

Dear Students:

Welcome to Zeppelin University!

Our aim is to make you feel at home and to provide you with first-class educational experience during your short stay in Friedrichshafen. Understanding that there will be snags and problems along your way, we ask that you exercise patience as we go along this path together in the coming months. Everyone at Zeppelin University has your best interests at heart!

Zeppelin University is comprised of three main buildings. Our Lake Campus is located directly on the lakefront and is called 'Seemooser Horn.' Two others are 0.5 miles away and are called 'Fallenbrunnen 18' and 'Container Uni'. Students generally travel between these buildings by car, bike, or foot. It takes you roughly 20 minutes to walk.

Although *classes are held in all three buildings*, the three campi serve different functions. The Lake Campus building contains the university's cafeteria, departments, faculty offices, financial division and presidency. The library and the main check-in are also located there.

Fallenbrunnen 18 is mainly a student service facility containing such offices as Admissions & Enrollment, Registrar, International Office, and the general InfoCenter.

The Container Uni is a temporary home for the next four years as we build a new campus directly in front of it. This space offers a unique architecture and learning experience for our students. There you will find the Financial Department and the TalentCenter as well as 'Café Mundvoll'.

Silke Pfaller, Angela Kurtz, and the ZU Buddies will conduct several tours of the three buildings during the orientation week.

Below is a non-exhaustive body of information regarding subjects that you may find important. Please take the time to read this document carefully, understanding that it does not cover everything! If you have any questions or serious issues, please contact the International Office.

Again, on the behalf of the entire ZU community, welcome to ZU!

Best regards,

Silke Pfaller
Head of International Office

Angela Kurtz
International Students Coordinator

Arrival in
Friedrichshafen:
Planes, Trains,
Automobiles &
Ships

Students should plan to arrive in Friedrichshafen *in time to participate in orientation week*. Students must arrive *during the week*, Monday through Friday. Students who arrive on the weekend will have to 'fend for themselves' until Monday morning. The number of the Friedrichshafen Youth Hostel is +49 7541 72404.

Important Dates: Fall Term 2014

Arrival at ZU	28 August
Orientation Week:	1 – 5 September
Start of Classes:	8 September
Reading Week:	8 – 10 December
Examination Period:	11 – 23 December

Fall Semester 2014 will commence with orientation week on 1st of September. **Please communicate your arrival information to this office as soon as it becomes available.** Make sure that you do **not** arrive in Friedrichshafen on a weekend. Please keep in mind when you purchase your flights that you must stay at Zeppelin University until the end of the finals week (December 23rd).

Please send your arrival information to the international office as soon as you have it to: angela.kurtz@zu.de

All students should arrive with these things, at a minimum:

- **Health insurance**
- **Enough money** to cover at least **one month's rent** as a damage deposit (average rent is 375€ per month)
- **A bank card** that will allow you to access money immediately at any bank (see section below on banks)
- Appropriate **passports** and any other documents related to your travel and stay

If you come from non-EU States:

A bank statement, in English or German, that demonstrates that you (resp. your guardian) possess the equivalent of 5,000€. This statement must be signed by the bank and by your parents. (For DAAD Students: Please inquire with the responsible person at DAAD for necessary documentation.)

By Automobile

Zeppelin University is located along the B-31 highway in Friedrichshafen. From Stuttgart and the north, students should drive down the Autobahn A-81 in the direction of SINGEN. Exit in STOCKACH toward Friedrichshafen.

By Rail

The main train station (Friedrichshafen Stadtbahnhof) is located 2 miles from ZU and is accessible by taxi, bus, or train.

By Air

The Friedrichshafen airport (code FDH) is located approximately 5 miles from the campus. You may fly to Friedrichshafen via Frankfurt or Berlin with the Star Alliance, typically United Airlines and Lufthansa.

Zurich (code ZRH), Switzerland, is also an option. The airport is located about 90 minutes from Friedrichshafen. However, you will be required to travel by train from the airport to either Romanshorn or Constance. From Romanshorn you will take the auto ferry to Friedrichshafen; from Constance the catamaran. Both ferry and catamaran run hourly.

You may also fly into Stuttgart (code STR) and take the train to Friedrichshafen (roughly 3 hours). The same goes for Munich airport (MUC).

By Ship

The Friedrichshafen harbor is located approximately 2 miles from the campus. Boat transportation to and from ROMANSHORN is available hourly. Departure times from Friedrichshafen are generally at .41 minutes after the hour; departure to Friedrichshafen from Romanshorn at .36 minutes after the hour. Service is generally interrupted at midnight, so make sure not to get caught on the unintended side of the lake! Please bear in mind that passports are often controlled at the harbors of Friedrichshafen and Romanshorn! The boat trip costs approx. 9€.

From Constance, the catamaran service is available from the pier adjacent the train station. The cost of the trip is about 10€. The catamaran runs once an hour until 9 p.m.

Apartments & Renting

All ZU students reside in various apartments or rooms in the area. All apartments or rooms are furnished. The average cost of rent is *300€ - 450€ per month*.

Most students travel to campus by bike, car, bus or train. Accordingly, every attempt will be made to provide foreign guest students with an apartment along the bus or rail line.

Renting is a 'cultural thing,' and Germany is no exception. The landlords here are strict and expect guests to take care of their property. Students should make every effort to keep their apartments and surroundings clean and orderly. Landlords will inspect rooms and the property on a regular basis. Any damage inflicted upon property will be the sole responsibility of the student renters, not Zeppelin University!

Since landlords here tend to be very exacting, it is advised that students take out renter insurance upon arrival. This insurance is quite inexpensive and may save you a lot of money!

Finally, students should be aware that many apartments in Germany do not have Wireless LAN or landline computer access. ZU looks for apartments that are close to the city, located along the major bus and train routes, and which are reasonably priced. *Access to the internet, while convenient to have, is not a top priority in locating student housing.* Besides, wireless LAN will be provided throughout the three campi – Container Uni, Fallenbrunnen 18 and Seemooser Horn (Lake Campus).

Automobiles

As purchasing, registering and insuring a car in Germany is quite expensive and difficult, students are advised to use public transportation. Buying a car while in Germany is not advisable.

Banking & Credit Cards

Friedrichshafen is home to a good number of banks. Cash machines are available throughout the city. You should bring at least one credit card with which you can withdraw cash. This means a card with a PIN number. In case of any doubts, you should contact your banks or credit card providers in advance. Generally speaking, Master Card and VISA are accepted across Germany; American Express less so. Diner's Card and Discover are rarely accepted.

We strongly recommend you to inform your bank in your home country about your plans to spend a semester overseas in Germany. Some banks will block the use of your cards at overseas ATMs if they are not informed in advance that the card owner will be out of the country.

If you wish to open a bank account (highly recommended), you will receive one at the local bank, the Sparkasse Bodensee, during the orientation week.

For overseas money transfers, you need this information:
Sparkasse Bodensee
Charlottenstrasse 2
88045 Friedrichshafen

Swift-BIC: SOLADES1KNZ
Bank code IBAN: DE7969050001....(plus your account # which you will get when you open your account)

Banks such as Deutsche Bank, Commerzbank, and BW-Bank are also located in Friedrichshafen. Students may deposit money at these banks' affiliates overseas and then draw money here in Germany.

Important: Please keep in mind that foreign checks, although accepted, require approximately 30 days processing time!! So if your parents send you a check and you deposit it at the bank, it will take a good month to get at the funds!!

Bicycles

Students usually travel between campi and around the city in their bicycles. The Student Lounge (student organization) offers a bike rental. If you are interested in renting a bike please write an e-mail to bike@zeppelin-university.net stating "rent a bike" and give the following information:

- your name
- your height (the bikes come in different sizes)
- if you like to rent a ladies' or men's bike
- the desired period of rental

The rental fee is just 12€ per month. The bike comes with a bicycle lock. Also maintenance and service will be included in the rental fee. There will also be 75€ deposit, which will be refunded when the bike is returned.

Computers

You will need your laptop here at ZU!

Computer terminals are available in the library. All students receive an official Zeppelin University e-mail account and access to the University's Intranet. All official ZU mail, as well as most of the course readings, is distributed via e-mail or Intranet (<http://zuhause.zeppelin-university.net>).

All ZU buildings have WIFI environment. Laptops may be used to access the internet at any point in the ZU buildings or in their vicinity.

Internet cafés are also located in the city.

Cost of Living If you do not cook in your apartments (some apartments will be outfitted with kitchens, others will not), students should expect to spend about 20€ a day on food (approx. 3€ for breakfast, 4€ for lunch, and depending on the meal, about 8€ to 12€ for dinner). This will come up to about 600€ a month for meals. Cooking at home or with others will, of course, dramatically reduce these expenses. Zeppelin University attempts to locate apartments and rooms with kitchen facilities although this is not always possible.

The average rent will run around 375€ (or a bit less) per month. A student monthly ticket (Schülermonatskarte) for public transportation will run about 32€.

Hence, considering living costs alone, students should play it safe and calculate with approximately 800€ to 1,000€ per month to cover basic living expenses.

Currency Like most other European nations, Germany uses the Euro. Be aware that some banks may charge up to 5€ to exchange currency!

Eating out & Tipping Generous tips are not common in Germany. The '10%' gratuity rule found in some countries does not apply. Tips are also not left on the table. Most commonly, customers tip by 'rounding up.' For example: a tip for a meal that costs 10.20 € might be 10.50 € or 11.00 €. A generous tip would be 12.00 € or 13.00 €. Don't worry about insulting the waiter or waitress—they do not expect a large tip. In German a tip is called '*Trinkgeld*,' or 'drink money.' For orientation purposes, the average cost of a German beer is 2.20 €. Tips are generally offered to waiters and waitresses, taxi drivers, and barbers.

Finally, do not expect the waitress to 'bring you the check' within the first 10 minutes of the meal! In Germany, guests have to indicate to the waiter or waitress their intention to pay. Payment almost always takes place at the table rather than at a cash register at the front. Credit cards will not be accepted everywhere so when eating out, participants who wish to 'pay by plastic' should ask before ordering.

- E**lectricity Electrical current in Germany is 220v. Students should bring laptops, electric razors, telephones, and other electrical items that are able to convert this voltage.
- E**mployment Because labor laws in Germany are very restrictive concerning foreigner employment, ZU does not offer work to guest students.
- F**ax numbers The general fax number at ZU is +49 7541 6009 1199 and the fax machine can be found at the check-in desk at the Lake Campus.
- F**inancial Aid & Scholarships Currently, with the exception of the annual Baden-Württemberg Scholarship given to two or three incoming students per semester, Zeppelin University does not have financial aid or scholarships available to international and exchange students.
- G**arbage Germans are very particular about waste disposal. Unlike in the USA and elsewhere, Germans 'separate' their trash into three categories: organic ('bio') waste, synthetic waste, and rest waste. Students should keep three separate trash containers. The bio waste is generally deposited in a bio waste disposal bin near the apartment (please ask the landlord about its location; it is usually a green or brown can). Synthetic waste, or waste made of plastic, is kept in the so-called 'yellow sack' which is provided by the city hall. Again, students should ask their landlords about this. Most landlords have plastic sacks available. Finally, the 'rest waste' is collected in a plastic trash bag in the apartment (usually grey to black). Be aware that collection of the yellow sack and normal trash often occurs on different days. Your landlord will give you the dates.

Key Cards and ID

All students get a key card during orientation week. This card contains a bar code that allows the holder to check out books from the library, purchase lunch, make photocopies, and access the buildings when locked. The students do not have to return their key cards when they leave.

Students should have their passports or other suitable methods of identification with them at all times. Friedrichshafen is a border city, and as such 'border police' may prompt foreigners to present their identification.

Insurance

From a cultural perspective, Germany is an insurance-excessive (or even insurance-obsessive) nation. The need for control, predictability and orderliness are well known and accepted traits of German culture. German fixation on insurance is an outgrowth of these cultural characteristics. Past experience has shown that insurance, both health and liability insurances, are absolutely essential.

All incoming students are *required* to demonstrate proof of adequate health insurance upon arrival. Local health insurance can be purchased after arrival through a local provider (e. g., AOK or Care-med or Mawista) for 30.00 € to 60.00 € per month.

All students are *required* to purchase liability insurance to cover any damage you might inadvertently cause during your stay here. This liability insurance can be purchased cheaply in Friedrichshafen.

Students who do not have adequate health insurance or who refuse to purchase the liability package may not register.

Language

Most people of the younger generation (i.e., under 40) speak English with some level of proficiency. People of a much younger age are generally quite capable in English. The language most commonly used at Zeppelin University is German, but most professors and staff (and practically all students) speak English. Students should not hesitate to ask for assistance in English; or, if they feel up to it, try out

their German! All guest students (unless they speak the German language well) are required to partake in 'German for Foreigners,' a course that will meet twice per week. Students are encouraged to learn as much German as possible during their brief stay!

Laundry

Some apartments will have washing machines, others will not. A coin laundry, called Waschsalon Metzger, is located on Schwabstrasse 16, Friedrichshafen. It is open Monday – Saturday, 8:00am – 10:00pm The cost of one load of laundry is 4.00 €, including detergent. Tumble-dryers are also available. Students should bring an ample number of Euro coins. Bus 12 stops directly in front of the laundry mat.

Mail

Friedrichshafen's main post office is located adjacent the main train station. It is open 6 days a week. On Saturday it closes at lunchtime.

If you do not have an address in Germany, you may have your mail sent to the International Office:

Mr / Ms [YOUR NAME]
c/o Zeppelin University
International Office
Am Seemooser Horn 20
88045 Friedrichshafen
GERMANY

Meals

Lunch meals are served at the Seemooser Horn campus and at the Refugium restaurant, between Container Uni and Fallenbrunnen, during the midday hours. Vegetarian meals are available at both locations. The cost of a full lunch meal (salad + warm dish) is about 4.00 €.

Medical Service

Students must travel to Germany with adequate medical insurance. In most cases, non-EU residents will be expected to pay cash for medical treatment up-front. ZU can arrange health insurance for you if necessary. Please refer to <http://www.caremed-travel.com>. Another possibility is also Mawista South Germany <http://www.mawista.com/>.

Students should bring an extra supply of necessary medication *in their carry-on luggage*. German pharmacies are generally very competent and well stocked. However, unlike in the United States and elsewhere, German pharmacies carry considerably fewer over-the-counter drugs; most medication requires a doctor's prescription.

Medical Emergencies

In case of a medical emergency, students **must** inform Silke Pfaller or Angela Kurtz at the International Office immediately.

Emergency phone number: Simply dial 110

Doctors in Friedrichshafen generally speak English and are typically open to 'walk-ins.'

Dentist: Dr. Rainer Kotulek, +49 7541-44644

Dermatologist: Dr. Peter Dworzak, +49 7541-26061

General Practice: Dr. Werner Grambihler, +49 7541-21588

Gynaecologist: Dr. Eberhard Fritsche, +49 7541-25222

Optometrist: Dr. Johannes Gertz, +49 7541-22240

Students with known serious health problems are required to inform Angela Kurtz at ZU's International Office in advance.

Places of Interest

Friedrichshafen and the surrounding area offer a wide variety of cultural and natural attractions:

Zeppelin Museum, downtown Friedrichshafen: A museum devoted to the history of Friedrichshafen's most important symbol, the airship Zeppelin. Among the many exhibits, visitors may take an imaginary ride in the true-to-scale reproduction of the Hindenburg's passenger salon. The museum is open Tuesday – Sunday; all museums are traditionally closed in Germany on Monday.

Dornier Museum, near Friedrichshafen airport. A very new museum dedicated to pioneering air craftsmanship.

The Island City of Lindau: The Island City of Lindau, located in Bavaria, can be reached by train in about 30 minutes.

Weather permitting, visitors can step back in time and walk the medieval streets and enjoy the unique waterfront shops. The Lindau harbor is the only port on Lake Constance with a lighthouse.

Bregenz & Austria: Just beyond Lindau is the Austrian city of Bregenz. Bregenz offers visitors unlimited shopping and sightseeing opportunities. Of particular interest is the Pfänderbahn, a cable car that takes passengers to the top of Mount Pfänder, from where visitors are treated to a panoramic view of Lake Constance and the surrounding Austrian and Swiss Alps. In the summer, the city is home to the Bregenz Festival where people can enjoy open-air opera performances at, or rather on the lakefront.

Meersburg: The medieval city of Meersburg on Lake Constance is located west of Friedrichshafen and can be reached by bus (# 7395 to Überlingen). The city has a wonderful collection of old houses and castles. Its castle is thought to be the oldest castle in Germany. Tours are conducted in English regularly.

Constance & Switzerland: Visitors may also wish to take in the ancient city of Constance. Hourly catamaran service from downtown Friedrichshafen to Constance and return is available every day of the week. Current price: 20.00 € round trip. Visitors may also wish to 'walk to' Switzerland from Constance, so make sure to bring your passport!

The Baroque Cathedral of Birnau: One of the most beautiful sites on Lake Constance is the breath-taking Baroque cathedral of Birnau, located west of Friedrichshafen between Meersburg and Überlingen. Bus service (# 7395 to Überlingen) to the cathedral is available from Friedrichshafen twice an hour.

Stuttgart: Located approximately 2 ½ hours from Friedrichshafen by train, the state capital of Baden-Württemberg offers visitors limitless shopping and sightseeing opportunities and is the ideal day trip for ZU students.

Ulm: The city of Ulm offers something that no other city in Europe can: the tallest church spire in all of Europe! And what is even better, the young and fit can ascend its hundreds and hundreds of steps all of the way to the top. The climb is recommended for the adventuresome and physically fit only! The city is also home to the famous 'leaning house,' an interesting architectural wonder and defiance of gravity! Regular train service connects Friedrichshafen and Ulm hourly.

Munich: The Bavarian capital can be reached easily and cheaply by train or by the ICE bus within 2 ½ hours. The annual Oktoberfest is one of the main attractions for international students who spend fall semesters at ZU.

Shopping

Friedrichshafen's main shopping district is the downtown area. There is also a mall-like shopping arrangement in the 'Bodensee Centre,' which is reachable by bus. Shop hours are generally Monday – Friday, 9:00 am – 6:00 pm. Some stores, especially larger retail chain stores, may stay open until 8:00 pm. On Saturday stores tend to be open from 9:00 am – 2:00 pm, though, again, there are exceptions. In Germany, stores are generally closed on Sunday.

Telephones & Telephoning

International cell phones can be acquired at the various phone shops in Germany. In the German language, a cell (or mobile) phone is called a 'handy.' Pre-paid cell phones can be purchased for approximately 20.00 €. The ZU buddies and students offer the best advice.

The country code for Germany is +49. Please keep in mind that, because Friedrichshafen is very close to Switzerland, your 'handy' may think it is in Switzerland. In order to avoid expensive roaming costs, it is best to always use the international country code when dialing.

Telephone booths are generally available in Germany, though less so today because of cell phones. These function with Euros or by a pre-purchased phone card. Telephone booths are generally located in the train station and elsewhere in the city center. There are no phone booths on the ZU campi.

Train & Bus (Local)

All information regarding trains and buses can be found on the web page of the German rail: <http://www.bahn.de>

All students will be given a confirmation of enrolment at ZU, with which they can purchase a semester ticket at the Check-In at the Seemooser Horn. This so called "StudiTicket" costs 96.00 € for the whole semester and is valid from the 1 September until 31 December 2014. The StudiTicket allows you to use unlimited public transport after 6 pm from Monday till Friday and around the clock on Saturday and Sunday.

The Seemooser Horn campus is accessible by train and bus from the city center. Train passengers may exit at MANZELL Bahnhof and go by foot to the campus. Bus passengers should exit at either WINDHAG SEEMOOS or MANZELL Bahnhof and proceed by foot to the campus. The proper bus is # 7395 heading to the city of ÜBERLINGEN or to FRIEDRICHSHAFEN STADT (depending on direction of travel). The proper train will travel in the direction of RADOLFFZELL, SINGEN or FRIEDRICHSHAFEN Hbf (depending on direction of travel)

The Container Uni and Fallenbrunnen campi are also accessible by train and bus from the city. The proper train or bus stop is LANDRATSAMT. The walk is about 15 minutes. City line buses 12 in the direction of MARKDORF or FRIEDRICHSHAFEN HAFEN and 9 to MUNTENRIED or FRIEDRICHSHAFEN HAFEN (depending on the direction of travel) also stop directly in front of the Container Uni and Fallenbrunnen campi.

Train and bus connections are also available to the city center, approximately 2 miles from campus. Train and bus passengers should travel to FRIEDRICHSHAFEN STADT or FRIEDRICHSHAFEN HAFEN.

To the north, the next major train (and large city of interest) hub is ULM. From ULM, you can connect to basically any place in Europe. The trip from Friedrichshafen to Ulm is generally between 1 and 1 ½ hours, depending on the connection.

Train Tickets

Train tickets can be purchased at automated terminals located on the platforms or in the stations. Just push the button adjacent your destination and insert coins or bills or use your credit cards. You may also buy tickets directly at the counter inside the train station.

Tickets may not be purchased on trains!! You must board the train with a valid train ticket! Train personnel are notoriously aggressive with those who do not have a ticket. If you are caught without a ticket, you will be required to pay a fine of at least 40.00 € and, in certain cases, to leave the train. Excuses that the automated terminal did not work are most often not accepted with the hint that you would have needed to call the service personnel to fix it.

VISAS

Students are asked to inform themselves in advance about student visas in Germany. The best approach is to make contact with the German consulate nearest you. Generally speaking, students from America (USA), Australia, Canada and EU nations are not required to arrive in Germany with a student visa in hand. They may apply for a student visa in Friedrichshafen after their arrival.

Students from other nations are usually required to receive a visa *before* their departure.

Weather & Clothing

The weather in Germany is notorious for providing the unexpected! Spring weather is generally pleasant during the day but quite cool at night. Coats and heavier clothes will be necessary until February or March, and sweaters and light jackets will be needed in the late spring. Germany is also quite rainy, so students should bring waterproof attire. During the wintertime, the coldest month is January with an average temperature of -5°C (23°F). Snow cover is seen for at least a couple of weeks during winter.

English-speaking staff members:

Artsprogram

Ulrike Shepherd | Arts | Phone: +49 7541 6009-1821 | Email:
ulrike.shepherd@zu.de

Dr. Joachim Landkammer | Music | Phone: +49 7541 6009-1312 | Email:
joachim.landkammer@zu.de

Cafeteria

Bernhard Sandner | Phone: +49 7541 6009-1175 | Email:
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TalentCenter

Nina Möller | Phone: +49 7541 6009-1900 | Email: nina.moeller@zu.de

Examination Office

Karin Schlecht | Phone: +49 7541 6009-2011 | Email: karin.schlecht@zu.de

Facilities

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General Office

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Lobby of Lake Campus

International Office

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Library

Heike Schiele | Phone: +49 7541 6009-1183 | Email: heike.schiele@zu.de

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