



Studying at Pforzheim University

A Handbook for International Students

Pforzheim University
International Programs Office
Tiefenbronnerstr. 65
75175 Pforzheim, DE

HS PF 

Welcome to Pforzheim University!

Dear students,

We are happy to welcome you at Pforzheim University!

With its School of Design, School of Engineering and its Business School Pforzheim University combines creativity with business education and technical precision. This combination makes the university an attractive science and research partner for the regional and national economy.

Our Students profit from the high-quality education, the strong practical focus and the international learning environment.

This brochure is designed as a guide to help you throughout your study experience in Pforzheim. On the following pages you can find practical information on housing, formalities and study procedures. Find out more about student life at Pforzheim University and discover the cultural and outdoor highlights of Pforzheim and its surroundings!

Please also check our website for more information:

https://www.hs-pforzheim.de/en/international/studying_in_pforzheim

The team of the International Programs Office wishes you an exciting and successful stay at Pforzheim University and a great time in Germany.

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WELCOME TO PFORZHEIM UNIVERSITY!

1.1. International Programs Office

The International Programs Office is responsible for the exchange students during their whole stay. Among others, it issues documents and keeps contact with the partner universities.

Address: Tiefenbronner Straße 65
Room: W 1.2.12
Website: www.hs-pforzheim.de/en/international/studying_in_pforzheim/exchange_students
Mail: aaa@hs-pforzheim.de

1.2. Studicenter contact

Studicenter Business School / School of Engineering

Address: Tiefenbronner Straße 65
Phone: +49 (0) 7231 28-6940
Email: studicenter@hs-pforzheim.de
Website: https://www.hs-pforzheim.de/studium/vor_dem_studium/beratung_entscheidungshilfen/studicenter

Studicenter School of Design:

Address: Holzgartenstraße 36
Phone: +49 (0) 7231 28-6724
Email: exchange.design@hs-pforzheim.de
Website: https://www.hs-pforzheim.de/studium/vor_dem_studium/beratung_entscheidungshilfen/studicenter

WELCOME TO PFORZHEIM UNIVERSITY!



FORMALITIES

2.1. Visa application

For the visa application via the German Embassy candidates may need

- A "Letter of Acceptance" from Pforzheim University
- An official statement how costs of living in Germany will be covered

For all questions concerning the visa please contact the German Embassy or Consulate in your home country directly.

Members of the following countries are allowed to enter Germany without a visa:

- All countries of the European Union
 - All countries within EFTA (Iceland, Liechtenstein, Norwegian, Switzerland)
 - Some countries can apply for a visa in Germany within the first 90 days after arrival.
- Overview of visa requirements/exemptions for entry into the Federal Republic of Germany: <https://www.auswaertiges-amt.de/en/visa-service/-/231148>

2.2. Registering your address

Within the first two weeks of your arrival you will have to register your address at the Residents' Registration Office (Bürgerbüro) of the city you are residing in.

Appointments are rare why we ask you to book in advance.

If you live in Pforzheim, you will have to register here:

ALTES RATHAUS – BÜRGERCENTRUM

Address: Östliche Karl-Friedrich-Straße 2-4
75175 Pforzheim

Phone: +49 (0) 7231 39 1111

Email: buergercentrum@stadt-pforzheim.de

Contact hours: Mon – Wed: 7:30 am – 1 pm
Thursday: 8 am – 12 pm and 2 pm – 6 pm
Friday: 8 am – 12 pm

You need to book an appointment online via this link ("Wohnung anmelden (Zuzug von außerhalb Pforzheims)"):

www.qtermin.de/stadt-pforzheim

If you live in the surroundings of Pforzheim, you will have to register at the respective local Residents' Registration Office.

FORMALITIES

If you don't have an accommodation yet, you will still have to register the address where you currently live (e.g. with your relatives or at a hotel). Once you find an accommodation, you will need to change your registration.

If you change your address during your stay at Pforzheim University, you will have to report it to the respective Residents' Registration Office(s).

Necessary documents for registering:

- ID-card or passport
- Landlord's confirmation, completed and signed

2.3. Residence Permit

Residence Permit for students from EU countries:

International students from EU countries enjoy the freedom of movement and can enter Germany without a visa. Nevertheless, they have to register within two weeks at the local Residents' Registration Office.

Residence permit for students from non-EU countries:

Students from non-EU countries must apply for a residence permit for academic purposes in the first few weeks after their arrival if a visa doesn't cover the whole period of stay. The residence permit is valid for maximum two years and may have to be renewed during the period of stay (e.g. when extending the stay).

Please note that you have to have registered your address before visiting the Foreigners' Registration Office. You can contact them simply via e-mail. Find the respective contact person (depending on your family name):

<https://www.pforzheim-integriert.de/en/arriving/registering-a-residence-in-pforzheim/going-to-the-auslaenderbehoerde.html>

Required documents when applying for a residence permit:

- Certificate of residence (issued by the Residents' Registration Office)
- Letter of Acceptance or Letter of Enrollment
- Proof of financial resources, for example: proof of income and assets of the parents, security payment into a blocked account in Germany or scholarship contract.
- Proof of adequate health insurance
- Valid passport
- A recent passport photo

FORMALITIES

2.4. Insurance

Health insurance is obligatory for all students studying in Germany.

Foreign health insurances need to be recognized by German public insurances. The recognition certificate will be sent electronically to the University. Please inform your German health insurance company that you are studying with us.

There are some websites that help to facilitate the registrations for health insurance in Germany. Here is a list of them:

- Fintiba: <https://www.fintiba.com>
- Expatrío: <https://www.expatrio.com>
- Coracle: <https://www.coracle.de>

However, we recommend you to investigate on all options available of health insurances and blocked account providers.

For further information on health insurances we recommend to check the following websites:

www.hs-pforzheim.de/en/international/studying_in_pforzheim/general_information/insurance

www.study-in-germany.de/en/plan-your-studies/requirements/health-insurance_27548.php

2.5. Bank account

You can open a bank account at a bank in Germany. An everyday bank account in Germany is called "Girokonto". It allows you to do everything you need to do as a student: transfer money online, take cash at an ATM and pay with your card. It is also convenient for paying your rent, health insurance fees (in case you have a German health insurance) and the student service fee. As a student you normally do not have to pay any account fees. At Pforzheim University you can find a Sparkasse. Other banks are close as well.

To open a bank account you need the following:

- Your passport or identity card
- Letter of Acceptance
- Your registration certificate issued by the Residents' Registration Office
- Your tax number (please ask for it at the Residents' Registration Office e.g. when registering your address; you will receive it via mail after a few days)

LIVING IN PFORZHEIM

3.1. Housing in Pforzheim

There are several housing options available in Pforzheim – dormitories offered by private and public institutions, rooms offered by private providers and flatshares.

Please note that students have to take care of the accommodation for the duration of their stay independently. The application for a room will not be accomplished through the University.

Please note that it is recommended to start looking for housing early. Student halls often have waiting lists and use the “first come, first served”-principle. In addition, it is recommended to apply to various housing options, in case one housing option doesn't have any capacity.

Here you can find a list with all dormitories:

https://www.hs-pforzheim.de/en/international/studying_in_pforzheim/general_information/housing



LIVING IN PFORZHEIM

Rooms in dormitories

The public institution "Studierendenwerk Karlsruhe" offers rooms in student halls. You can find more information on the dormitories on their website:

www.sw-ka.de/en/wohnen/wohnheime_pf/

Adress	Rooms	Monthly Rate
Hagenschiesstraße 1 and 3	230	222-291 EUR
Hagenschiesstraße 5	48	267-331 EUR
St. Georgenstraße 15-17	129	303-321 EUR
	single apartment	357 EUR
Lion-Feuchtwanger-Allee	64 apartments	310 EUR
Wurmbergerstraße 4c	33	287-338 EUR

The private institution "Studentenwerk FH e.V." offers rooms as well. Please visit their website for more information:

<https://studentenwerk-fh.de/>

Adress	Rooms	Monthly Rate
Keplerstraße 75	98	295 EUR

Another private student hall is in Holzgartenstraße. More information is available on their website:

holzgarten31.info

Adress	Rooms	Monthly Rate
Holzgartenstraße 31	47	334-373 EUR

Normally, if you want to **cancel** your contract, you need to inform the Student dorm agency **3 months in advance** (written letter with original signature!). Also it is very common in Germany to pay the **security deposit** in advance (rent of 3 month).

Also contracts are usually made in German, so we recommend you to use a translator to understand each point of it (e.g. deepl.com).

LIVING IN PFORZHEIM

Rooms offered by institutions

Rooms are also offered by the following institutions:

- Bernardusheim: Single, double and triple rooms, as well as handicapped accessible apartments for pupils, interns and students. Catering can be booked on request. More information is available here:
jgh.caritas-pforzheim.de
- Internationaler Bund: Furnished rooms with washing facilities, central heating, a kitchen for common use, a fitness-room and a TV-room are offered for a temporary stay. Visit their website for more information:
www.internationaler-bund.de/standort/202517
- Kolpinghaus Pforzheim: Furnished single and double rooms with common bathrooms and a common kitchen are offered for students, pupils and interns. Further information can be found here:
www.kolpinghaus-pforzheim.de

Flatshares (WGs)

Rooms in flatshares can be found on the university's bill-board and on various online platforms and on social media. The most known platforms are:

www.wg-gesucht.de and www.studenten-wg.de

Private apartments

Private apartments are offered on university's bill-boards and also on the popular online platforms. The students' council (AStA) regularly publishes an updated housing list with room offers:

www.hs-pforzheim.de/fileadmin/user_upload/uploads_redakteur/Studentisches_Leben/Dokumente/Wohnungsliste_A.pdf

LIVING IN PFORZHEIM

Additional costs

Expect additional costs to the basic rent. Below is a list of possible incidentals:

- Running costs
- Heating
- Electricity
- Gas
- Telephone and Internet
- Licence fee

Licence fee

A licence fee of 18,36 EUR must be paid per residence. You can find more information here:

www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf

Security deposit

Landlords may request up to three months of rent as a security deposit. Providing that there are no damages, you will get the security deposit back after you move out.

Attention

Beware of fraud! Never transfer money in advance for an apartment unseen or without having signed a contract. You can always visit an apartment for free!

LIVING IN PFORZHEIM

3.2. Public Transport

For enrollment, students are required to pay the mandatory student service fee. Part of this fee is a semester ticket which enables students to travel within the VPE network (Pforzheim & surroundings) for free.

Students must carry their student ID and an official photo ID at all times when using public transport. As it might take some time to collect all the documents needed for the student ID, the Letter of Acceptance can be used as a proof instead.

The semester ticket is valid both in Pforzheim and in the VPE area. Busses and trains (RB, RE, IRE, S-Bahn) can be used. The semester ticket is not valid for ICs, ICEs and ECs.

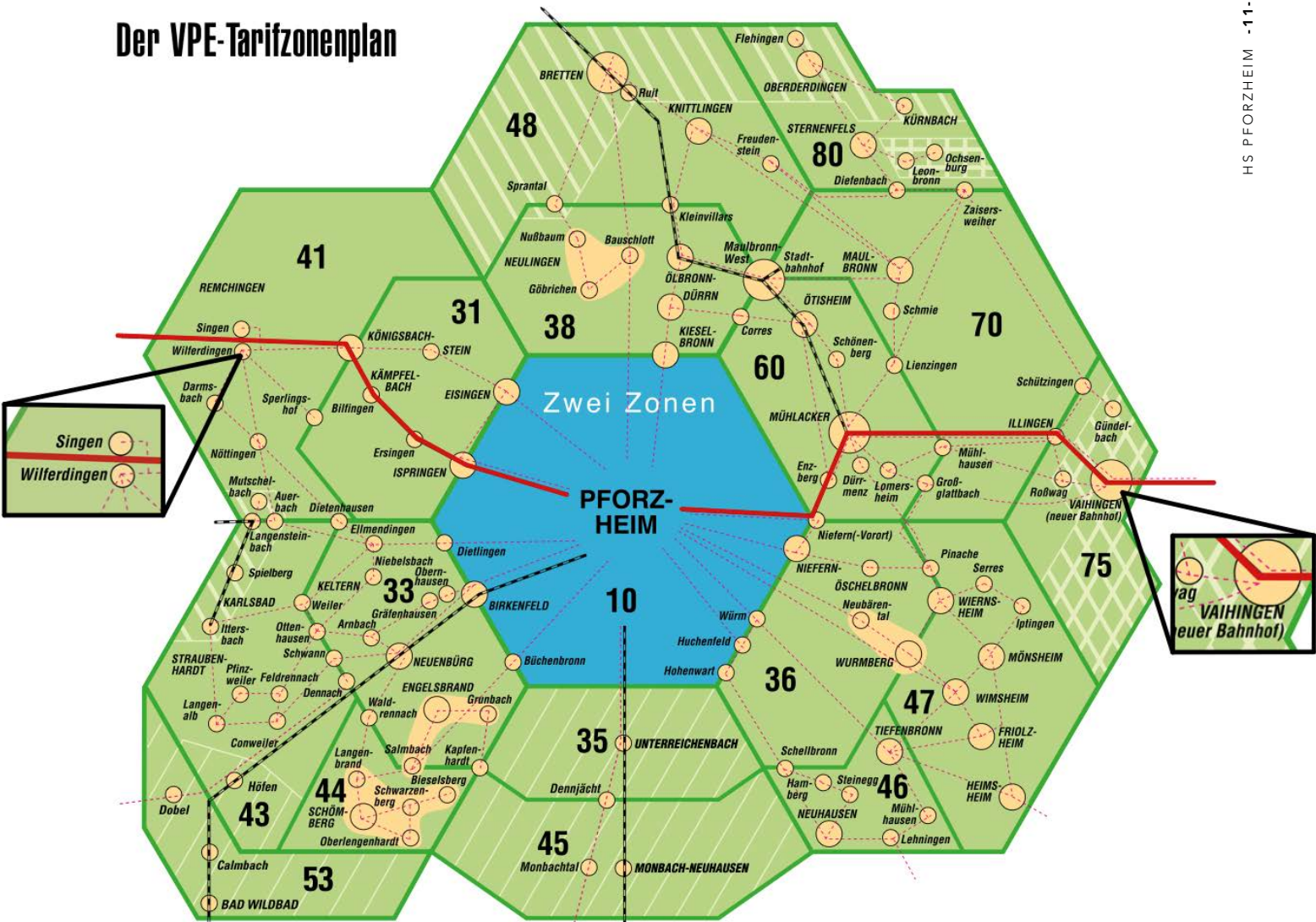
As of May 1, 2023, the "Deutschland-Ticket" has been put on sale. The ticket allows easy access to buses and trains. The D-Ticket is valid on all local public transport in Germany, including 2nd class on regional trains. The D-Ticket is not valid for ICs, ICEs and ECs. We recommend this option, since it is an economical and comfortable way to travel and get to know Germany.

<https://deutschlandticket.de>

- Train recommendation (Stuttgart and Karlsruhe):

A useful trick that students use to travel to Stuttgart and Karlsruhe is using the IRE trains to Vahingen an der Enz or Wilferdingen-Singen, respectively, and then buying a day-ticket, you do not need to leave the train. The day-ticket allows you to use all types of public transport (buses, metro, trains, etc.) in all zones of the city and it is valid until 6 a.m. the next day. There is also a groupe day-ticket, that is valid for up to 5 people. This option is cheaper than buying a train ticket from Pforzheim to Stuttgart or Karlsruhe.

Der VPE-Tarifzonenplan



- KVV**
Bereiche, die zum Karlsruher Verkehrsverbund (KVV) gehören. Hier gilt der KVV-Tarif. Für Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet gilt der VPE-Tarif.
 - HNV**
Bereich, der zum Heilbronner Verkehrsverbund (HNV) gehört. Hier gilt der HNV-Tarif. Für Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet gilt der VPE-Tarif.
 - VVS**
Bereich, der zum Verkehrsverbund Stuttgart (VVS) gehört. Hier gilt der VVS-Tarif. Für Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet gilt der VPE-Tarif. Für durchgehende Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet mit Bussen der Fa. Seiz (Linie 576) gilt ebenfalls der VPE-Tarif.
 - VGC**
Bereich, der zur Verkehrsgesellschaft Bäderkreis Calw (VGC) gehört. Hier gilt der VGC-Tarif. Für Fahrten in das VPE-Gebiet und aus dem VPE-Gebiet gilt der VPE-Tarif.
- Verbundraumübergreifende Bahnfahrten VPE/KVV**
Für Fahrten auf der Schiene in das KVV-Gebiet und aus dem KVV-Gebiet gilt der KV-Tarif. Für die Nutzung des Schienenverkehrs innerhalb des des VPE-Gebietes gilt der VPE-Tarif.

www.vpe.de

Source: www.hs-pforzheim.de/fileadmin/user_upload/uploads_redakteur/Studentisches_Leben/Doku-mente/tarifzonenplan_vpe.pdf

Buses to Pforzheim University

Bus number 5 drives to the Business School and the School of Engineering. The bus stop is "Hochschule/Wildpark".

The express bus 5E directly drives to the Business School and the School of Engineering.

Bus number 6 stops at the Design School. The bus stop is "Hochschule für Gestaltung".

LIVING IN PFORZHEIM

3.3. Pforzheim and surroundings

With its jewellery, watch, and silver goods industries Pforzheim is known as the “Goldstadt” (City of Gold). Pforzheim offers cultural and outdoor highlights. We have listed some must-sees, but of course, there is a lot more to discover!

CULTURAL ACTIVITIES IN PFORZHEIM

Schmuckmuseum (Jewellery Museum)

The Jewellery Museum is the only museum in the world with a specialization in the history of jewellery. Visit the museum to find out more about Pforzheim’s jewellery history and discover jewellery collections from all over the world. As there are multiple changing exhibitions over the course of the year, there is a lot to discover!

Address: Jahnstraße 42, 75173 Pforzheim

Website: www.schmuckmuseum.de

Technisches Museum (Technical Museum)

The museum documents the history of Pforzheim’s jewellery and watchmaking industry. The museum is located in the beautiful building of the former Kollmar & Jourdan jewellery factory.

Address: Bleichstraße 81, 75173 Pforzheim

Website: www.technisches-museum.de

Pforzheim Gasometer

Inside the industrial monument a 360° panorama is displayed over 3.500 m². Every few years, another fascinating panorama is being shown. Visit their homepage to find out which panorama is currently on.

Address: Hohwiesenweg 6, 75175 Pforzheim

Website: www.gasometer-pforzheim.de

LIVING IN PFORZHEIM

Theater Pforzheim

The theater offers a wide range of opera, theater and ballet shows. Student discounts are available – don't miss this opportunity!

Address: Am Waisenhausplatz 5, 75172 Pforzheim

Website: www.theater-pforzheim.de

Kulturhaus Osterfeld (Osterfeld Cultural Center)

The cultural center is an important cultural hotspot in Pforzheim! Visit the cultural center for comedy shows, concerts and contemporary exhibitions.

Address: Osterfeldstraße 12, 75172 Pforzheim

Website: www.kulturhaus-osterfeld.de

Kupferdächle

Every week a wide variety of events take place in Kupferdächle: Poetry and newcomer slams, open stages, acoustic and karaoke evenings, quiznights, concerts, presentations of an open theatre group, art and music groups and workshops - often with small or free admission.

Address: Kallhardtstraße 31, 75172 Pforzheim

Website: www.kupferdaechle.de

OUTDOOR HIGHLIGHTS IN PFORZHEIM

Wildpark (Wildlife Park)

The wildlife park is located next to Pforzheim University (campus of the Business School and the School of Engineering). It hosts more than 70 different types of wild and working animals.

Address: Tiefenbronnerstraße 100, 75175 Pforzheim

Enzaunenpark

The park offers a lot of space for various activities – sports, relaxing or having a beer in the beer garden. Between April and October around 100 events are offered.

Address: Hohenwiesenweg 34, 75175 Pforzheim

LIVING IN PFORZHEIM

Gate to the Black Forrest

Pforzheim is the perfect starting point for exploring the Black Forrest. One of Germany's most important hiking trails, the Westweg (285 km), starts in Pforzheim. Several other hiking and cycling trails lead through Pforzheim as well.

Associations as the Tourism Association of the Black Forrest offer information on various tours and trips from Pforzheim to the Black Forrest.

Website: www.schwarzwald-tourismus.info

Wallberg

Originally, the Wallberg was a natural elevation, which, however, was heaped up with 1,650,000m of rubble from the city after it was destroyed in World War II, now it is an incredible viewpoint where you can see the entire city and its surroundings!

Website: <https://www.schwarzwald-tourismus.info/attraktionen/wallberg-613bab2a85>

SURROUNDINGS

Karlsruhe

Karlsruhe is located only 30 kilometers away from Pforzheim. It is one of Baden-Wuerttemberg's biggest cities and is definitely worth a visit. Don't miss Karlsruhe castle, the zoo and the various museums!

Stuttgart

The capital city of Baden-Wuerttemberg is only 45 kilometers away from Pforzheim. Enjoy the various cultural offers of Stuttgart by visiting theater, ballet and opera shows or one of the many museums and galleries. Visit Stuttgart's famous zoo and botanic garden, the "Wilhelma", or the great TV tower. Enjoy Stuttgart's nightlife in one of the several bars or restaurants.

STUDYING AT PFORZHEIM UNIVERSITY

4.1. Academic Calendar

The academic year at Pforzheim University is made up of a summer and a winter semester. Each semester has 15 weeks of lecture.

The winter semester starts on September 1 and lasts until February 28/29. However, lectures only start at the end of September/beginning of October. The last exams usually take place mid-February. ISP-students (Business and Industrial Engineering) may have their final exams via the fast track already at the end of December.

The summer semester starts on March 1 and lasts until August 31. However, lectures only start mid-March. The last exams usually take place mid-July.

For more information please visit:

www.hs-pforzheim.de/en/international/studying_in_pforzheim/general_information/academic_calendar



STUDYING AT PFORZHEIM UNIVERSITY

4.2. Enrollment procedure

1. You can find the list of all bachelor programs we offer in the Pforzheim University here: <https://www.hs-pforzheim.de/studienangebot>
2. Log in and create an account on <https://hochschulstart.de/startseite>, the website with which you apply to most universities in Germany, there you can also manage your applications.
3. Then you must apply to the universities of your choice on each university's website.
4. Once you have applied on the websites of each university, on the hochschulstart.de website you can organize all your applications and view information about the status of your applications. Then, very important, is to organize in a list the order of priority of each university.
5. In case you are accepted to Pforzheim University you will have to send further documents to the University directly.

Once you are accepted at Pforzheim University, you will receive a Letter of Acceptance. For non-EU students requiring a visa the Letter of Acceptance is necessary for applying for a visa.

You can find extra information about important dates after the enrollment here:

https://www.hs-pforzheim.de/studium/vor_dem_studium/einschreibung/nach_der_einschreibung

STUDYING AT PFORZHEIM UNIVERSITY

4.3. E-campus and grading system

Once you are registered at the university, and you have sent the other requested documents, you will receive an email with information about your personal access data to the E-Campus of the University. The E-Campus is the most important tool you will have during your studies. There are 5 tabs, Email, lecture schedule, Moodle, Cafeteria and Studi-cockpit.

Email: Here you will receive all important news about the University and your courses.

Lecture Schedule: You will need to create your own schedule based on the schedule of your semester. There, you will be able to see all information about the courses you will take part of, the room, professor, days and hours. Also, there is the code of the course for Moodle.

Moodle: Moodle is the online learning platform, there, you can enter a course and find all important documents regarding it, like the syllabus, slides and important informations that the professors want to communicate.

Cafeteria: Here you can find the menu of the day of the university cafeteria.

Studi-cockpit: In this part of the E-Campus, you can find a lot of things, first your grades and credits. There is a list of all the courses you will have to take during your studies, with information of the Modul-Nr. and the credits. There is also a list of your notes. In this platform, you will have to register to the exams that you are going to write during the semester.

The grading system is as follows:

1,0 – 1,4 exellent
 1,5 – 1,8 very good
 1,9 – 2,5 good
 2,6 – 3,5 satisfactory
 3,6 – 4,0 sufficient
 4,1 – 6,0 fail

The grades are assigned as follows:

1,0/1,3/1,7
 2,0/2,3/2,7
 3,0/3,3/3,7
 4,0/4,7/5,0

STUDYING AT PFORZHEIM UNIVERSITY

4.4. Student ID

The student ID has various functions. Among others, it is used for paying in the mensa or cafeteria, unlocking rooms and printing. Also, you have to present your student ID when writing exams.

The student ID also functions as a ticket for busses and trains (RB, RE, IRE, S-Bahn; please note: IC, ICE and EC trains are not included) in Pforzheim and the whole VPE tariff zone.

You will receive your student ID during the Introduction Event.

4.5. Information and advising

The International Programs Office is always there to help you with your questions or concerns.

MANAGER INTERNATIONAL PROGRAMS / INCOMING COORDINATOR

Meike Anna Schwarz (she/her)

Email: aaa@hs-pforzheim.de

Address: Tiefenbronner Straße 65

Room: W1.2.14

STUDYING AT PFORZHEIM UNIVERSITY

Studi Center

The Studi Center offers general information on studying at Pforzheim University.

Email (Business School and School of Engineering): studicenter@hs-pforzheim.de

Email (School of Design): gstudsek@hs-pforzheim.de

Studierendenwerk Karlsruhe

The student services organization (Studierendenwerk) Karlsruhe offers psycho-social counseling services for any matter you might be struggling with.

Website: www.sw-ka.de/en/beratung/



STUDYING AT PFORZHEIM UNIVERSITY

4.6. German language course

During the semester, German language courses are offered as well. Depending on your knowledge, courses between A1 and C1 are offered.

STUDENT LIFE

5.1. Buddy Program

Our student initiative ESN offers a buddy program. Within the buddy program international students and German students are matched. You will receive a personal buddy who will assist you with getting to know Germany. In order to receive a buddy, you will have to fill out a form that ESN sends out before the beginning of the semester.

In addition to the buddy program, ESN offers several excursions and organizes meetings with international and German students.

5.2. University Library

The library in Tiefenbronner Straße 65 offers information for the Business School and the School of Engineering. There are various workspaces for studying – most of them with an amazing view on Pforzheim city. You can [access the free WIFI](#) with your student username given by Pforzheim University.

Opening times (during the semester):	Monday – Friday:	8 am – 9 pm
	Saturday:	2 pm – 7 pm
Opening times (during vacation):	Monday – Friday:	8 am – 6 pm

The library in Holzgartenstraße 36 is addressed at students of the Design School. You can [access the free WIFI](#) with your student username given by Pforzheim University.

Opening times (during the semester):	Monday – Thursday:	8:30 am – 6 pm
	Friday:	8:30 am – 6 pm
Opening times (during vacation):	Monday – Thursday:	8:30 am – 12 pm
		1 pm – 4 pm
	Friday:	8:30 am – 12 pm

Your student ID entitles you to rent books from the library. Please don't forget to return them in time. Please also don't forget to return all books before the borrowing time expires to avoid fees!

STUDENT LIFE

5.3. Studierendenwerk Karlsruhe

“Studierendenwerk Karlsruhe” is a public body responsible for Pforzheim University. Among others, they organize the housing and the cafeteria/canteen for Pforzheim University. They also organize cultural events – most of them taking place in Karlsruhe.

5.4. Cafeteria/Canteen

Pforzheim University’s canteens/cafeterias offer a wide range of meals, snacks, beverages and coffee.

A simple meal costs around 3,20 EUR. You can pay with your student ID. You can upload money on your student ID on the terminals in the entrance area of the canteen or the terminal in the W1 complex, which is located next to the snack machines at the end of the hall. Every week the changing lunch offer is published online.

For students of the Business School and the School of Engineering:

<https://www.sw-ka.de/de/hochschulgastronomie/mensa/mensa-tiefenbronnerstrasse/>

For students of the Design School:

https://www.sw-ka.de/de/hochschulgastronomie/mensa/mensa_cafeteria_holzgartenstrasse/

5.5. Sport at Pforzheim University

Students of Pforzheim University can choose from a wide range of sport offers. Normally, the courses are instructed by students from Pforzheim University.

You can find the latest sport program here:

www.asta-pf.de/sport/

In addition, there are various sports clubs and gyms in Pforzheim that you could join.

STUDENT LIFE

5.6. Student organizations

Pforzheim University is home to many student organizations. In general, they are open for German and exchange students:

- AStA: The elected members represent the students of Pforzheim University; among others, it organizes events and the sport program:
asta-pf.de
- Commeo: Organises events (e.g. "Newieparty", orientation week) at Pforzheim University:
commeo-ev.de
- ESN: Offers the buddy program, events and meetings for international and German students:
www.gemini-pforzheim.com
- Campus X: Organizes career events for students:
<https://campusx.org/>

Further initiatives can be found here:

https://www.hs-pforzheim.de/studium/studentisches_leben/studentische_initiativen

MORE INFORMATION

6.1. Students with special needs

If you have a disability, you can inform the International Programs Office so that suitable arrangements can be installed for you. Pforzheim University offers services for students with special needs. You can find more information here:

www.hs-pforzheim.de/studium/im_studium/information_beratung/weitere_informations_und_beratungsangebote#c32875

6.2. Internships and Student Jobs

All students of the Pforzheim University are required to do an internship during their studies. The internship needs to be related to the study program of each student.

In addition, many students get another kind of jobs during their studies. An example is a working student job in the university or in a company.

No matter what type of job it is, it is necessary to present your personal Tax-ID to the employers. The Tax-ID is a very important identification number you receive from the Federal Central Tax Office of Germany. Once you register your address in the City Hall, you will receive a letter with your Tax-ID automatically.

In case the letter does not arrive, or if it is lost, you can always request a letter to be sent to you again with your Tax-ID. The website to request the new letter is the following:

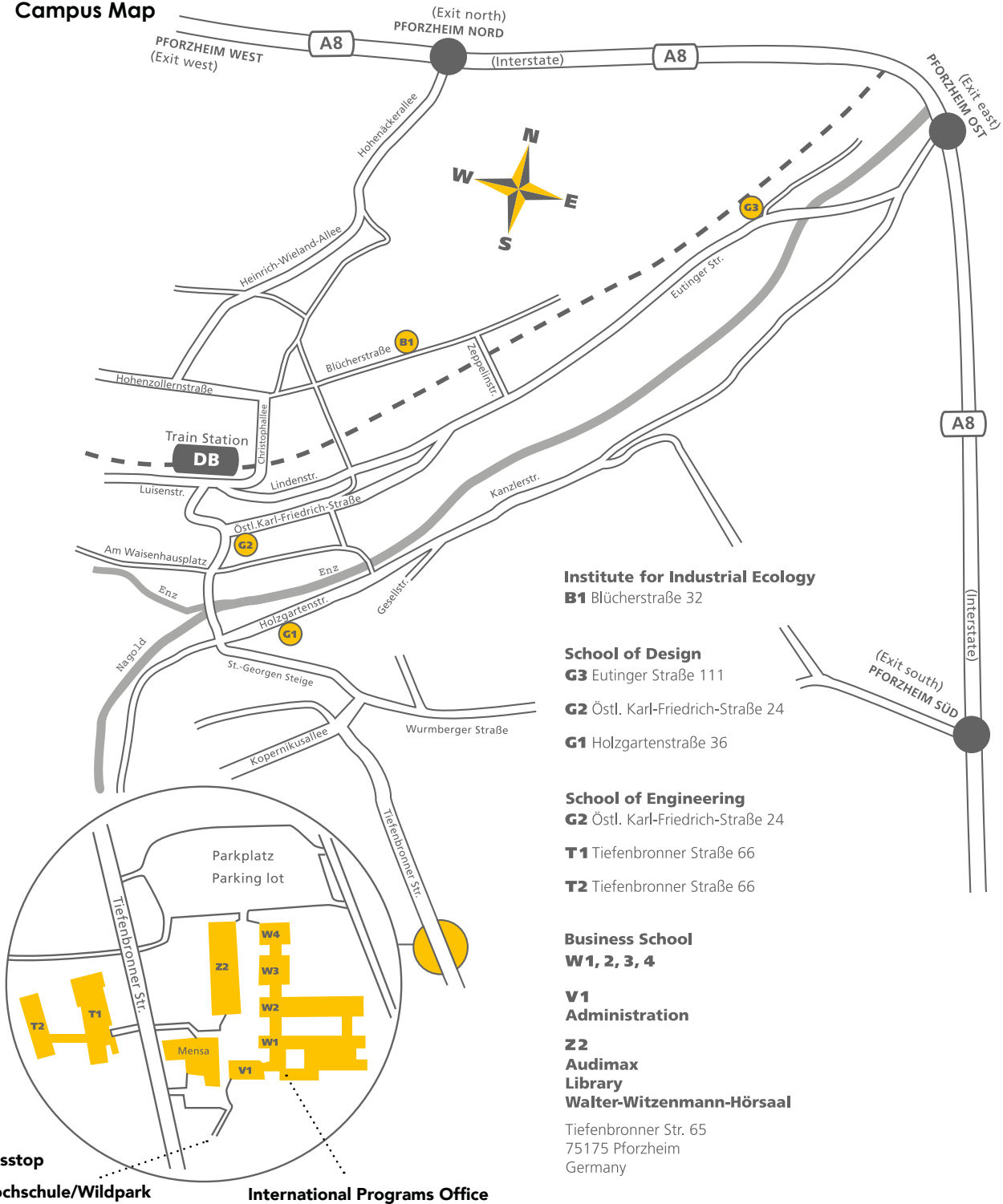
Website: https://www.bzst.de/SiteGlobals/Kontaktformulare/DE/Steuerliche_IDNr/Mitteilung_IdNr/mitteilung_IdNr_node.html

The university has its own office specialized to work related topics, **the Career Center**. Here, you can find interesting job offers, activities with companies who are interested in students of the Pforzheim University and more! The career center has its own platform to help you find interesting job offers:

Website: https://www.hs-pforzheim.de/studium/im_studium/career_center

MORE INFORMATION

6.3 Campus Map



CHECKLISTS

7.1. Checklist "Before arrival"

- If applicable: Apply for a visa and check the entry regulations to Germany at the respective website of the German Embassy
- Find housing in Pforzheim
- Get a valid health insurance
- Validate your health insurance
- Pay the student service fee

7.2. Checklist "After arrival"

- Register your address in Pforzheim (or at the administration of the city you are residing in) within two weeks of your arrival
- Enroll for classes

If applicable:

- Apply for a residence permit
- Open a bank account
- Register for the licence fee

IMPRINT

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