-international-applicants>

Please enclose one of the mentioned certificates in your application.

### 2.1.1.3 Language requirements for English taught degree programs

For the English taught branch of the **International Tourism Management M.A.** program, which is starting every summer semester, proof of your English language skills is needed. If you are interested in this degree program, please attach a copy of an English language certificate approved by the Westcoast UAS and corresponding to the B2-level of the Common European Framework of Reference for Languages (CEFR) to your application.

You can find more details about the application requirements and a list of accepted English certificates for the ITM M.A. at <https://bit.ly/fhw-itm-eng>.

If you have specific questions regarding the program, you can contact the ITM-office at [itm@fh-westkueste.de](mailto:itm@fh-westkueste.de).



## 2.2 Application for an exchange semester at the Westcoast UAS

### 2.2.1 Students of partner universities

If you want to spend a semester at our university as an exchange student and come from one of our partner institutions, you only need to take a few easy steps:

In the first step, the ERASMUS+ Office or International Office at your home institution nominates you to the Westcoast UAS. You should inform yourself about the application procedure at your university as early as possible. After having received your nomination, we will send you our

application form and guide you through the next steps at our institution. Those steps include you giving us detailed information on your stay dates, degree program and qualification as well as us providing you with everything you need to know about your semester in Heide.

Once you have sent us your completed application documents as the final step, you will receive a registration letter and further information on your enrolment from us.

### 2.2.2 Students of non-partner universities

Students applying from universities without a bilateral agreement with the Westcoast UAS are of course also welcome as exchange students. However, the way is a bit different. Those students would have to contact us directly. They also have to fulfil

the same requirements as degree-seeking students including the language requirements.

(See section **2.1 Application for a degree program at the Westcoast UAS**)

## 2.3 Prepare your stay

### 2.3.1 Formalities

#### 2.3.1.1 Visa

Please gather information at the German Embassy in your country on whether you will need a visa for your stay in the Federal Republic of Germany during your studies and which formalities are required. By doing this at an early stage of your application, you will be able to have the documents of your visa application ready once you receive your admission approval from the Westcoast UAS. In countries with a high demand for visa, waiting times for an appointment can be up to several months. **Therefore, it is important to make that appointment at the German Embassy or Consulate before you receive your acceptance letter.**

Please do **not travel to Germany with an invalid or tourist visa**, because these can neither be extended nor changed to another resident permit once you are in the country!

If you think about working part time during your stay at the Westcoast UAS, please ask for information about your rights and obligations at the German Embassy or read their website. Working in the Federal Republic of Germany without a working permit is considered a criminal offence!

#### 2.3.1.2 Accommodation

The most popular accommodation during studies is a room in the student dormitory. The modern and attractive residential

complex is located right next to the campus. Many rooms are furnished, the internet connection is included in the rent and students are able to get in touch with their peers quickly.

The residents usually share the kitchen and the bathroom, but for sleeping or studying they can close the door to their room.

For a room in the student dormitories, please apply directly via the online portal of the Studentenwerk of Schleswig-Holstein at [bit.ly/fhw-living](https://bit.ly/fhw-living). Applying as soon as possible is recommended, as the rooms are very popular.

In addition to the dormitories, there are also private flatshare possibilities in Heide or the surrounding area. Some students also live alone. You can find private offers for apartments at the housing market on our website: [bit.ly/fhw-apartments](https://bit.ly/fhw-apartments). However, most apartments in Germany are rented unfurnished. We therefore recommend the dormitory option to our interna-

tional students. The International Office is always happy to provide further information about locations and to give tips for finding suitable student accommodation.

**Please don't come to Heide before having organized a place to stay.** It is almost impossible to find a room within one day. Please inform your landlord or facility manager about your arrival date.

#### 2.3.1.3 Health Insurance

For the enrolment at the Westcoast UAS, a confirmation of your health insurance is required. Students of up to 30 years of age only have to pay the students fee with statutory health insurance companies. As those companies also have the best conditions and cover many more circumstances than private insurance companies, we highly recommend them.

As an EU citizen you have access to the European Health Insurance Card. With the

EHIC, your local health insurance company covers your stay in Germany. If you don't possess an EHIC, you have to request it from your local health insurance company before travelling to Germany. If you don't come from a EU country, you need to apply for a membership in a German statutory health insurance.

In case you understand German, you can find a complete list of available health insurances in our region at [bit.ly/health-insurance-list](https://bit.ly/health-insurance-list) and choose according to your preferences. For further information in English language, please go to [bit.ly/health-insurance-eng](https://bit.ly/health-insurance-eng).

The reason why you need a statutory health insurance:

1. Statutory health insurances have no fixed limit unlike most private insurances. Therefore, private insurances can only be

accepted as equivalent when they have an unlimited amount insured. Travel insurances are insufficient for enrolment.

2. When insured by private insurance companies, bills from hospitals etc. often have to be paid in advance. This means that students can receive very high bills and then need to apply at the insurance company for a refund of these costs. Furthermore, privately insured patients often get more expensive services (sometimes with no substantial advantage for the recovery of the patient in comparison to statutory insured patients).

If you are not sure whether your selected insurance is sufficient for enrolment you can send us scans of the insurance **before** you make a contract so that we can tell you if it is an accepted one or not.

### 2.3.2 Tuition fees

In Schleswig-Holstein, you currently do not have to pay any tuition fees. The only fee that you are required to pay is a semester contribution before the start of every semester. The semester contribution currently is € 75.00 (€ 63.00 for the Student

Union of Schleswig-Holstein and € 12.00 for the Student Union of the Westcoast UAS). This fee contributes to the canteen, student housing and for student counselling as well as leisure programs and sports for students. It is an administrative fee that benefits students.

### 2.3.3 Living expenses

The costs of living in and around Heide are rather low in comparison to big cities like Hamburg or Munich. You should not forget to calculate the costs for housing, university material, excursions, the nightlife and of course groceries. Getting around in the city is easiest by bicycle or by foot. Once you have accommodated to the daily life in Germany, 700 - 800 Euro per month should be sufficient.

One other expense you should be aware of is the *Rundfunkbeitrag* (television and radio license fee) which has to be paid by every household in Germany regardless of whether you have a radio or tv. It is a monthly fee which finances the public broadcasting companies. In certain cases you can file a petition to be exempted from payment. Further information and a description of possible exemptions are available at

[https://www.rundfunkbeitrag.de/welcome/englisch/index\\_ger.html](https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html).

### 2.3.4 Financing your studies

If you are already living in Germany, you might be entitled to BAföG, a financial aid for German students and students with an equal status. You can find more information about BAföG here:

<https://www.studentenwerk.sh/de/bafoeg>

(German)

If you come from a country outside of the European Union, you will have to finance your studies on your own. Under certain circumstances, you might be allowed to work part-time in Germany. Students from the EU, Iceland, Liechtenstein, Norway and Switzerland enjoy unrestricted access to the German labour market and have practically the same rights as German students. However, if they work more than 20 hours per week they must pay certain insurance contributions (just like German students).

For students from other countries, special legal regulations apply:

- International students from other countries are allowed to work 120 full days or 240 half days per year. They are not allowed to be self-employed or work as freelancers.

- Students who want to work more need permission from the *Agentur für Arbeit* (Federal Employment Agency) and the *Ausländerbehörde* (foreigners office). Whether they are given permission depends on the situation on the labour market: the chances are better in regions with low unemployment.

For further information regarding part-time jobs, these websites are very informative and helpful:

<https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/side-jobs/>

[https://www.study-in-germany.de/en/plan-your-stay/working-while-studying/part-time-job\\_71027.php](https://www.study-in-germany.de/en/plan-your-stay/working-while-studying/part-time-job_71027.php)

Moreover, you can apply for a scholarship. The database of the DAAD provides you with scholarship offers:

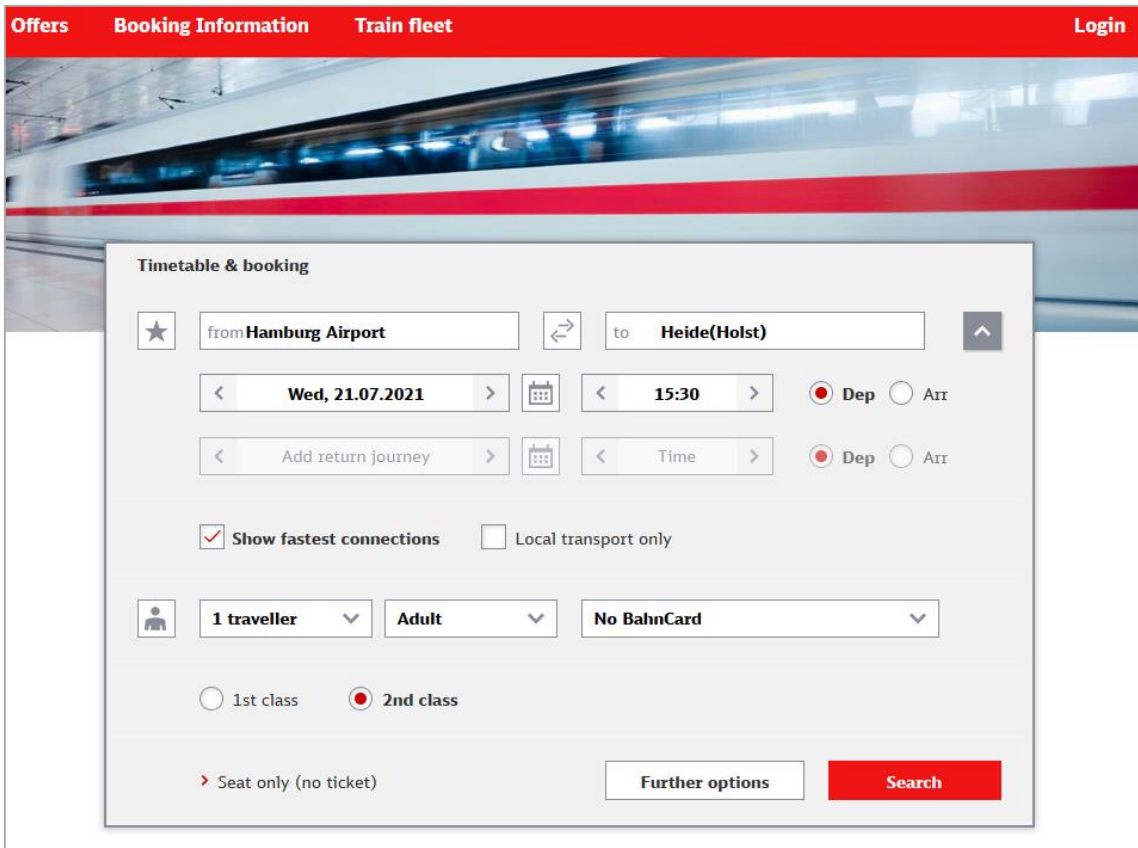
### 2.3.5 Travelling to Heide

The closest airport is Hamburg Fuhlsbüttel. The airport is directly connected to the rail network through the suburban line S1 (*S-Bahn*). You find the train connections to Hamburg Altona Station and further to Heide at <https://www.bahn.com/en#slc>. First you have to get to Hamburg Altona

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

The information is available in German and English. If you would like to apply for a scholarship, please do so in sufficient time. For most of the scholarships, you will have to apply from your home country before you travel to Germany. Some programs require one year or more of preparation time. More information at: <https://en.fh-westkueste.de/en/international/incoming-students/financing/>.

from the Airport. From there, you can enter the train to Westerland which stops in Heide. You can buy the tickets online. When searching for your connections, please type in „from: **Hamburg Airport**“ and „to **Heide (Holst)**“.



The screenshot shows a web interface for train booking. At the top, there is a red navigation bar with the following links: "Offers", "Booking Information", "Train fleet", and "Login". Below the navigation bar is a blurred image of a high-speed train. The main content area is a "Timetable & booking" form. The form includes the following fields and options:

- From: Hamburg Airport
- To: Heide(Holst)
- Date: Wed, 21.07.2021
- Time: 15:30
- Radio buttons for "Dep" (selected) and "Arr".
- Option to "Add return journey".
- Radio buttons for "Time".
- Checkboxes for "Show fastest connections" (checked) and "Local transport only".
- Dropdown menus for "1 traveller", "Adult", and "No BahnCard".
- Radio buttons for "1st class" and "2nd class" (selected).
- A link for "Seat only (no ticket)".
- Buttons for "Further options" and "Search".

You can also buy the tickets at DB-vending machines in the airport building or outside on the platform.

There are voluntary students in the Student Union (ASTa) who can manage to pick you up from the train station in Heide and help you to get to your apartment. There is

no guarantee that they will be available at the date you are arriving. To increase the chance that you are going to be picked up, you should inform us ([international@fh-westkueste.de](mailto:international@fh-westkueste.de)) about your exact arrival date at least three days before your arrival.



### 2.3.6 After your arrival

After moving into your apartment, you should attach your name to your letter box, so that your mail can reach you. **If you receive official mail and you don't understand it, please don't throw it away.** You should ask someone who speaks German well or come to our office as soon as possible. Ignoring official mail is not recommendable.

Mobile cards and internet access (not necessary in the student dorm near the campus, because included in rent) can be purchased in supermarkets, electronic stores (Expert, Media Markt) or providers' shops (Vodafone, O2 etc.). Compare the prices, some companies offer a tariff for students. If you get offered a contract and you are not sure if you understood the contents, ask someone who is fluent in German for help before you sign. **Signed contracts are legally binding in Germany**, as are internet purchases!

#### 2.3.6.1 Opening hours

Groceries and other daily purchases can be bought in numerous supermarkets in Heide. The opening hours can differ more or less from those in your home country. Usually, shops are open from Monday to Saturday. On weekdays, smaller shops often close at 6 pm, on Saturday at 1 or 4 pm. Bigger shops or supermarkets are open until 8 pm or also until 9 or 10 pm. On Sundays and legal holidays, all shops are closed. If you need to go to a public administration office or see a doctor on Wednesdays, you most probably need to go there in the morning because they are often closed in the afternoon. It is recommended to check the opening hours online before going. If you have an urgent health problem outside visiting hours, you can get medical treatment at the emergency room (*Notfallambulanz*) of the hospital. Surgery hours take place until 9 pm. You can get

more information on the website of the hospital („Westküstenklinikum“) at


<https://www.westkuestenklinikum.de/>

(German).

### 2.3.6.2 Recycling

We only have one planet and everyone can do their part to protect the environment. Recycling is an important part of that, which is why we take it very serious in Germany.

Returnable bottles can be given back at the same place where you bought them.

Bottles and cans with this  sign can be put into a machine with the same sign on it. With the receipt from the machine you can get your deposit (*Pfand*) back at the cash desk.

This image ([https://www.awd-online.de/fileadmin/media/PDF\\_s/plakat\\_dina3.pdf](https://www.awd-online.de/fileadmin/media/PDF_s/plakat_dina3.pdf)) explains how to separate the waste:



Abfallwirtschaft Dithmarschen  
Markt 68 · 25746 Heide  
Telefon (04 81) 85 50-0 · Telefax (04 81) 85 50-99 · [www.awd-online.de](http://www.awd-online.de)

... wer sonst!

### 3. First steps at the Westcoast University of Applied Sciences

The Student Union of the university (AStA) and the International Office are happy to assist you with your first steps as a student in Heide. Therefore, you should get into contact with the International Office after your arrival at the latest. You should take the following steps:

1. Payment of the semester fee (Semesterbeitrag)
2. Enrolment at the university
3. Registration for health insurance (see chapter 2.3.1.3)

4. Registration at town hall (Rathaus)
5. Registration at the foreigners office (Ausländerbehörde) of the administrative district „Kreis Dithmarschen“
6. Opening of a German bank account if necessary
7. Attendance of the introduction days of your study program to find out more about the courses you wish to attend

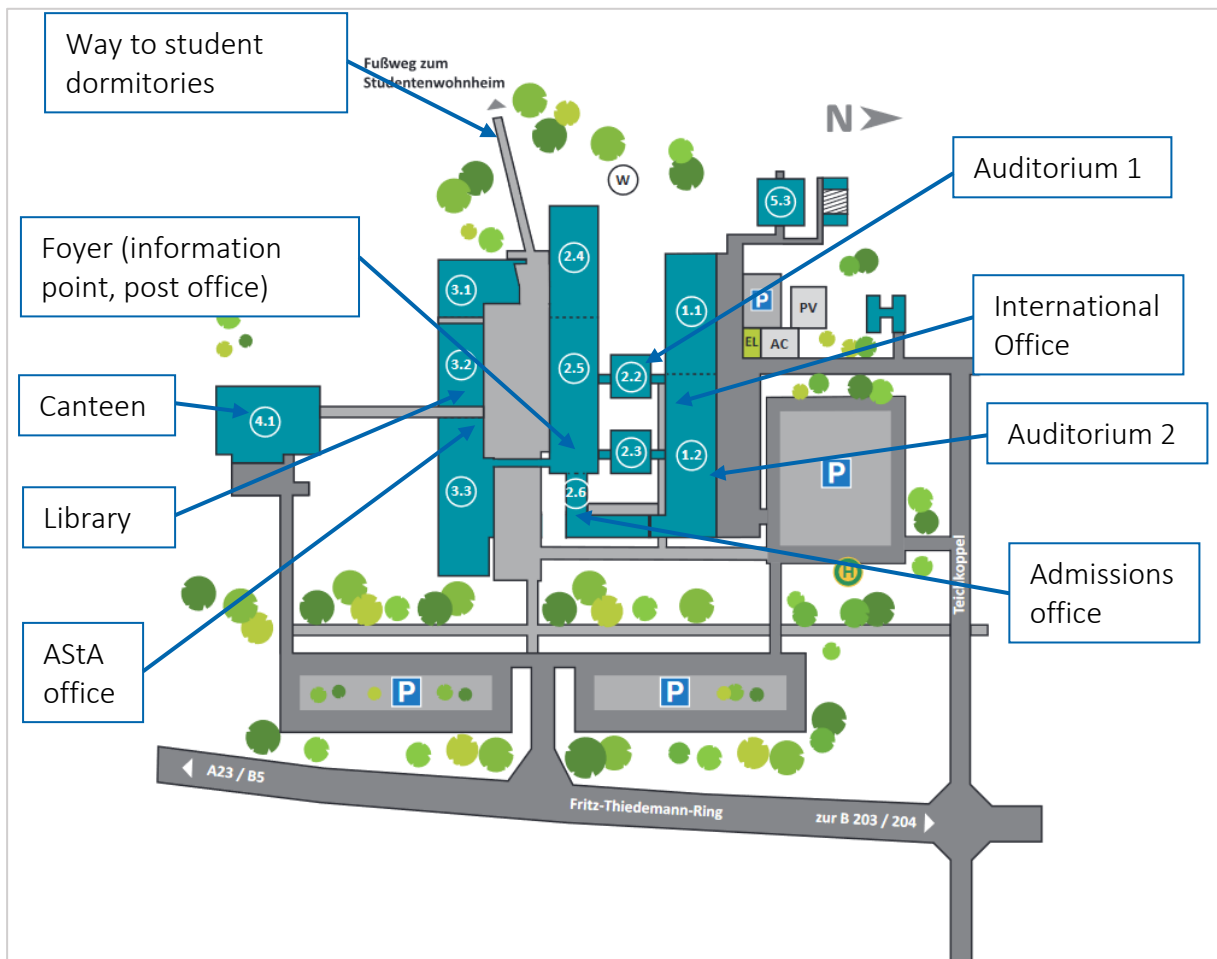


## 4. During your stay

### 4.1 Campus

The modern campus of Westcoast UAS is the center piece of university life and provides you with everything you need close

by. To find your way, you can consider the campus map.



If you have a laptop, tablet or smartphone, you can use the free wifi on campus. The access can be obtained from the IT service at the Westciast UAS. The office is in the bulding 3.3 on the first floor. Computers can be used in the library and the pc labs (*DV-Labore*). If you want to print some-

thing, you can use the printer in the computer labs. You just need to bring your own paper. Prepaid-cards for the photocopier in the library can be obtained in the ASTa office.

## 4.2 Student Services

The Student Union AStA provides many services for students. They also organize many leisure activities and sports for the students. You can learn more about the AStA and the services they offer on their homepage [www.asta-westkueste.de](http://www.asta-westkueste.de).

By having paid your semester fee you also have the possibility to take part in the AS-

tA's sports program at no charge. You can see the current offer at the AStA's office in your way to the canteen.

If you don't find anything suitable for you, there are also various sports clubs and fitness centres in and around Heide where you can become a member.

## 4.3 Moving house

If you move during your studies in Heide, it is important that you change your address in HIS and inform the town hall within one week after the move. You should also inform all organizations and authorities that

you are in contact with about your change of address (e.g. health insurance, doctors etc.).

## 4.4 In case of Emergency

If you need to go to the doctor or a clinic, you must take your health insurance card with you.

In case of personal problems like homesickness or grief, the International Office and the Studentenwerk are of course al-

ways willing to listen and lend a helping hand.

Even if we can't help you, we can name the relevant institution or contact to turn to. You shouldn't ignore these problems, but actively do something. We want you to study successfully at the Westcoast UAS and to have a wonderful time in Heide.

Phone numbers for emergencies (\*= works all over Germany):

Hospital	Phone: 0481 7850 Address: Esmarchstraße 50
Police	110*
Emergency call/ Fire brigade	112*
Emergency Medical Assistance Service (Ärztlicher Notdienst) →Please call this number in any cases that are <b>not life threatening</b> but <b>need urgent medical help</b> outside of opening hours	116 117*
Dental Emergency consultation	0481 6837 1755



## 5. After your stay

Once you have finished your studies at the Westcoast UAS, it is important that you arrange some steps before leaving.

To deregister properly from our university, you have to send an application for deregistration to the Admissions Office

(*Studienberatung/ Zulassung*). You can find the deregistration form here:

<https://bit.ly/fhw-deregistration>

As you need several signatures for your deregistration, please make sure that you deal with your exmatriculation within the

regular opening times. As soon as you hand in your completed form at the Admissions Office, you will be exmatriculated. Please note that only afterwards, your certificate or your transcript of records will be generated by the Examinations Office. If you have completed your degree studies at the Westcoast UAS, you will receive your certificate at the Examinations Office. In case you are not in Heide anymore and wish adelivery by post, please deposit the postage at the post office.

Exchange students will get their transcript of records sent by post to their home university in connection with the semester abroad. This can take up to six weeks.

## Final Remarks

We hope this guide will lead you well through all the organizational and administrative steps that you might encounter before and during your stay in Heide. If you have any additional questions, please feel free to contact the International Office via email or phone.

Before leaving Heide, you should sign off at the town hall (*Rathaus*). If you are moving to another city in Germany, you have to re-register at your new residence. In this case a sign off in Heide is not necessary. Through the sign off or the registration, other institutions like the foreigners office and the *Rundfunkbeitrag* (licence fee agency for general public access to radio and television) will learn that you don't live in Heide or Germany anymore. If you leave Germany, you should also cancel fee-based memberships like the health insurance or fitness clubs by a letter of dismissal in written form.

We also have a Moodle course called *International Office* that you can use to pose your questions to us or fellow students once you are enrolled at the Westcoast UAS.

We hope you will enjoy your stay with us!