

Guide for international applicants from ASUE, IBSU, INAI.kg and KAFU



Application process

! Please note the application deadline:

You will be enrolled at your home university (ASUE/IBSU/INAI.kg/KAFU) as well as at WHZ.

1. After you have applied for a place on the degree programme "Management in Computer Science" at your home university, your university will contact the WHZ International Office and initiate all further processes regarding your enrolment at WHZ. You do not need to do anything else.
2. After your documents have been processed, you will receive a letter of admission from us. Please find out from your home embassy if a scan of the letter of admission is sufficient or if an original is required.

TO DO's before
your arrival in
Zwickau



Visa process

! You need a visa that allows you to stay in Germany for the purposes of your studies.

1. You have already received an acceptance (admission) from the WHZ.

→ You need a visa for the study visit for study purposes. This is usually granted for a period of 3 months. Within these 3 months, you must apply for a residence approval at the Foreigners' Authority in Germany.

Please contact German embassy in your country as soon as possible after receiving your admission in order to get an appointment for the issuance of your visa.

2. You are still waiting for the letter of admission

→ You apply for a study applicant visa. It is valid for 3 months and helps you to fulfil the requirements for admission. If you are admitted to study during this time, you can apply for a residence permit for study purposes.

The visa office will charge you approx. €75.

Visa process

Documents usually required:

- valid passport
- Proof of health insurance
- Proof of sufficient financial resources
- Proof of previous academic achievements
- If available: Letter of admission from the university
- in the case of an applicant visa: a recognised university entrance qualification (your Bachelor's degree certificate)

Check the embassy's page to find out which documents are required for the visa application.

! It is important to apply for a visa early enough, even if you have not yet received confirmation of your place at university. You can apply for an applicant visa and convert it into a residence permit for studying in Germany. Please note: A tourist visa cannot be subsequently converted into a student visa. The processing time for a long-term study visa can be 6-12 weeks from the date of request. It is entirely your responsibility to submit the visa application to the Embassy on time.

Look for health insurance



Anyone who wants to study in Germany needs **health insurance cover**. For every applicant who wants to enrol, this means that they have to prove their insurance status to the university for enrolment.

You have 3 options to get insured:

1. public health insurance, costs ≈120€ per month

- Barmer ([online](#) application possible)
- Fintiba Plus (blocked account+insurance, online application)



We recommend that you take Fintiba Plus, as you can close a blocked account and get health insurance in one step from one provider.

2. private health insurance, costs ≈100€ per month + self-participation

Please note: If you will soon reach the age limit of 30 years or if you are older than 30 years, it is usually cheaper for you to take out private health insurance.

3. ask for private health insurance from your home country to be recognised in Germany

If you already have private health insurance in your home country, please contact them to find out whether it can be recognised in Germany.

* You will be covered by german health insurance for the whole period of your study, but you will only have to pay the fees during your actual stay in Germany.

Overview of the living costs in Zwickau



Zwickau - second lowest-cost study city in Germany

- Semester fee (incl. Saxony-wide travel ticket for 1 semester) ≈270€
- Study material ≈ 10€
- Rent for room/apartment per month (incl. utilities) ≈ 200-400€
- Health insurance per month ≈ 120 €
- Food, clothing per month ≈ 150€
- Telephone costs per month ≈ 10€

**approx. 600 €
per month**

Overview of the living costs in Zwickau

! With this background, before you come to Germany, you need proof of financing (already when applying for a visa). It is valid as security that you will be able to manage your study financially. From 1 January 2023, the **security balance** , which must be paid into the blocked account when you apply for a visa, is **11.208 € per year (for students currently 934 Euro per month)**.


You can demonstrate this amount as follows:

- income statements from parents
- security balance on a blocked account (we will explain to you how to open a blocked account)
- scholarship

[More information](#)

With a German blocked account you can prove that you are able to support yourself during your stay in Germany. The account will first be blocked until you arrive in Germany. Even after the account has been unblocked, there is a restriction: you can only dispose of a limited maximum amount per month.

Some German banks offer blocked accounts: Deutsche Bank, Commerzbank, Postbank, Volksbank etc. However, the way to open an account is a bit complicated. Instead, there are banks that offer the opening of a blocked account online.

 Fintiba offers both: blocked account and health insurance in one package “**Fintiba Plus**”. We recommend that you take it, as you can online close a blocked account and get health insurance in one step from one provider.

What are the required documents for opening an account?

→ To open your blocked account for Germany, you only need your valid passport. No certified documents or originals sent by post are required.

What does the blocked account for students cost?

→ The initial fee for the blocked account is € 89.00, followed by the monthly account maintenance fee of € 4.90. Payment of the monthly account maintenance fee of € 4.90 starts as soon as the money has been credited to your account.
In case you take Fintiba Plus (blocked account+ health insurance), there are no initial fees for the health insurance, only monthly co-payment of approx. 120 €).

What is the procedure for opening the blocked account by Fintiba?

1. Register at [Fintiba](#) (only blocked account) or [Fintiba Plus](#) (blocked account+health insurance). You will then receive access to an online platform where you can easily manage the details of your account opening.
2. Fill in all fields with your personal data and upload a scan of your valid passport (so your identity can be checked)
3. After the check, your blocked account will be opened. You will receive IBAN by email to which you must transfer the required amount. The money transfer may take a few days.
4. After the money has arrived on the blocked account, you will receive a notification by email, where you will find a reference to the successfully opened blocked account for your visa application.
5. After your arrival in Germany, a regular account must be opened at a local bank (e.g. Deutsche Bank, Sparkasse, Postbank, Commerzbank) so that the monthly money can be transferred regularly from your blocked account to your current account.

[More information about Fintiba Plus](#)

Look for accommodation



When you enrol at WHZ, you do not automatically receive accommodation. Depending on your financial possibilities, there are a few alternatives for students: place in a **student dormitory** ($\approx 200-270\text{€}$ per month + deposit 380€) or **room/apartment from a private provider** ($\approx 200-300\text{€}$ per month + deposit).

- Student dormitory (apply for a place in the dormitory [here](#))
- Private providers (for example [wg-gesucht](#))



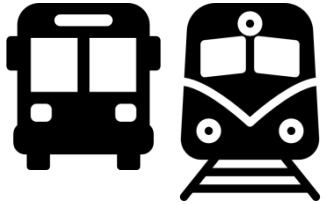
Due to the price, duration of your stay and available equipment, we recommend you the student dormitory.

Arrival information to Zwickau



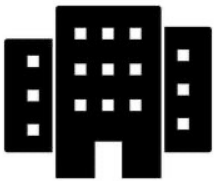
Airports near Zwickau:

- Leipzig (travel time \approx 1 h 45 min)
- Dresden (travel time \approx 2 hrs 15 min)
- Berlin Airport (travel time \approx 3 h 30 min)



From the airport to Zwickau:

- train [Deutsche Bahn](#)
- train [Vogtlandbahn](#)
- bus [FlixbusRegio](#)



Student dormitory and campus city centre: Innere Scheeberger Str. 23

Stop: city centre with tram line 3 or Vogtlandbahn

Student dormitory Eckersbach: Makarenkostr. 4 and 6

Stop: Eckersbach Mitte with tram line 3

Checklist before you go

Preparing an application

- what documents I need for the application and where I can get them.
- when I have to send the application.

Planning a trip

- how to travel to Germany and when to book the trip.
- how to get a visa.

Search for accommodation

- how I would like to live: in a student dormitory/ in a room in a shared flat/ in my own flat
- how I organise my search for a flat or how I apply for a place in a student dormitory
- where I can spend the first few nights if I don't have a room yet.

These papers and documents must be packed in your baggage:

- passport
- visa
- letter of admission from the university or confirmation of application
- proof of funding
- application documents
- birth certificate
- possibly: confirmation of health insurance, if it is recognised in Germany
- possibly: vaccination certificate (information on necessary vaccinations is available from the German missions abroad)

 We recommend you to take some cash in Euro (500 €) for your first payments.

First steps after your arrival in Zwickau



Step 1: Your Accommodation

➤ If you have your accommodation in a student dormitory:

Go to the dormitory and sign the original accommodation agreement. You will receive an accommodation provider letter (you will need this and the accommodation contract later for the local registration department) and pay the first rent.

Your contact person regarding the dormitory agreement and rent

Ms Nicole Rudolph

Innere Schneeberger Straße 23, 08056 Zwickau (Room: 115/1)

Phone: +49 375 27 10-520

E-mail: nicole.rudolph@swcz.de

Office hours: Tue, Thu: 09:30-11:30/ 12:30-15:30

Dormitory in Centre (near the main campus)

Mr Ulrich Roder (Housekeeper, has your room key)

Innere Schneeberger Straße 23, 08056 Zwickau (Room: Housekeeper's office)

Phone: +49 375 27 10-140

Mobile: +49 172 9435892

E-mail: ulrich.roder@swcz.de

Office hours: Mon to Thurs: 2:00 - 3:00 p.m.

Step 1: Your Accommodation

Dormitory in Eckersbach (near the campus Scheffelberg)

Mr Mike Neubert (Housekeeper, has your room key)

Makarenkostraße 4/6, 08066 Zwickau (Room: Housekeeper's office)

Phone: +49 375 27 10-556

Mobile: +49 172 94 35 894

E-mail: mike.neubert@swcz.de

Office hours: Mon to Thurs: 2:00 - 3:00 p.m.

➤ If you have chosen to stay in accommodation from a private provider:

Contact your contact person immediately after arrival in Germany to discuss further steps. Please ask him for an accommodation provider letter, which you must hand in when registering your place of residence.

Step 2: Get in touch with local foreigners department

! If your national visa is not long to cover the planned period of stay in Germany, please contact the local Foreigners' Authority. Visit the website of the Foreigners' Department or contact them by phone and ask if you need an appointment to submit your application. You can also ask for a list of the required documents and forms.

A - L (first letters of the family name)

Phone: 0375 4402-24170

E-mail: auslaender@landkreis-zwickau.de

M - Z (first letters of the family name)

Phone: 0375 4402-24168E-mail:

auslaender@landkreis-zwickau.de

Address: Werdauer Straße 62, 08056 Zwickau

Office hours: Tue 09:00-12:00/13:00-18:00

Thurs 09:00-12:00/13:00-15:00

The following documents are usually required from you: completed application for the a residence permit, biometric passport photo, passport, visa, health insurance cover, copy of the registration certificate, certificate of enrolment, proof of financial status.

You can find out more on the following page: [Link](#)

Step 3: Register your accommodation address

! After arrival you have **2 weeks** to register your accommodation address in Zwickau.

The following papers are required:

- Passport
- Registration form (you will receive this on the spot or download it [here](#))
- Visa
- Accommodation provider letter (you will receive this from the accommodation administration, the house keeper or your private provider when you move into the accommodation or download it [here](#)).

Registration is free of charge. You will receive a **registration letter**.

Address: Hauptmarkt 1, 08056 Zwickau

Phone: +49 375 830

Office hours: Mon and Wed 07:00 - 13:00

Tue and Thurs 08:00 - 18:00

Fri and Sat 08:00 - 13:00

[More information](#)

Step 4: Opening a bank account in Germany

➤ If you have chosen Fintiba

After your arrival in Germany, a regular account at a local bank (e.g. Deutsche Bank, Sparkasse, Postbank etc.) needs to be opened so that we can transfer your monthly sum from your blocked account to your current account regularly. Help and advice on where you can open this kind of account can be found in the 'Current Account' section of the Fintiba WebApp.

➤ If you have chosen another bank

To open a current account, the bank generally requires your passport, a completed form and, if necessary, proof of your studies and residence letter. Such an account is usually free of charge for students.

Step 5: Transfer the semester fee

! The semester fee is approx. 270€. This fee consists of the student services fee, semester ticket and student society fee. As soon as you have your bank account, transfer this fee as soon as possible. The university will require proof (printout of the transfer) from you. This only covers your stay at WHZ. This means that as soon as you go to one of the partner universities, the semester fee for WHZ is not charged.

Payment recipient	HK Sachsen/WHZ
IBAN	DE22 8600 0000 0086 0015 22
BIC	MARK DEF1 860
Credit institution	Deutsche Bundesbank
Fee	The individual semester fee is available to all students at the Student Services Office
!Payment purpose	20231/00xxxxx/7094.0111.5890 (for xxxxx use the personal matriculation number which is on the chip card under the photo)

Step 6: Enrolment for study

➤ **The following documents are required from you for enrolment:**

- Proof of payment for the semester fee
- Copy of your health insurance certificate
- Copy of your visa

➤ **After enrolment you are officially enrolled at WHZ and will receive the following documents:**

- Student ID card (must be validated at the machine before use. The machine for validation is located on both campuses in front of the entrance to the cafeteria)
- Certificate of enrolment
- Information on the network services of the WHZ (including application for network services)

Step 7: Registration at the ZKI (network services)

- ! To use the network services of the Central Office for Information Technology (ZKI), you need a personal user account and an e-mail address. Students receive this access data by post shortly before the start of their studies on handing in the signed application form (which is enclosed with the matriculation documents).

Campus Scheffelberg

Teaching building (Lehrgebäude) room 104
+49 375 536 3344

Opening hours:

Mon 09:00 - 11:30 and 13:00 - 14:30

Tue 09:00 - 11:30 and 13:00 - 14:30

Wed 09:00 - 11:30 and 13:00 - 14:30

Thursday 09:00 - 11:30 and 13:00 - 14:30

Fri 9:00 a.m. - 11:30 a.m

Main Campus

Kornmarkt 1, Georgius-Agricola-Bau (GAB) 219
+49 375 536 1215

Opening hours:

- for students with accommodation in a student dormitory: [network access to dormitory](#)
- click [here](#) to get to the email
- here you will find **configuration instructions** for [wi-fi](#) and **vpn**

[More information](#)

Use of university services

➤ **Library**

The university has 2 libraries, which are located on Campus Scheffelberg and Main Campus. You can borrow the books both in the library and [online](#). You will need your student ID card to borrow the books. Library staff will explain the exact process of physical borrowing to you. You can find the instructions for online borrowing [here](#).

➤ **Cafeteria**

The university has 2 cafeterias, which are located on Campus Scheffelberg and Main Campus. In order to be able to buy food in the cafeteria, please use your student ID card, which is used as a chip or payment card in the cafeterias. You can deposit the money in cash at the payment machines in the cafeterias to refill your card.

➤ **Schedule**

You can find your timetable [here](#).

➤ **Moodle learning platform**

Some professors put the learning and exercise materials on the [Moodle](#) platform. Here you will find the [guide](#) to using this platform

➤ **Exam registration**

Exam registration is handled online. [Here](#) you can find out how to register for exams.

Part-time job

! As a foreign student in Germany, you are only allowed to do limited work, with the background that your study must be your main priority.

→ You may **not work more than 20 hours/week per semester** (except for work at weekends, at night, in the evening during semester breaks and during the lecture-free period). However, your job is limited to 120 days or 240 half days per year.

If you do not work more than 20 hours/week, you do not have to pay health, social security and unemployment contributions. (This regulation does not apply to pension insurance if you earn more than 520 € per month). In principle, as a foreign student you are liable to pay income tax. However, there are tax-free allowances for students. If you stay below these, you generally do not pay tax on your income.

WHZ has a [job portal](#) where students can find a job such as student assistant/research assistant at the faculties or anything else that has nothing to do with WHZ. You can also contact careerservice@fh-zwickau.de.