Welcome to Aalen University!

We are pleased that you have decided to study at the Aalen University. To make your start easier, we have compiled some useful information for you, including various tips and drop-in centres where you can get support in dealing with obstacles you might encounter during your studies.
## Overview

1. Drop-in centres ................................................................................................................................................... 3
   1.1 International drop-in centres ..................................................................................................................... 3
   1.2 External drop-in centres ............................................................................................................................ 4
2. Living ................................................................................................................................................................... 5
   2.1 Student halls of the Jugendwerk Aalen ....................................................................................................... 5
   2.2 Private student halls ...................................................................................................................................... 5
   2.3 Private shared flats ....................................................................................................................................... 5
3. Registration at the Town Hall ............................................................................................................................. 6
4. Extending visa ........................................................................................................................................................ 7
5. Financing ............................................................................................................................................................. 8
   5.1 Costs of living ................................................................................................................................................ 8
   5.2 Opening a bank account ............................................................................................................................... 8
   5.3 Compulsory media fee .................................................................................................................................. 8
   5.4 Contracts ...................................................................................................................................................... 8
6. Insurance schemes ............................................................................................................................................... 9
   6.1 Health insurance schemes (Obligatory!) ....................................................................................................... 9
   6.2 Liability (Recommended!) .......................................................................................................................... 9
   6.3 Other insurance schemes accident & household items (Recommended!) .................................................. 9
7. Public transport and travel .................................................................................................................................. 10
   7.1 OVA Semester tickets ................................................................................................................................. 10
   7.2 German railways offers ............................................................................................................................... 10
   7.3 Useful links .................................................................................................................................................. 10
   7.4 Airports ....................................................................................................................................................... 10
   7.5 International driving licence ........................................................................................................................ 11
   7.6 Used bicycles .............................................................................................................................................. 11
8. Jobbing ............................................................................................................................................................... 12
   8.1 Welcome Office East Wuerttemberg .......................................................................................................... 12
   8.2 Work permit ............................................................................................................................................... 12
   8.3 Job search ................................................................................................................................................... 13
9. Social contacts ...................................................................................................................................................... 14
   9.1 Buddy-Program .......................................................................................................................................... 14
   9.2 Other programs ........................................................................................................................................... 14
10. Sports ................................................................................................................................................................. 15
11. Cinema .............................................................................................................................................................. 16
12. Holidays ............................................................................................................................................................ 17
1. Drop-in centres

In certain cultures, people find it inappropriate to ask for help and support if they are in trouble. Here in Germany you definitely should. It is important for your studies, your career. Contact the relevant drop-in centres before your situation gets worse, before you risk exclusion from the study programme or if you want to terminate your studies for some reason. If you have any problems related to your field of studies, please contact the study advisor at your department.

1.1 International drop-in centres

**International Relations Office**
Lothar Dessilla  
☎ +49 7361 576-1705  
✉ lothar.dessilla@hs-aalen.de

**International Relations Office**
William Levi  
☎ +49 7361 576-1707  
✉ buddy@hs-aalen.de

**Your Central Contact**

**Central Student Advisory Services**
Isabel Sandel  
☎ +49 7361 576-1937  
✉ studienberatung@hs-aalen.de

**Central Student Advisory Services**
Isabel Sandel  
☎ +49 7361 576-1937  
✉ studienberatung@hs-aalen.de

**Changing the course of studies, study alternatives, support in critical study and study-related situations**

**Equality Issues**
Prof. Dr. Annette Limberger  
✉ annette.limberger@hs-aalen.de

**Advisor for Equality Issues and Equal Opportunities**

**Studying with a disability**
Prof. Dr. Thomas Kirschkamp  
✉ thomas.kirschkamp@hs-aalen.de

**Advisor for students with a disability**
1.2 External drop-in centres

Psychosocial counselling Service
☎ + 49 731 50 23811
✉ pbs@studierendenwerk-ulm.de

Individual help with psychological problems, whether personal or related to studying

Emergency medical office Aalen
at Ostalb-Klinikum Aalen
Kälblesrain 1, 73430 Aalen
Opening hours:
- Wednesday 1 p.m. – 10 p.m.
- Friday 4 p.m. – 10 p.m.
- Saturday, Sunday, holidays 8 a.m. – 10 p.m

Police
☎ 110

Fire brigade/Ambulance
☎ 112

Medical Stand-by service (if doctor’s offices are closed)
☎ 07361-116 117

Help Line
Violence against women
☎ 08000 116 016

Bank Card Blocking
For all debit and credit cards
☎ 0 116 116
2. Living

Students in Aalen may find the cheapest accommodation in student halls or private shared flats. You have to find a suitable accommodation on your own. Please find below the list of the student halls as well as links to private housing offers.

2.1 Student halls of the Jugendwerk Aalen

(Prices incl. utilities):

**Student hall in
Leintalstraße 6, Aalen-Dewangen**
Single room in a 7-party shared flat from 134 € to 189.50 €

**„Tower“ Carl-Schneider
Rombacher Straße 91, Aalen**
Single room in a 12-party flat from 210 €

**Steinertgasse 10, Aalen-Unterrombach**
Single room from 230 €
Flats from 265 €

**Anton-Huber-Straße 5-11, Aalen**
6-party flats from 238.50 €
4-party flats from 253.50 €
2-party flats from 268.50 €
2 flats for handicapped from 310.50 €

**Wellandstr. 14-14/6, Aalen**
Single room in a 4-party flat from 320 €
Flat from 360 €
Flat for handicapped from 370 €

2.2 Private student halls

[https://www.hs-aalen.de/pages/studentenwohnheime](https://www.hs-aalen.de/pages/studentenwohnheime)

2.3 Private shared flats

**Offers from students for students:** [https://www.hs-aalen.de/apartments](https://www.hs-aalen.de/apartments)
**Private housing offers:** [http://www.wg-gesucht.de/](http://www.wg-gesucht.de/)

→(Prices incl. utilities): from 290 € to 450 €
→Covers, cushions, bedclothes are to be brought by the resident.
3. Registration at the Town Hall

Students from non-EU countries have to apply for a residence permit upon arrival in Germany. The Office for Immigration and Integration of the city of Aalen is your proper contact here. Generally, all arriving students, whatever their origin, must contact this registration office and name their place of residence in Aalen.

A few tips for the preparation and procedure:

Please, provide your passport, the address of your flat in Aalen and the address of its landlord, current evidence of enrolment at Aalen University and your student ID (already stamped!). In some cases biometric passport photographs and other relevant documents might be required. It is not necessary to make an appointment but you may have to wait. The Office for Immigration and Integration is located on the ground floor of the Aalen Town Hall.

The following documents can be downloaded from the homepage of the Office for Immigration and Integration and filled out in advance;

Link: http://www.aalen.de/anmeldung-zuzug-nach-aalen-.6759.25.htm

- Accommodation confirmation (to be signed by the landlord)
- Registration

If further documents are required, please provide them without delay. Visit the Town Hall within the first two days after your arrival! Deadlines must be observed! In the event of non-compliance, reminder fees may be due!

Town Hall of Aalen
Residence permit, accommodation registration
+ sports associations, leisure activities,
Marktplatz 30, 73430 Aalen
www.aalen.de
4. Extending visa

If you are from a non-EU country, you have already received a visa before entering the country. In most cases, the visa must be prolonged by the Office for Immigration and Integration after your arrival. You should therefore register at least two weeks before the visa expires at this Office and apply for the visa extension.

The following evidence is mandatory:

- Completed registration form
- Completed application form for extending the visa
- Valid passport with entry visa or last issued visa
- 2 current biometric passport photos
- Current residence certificate (copy)
- Current enrolment certificate (original)
- Evidence of health insurance (copy)
- Financing proof: (locked account), e.g., bank statement, employment contract or scholarship certificate (copy), disclosure of the parents’ assets or declaration of commitment by a resident of Germany responsible for the entire life support
- Confirmation from the University about the expected duration of the studies, if required by the Office for Immigration and (e.g. in cases of long study times)

Note that granting a residence permit will be charged with 110, - € and its extension with 80, - €. Students who receive a scholarship from German funds do not have to pay a visa fee. Students from EU countries do not need a residence permit. All you need to do is register with the Office for Immigration and Integration with a valid ID card or passport after your entry.
5. Financing

5.1 Costs of living

You have to provide evidence of at least 725 € from your own funds per month or of 8,700 € per year. For some countries, the German embassy requires to deposit an agreed amount on a locked account to secure your initial stay in Germany. Based on this rate, you can calculate your expenses for your stay in Aalen. Costs for traveling and other leisure activities are not included and should also be taken into account in your calculation. A detailed overview of the individual items of the costs of living is available here:


5.2 Opening a bank account

Some banks: Kreisparkasse Ostalb, VR Bank Aalen, Deutsche Bank Aalen, Commerzbank or Postbank. An account for students is usually the cheapest option. Some banks do not charge account maintenance fees - but often transfers or payments are very expensive. Also pay attention to cash withdrawing at ATMs. There are, for example, cash machines of the Kreissparkasse all over Germany from which cash can be withdrawn free of charge. When needed, open an additional online account (free of charge and transparent). At most banks an account can be opened online, however, a personal visit is often requested. After opening your account you will get your personal account number including bank card. Please, bring your ID card or passport and residence permit with you to the bank.

5.3 Compulsory media fee

Since 2013 there is a compulsory media fee in Germany. A standard fee is charged for each flat so that basically every household must pay 17.50 € per month even if no media appliances are available or used in the household at all. The fee covers all types of usage, including car radios. The fee is payable for three months in advance. If you get a letter asking you to pay the compulsory media fee, you should not ignore it. Ask any roommates (if available), maybe they have already opened a customer account and paid. You can divide your fees in the shared flat and avoid double payments.

For more information, please, read:

https://www.rundfunkbeitrag.de/

5.4 Contracts

If you conclude any contracts, e.g. mobile phone contracts, a rail card (BahnCard), newspaper subscriptions or membership in the fitness studio: please check the terms of the contract and termination deadlines beforehand! In most cases, you must actively terminate the contract in time before it gets automatically extended!
6. Insurance schemes

6.1 Health insurance schemes (Obligatory!)

Health insurance is mandatory. It is recommended that foreign students from non-EU countries obtain a statutory health insurance scheme in Germany. With the statutory health insurance scheme (about 80,- €/month), the insurance company pays immediately. A private health insurance scheme is generally cheaper (35 - 40 €/month) but you will first need to pay for appointments etc. by yourself and claim the costs from the health insurance company only afterwards. Tip: Private health insurance is usually cheaper if nothing happens. But in the case of illness, the statutory health insurance schemes often pay much better than private health insurance schemes.


**Compare prices and services!**

Some health insurance companies: AOK, BARMER, BKK, DAK

Attention: Also read the small print. Some insurance schemes include deductables.

You should arrange for an appointment with the health insurance company, because often, not all details are available online. You may sign the insurance contract right there.

6.2 Liability (Recommended!)

German law stipulates that damage to people and objects caused by negligent acts must be compensated without reservations. Compensation may be required for replacing material or for physical rehabilitation in the case of traffic accidents with a bicycle, damage to the rented flat etc. Anyone who has acted negligently and is not insured must pay the costs from private assets even after returning home. To avoid this risk, it is advisable to buy a private liability insurance. It regulates the debt issue when an incident has occurred and compensates any damage occurred. Insurance schemes are offered for as little as 20-30 euros per year. You are responsible for your own security; we cannot support you in this regard.

6.3 Other insurance schemes accident & household items (Recommended!)

The accident and household insurance are voluntary supplementary insurance schemes, as is the private liability insurance. Compare offers and decide according to your individual needs.
7. Public transport and travel

7.1 OVA Semester tickets

How do you get a free semester ticket for busses and other means of transportation? Basically there are two different tickets. The semester ticket 1 (regularly about 20 €/semester) is valid for all buses and trains (regional express) in the Ostalb county after 18:00 during the week and all-day on the weekend. The costs of this ticket are included in the student association fee you have already paid. Your student ID card will serve as your ticket: all you need to do is to show it to the driver on the bus or to the conductor on the train. With the semester ticket 2 (regularly about 108 €/semester) you can travel all-day (whether on the weekend or during the week) through the Ostalb county. The OVA, our regional bus company, grants the semester ticket 2 for free if you registered your first place of residence in Aalen. (See item 3 on how to do that). With the printed registration certificate (which you get after registering in the Town Hall as a resident), the enrolment certificate, the current student identity card and a passport photo you can obtain this ticket from the railway station. (The office of the OVA is next to the main entrance to the railway station on the right hand side). Link to the transport zones: https://www.ostalbmobil.de/fahrplaene-netz/liniennetz.htm

7.2 German railways offers

Super saver fare from 19,90 EUR to various cities:

Metropolitan Day Ticket from 21 EUR, e.g. Stuttgart:

Baden-Württemberg ticket from 24 EUR, e.g. Ulm:

Rail cards are recommended only for frequent travelers:

7.3 Useful links

Ridesharing: https://www.blablacar.de

Flixbus: https://www.flixbus.co.uk/

7.4 Airports

Stuttgart: https://www.stuttgart-airport.com/?cl=en
Memmingen: https://www.allgaeu-airport.com/

7.5 International driving licence

If you reside and want to drive your car here, you must exchange your driving license from abroad. Exception: A driving licence issued from an EU country is recognised throughout the EU. Otherwise you may drive here only for a period of 6 months after entry. During these 6 months you may exchange your foreign driving license. To make an application, please contact the Aalen license office. Bring your passport and residence permit, a biometric photo and your foreign driving licence including translation by an officially approved translator.

It may be required that you pass a theoretical and practical driving test at a driving school. Please contact the driving school of your choice for information about the costs. Further information can be found at: http://fuehrerscheinstelle.ostalbkreis.de

Ostalb District Office
Licence Office Aalen
Stuttgarter Strasse 41
73430 Aalen

If you bring your own car or purchase one, you need to register it. Registration should take place as soon as possible. To register, please go to the registration authority:

Ostalb District Office
Registration Authority Aalen
Stuttgarter Strasse 41
73430 Aalen

7.6 Used bicycles

At the Fahrradwerkstatt Aalen, used bicycles are repaired and sold to people with low income for a reasonable price:

adfc Ortsverband Aalen, Fahrradwerkstatt
Ehemalige Hofackerschule
Gartenstr. 93
73430 Aalen
Opening hours: Wednesday 4:00 pm -5:00 pm

Bicycles are also often sold at the student hall Carl Schneider. Either the bicycles are attached to the railing by the owner with a message and a phone number to be called, or the caretaker Mr. Frankenreiter organises an auction of used bicycles at the beginning of a new semester. Mr. Frankenreiter can be found at his office in Rombacher-Str. 91 in Aalen (student hall Carl Schneider).
8. Jobbing

8.1 Welcome Office East Wuerttemberg

If you are seeking a graduate, internship, or working student position in the East Wuerttemberg region, the Welcome Office East Wuerttemberg can help you find one. The Welcome Office is part of the University and located at the International Relations Office and has made it its task to make easier for international students and graduates to enter and integrate into the labour market in Germany, especially in the East Wuerttemberg region. The office is in constant dialogue with Human Resource Departments of local & regional companies. In addition to individual guidance we offer these events free of costs in German and English language:

- Application trainings in German and English language
- German Language Courses (C1)
- Company Excursions
- Information sessions on labor and residence law for foreigners
- Intercultural Trainings
- Informational Meetings about the Job Market and Opportunities in the Region

Information on the Welcome Office and its current events can be found at:

https://www.hs-aalen.de/en/facilities/186

Mr. Lothar Dessilla
☎ +49 7361 576-1705
✉ lothar.dessilla@hs-aalen.de

8.2 Work permit

Special regulations apply to students from abroad. Students from non-EU states may work only to a limited extent. The permissible employment period is 120 full days or 240 half days per year. Every student must be able to prove that the limit has not been exceeded. Working beyond this limit requires a work permit that may be issued only by the Office for Immigration and Integration for a specific job offer. This regulation does not apply to students and research assistants. They may work longer but are obliged to inform the authorities. The 120/240 day limits also applies to voluntary or not paid internships. Read more at:

8.3 Job search

- Company database for the region East-Wuerttemberg categorized in fields of competence: (in German) https://www.ostwuerttemberg.de/angebote-services/firmendatenbank/

- Jobs database for the region East-Wuerttemberg categorized in branch or size of business: (in German & English) https://www.fachkraefte-ostwuerttemberg.de/en/home/jobs-data-base.html

- Job Search for the Region Baden-Wuerttemberg categorized in disciplines or positions (in German & English) https://www.bw-career.de/en/for-applicants/advsearch.html

- Jobs & Internship database for whole Germany (Bundesagentur für Arbeit / Federal Employment Agency) (in German & English) https://con.arbeitsagentur.de/prod/jobboerse/jobsuche-ui/?FCT.ANGEBOTSART=ARBEIT&FCT.AKTUALITAET=100&FCT.BEHINDERUNG=AUS&page=1&size=10&sort=Relevanz&s=14Job

- Database of the Federal Employment Agency (in German & English) https://jobboerse.arbeitsagentur.de/vamJB/startseite.html?aa=1&m=1&kgr=as&vorschlagsfunktionaktiv=true

AIM (Aalen Industrial fair) of the University of Aalen for working student jobs and internships: http://www.aim-for-students.de/

University job portal: https://www.hs-aalen.de/de/career_offers/

Student assistants: https://hs-aalen.de/de/news/988

Other Internet portals:
- https://jobboerse.arbeitsagentur.de/jobsuche/?ORT=Aalen,%20W%C3%BCrttemberg 48.8439193,10.10265405&s=1
- http://jobs.meinestadt.de/aalen/typsuche-miniobs/typsuche
- http://www.miniobs.info/?b=&o=aalen&u=20&s=1

Other options: Call on the companies and ask for vacancies or throw your application into their mailbox.

How do you apply?

Tip: Ask other students where they work and whether there are other vacancies at their company.

International Center – Hochschule Aalen – Aalen University

Gartenstrasse 135, 73430 Aalen, Germany
www.hs-aalen.de
9. Social contacts

9.1 Buddy-Program

The program is designed to help international students acclimate to Campus Life and German culture. It will help you to get to know local students from Aalen University and from all over the world. We will assign you to a local buddy for one semester who can answer basic questions that you have about studying and living here in Aalen, and can help you with social integration and the adaptation to the new academic environment. Monthly activities like trips and get-togethers will give you the opportunity to meet other exchange and full time students.

Do you want to join?

Please write an email to buddy@hs-aalen.de with your matriculation number, full name, study program, nationality, age, and interests so we can find you a good match.

This program is highly recommended! 😊

9.2 Other programs

Beside the Buddy-Program that allows you to meet local and foreign students at joint events and excursions, there are also other contact points:

Most-Kind
Integration/East Württemberg
News & Events
www.most-kind.de

Kulturküche Aalen e. V. (Cultural Kitchen)
Meeting people from everywhere
Different Events
www.kulturkueche-aalen.de

Haus der Jugend (Youth House)
Friedhofstr. 8
73430 Aalen
German club for people of different cultures to train the language
www.deutschtreff.de

Protestant and Catholic University
Community of Aalen (EKHG)
Different Events
https://www.hs-aalen.de/de/facilities/95

USTA (Independent Students' Committee)
Christian Engler, Meike Muth
AIM, Newie Party, Cinema, etc.
☎ +49 7361 5580683
✉ info@usta-aalen.de
www.usta-aalen.de
10. Sports

Sports and leisure activities are also excellent for acquiring social contacts. Each semester, Aalen University offers a new sports programme for students. Few courses are for free; a reduced fee is collected for most courses.

**Important:** Register in time, the demand is high!

Please, find the current programme at the following page:

**University sports**  [https://www.hs-aalen.de/de/facilities/147](https://www.hs-aalen.de/de/facilities/147)

In Aalen, there are about 92 sports clubs offering about 80 different disciplines, such as judo, table-tennis, volleyball, football and more. A certain fee must usually be paid to register in a sports club.

**Sports clubs**  [http://www.aalen.de/sportvereine.87.25.htm](http://www.aalen.de/sportvereine.87.25.htm)

**Fitness studios**

<table>
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<tr>
<th>Name</th>
<th>URL</th>
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<tbody>
<tr>
<td>Clever Fit</td>
<td><a href="http://www.cleverfit-aalen.de/?campaignId=112052#overview">http://www.cleverfit-aalen.de/?campaignId=112052#overview</a></td>
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<tr>
<td>Fair Fitness</td>
<td><a href="https://fair-fitness.com/fitness-clubs/aalen">https://fair-fitness.com/fitness-clubs/aalen</a></td>
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<tr>
<td>Active Gym</td>
<td><a href="https://active-gym-aalen.de/">https://active-gym-aalen.de/</a></td>
</tr>
<tr>
<td>TopFit</td>
<td><a href="https://www.topfit.fitness/studios/aalen.html">https://www.topfit.fitness/studios/aalen.html</a></td>
</tr>
<tr>
<td>Petro</td>
<td><a href="https://www.petro-fitness-reha.de/">https://www.petro-fitness-reha.de/</a></td>
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<tr>
<td>Weizmann</td>
<td><a href="http://fitness-aalen.de/">http://fitness-aalen.de/</a></td>
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<tr>
<td>Move (for women)</td>
<td><a href="http://www.move-fitness.de/">http://www.move-fitness.de/</a></td>
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<tr>
<td>ChrisFit</td>
<td><a href="https://www.chris-fit.net/">https://www.chris-fit.net/</a></td>
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<td>Flixfit</td>
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<tr>
<td>Fitness pur</td>
<td><a href="http://fitness-pur-personaltraining.de/Impressum/">http://fitness-pur-personaltraining.de/Impressum/</a></td>
</tr>
</tbody>
</table>
11. Cinema

Of course Aalen offers also possibilities to watch movies. In all following institutions are also movies offered in English language. Just check out the program:

Hochschulkino (University Cinema)
https://www.usta-aalen.de/veranstaltungen/kino/

Tipp: Kino am Kocher (Cinema with an alternative atmosphere)
http://www.kino-am-kocher.de/

Kinopark Aalen (The Cinema Aalen)
https://www.kino-aa.de/
## 12. Holidays

In the State of Baden-Württemberg:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>New Year</td>
<td>1 January</td>
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<tr>
<td>Twelfth Day</td>
<td>6 January</td>
</tr>
<tr>
<td>Easter Friday</td>
<td>March/April*</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>March/April*</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>March/April*</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1 May</td>
</tr>
<tr>
<td>Pentecost Day</td>
<td>May/June*</td>
</tr>
<tr>
<td>Pentecost Sunday</td>
<td>May/June*</td>
</tr>
<tr>
<td>Whitsun Monday</td>
<td>May/June*</td>
</tr>
<tr>
<td>Corpus Christi</td>
<td>May/June*</td>
</tr>
<tr>
<td>Day of German Unification</td>
<td>3 October</td>
</tr>
<tr>
<td>Reformation Day</td>
<td>31 October</td>
</tr>
<tr>
<td>All Saints' Day</td>
<td>1 November</td>
</tr>
<tr>
<td>1st Christmas Day</td>
<td>25 December</td>
</tr>
<tr>
<td>2nd Christmas Day</td>
<td>26 December</td>
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</tbody>
</table>

* These days are every year at a different date.

The exact dates can be found here:

[https://www.schulferien.org/Feiertage/Feiertage_Baden_Wuerttemberg.html](https://www.schulferien.org/Feiertage/Feiertage_Baden_Wuerttemberg.html)

We hope that we have been able to answer many questions you may have had. If you have any further questions or did not understand something, please do not hesitate to contact us.

Your International Relations Office

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We do not assume any liability for correctness.