

Pre-Arrival Guide for Incoming Students

Welcome to Zeppelin University!

We are delighted that you chose ZU and are planning your studies in Friedrichshafen, Germany.

As you prepare for your trip to Germany and ZU, the questions you may face seem endless. Where do I need to go when I arrive? What do I need to know about public transportation? Where do I get cash? Etc.

This pre-arrival guide aims to make your transition to ZU as smooth and informed as possible. We tried to cover things from A to Z but if questions still arise please do not hesitate to contact us!

We at the ZU International Office hope that your stay will be an interesting and rewarding experience and that you are just as excited about your trip to Germany as we are.

Do not hesitate to contact us with any questions you may have.

Sincerely,

Your International Office
Angela | Barbara | Nina
incoming@zu.de

Academic dates Spring Term 2019

Arrival at ZU	around January 15, 2019
Orientation Week	January 19 – 25, 2019
Start of Classes:	January 28, 2019
Examination Period:	May 13 – June 1, 2019

Academic dates Fall Term 2019

Arrival at ZU	around August 29, 2019
Orientation Week	September 1 – 6, 2019
Start of Classes:	September 9, 2019
Examination Period:	December 6 – December 21, 2019

For full academic schedule please see last page.

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 being in Germany is not advisable.

Banking & Credit Cards

Friedrichshafen is home to a sizable 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 credit card with a PIN number. In case of any doubts, you should contact your bank or credit card providers in advance. Basically, Master Card and VISA are accepted everywhere in Germany; this holds true for American Express to a lesser extent. Diner's Card and Discover are rarely accepted.

We strongly recommend you informing 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 about the card owner being out of the country.

If you wish to open a German bank account (highly recommended) (e.g. for your monthly rent or your mobile phone contract fees), we will assist you with this during the orientation week (a representative of Deutsche Bank will be guiding you through the application process).

You might want to check the online service transfer wise for further information about deposits from abroad.

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!!

Buddy Program

Every Incoming Student has been assigned a Zeppelin University student as his/her buddy. He/she will help organizing airport/train station pick-up, help getting settled in Friedrichshafen and provide assistance before and during the semester for the Incoming Student.

Campus

ZU has two campuses. One is located directly on the lake of Constance and is called "Seemooser Horn" (SMH). The other university campus is 0.5 miles away, it is the main university campus – Fallenbrunnen 3 (FAB 3). Principally students move on between the two locations by car, bike or by foot. It will take you approximately 20 minutes by foot.

Courses will take place in both buildings. FAB 3 is mainly a student service facility containing such offices as Admissions & Enrolment; Examination Office, International Office and the general welcome centre. The library is also located there. University's cafeteria is located at both campuses, at Seemooser Horn as well as at FAB 3.

Computers

Please bring your own laptop as you will need a laptop here at the university.

Computer terminals are available in the library. All students receive an official Zeppelin University (ZU) 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 via ZU Intranet.

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. You can also print and scan at ZU.

Internet cafés are also located in the city.

Cost of Living

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

If you do not cook in your apartments (some apartments will have 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.

The average rent will run around 375€ per month. A student monthly ticket (Studi-Ticket) for public transportation will run about 121,50€.

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 should 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.

Electricity

Electrical current in Germany is 220v. Students should bring laptops, electric razors, telephones, and other electrical items that are able to convert this voltage. Please notice, that you might need an adapter to charge your equipment.

Employment

Because labor laws in Germany are very restrictive concerning foreigner employment, ZU does not offer work to guest students.

Financial Aid & Scholarships

Currently, apart from the annual Baden-Württemberg Scholarship given to some Incoming Students, Zeppelin University does not have financial aid or scholarships available to international and exchange students.

Garbage

Germans are very particular about waste disposal. Unlike in the USA and elsewhere, Germans 'separate' their trash into categories: organic ('bio') waste, synthetic waste, and rest waste. Also, paper is to be separated. Students should keep 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 the collection of the yellow sack and normal trash often takes place on different dates. Your landlord will give you the exact dates. Further information on "Waste - What goes where?" can be found [here](#).

Do not wonder if you receive a letter from the city asking you to pay a "waste tax" ("*Abfallgebühren*"). Every household must pay a tax to get its waste bins emptied every other week. Some landlords already include this tax into the monthly rent, some do not. You might ask your landlord once you are here in Germany.

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.

International Office

The International Office consists of Angela Kurtz, Head of Department and Nina Möller, International Student Coordinator as well as of Barbara Reinhardt, Erasmus Student Coordinator. All of them will be happy to assist you during your exchange semester at ZU.

ISG

The Incoming Student Group (ISG) is an initiative by students of the Zeppelin University. Founded in Spring 2016, its aim is to better integrate Incoming Students into the university's life. Thus, the ISG is there for all Incoming Students, but also for all the students of the ZU who want to spend a semester abroad or simply get to know the students from all over the world.

Visit them on [Facebook](#) or via email isg@zeppelin-university.net

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. You may deposit funds to the card to pay your meals or to pay for photocopies (machines to "load" the card at both campuses).

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

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.

Language

Most people of the younger generation (i.e., under 50) 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 a German language class. Students are encouraged to learn as much German as possible during their brief stay!

Laundry

Some apartments have washing machines, others do not.

For those who live at SEEZEIT: washing machine/dryer in separate laundry room in basement (fee applies for usage). Cards to use the washing machine will be given out by Ms. Reiserer at the DHBW Cafeteria (school right next to the Fallenbrunnen Campus).

There is a coin laundry in the city as well: City-wash (Schwabstrasse 16, Friedrichshafen, <http://www.city-wash.net/>).

License fee for public access to radio & television

After having registered with the local authorities in Friedrichshafen after your arrival, you will receive a letter from an organization called "ARD ZDF Deutschlandradio Beitragsservice" (formerly known as

"GEZ" or "*Gebühreneinzugszentrale*") concerning the "Rundfunkbeitrag", which is a license fee for general public access to radio and TV channels.

The "Beitragsservice" is the state-run organization that collects fees for radio and television under public law. Every household (with very few exceptions) must pay these license fees.

The license fee is not linked to a broadcasting device: It is irrelevant how many TVs, radios or computers there are at a residence. The license fee is €17.50 per month and is only paid once per residence. The fee only must be paid by people of legal age. Vehicles for private use are also covered by this fee. If several people live together then only one person must register to pay the license fee. This person pays the fee for all residents living at the residence. Families, cohabitations and those in shared accommodation benefit from this rule.

Mail

Friedrichshafen's main post office is located adjacent to 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 Fallenbrunnen Campus during the midday hours. Vegetarian meals are available at both locations. The cost of a full lunch meal (no salad included) is about 4.00 €. You will have to pay with your student ID card (to be charged on campus).

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. Students who do not have adequate health insurance or who refuse to purchase the liability package may not register. The International Office at Zeppelin University is working closely with the German health insurance provider "AOK" (one of the most popular health insurance providers in Germany).

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 or accident, students **must** inform Nina Möller or Barbara Reinhardt at the International Office immediately. Either they, the German buddy or our International Student Group will assist you.

Emergency phone number: 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 7541-26062

General Practice: Dr. Viktoria Steinhauser, +49 7541-21588

Gynaecologist: Dr. Margit Stehle, +49 7541-25222

Students with known serious health problems are required to inform the ZU International Office in advance.

Orientation Week

During the Orientation Week you will be introduced to Zeppelin University community, explore the campus and Friedrichshafen, and be guided through all formalities such as registration with local Authorities, residence permit application, bank account opening, etc.

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. www.zeppelin-museum.de

Dornier Museum (near Friedrichshafen airport): A very new museum dedicated to pioneering air craftsmanship. www.dorniermuseum.de

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. www.lindau.de

Bregenz & Austria: Just beyond Lindau is the Austrian city of Bregenz. Bregenz offers visitors unlimited shopping and sightseeing opportunities. Of 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. www.bregenz.travel | www.pfaender.at | bregenzfestspiele.com

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. www.meersburg.de

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! www.konstanz.de

The Baroque Cathedral of Birnau: One of the most beautiful sites on Lake Constance is the breathtaking 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. www.birnaude.de

Ravensburg: "The city of towers and gates" is situated between Lake Constance and Allgaeu in a scenic landscape with a view of the Alps. In the past, the city was a major, medieval commercial centre. Today, with its 50,000 residents, it is the lively, economic hub of Upper Swabia with great shopping opportunities and a typical German Saturday morning market throughout the city center. Ravensburg is only a 30-minute train ride away from Friedrichshafen. www.ravensburg.de

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 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. www.muenchen.de | www.oktoberfest.de/en

Registration with the City of Friedrichshafen

When moving to Germany to take up permanent residence, i.e. staying for more than three months, you must register your address with the authorities. In German, this is called "*Anmeldung*". This applies not just to foreign nationals, but also to local German citizens. The residence registration is handled at offices called the "*Einwohnermeldeamt*".

During the first week at Zeppelin University – during Orientation week – you will be assisted with filling out the registration form for the city – so you do not need to go to the "*Einwohnermeldeamt*" by yourself.

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 10:00 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.

Sports

The sports program at ZU is organized by a student initiative called HSS (Hochschulsport). They offer regular training in 20 different types of sports (basketball, soccer, lacrosse, yoga, cheerleading, muay thai, rowing, volleyball etc.) They will charge a membership fee of 25€ per semester. Signing up for the sports program will be available during your first week at ZU. Visit them on [Facebook](#) or via email hochschulsport@zeppelinuniversity.net

Telephones & Telephoning

German SIM cards 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 SIM cards 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. It is best to always use the international country code to avoid expensive roaming costs.

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 campuses.

Train & Bus (Local)

All information regarding trains and buses can be found on the web page of the German rail www.bahn.de or on www.bodo.de (bus).

All students will be given a confirmation of enrollment at ZU, with which they can purchase a semester ticket at the Check-In at Fallenbrunnen. This so called "StudiTicket" costs 121.50 € for the entire semester and is valid from the January 1st until June 30th (Spring Semester) or July 1st – December 31st). The StudiTicket allows you to use unlimited public transportation within and around Friedrichshafen.

The Seemooser Horn campus is accessible by train and bus from the city center. Train passengers may exit at "MANZELL Bahnhof" and take a 5-minute walk 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 RADOLFZELL, SINGEN or FRIEDRICHSHAFEN Hbf (depending on direction of travel).

The Fallenbrunnen campus is also accessible by train and bus from the city. The proper train station is "LANDRATSAMT". From there it will be a 15-minute walk to the Fallenbrunnen campus. City line buses No. 12 in the direction of MARKDORF or FRIEDRICHSHAFEN HAFEN and No. 9 to MUNTENRIED or FRIEDRICHSHAFEN HAFEN (depending on the direction of travel) stop only 100 m away from Fallenbrunnen Campus, the bus stop is called "Fallenbrunnen".

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 60.00 € 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.

Visa

In case you need a residence permit/visa extension (e.g. you did not get one already in your home country or not for the entire time of your stay), the foreign office here in Friedrichshafen needs the following documents:

- | A biometrical photo (more information [here](#))
- | Proof of financial stability (legal obligation letter issued by a German embassy or consulate; blocked bank account of 735€/month or proof of scholarship)
- | Health insurance certificate
- | Proof of scholarship (in case you receive one either from the state or from the university)
Students with scholarships are exempted from paying the visa extension fee of 100€
- | Proof of enrollment ("*Immatrikulationsbescheinigung*"; you will receive this during orientation week)
- | Valid passport

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 at ZU:

Artsprogram

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

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

TalentCenter

Franziska Schubert | Phone: +49 7541 6009-1902 | Franziska.schubert@zu.de

Examination Office | examinationoffice@zu.de

Facilities

Stephan Sturm | Phone: +49 7541 6009-1172 | stephan.sturm@zu.de

Financial Department

Wolfgang Giessmann | Phone: +49 7541 6009-2155 | wolfgang.giessmann@zu.de

General Office

check-in | Phone: +49 7541 6009-1000 | check-in@zu.de

International Office & International Student Group (ISG)

Nina Möller | Phone: +49 7541 6009-2041 | nina.moeller@zu.de

Barbara Reinhardt | Phone: +49 7541 6009-2042 | barbara.reinhardt@zu.de

International Student Group | isg@zeppelin-university.net

IT-Support

Sven Carstens | Phone: +49 7541 6009-1164 | sven.carstens@zu.de

Language Coordinator

Dr. Veronika Caspers | Phone: +49 7541 6009-2110 | veronika.caspers@zu.de

Library

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

Program Directors | Student Advisory Service

Corporate Management & Economics | CME

Isabell Häcker-Kruck | Phone: +49 7541 6009-1207 | isabell.haecker-kruck@zu.de

Communication & Cultural Management | CCM

Dr. Lutz-Henning Pietsch | Phone: +49 7541 6009-1305 | lutz.pietsch@zu.de

Politics, Administration & International Relations | PAIR

Dr. Christian Zettl | Phone: +49 7541 6009-1405 | christian.zettl@zu.de

Sociology, Politics & Economics | SPE

Dr. Iris-Niki Nikolopoulos | Phone: +49 7541 6009-1135 | iris-niki.nikolopoulos@zu.de

Student Affairs Office

Katharina Brugger | Phone: +49 7541 6009-2020 | katharina.brugger@zu.de

Student Vice President

Josefine Meibert | +49 7541 6009-1105 | Email: said.werner@zu.de

We are looking forward to welcoming you in Friedrichshafen!

Your ZU International Office

incoming@zu.de