



# The Ultimate Guide for **Karls Freshies**

The important information you  
need to make the most of your  
Karls student life.

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## Dear new students,

We would like to warmly welcome you to Karlshochschule International University!

We truly appreciate your interest in our university. Karlshochschule International University is a private, state-accredited university that provides students with an **international, practical, and career-focused education**. This guide has been specially designed for all of our new students.

We want to offer you an engaging, successful, and memorable study period at the “Karls” (as we affectionately call the Karlshochschule) as well as support you to become part of Karlsruhe and the Karlshochschule community. We hope that you will settle down well and integrate easily into Karlsruhe. This guide will provide you with helpful information on studying at Karlshochschule and living in the Karlsruhe region.

Please feel free to contact us personally if you have any questions or comments. And always let us know if we can make your time at the Karls as educational, engaging, and inspiring as it should be on the way to your degree. Have fun reading!

## Karls Team



# Welcome to Karlsruhe

## An Overview

Karlsruhe is one of Germany's warmest cities and plays a vital role in the German legal system. Its excellent research institutes, diverse recreational activities, and creative potential make the city very appealing. Thanks to its international atmosphere, you can become acquainted with many different cultures.

The baroque castle "Carols Ruh" was built in the 18th century and is still a defining element in the city's architecture. All of the surrounding streets lead to the castle so that you can see it from every direction. The layout of the historic city center looks like a fan from above. That's why Karlsruhe is also known as the "Fan City." Many people in Germany associate Karlsruhe with law and democracy. Two important legal institutions are headquartered in Karlsruhe – the Federal Supreme Court and the Federal Constitutional Court. Their significance is evident on Platz der Grundrechte, situated between the castle and the marketplace on Karl-Friedrich-Strasse.

In the middle of the marketplace, you will discover a pyramid. It marks the burial site of the city's founding father, Markgraf Karl-Wilhelm. At one end of "Marktplatz," you will be able to see the City Hall. It was rebuilt after being destroyed in 1944 during World War II. The plaza is intersected by Kaiserstrasse, the main shopping street in Karlsruhe with many shops and stores.

When the weather is nice – and you have good chances of that with some 140 days of sunshine per year – you can soak up some sun, for example, at the Botanical Garden at the castle or in the Stadtgarten. There you will find large lawns, beautiful plants and plenty of space to have a nice picnic. There is also a zoo in the Stadtgarten which you can visit.

If you want something for your ears rather than your eyes, "Das Fest" is an annual music festival featuring nationally and internationally renowned artists. The tickets cost less than ten euros. You can also enjoy live music at the "Zeltival" and the "Unifest" at KIT once a year.

An excellent place for students is the Student Centre Z10 and the Culture and Communication Working Group (AKK). Located on the KIT campus, you can always get freshly brewed coffee and other beverages there. Both the Z10 and AKK regularly organize events like quiz nights and parties and various workshops and courses.

The ZKM Center for Art and Media interweaves art with technical innovations and topics of current interest. The center is comprised of several museums and institutes. Not only does the ZKM hold regular exhibitions, but it also offers lectures and workshops.

## Climate

Weather varies throughout the year among four seasons: spring, summer, autumn and winter.

The **summer** is hot (around 28 °C, but can go well above 35 °C on the hottest days) and partially humid.

It rains a lot during **autumn**, and temperatures are around 10 °C to 15 °C.

The temperature in **winter** is near the freezing point.

Heavy warm clothes and shoes are useful in autumn and winter.

## Normal Opening Hours

Shops in the city center are usually open from Mondays to Saturdays from 10 am until 8 pm, but some shops close as early as 6.30 pm. On Saturday, shops even close at midday.

**Note: Supermarkets and most shops are closed on Sundays!**

It is possible to shop for smaller things at some petrol stations, 24 hours a day, even on Sundays. The shops in the main train station are open on Sundays as well. It is often possible to buy bread until 11 am on Sundays at many bakeries.

**Supermarkets** are usually open from 8 am to 8 pm. Some supermarkets in the city center of Karlsruhe such as the **Scheck-In Center** (Rüppurrer Straße 1) and **Rewe** (Kaiserstraße 227-229), are open until 10 pm and midnight respectively.

**Public authorities** are closed on weekends, and have regular, shorter opening hours which vary in the case of each office.

**Banks** are usually open on workdays from 9 am to 4 pm.

**Post offices** are normally open Monday through Friday from 9.30 am to 6 pm, Saturdays between 9 am and 12 pm. The opening hours of the post office at the Post Galerie are Mondays through Fridays from 10 am to 7:30 pm and Saturdays from 10 am to 2:30 pm.

**Some pharmacies are open round the clock for emergencies.** To find out which one is open, please consult the Internet. In addition, there is a list at the door of every pharmacy. Should you need medicine during the night or over the weekend, phone the pharmacy which has emergency duty (Notdienst). [You will find the emergency duty plan here.](#)

## Food and snack

There are many bistros and restaurants in the close surrounding areas where you can eat for € 5 to € 10 per meal, such as **Lehner's** (Karlstraße 21) or **Aposto** (Waldstraße 57), as well as, some student snack bars like **Stövchen** (Waldstraße 54), or **Café Bleu** (Kaiserallee 11).

Right next to Karlsruhochschule is the small, cozy Italian café called **Da Serio** (Karlstraße 42-44).

Europaplatz, which is 5 minutes by foot from the Karls, is surrounded by fast food restaurants like **McDonald's** or **Frittenwerk**, bakeries etc.

If you are looking for a nice place to eat and drink in the evenings you can go to a German brewery, e.g. **Brauhaus Kühler Krug** (Wilhelm-Baur-Straße 3a) or **Vogelbräu** (Kapellenstraße 50) with their regional beer and food.

The city offers a variety of grocery stores. Asian, Indian or Arabic food, which is not offered in all supermarkets, can be found in smaller stores or "**Asia Shops**".

Halal food can be found in special markets, like **Sindbad** (Adlerstraße 36), **Anadolu Gıda Pazarı** (Schützenstraße 65), or **Ümit** (Sophienstraße 57).

Organic food is sold in supermarkets and health food stores (Reformhaus). If you want to buy fresh fruit, vegetables or cheese, visit one of the many farmer's markets where local producers offer fresh products, e.g. at Europaplatz or Gutenbergplatz.

## Transportation

### Local Transportation

Karlsruhe offers a well developed system of public transportation (bus, tram, city and regional railway). You can reach all districts in the city easily and quickly by mass transit.

Karlsruhochschule is situated in the city center and has good access to public transport facilities. The closest tram station (Karlstor) is situated two minutes away from the University.

As a student, you can use the public transportation system in and around Karlsruhe (KVV) **for free** on weekdays between 6:00 pm and 05:00 am, on weekends and on public holidays, as long as you are carrying your student ID **and** your enrollment papers (*Immatrikulationsbescheinigung* **<--This is important!**). There is also the option to purchase a semester pass which is valid for 6 months at one of the following KVV customer service centers.

- » Karlsruhe Hauptbahnhof (main station)
- » KVV-Kundenzentrum Marktplatz – Weinbrennerhaus am Marktplatz, 76133 Karlsruhe

[Learn more about this here.](#)

Click here to view the map of the Karlsruhe transportation lines



In addition to this, there are several apps you can download to make using the public transport system easier.

- » **KVV.mobil** – you can use this app to search for and book any mode of transportation under the KVV group (e.g. trams, bikes and scooters)
- » **DB Navigator** – this app allows you buy tickets, check real-time information and coach sequence for any trains affiliated with the **Deutsche Bahn**. This includes regional and ICE trains

**NOTE:** Each area has a different transport association. KVV is uniquely for Karlsruhe and surroundings (Baden-Baden, Bruchsal and Rastatt).

If you travel to another city, you will find that they use a different transport association. Example: Munich -MVV, Berlin -BVG.

Deutsche Bahn is the general company that handles all of the transport associations in Germany.

## Bicycle



In Karlsruhe you can get around by bike perfectly, as the city is flat and it is really common in Germany to use a bicycle as means of transportation.

Please familiarize yourself with the traffic laws in Germany:

- People 10 years old or older should avoid the sidewalk.
- The bike paths are directional so if there are bike paths on both sides of the road, you should use the one on the right side.
- You must have lights on your bike.

### Fun Fact

Karl Drais, a German inventor born in the city of Karlsruhe, invented the bicycle.

## Renting

In case you do not have your own bike you can also use bike sharing in Karlsruhe.

- » **NextBike** is the local bike sharing system in Karlsruhe. You can rent our bikes around the clock via the App and it can be returned almost anywhere in and around the city. You can find fix stations with terminals outside the core zone. As a Karls student, you will have preferential pricing for the yearly plan by entering your credentials. [Read more about NextBike on their site, here.](#)
- » **Swapfiets**  
You can borrow a bike with the prices ranging from € 16 to € 72 per month. [You can visit their site, here.](#)

## Buying

- » **Radwerk – Ostring 4**  
Here you can find a reasonable price bicycle as well as lockers, helmets, etc. Around February, there will also be a Fahrrad Flohmarkt here where you can look for a secondhand bicycle.
- » **Ebay “Kleinanzeigen”**  
This website is easy to access and second-hand items from Karlsruhe and nearby communities. You can find second-hand bicycles and other useful things here. [here.](#)
- » **Normal flea markets**
- » Also tend to have bike sellers, but they could be less reliable.

## Scooters



You might also see scooters all around the city. There are different brands and they all have a different app. They charge by the minute and distance that you use, so it might be a great option if you're in a hurry and need to get somewhere quickly. Pick your favorite or download them all:

- » **Voi**
- » **Tier**
- » **Bird**
- » **Lime**

**An important note:** The same rules and penalties apply for driving electric scooters and bikes as they do for driving a car. In the case that traffic rules are violated, the driver's license may be revoked!

## Regional transportation

The German railway company **Deutsche Bahn** offers a good train network system for national and international destinations. If you want to visit the region for a small amount of money, **you can purchase the Baden-Württemberg-Ticket**, which allows up to five people to travel in regional trains through the whole federal state of Baden-Württemberg for one day, currently available for 24 € for one person plus 7 € per additional person (up to 5 people can use one ticket). A special offer is available for travelers under the age of 27: the Baden-Württemberg-Ticket Young for 21 € for one person plus 7 € per additional person.

For long distance travels, the high-speed trains ICE and IC are recommended.

Always **[check the train schedule and prices at the Deutsche Bahn website.](#)**

Online carpooling platforms can be used to find an arranged shared use of a car. You can look for travel opportunities from one place to another on your requested day on their platform. It will show you the contact details of the driver in order to discuss the meeting point, the time and the price.

A lot of young people use carpooling platforms to look for a cheap possibility to travel within Germany and Europe.

If you are traveling by car yourself, you can also offer to give other people a ride.

- » **[bessermittfahren.de](#)**
- » **[drive2day.com](#)**
- » **[blablacar.co.uk](#)**

Another popular way to travel low-budget is by **Fernbus** (long-distances coaches). The biggest provider of long-distance coach connections is currently **Flixbus**. You can find connections and compare different providers via **[busradar.com](#)**.

## Airports

There are three international airports close to Karlsruhe:

- » **Karlsruhe Baden-Baden Airport:** *The closest one, in Baden-Baden, which is about 40 km away from Karlsruhe.*
- » **Stuttgart Airport:** *about 80 km away and it takes about 90 minutes to reach by train.*
- » **Frankfurt am Main Airport:** *about 144 km away. It can be reached in 1 hour by fast train (ICE) with hourly connections during the day. It is the biggest one in Germany and serves most international destinations.*

## Cost of Living

280 – 380 €	Rent
100 €	Health Insurance
180 €	Food
120 €	Miscellaneous (leisure, etc.)

**Total: approximately 670 € – 800 € per month**

*All costs here are estimated to the best of our knowledge.*

## Hospitals

- » **Diakonissen Krankenhaus**  
*Diakonissenstraße 28*  
*76199 Karlsruhe*  
*Phone: +49 721 889-0*  
**[www.diak-ka.de](#)** (only in German)
- » **St. Vincentius Kliniken**  
*Südenstraße 32*  
*76137 Karlsruhe*  
*Phone: +49 721 8108-1*  
**[www.vincentius-kliniken.de](#)** (only in German)
- » **Städtisches Klinikum**  
*Moltkestraße 90*  
*76133 Karlsruhe*  
*Phone: +49 721 9 74-0*  
**[www.klinikum-karlsruhe.de](#)** (only in German)

If you have a toothache, you go to the dentist.

If you have other problems or pains, it is best to go to a general practitioner (GP), called "**Hausarzt**". A Hausarzt can assess whether an illness or injury ought to be treated by a specialist, in which case they will write a referral. With this referral slip in hand, you can go to a specialist.

You can find a listing of all the Hausärzte, dentists and medical specialists in your local Yellow Pages (the telephone book with branch listings) or at **[www.arztsuche-bw.de](#)**.

The opening hours at doctors' offices vary greatly. Many offices are closed on Wednesday afternoons. It's best to call before you visit and make an appointment.

In urgent cases, you can go directly to the doctor's office without an appointment. However, you might have to wait a while before the doctor can see you.

If the doctor writes you a prescription for medication, you have to go to a pharmacy to obtain it. Usually you are required to pay an additional € 5 to € 13 for prescription medication – a “surcharge for medication”. Your health insurance provider pays the rest. However, this only applies to medication prescribed by the doctor. You have to pay the full price for all other discretionary medication.

Only in emergencies should you go directly to a hospital without seeing a GP first.

## Advice and Counseling

### Legal advice (Rechtsberatung):

- » **Studierendenwerk**  
Adenauerring 7, 76131 Karlsruhe  
Phone: +49 721 6909-109  
Email: [rechtsberatung@gw-ka.de](mailto:rechtsberatung@gw-ka.de)

Consultation hours:

- » Monday through Friday, 8 am - 12 pm (only by phone)

### Psychological Counseling

- » **PBS Karlsruhe**  
Rudolfstraße 20, 76131 Karlsruhe  
Phone: +49 721 9334060  
Outside consultation hours: +49 800 1110111  
Email: [pbs@sw-ka.de](mailto:pbs@sw-ka.de)

Registration: Mondays - Fridays 9 am - 12 pm

- » **Catholic Students Society**  
(KHG Katholische Hochschulgemeinde)  
Karl-Rahner-Haus, Hirschstraße 103  
76137 Karlsruhe

Phone: +49 721 93102-0  
[www.khg-karlsruhe.de](http://www.khg-karlsruhe.de)

Karlsruhe is also home to 11 registered mosques. The closest one to Karlshochschule is the **Ayasofya Mosque** in Hirschstraße 25, 76133 Karlsruhe.

The **Jewish religious community** is located in Knielinger Allee 11, 76133 Karlsruhe.



## Religion and Spirituality

- » **Protestant Students Society**  
(ESG - Evangelische Studierendengemeinde)  
Dietrich-Bonhoeffer-Haus, Gartenstraße 29a  
76133 Karlsruhe

Phone: +49 721 816255  
Fax: +49 721 816233  
Email: [esg@esg-karlsruhe.de](mailto:esg@esg-karlsruhe.de)  
[www.esg-karlsruhe.de](http://www.esg-karlsruhe.de)



## Introduction to the Karls

Every year Karlsruhochschule welcomes students from all over the world – whether joining one of our programs full-time or visiting us as an exchange student for one or two semesters. However, it is not only our students that shape university life. It is also our professors, lecturers, and staff, who come from all around the world – making us an international and open-minded university where intercultural exchange is part of our daily lives.

**Integrating and supporting our students is our top priority.** This involves close contact with professors as well as service-oriented, accessible administration and academic offices.

## Academics

At the Karlsruhochschule, the relationship between students and teachers is relatively informal. Students are asked to participate actively in class and express their opinion on the topics discussed. The open-door policy at Karlsruhochschule invites you to ask questions both in and out of the classroom.

Nevertheless, students at Karlsruhochschule have to show initiative and keep to their own schedules. The Examination Office has published a student handbook that describes the examination regulations and all academic matters. In this handbook, you find answers to questions like how to write a seminar paper or what to do if you fail an exam.

### Academic Calendar

You can find the Academic calendar by [visiting the Karlsruhochschule site](#).

## Grading Scala

- 1.0 – 1.5** Very good (outstanding performance)
- 1.6 – 2.5** Good (performance that is significantly above average)
- 2.6 – 3.5** Satisfactory (average performance)
- 3.6 – 4.0** Sufficient (performance that complies with requirements in spite of shortcomings)
- 4.1 – 5.0** Insufficient (performance that does not comply with requirements due to significant shortcomings)

The minimum passing grade is a 4.0 representing a “sufficient” result (performance that complies with requirements in spite of shortcomings).

## Examination and assessment types

### 1. Examination

Examinations are written assignments under supervision lasting 60 to 240 minutes. Students have to prove during examinations that they have acquired the qualifications specified in the module description in a limited time with little means of assistance.

### 2. Tests

Tests can be carried out in a written or oral form. Their duration can be 15, 30, or 45 minutes, as set out in the description of the respective modules. Students have to prove during tests that they are capable of correctly reproducing and applying what they have learned.

### 3. Written assignment

A written assignment is an independently written composition in which an academic question is addressed. A written assignment must be between 15 and 20 pages long. Written assignments must demonstrate the student can address a question relevant to one of the qualification objectives of the respective module in a scientific manner.

### 4. Seminar paper

A seminar paper comprises an independently written composition about a topic relevant to the module and explains it in depth. It takes into account the corresponding academic literature as well as a presentation and a discussion of the paper and its results. The written composition must be between 8 and 12 pages long; the oral presentation and discussion should not exceed 20 minutes. The students must prove that they are capable of exploring a specific subject area in depth, structuring the selected topic and researching the literature, and explaining the findings and results in an oral presentation.

### 5. Essay

An essay is a critical composition examining a scientific position. The essay must be between five and ten pages long. In essays, students must be able to demonstrate that they can present, compare, and critically examine scientific positions over a topic. Also, they should be able to form and express their own opinion and establish interrelations.

### 6. Learner's portfolio

A learner's portfolio is a selection of the students' written assignments that demonstrate their learning process and proficiency in a particular area at a given point in time. The contents of the portfolio are selected by the students following pre-defined criteria. The students must justify the selection of the assignments, explain how they illustrate their learning progress, and demonstrate that they have fulfilled the qualification objectives. They prove in the learner's portfolio that they assume responsibility for their own learning process and have achieved the qualification objectives set out in the module description. Suitable components for successfully monitoring self-learning in the learner's portfolio are, in particular, assignments with an applied approach set out in the respective module descriptions such as Internet pages, web blogs, bibliographies, analyses, abstracts, and graphic presentations of contents or of an issue. As a rule, the learner's portfolio is composed of 20 – 30 pages.

### 7. Oral examination

In an oral examination, concrete questions are asked on a specific topic within a limited time-frame. Students must demonstrate that they have achieved the qualification objectives in the module description; they comprehend the interrelations of the subject area being examined. They can understand specific issues within these interrelations. The duration of the examination is between 10 and 20 minutes. A transcript is made comprising the essential components and the result of the examination.

### 8. Presentation

A presentation is a systematic, structured oral rendition supported visually with appropriate media (such as a projector, slides, posters, videos). A specific topic or results are visualized, summarized, and complex contents are cut down to the essentials.

### 9. Internship analysis

The internship analysis is a revision of the company where the student completed their internship using the qualifications acquired during the study program. The research focuses on the business model, value chain, corporate strategy, and business segment strategy or an equivalent field of the company. The analysis also includes a reflection on the student's personal experience in the company. The internship analysis comprises a systematic, structured oral presentation supported visually with appropriate media followed by a discussion and a written management summary. The written assignment must be three and five pages long; the oral presentation and discussion should not exceed 20 minutes. Students must demonstrate that they can transfer the theoretical knowledge acquired during the program to practical problems and critically assess the processes and structures of the company where they completed their internship.

### 10. Course-related project work

Project work is a course-related assignment carried out in groups. A defined objective must be achieved in several phases (initiation, definition of problem, allocation of roles, brainstorming, development of criteria, decision, implementation, presentation, and written report). The students must demonstrate in their project work that they can work in teams to solve complex tasks from their field of specialization. Each student's personal contribution to the project must be clearly identifiable to be assessed individually. This also applies to the individual contribution towards the group result. Project work includes a presentation of the results. A transcript comprises the essential components and the result of the project work, and a justification of the grade awarded. The students are informed of their grades immediately.

## 11. Case study

A case study is a written assignment dealing with a specific case. The duration of the assignment is 60 hours. In case studies, students have to prove that they can master an entrepreneurial project in a limited time, relying on their analytical knowledge and methodical competencies corresponding to the qualification targets.

## Campus Orientation

Our campus is small and easy to orient, but after the guided tour you might still have a few questions about how things work around here. The most important few things to know can be summed up like this.

### The Information Desk

The Information Desk is there to assist you with anything you might have trouble with, in regard to your studies and campus life. If they can't help you directly, they will point you in the right direction. They can for example help you to make appointments with the administration. There is usually someone there from at least 9 am to 4 pm.

### Lockers

There are lockers located on our campus and they are available for rent if you need one. Make sure you contact the information desk if you would like to rent one.

### Copy Machines / Printer

You can use [your student ID card](#) to use the university printers. You should also have received a guide from IT on how to use the university printers.

You can also contact the information desk if you need help printing something out.

### Access the Karls outside of opening hours

The students at Karlshochschule are allowed to use the facilities in the evenings and on weekends. If the entrance is locked, you can use your student ID as a key.

### Students Kitchen & Waste Management

We have a small student kitchen on the second floor. We

have water dispensers, a microwave, a water boiler and a fridge, as well as countless cups and glasses and a little bit of cutlery free of use for all students. The kitchen has a functioning dishwasher, and it is your responsibility as a student to do your part to keep the kitchen clean.

The Karlshochschule cares a lot about the environment, and one way to implement this principle is to have recycling stations on each floor and in most classrooms. Make sure to get to know them as you arrive at university, and always separate your trash. If you are insecure about the sorting system, you can always ask a friend.

### Advice and Counseling Services

The university has some wonderful people who are here to support the students on different topics throughout their study experience. At the moment they do not have set office hours but are open to schedule meetings via email. Our counselors are:



**Prof. Dr. Ella Roininen**

*On topics related to diversity, equality and mental wellbeing.*

[eroininen@karlshochschule.org](mailto:eroininen@karlshochschule.org)



**Juliane Hoss**

*On topics related to mental health and wellbeing.*

[jhoss@karlshochschule.org](mailto:jhoss@karlshochschule.org)

## Feedback Box

Your experience, opinions and feedback are a crucial part of the university's quality management. Karlshochschule wants to continually improve in order to fulfill all the student's expectations and needs, as well as creating better and more inclusive practices. Disagreements, new ideas as well as positive feedback is welcome.

We have got feedback boxes on all floors, and you are free to submit your feedback anonymously. Feedback can be given as frequently as you like and at any point during the semester.



## Extras

### Student ID Card

Your student ID card can be obtained on your first day of school or later at the information desk. It will allow you to get discounts on certain offers in Karlsruhe such as entrance fees for museums, the zoo and swimming pools.

Every student ID also works as a copy card with a credit of 250 copies/prints at the beginning of your studies. Copy machines are located next to the Information Desk, in front of the library, on the 2nd and on the 3rd floor.

### Access to the University

From Monday to Friday, the university building is open from 6:30 am until 10:00 pm. If you need to enter the University on weekends, you can register your student ID at the service counter. You will then be able to enter the University while validating your student ID at the entrance terminal (next to the glass door).

You will have access to the University on weekends and holidays from 7 am until 10 pm.

## Internet access

Students will automatically receive a Karlshochschule student email address.

During the orientation week, the IT department will hand out all relevant information such as your email address and password to access the Campus Wi-Fi and system.

Important information about your studies will be addressed to your Karlshochschule account. It is very important that you check it regularly.

## Smoking

It is **forbidden** to smoke in the entire university building as well as in the front of the entrance to Karlshochschule.

There is a smokers' corner located in the backyard.





# The Karls Student Life

## Initiatives

You can take a full look at the initiatives by [visiting their dedicated page on the Karls site](#). Here are a few of the Karls' active initiatives.

### 1. StuV – Your Student Representatives



The job of the student board of Karlsruhochschule is to represent your interests as a student and make sure your time at the Karlsruhochschule is as enjoyable as possible. Whether you have concerns or questions, they are humbly at your service, no matter how big or small.

If any problems arise during your study, they will be more than happy to help you. In short, StuV works with the students and the Karlsruhochschule to create a comfortable and lively environment at our university. It ensures that communication between the university and the students runs as smoothly as possible. They voice the questions and concerns of our students with the relevant authorities if and when needed.

The StuV is also responsible for representing the student body in important meetings and on university committees to include the students in the university's decision-making process.

The StuV is an elected body, so they are always open to new applicants. Elections are held every October.

If you are interested, take the time to consider whether you would be a good fit for the StuV. Elections are sooner than you think! It is an excellent opportunity if you want to contribute to the community of Karlsruhochschule.

### 2. KarlsBuddies



The KarlsBuddies is a group of volunteer students who helps international students with practical matters to adapt to life in Karlsruhe and at Karlsruhochschule. Along with the Admissions Team and Student Services, they are your first contact, which will already be established per email before

you arrive in Karlsruhe. Our KarlsBuddies will help you before and during your stay at Karlsruhochschule.

During the Orientation, the buddies assist you in filling out forms, opening a bank account, purchasing a mobile phone card, provide you with information about the technical infrastructure at Karlsruhochschule, inform you about sports and events and show you around the city

### 3. Voices@Karls



Voices@Karls is a feminist initiative, organizing events and education to the Karls and Karlsruhe community. Their flagship event is the yearly KarlsPride. In addition they organize events, lectures and workshops and further initiatives on a range of topics related to the Karls' commitment to inclusion related to gender equality, antiracism, mental wellbeing, LGBTQI+, disability, and their intersections, sexual harassment, micro-aggressions, self-empowerment. They also meet regularly among themselves in a smaller group to talk, support one another, and self-reflect on these topics.

### 4. KarlsCare



They offer students the opportunity to exchange ideas on an equal footing via peer-to-peer support. KarlsCare wants to make sure that everyone feels accepted, integrated and heard, as well as able to master university life. In addition to providing individual support, they meet regularly to discuss progress. They also plan and organize inclusive events and workshops around mental health.

### 5. KarlsForFuture



KARLSFORFUTURE

The KarlsforFuture initiative consists of a group of people who are passionate about nature and environmental protection and who want to promote these values. In order to attract and involve more people in these topics, they organize exhibitions, clothing exchange events, and support the FridaysforFuture movement by advertising and demonstrating.

### 6. KarlsKickers



Represent your university! When you play for KarlsKickers in the University League, you enjoy the feeling of being a real footballer. You will be supported by your fellow students and create stories that will be published on the Kickers Facebook page weekly.

### 7. KarlsBlackCaucus



**Karls Black CAUCUS**

The Karls Black Caucus is an initiative dedicated to the empowerment of Black students at the Karls. Like every institution, also the Karlsruhochschule is not free of racism. Thus, the Karls Black Caucus offers a safe(r) space to Black students, in which they can share their experiences, seek support and network with other Black students of our university. Through meetings, they hope to strengthen our community by spending time together, discussing different topics, learning from each other and having fun!

### 8. KarlsGamers



The KarlsGamers create a place where people can connect and play games together. Their activities, especially during COVID, has mainly been to organize virtual game nights for students to get to know each other.

## 9. KarlsMUN



They are the Karlsruhochschule's very own Model United Nations (MUN) initiative. MUN is a political simulation of the United Nations where students take on the role of a countries delegate and discuss specific, recent topics within their committee. In the end they file a resolution (a document signed by the majority of committee members). They usually go to MUN conferences as a Karls delegation, meaning they all represent the same country and act as a team throughout the event but while participating in different committees. MUN takes places all over the world so they have traveled to Vienna, Strasbourg, and Paris for such events.

## 10. KarlsBeratung



KarlsBeratung is a student consultancy. Since it was founded by Karls students in 2013, it has supported Startups, as well as regional companies in the coordination and development of new business projects, processes and/or product enhancements, marketing tasks, club work, and sales opportunities.

## 11. KarlsStorytellers



They are a part of the social media team of the Karlsruhochschule. They present the university in its official channels and tell the Karls story according to our motto "Let's make a difference".

The editorial team consists of students from all courses and semesters, supervised by two coaches. Together they learn everything about working professionally with social media. The main focus is on the creative aspect of social media management, such as the content production (photo, text and video).

## Sports

All Karlsruhochschule students can join the sports program that is proposed by the Karlsruhe Institute of Technology (KIT) and open to all participating Karlsruhe area universities. Besides a state-of-the-art fitness center, their offerings include the latest trends in group fitness courses, outdoor adventures such as hiking and alpine skiing as well as competitive and non-competitive classic and unusual team sports (underwater rugby anyone?). Additionally, two independent gyms and several yoga studios are within easy walking distance of the Karlsruhochschule (and offer student discounts).

Karlsruhe has been rated as the number 1 bike-friendly city in all of Germany! Whether commuting by bike from your student housing or mountain biking on the weekends – if you love to saddle up, you will love it here. If you are more of a hiker, the close-by Black Forest offers many different trails from easy forest walks to more challenging excursions – and many of those can be reached by public transportation. During the warm summer months, there are many lakes in the area surrounding Karlsruhe where you can cool off!

In addition to these initiatives, students from Karlsruhochschule are also welcome to join the offered sports programs and facilities of the KIT.

[A list of all courses offered can be found on this website.](#)

**Be quick! The lists for popular sports like soccer or volleyball might fill up fast.**

Regarding the cost, you have to pay an administration fee of € 10 plus a course fee.

## Events

Karlsruhochschule is home to manifold events spread throughout the semester. The "Karls Talks" (Karlsgespräche, [which you can read more about, here](#)) are a series of lectures open to the public and free-of-charge. They are intended to be a platform that fosters the exchange of opinions and ideas on topics that affect our future, such as society and politics.

High-profile speakers from politics, culture, the economy, and religion are invited by the University to give a talk followed by a discussion.

## Student Jobs

There are many possibilities to find work in Karlsruhe. A lot of the students work part-time. Also, the Karlsruhochschule itself offers jobs (library, marketing, assistants for professors etc.) to finance your studies.



Students with passports from countries outside the EU:

*May hold a job once their residence permit is issued. They may work for 120 full days or 240 half days per year. Students and their employers have to provide sufficient documentation over the actual work time to avoid legal problems (work day = 8 hours, ½ work day = 4 hours).*



Students from EU-countries and from countries of the European Economic Area (EEA):

*Do not need a working permit. You are allowed to work as much as you wish. However, like German students, the amount may not exceed 20 hours per week. Otherwise, you are required to pay into the German Social Security System (health, pension, nursing and unemployment insurance).*

**For all: During the semester break you may work for more than 20 hours per week, if the job is scheduled for a short period of time (two months / 50 work days).**

Please take note that the advertisement for University jobs is always sent to each student mail, whenever there are new job openings within the Karls. These are a few other options:

- » **Jobs on campus** posted around/on campus (Karls students qualify for jobs at KIT)
- » **Restaurants and shops** (they normally post a sign on their doors)
- » **Visiting the Arbeitsamt** (if you are a foreigner, it is better to visit with a German to help with the language)
- » **Checking out the "Schwarze Bretter"** which are big bulletin boards centrally located at libraries or supermarkets.

» **Bundesagentur für Arbeit:**

Brauerstraße 10, 76135 Karlsruhe

Phone: +49 1801 555-111

Email: karlsruhe@arbeitsagentur.de

» **Job AG**

» **MeineStadt.de**

» **Job Market KIT.**

Find more job possibilities in [campus.karlsruhochschule.de](#) and go to **Services > Jobs**.

Information about income taxes are provided by the local tax authority ([Finanzamt](#)).

## Studierendenwerk (Student Union)

The Studierendenwerk Karlsruhe supports students with several offers such as providing legal advice and psychological counseling, running residence halls and cafeterias, providing assistance in financing your studies or offering cultural proposals.

The semester fee for the Studierendenwerk of € 67.70 has to be paid by every student. This amount includes insurance fees for a liability insurance that covers cases of damage which are directly related to your studies. You can find [more information about its services here](#).

# Coming to Germany as a Foreign Student

## Accommodation

### Where to find accommodation

There are several websites and pages for renting a place, these are our favorites. Many of them offer shared apartments, one of the most common ways for students in Germany to live:

#### Shared or non-shared apartments:

- » [Immoscout24](#)
- » [WG Gesucht](#)
- » [Housing Anywhere](#)
- » [KIT Classified Ads](#)

#### Student Residences:

- » [Studierendenwerk Karlsruhe](#)
- » [Hans Dickmann Kolleg \(Hadiko\)](#)
- » [Hermann-Ehlers-Kolleg](#)
- » [Hans-Freudenberg-Kolleg](#)

#### Facebook Groups:

- » [Wohnung / WG-Markt Karlsruhe](#)
- » [WG & Wohnung in Karlsruhe Gesucht](#)

#### Facebook Pages:

- » [WG in Karlsruhe](#)

#### Karls Microsoft Teams Channel:

- » [Accommodation](#)

*Whoops! Already in Germany and still don't have accommodation? Check out these places for temporary places to stay.*

#### Temporary Accommodation:

- » [Kolping](#)
- » [Hotel Barbarossa](#)
- » [Caritas Karlsruhe](#)
- » [Jugendherberge](#)
- » [99 Flats](#)

## Housing Partnership

The program "Wohnpartnerschaften", which is organized by the Student Union Karlsruhe, offers you the possibility to get in contact with people from Karlsruhe and with the German Culture as well as a way to rent an affordable room to live in.

Literally meaning "living partnerships", the program offers you the option of paying part of your rent by helping your landlord in the house or garden.

Together with the landlord and the student, the Student Union decides what kind of and how much work the student does to pay for his or her rent (i.e. helping in the garden, walking the dog, helping the kids with homework).

Usually, a certain level of German proficiency is required in order to participate in this program.

#### Contact:

#### Paritätische Sozialdienste GmbH

Hardtwaldzentrum  
Kanalweg 40/42  
76149 Karlsruhe

Phone: 0721/ 91230-70  
Email: wohnen@paritaet-ka.de

## Tips for contact

When contacting landlords or future co-tenants, **applications written in German are typically favored over English**. If you can get help to formulate a German mail to the co-tenants, it will increase your chances of getting a response.

Just be honest about your language skills from the beginning. If you apply for a room in a shared apartment (*Wohngemeinschaft – WG*), you oftentimes write to the co-tenants who may have a big share of the decision on who moves in.

Getting an apartment is kind of like getting a job! Future landlords or flat mates will likely want to schedule a meeting with you so you can view the apartment and get a first impression.

### Example for messaging the landlord or potential roommates,

Dear Mr./Ms./first name if students ----,

My name is (\_\_\_\_) and I am a (nationality) student of Karlshochschule International University. I am (number) years old and I major in (\_\_\_\_). (Introduce yourself)

I have looked at the offered room and I really like it. Therefore, I would like to apply to be a (roommate/tenant). I am currently in Karlsruhe and I could come by, introduce myself and take a look at the room, if possible. Is the room free to be rented from \_\_\_\_\_ (date you are looking for)?

About me, I am interested in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. It is not a problem for me to share an apartment and I am a (friendly/ quiet/polite/clean) roommate/tenant.

It would be a great pleasure to meet up with you. Can we arrange an appointment on \_\_\_\_\_ (Tell them your times of availability)

Looking forward to hearing from you soon.

Thank you and best regards,

(include your phone number if possible)

## What location in the city should you choose?

We highly recommend that you look for accommodation both inside and outside the city center, although apartments inside the city are more convenient, places outside of the center are often more affordable and easier to find.

Many places outside of Karlsruhe can be reached

conveniently via the local transport system, usually tram and/or bus.

**PRO TIP: Never pay money via bank transfer/PayPal/Western Union to a landlord or renter BEFORE you have seen the apartment or had an online interview before arriving to Germany.**

Unfortunately, it is the case that some people post fake or fraudulent adverts on some websites. In normal cases, these adverts are easy to notice, some warning signs are:

- » The advert doesn't contain pictures of the property.
- » You have seen the apartment pictures in other adverts before.
- » The "landlord" or point of contact asks for a deposit to secure the place or to secure the keys to the property.
- » The "landlord" states they are not in Germany and tells you they will send the house keys to you once you have paid a deposit.
- » The address of the property is not valid or not in Karlsruhe.

Please feel free to contact the International Office if you have any queries regarding any adverts or questions about applying for accommodation.

## Residence Permit

**After having registered with the local address at the city hall** (Bürgeramt), non-EU students have to make an appointment with the Immigration Office (**Ausländerbehörde**) in order to obtain a residence permit for their study period in Germany within 3 months upon their arrival in Germany.

Ausländerbehörde Karlsruhe  
Kaiserallee 8, 76133  
Karlsruhe 29

To apply for the residence permit, you will need the following documents:

- » Filled-in form
- » 1 biometric passport photograph. [More info on this, here.](#)
- » Copy of Passport
- » Certificate of enrollment from Karlshochschule
- » Proof of health insurance
- » Process fee of approx. € 65 – 110
- » Copy of rental contract/lease agreement
- » Financial statement (income during your stay in Germany)

German authorities require a certain minimum amount of money you must have at your disposal each month.

At the moment, this is € 861 per month.

However, it is possible that proof of a higher amount might be asked for. Proof of financing can be shown in different ways:

- » A security payment deposited into a blocked account
- » A bank guarantee.
- » A scholarship award notification from a recognized scholarship provider.
- » Account statements from the last three months.

The local immigration department decides which kind of proof is accepted on an individual basis. **Do not underestimate the proof of financing.** It is more than just a bureaucratic hurdle; you should make sure that you have a certain amount of financial support to back you up.

## Liability Deposit

Most landowners require you to pay a substantial deposit along with your first rent payment. The deposit is usually prices between one and (more frequently) three times the rent.

The deposit should be given back to you once you end your rental agreement, subtracting potential damage you've made on the property. The required deposit should be clearly stated already in the ad.

## Radio and TV Tax

In Germany, every single **household** must pay for radio and TV services. Depending on how you are registered through your landlord and how they decide to handle it, you might receive a bill in the mail asking you to pay this soon after you are registered at your new address.

The bill must be paid regardless of your TV usage, but if someone in your household has already paid, you can respond to the bill by sending them a confirmation code from the one who paid the initial bill.

## Other Financial Tips

### Payment Methods

In Germany, it is very common to pay in cash. There are ATMs where you can withdraw money and shops accept the Maestro-EC card.

Credit cards such as Master Card or Visa Card **are not very common**. Nevertheless, larger stores accept them more and more often.

Euro checks are no longer accepted.

### Tipping

Normally, you should tip 10 – 15 % in restaurants, bars, at the hairdresser or taking a cab.

Do not leave it on the table, but just round up the amount of the check when paying, e.g. € 9,20 tell your waiter "€ 10".

With smaller amounts, you can round up to the next 50 cents or 1 Euro (e.g. € 2,40, say "€ 3,00", or € 1,70, say € 2,00).

#### Fun Fact

*In numbers, Europe uses a "period" instead of a "comma."*

*An amount that says 3,00 is actually saying "three", not "three hundred!"*

## Utilities

### Electricity

In Germany, you will find sockets of Type C plugs (two round pins, not grounded) with 220 V.



## Telephone and Cell Phone Plans

There are two types of phone costs. They can, but do not have to be hired from the same company.

### Telephone

“Festnetz” is what is referred to the main home telephone line. There is a basic fee to call other *Festnetz* numbers (this does NOT include cell phone numbers).

### Cell phone

There are many different providers with different plans. Some of them have a flat for all calls and data volume in Germany (*Festnetz* and cellphone) and Europe.

**PRO TIP:** *If you're going to call somewhere outside of Europe, make sure you call or video call with a Wi-Fi connection using WhatsApp, Skype, Viber, etc.*

Do NOT use the cell phone directly. It will definitely get expensive very quickly!

There are a wide variety of cell phone plans in Germany, from monthly payment options to 1-2-year contract plans.

- » **Monthly Plans** – *Aldi talk, you can walk into a grocery store, Saturn or Mediamarkt (big tech stores) and buy a SIM-Card for € 10 and pay for a certain amount month, such as € 7.99 for 3 GB.*
- » **Yearly Contracts** – *T-Mobile, Vodafone, O2, all range from € 29.99 to € 59.99 a month depending on the contract as well as how many GB you purchase.*

## Recycling System

Germany has a complex recycling system. Germans divide their waste lovingly and with much care. They separate waste in bins with different colors (depending on the city and even on the quarter) depending on the type of waste (biological, plastic, paper and glass or non-recyclable waste).

### How to recycle?

The following table provides you with some information about how to recycle in Karlsruhe and gives instructions on where to throw out waste:

- Green bin** Biological waste such as kitchen waste (coffee, eggs, bread etc.), fruits and vegetables and garden waste.
- Blue bin** Paper waste such as envelopes, books or brochures.
- Red bin** Plastic waste such as aluminum foil, plastic wrap, inside packaging materials, tins, cans, woods etc.
- Grey bin** Household waste such as ash, wire, personal hygiene articles, cigarette butts, light bulbs, used napkins, etc.

In order to be sure which waste should be thrown in which bin, please ask your housemate, landlord or caretaker.

## Student Jobs

View more information about this by [visiting the general student job section listed earlier](#).

**Note:** With a student visa you are allowed to work 120 full days or 240 half days per year.

## Communication (German Language) Support

It can be hard to get around in Karlsruhe without good German communication skills.

There are a lot of people in Karlsruhe who do not speak English. The Hakuna Matata initiative will be collaborating with the LaYouth initiative, to help you with any appointments where you need to communicate with locals. LaYouth is a new incoming initiative catering especially for Spanish and Portuguese speaking students at the Karlsruhochschule.

## German Language Courses

There are German Language courses offered at the Karls that are included for all Karls students. However, if you wish to look at other options, German courses in Karlsruhe can range from € 130 to € 800. Usually the German courses online are cheaper than those in person/on site. Here are a few options:

- » Sprachakademie Karlsruhe  
Waldstraße 41 – 43, 76133 Karlsruhe  
Tel. +49 (0) 721 203 99 60
- » Aprendo Sprachschulungen GmbH  
Tel. +49 (0) 754 195 30 101
- » Arbeitskreis für Aus- und Weiterbildung  
Griesbachstr. 12, 76185 Karlsruhe - Mühlburg  
Tel. +49 (0) 721 850 29 0
- » inlingua Sprachcenter  
Kriegsstraße 154, 76133 Karlsruhe, Innenstadt-West  
Tel. +49 (0) 721 20 39 77 57
- » LinC, Bramall und Thompson  
Siemensallee 84a, 76187 Karlsruhe – Knielingen  
Tel. +49 (0) 721 531 696 96
- » Franck Sprachendienste  
Inhouse-Trainings  
Tel. +49 (0) 172 404 65 48
- » eduGLOBAL GmbH  
Erbprinzenstraße 34, 76133 Karlsruhe, Innenstadt-West  
+49 (0) 721 203 99 90
- » Berlitz  
Kaiserstraße 215, 76133 Karlsruhe  
+49 (0) 721 266 25
- » IdE-Trainingsinstitut Runne  
Rastatter Str. 66, 76199 Karlsruhe  
+49 (0) 721 464 620
- » Volkshochschule Karlsruhe  
Kaiserallee 12E, 76133 Karlsruhe  
+49 (0) 721 985750
- » Dialog Sprachschule  
Kaiser Str. 186, 76133 Karlsruhe  
+49 (0) 721 130 59 57

## Safety and Emergencies

**112** is the number for fire emergencies and medical assistance emergencies. This number can be used everywhere in the EU.

**110** is the “police emergency” number.

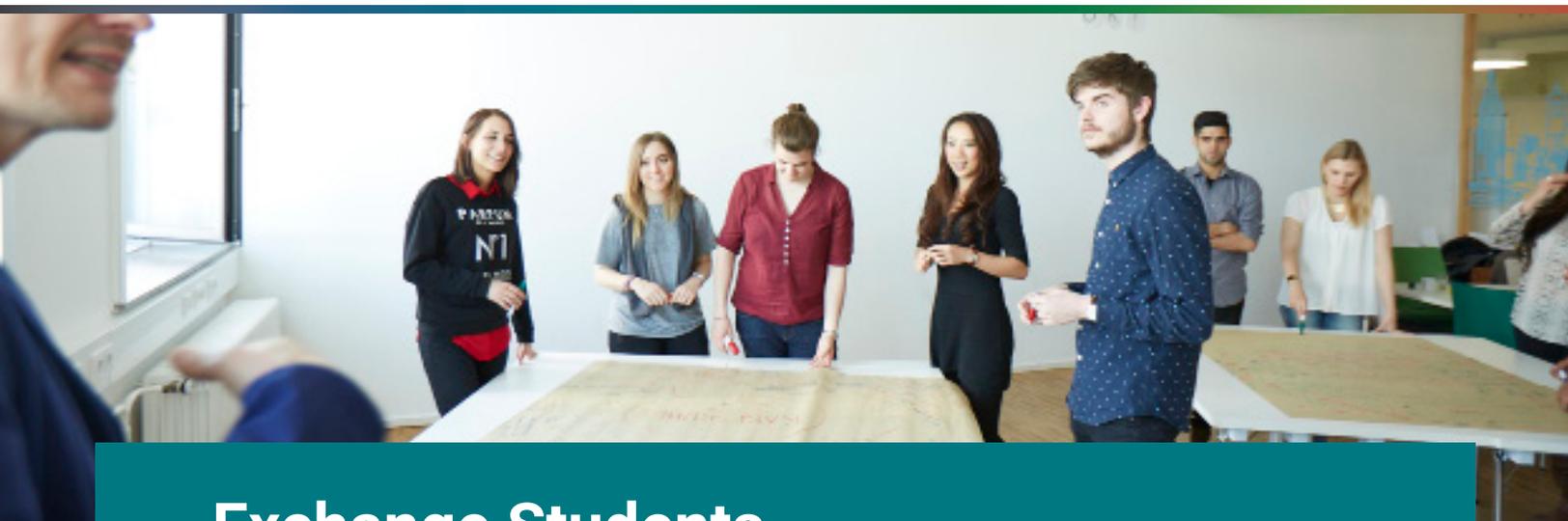
## English and other Language-Speaking Doctors

The KIT has compiled a great list of doctors who speak English and a handful of other languages. Check them out here.

### Arzte Suche

Also, the Karls Buddies initiative ([karlsbuddies@karlsruhochschule.de](mailto:karlsbuddies@karlsruhochschule.de)) can give you useful advice and another helpful list.





# Exchange Students

## Insurance

According to German Law, all students enrolled in Germany must have health insurance. Without it, you cannot proceed with the matriculation process and become a student within a German university. This means that you should take care of a German health insurance policy as soon as possible or you must ensure that your current insurance plan in your home country will be valid in Germany for you to study. You can sign up for German insurance already from your home country.

There are two different kinds of health insurance in Germany; **compulsory/public insurance** and **private insurance**. It is important to note if you take out private insurance, you cannot switch to public health insurance after. As it is most reasonably priced, we always recommend students to take out public health insurance. You will have the opportunity to do this with employees from Techniker Krankenkasse (TK), a public health insurance company. Ask for our contact at [servicedesk@karlshochschule.de](mailto:servicedesk@karlshochschule.de)

**You are obliged to insure yourself until you are 30 years old, or until your 14th study term. At worst case, if you do not have insurance, you could be barred from studying.**

## Students with non-European Nationality already studying within the European Union.

If you are privately insured with international student insurance, you must ensure that it covers you for your semester abroad, and that it is fully comprehensive (including Pflegeversicherung).

If you are publicly insured within your country of study, then you can bring your European Health Insurance Card (EHIC card) with you as normal.

Depending on which country you are studying in, you may have to apply for this separately. Please contact your public health insurance provider for more information about this; different rules apply throughout the European Union depending on your country of residence. Your EHIC card must be valid for the entire duration of your exchange.

If you have an existing health insurance policy which you think might be valid for your semester abroad in Germany, **[please contact the International Office](#)**. They can refer you to a public health insurance representative at Techniker Krankenkasse for further consultation.

For more information on insurance, **[visit this section of this guide](#)**.

## Foreign Health Insurance for EU & EEA students

For students from the EU and the EEA, you are not required to take out separate insurance in Germany, you need to have a valid European Health Insurance Card (EHIC) for the entire duration of your studies. You must present this by e-mail to the International Office. We always recommended that you ask your health insurance representative in your home country about this card before you arrive as there may be specific rules about cover and payments for medical expenses.

## Foreign Health Insurance for non-EU students

All students must provide proof of health insurance valid in Germany, either public or private.

We strongly advise you to prepare to take out public health insurance with a healthcare provider such as Techniker Krankenkasse (TK) or AOK for the duration of your studies. Public Health Insurance costs approximately

€ 111 per month and covers you for all emergency and non-emergency medical costs, including vaccinations, some dental treatments. You can get an outline of the full coverage via the respective websites of the different insurance companies. In the likely case that your home insurance does not meet the criteria according to German law, you will be obliged to take out German health insurance— **you cannot be enrolled as a student without a valid, fully comprehensive insurance.**

## Accommodation

Finding accommodation in Karlsruhe is not always easy and may even be a challenge since there are quite a lot of people looking for an apartment close to the beginning of the semester. Therefore, it is highly recommended that you start looking for an accommodation as soon as possible – ideally before you arrive in Germany! Karlshochschule does not assign rooms to students – you'll have to find a place to live on your own.



You'll find all the necessary information about finding accommodation [in this part of the guide](#).

## HaDiKo

The Hans-Dickmann Kolleg (HaDiKo) is currently taking applications for next semester for exchange students.

[You can apply to their halls of residence directly via their website](#). We recommend this as an affordable and nice option for accommodation. Also, you may submit the application in English.

**You must have a form filled out by the International Office to complete your application.** It is attached to the original email sent to you – please contact the International Office if you plan to apply for these halls of residence and we can issue this form with a reference number immediately.

## Studierendenwerk Fee

All students who wish to be enrolled in a German university need to pay the semester fee to the Studierendenwerk Karlsruhe (Karlsruhe Student Union), which is in charge of the public student services, residence halls in Karlsruhe.

These services also include psychological counseling, legal counsel, and other services. This amount includes insurance fees for liability insurance that covers cases of damage that are directly related to your studies.

For more information [visit this site](#).

The fee is € 67.70 per semester and **we ask for the payment during your registration on Orientation Week.**

Please bring the exact amount in cash with you.



Read everything you need to know as a foreign student [in this part of the guide](#).

## KarlsBuddies

The KarlsBuddies initiative was created by our students to assist all exchange students to integrate into German culture and into our campus life. **You will all be allocated a KarlsBuddy for the duration of your exchange and alongside the International Office, they are your first point of contact.** They will also be there to help with anything you need assistance with, be it any of the processes or tasks that you are required to do when you arrive in Karlsruhe or just someone to talk to; your buddy will be there.

You will be assigned a KarlsBuddy before you arrive who will be available for you if you need assistance with organizational matters or have any questions upon your arrival to Karlsruhe.

The KarlsBuddies will also work with you during Orientation Week and will also organize events throughout the semester in which everyone can go on.

[Read about the KarlsBuddies here.](#)



# Overall Registration

## City Registration

Once you move to Germany, you are legally obliged to register your new address at the “Einwohnermeldeamt”/ Bürgeramt - Registration Office) of your new city to register your move to Karlsruhe/Germany within two weeks of moving in.

**Make sure to get a printed confirmation from your landlord that states your name and your German address before going to the Registration Office. You will need it for the registration!**

Documents you should bring to the appointment:

- » *Passport*
- » *Wohnungsgeberbestätigung (Landlord confirmation)*
- » *Copy of your rental agreement/contract (recommended)*
- » *Letter of acceptance (recommended)*

Appointments may take time to schedule, so plan to set your appointment as soon as possible. [Click here to know more about where to go and what to do.](#)

## Residence Permit (Non-EU Students)

As a Non-EU student, your visa probably “expires” within the first few months. To receive your residence permit that will last the entire time of your studies, you need to apply at the Immigration Offices (Ausländerbehörde). To learn more about the residence permit, [go to the information under the section “Coming to Germany as a Foreign Student” on this guide.](#)

## Opening a Bank Account

The Karlshochschule, as well as most other important services in Germany require you to have a German bank account. Here are a few options which students at the Karlshochschule have experience with.

### Sparkasse

In order to open an account at Sparkasse, please ensure that you have the following documents. Exchange students can only open an account online.

- » *Your Immatrikulationsbescheinigung (Certificate of Enrollment): this allows you to have a student account with no additional service charges*
- » *Your passport or ID*
- » *Your German Tax ID*
- » *City Registration Certificate (Recommended)*

After you have acquired all the necessary documents, you can then go to the bank and ask for an appointment to open your account. If you are not fluent in German, it should be possible to ask them to arrange an appointment with someone who speaks English. The bank will then give you a slip with the name of the person you are supposed to meet, and the appointment details written on it. **Please do not lose this as you will have to bring this to the bank on the day of the appointment.**

## Commerzbank

In order to open an account at Commerzbank, you can follow this way:

- » [Go to Commerzbank website](#) click on "Kostenloses Girokonto eröffnen" (Open free account now).
- » Fill in all personal data (includes your desired pin number).
- » Confirm your entries. Check on the next page if the data you have entered is correct and click on: Freigeben und legitimieren
- » Prove your identity. On the last page you can download (Herunterladen) or email (Per E-Mail erhalten) your application form for the Commerzbank account.
- » You can choose which process you want to use to prove your identity: (recommend you go the closet Commerzbank for opening the account).
- » Bring your passport and your confirmation of house renting to open the bank account.

## N26

If you prefer to get around all the paperwork and appointments, [N26 is an online bank which is used through an app](#). N26 is an international bank, but as you register in Germany you will get German account and card numbers.

When registering you first need to sign up with a phone number, but it does not have to be German. What they do need is your German address. Your identity will be validated over video chat, which takes around ten minutes. All you need for that is a valid ID/passport.

# Further Information on Insurance

## Medical Insurance

As stated earlier, Germany requires **all students** to have health insurance.

Not only is it absolutely mandatory, it's extremely important for international students as **it is a requirement in order to be matriculated at the university** and for getting a visa extension / residence.

There are two types of health insurance: public and private.

**Public insurance** covers most health issues including routine checkups and chronic illnesses and has the easiest handling within Germany. Whenever you need to go to the doctor, you just present your health insurance card and costs are covered directly by the insurance. It costs roughly € 111 per month.

**Private insurance** can be cheaper but oftentimes, it does not cover chronic illnesses, prior health conditions, and usually involves deductibles. If you choose a private health insurance, you need to get a waiver from the public health insurance and present it for your enrollment. **The problem about choosing a private health insurance is that once you get the waiver, you will not be able to change to public health insurance throughout the entire time of your studies.**

Therefore, getting public health insurance is generally recommendable.

### Recommended insurance companies:

- » Techniker Krankenkasse (Public)
- » AOK Baden-Württemberg (Public)
- » Barmer (Public)
- » Kaufmännische Krankenkasse (Public)
- » DAK-Gesundheit (Public)
- » EDUCARE (Private)

**How to apply for health insurance:** Valid ID such as passport, certificate of registration, IBAN/German bank account, and a recent passport photo.

Do not hesitate to contact the University information desk, if you need more guidance.

If the student is over the age of 30, they will need to prove their source of income, and they will no longer be eligible for student insurance discounts.

### EU or EEA Students.

We always recommended that you ask your health insurance representative in your home country about this card before you arrive as there may be specific rules about cover and payments for medical expenses.

### Non-EU or EEA Students.

According to German Law, **all students enrolled in Germany must have health insurance**. Without it, you cannot proceed with the matriculation process and become a student within a German university. This means that as soon as possible after your arrival, you should take out German health insurance policy **or** you must ensure that your current insurance plan in your home country will be valid in Germany for you to study. In most cases, due to a change in German law, non-European Health Insurance is no longer accepted.

**Remember: If you take out private insurance, you cannot switch to public health insurance later.** As it is most reasonably priced, we always recommend students take out public health insurance.

## Liability insurance

Accidents resulting in damages to a third person (for example, in your rented flat) can occur unexpectedly. **That is why we recommend having liability insurance while living in Germany.** There are many companies that offer such insurances in Karlsruhe, currently available at a rate of approximately € 48 per year.

*If you are a foreign student, and already have liability insurance, please ask your insurance company if the insurance covers damages or accidents in Germany.*

## Tax Number (Finanzamt)

The Steuer ID / Tax Number is your personal identification number for your income Tax. In the system of the German tax authority (Finanzamt). The Steuer ID is unique to every person living in Germany. It states your personal tax ID number for the rest of your stay and working in Germany. The Steuer ID is created randomly, so it doesn't give away any personal information about the number holder. **It must be mentioned on all letters to the Finanzamt** and is used to process everything regarding Einkommensteuer (Income Tax) when you start working in Germany.

Obtaining the Steuer ID is simple, [just visit the website](#) and make an online appointment.

After you have applied for your Tax Number, wait until you get it in your post. If you lose it, you can request for it to be sent to you again. Unfortunately, this can take a while. For security reasons you can only receive your Steuer ID via post.

For more information about how, who and when you can apply for a Steuer ID or Finanzamt [you can visit this blog entry, here](#). There are a lot of variables regarding tax classes (e.g. relationship status, children, dependents, income level, job status, etc.) During the Steuer ID appointment at the Finanzamt, ask about setting up the proper tax class for your individual life situation.

## Libraries and Bookstores

All required literature for every course is available at the Karlsruhochschule Library.

There are two different types of books: **view copies** and **loan copies**. You can differentiate them by a yellow sticker that the view copies have. Every single book available at the Karlsruhochschule Library has one view copy that cannot

be borrowed and is therefore constantly available for you in the library. You can read it there or scan the parts that are interesting to you at the printers in front of the library.

During the opening hours (during the semester Monday – Friday 10 am – 12 pm, 1 pm – 5 pm) the loan copies can be borrowed for two weeks and afterwards prolonged for additional two weeks.

To find out if the book is in the library, you can look it up in the online catalogue. You can find it through the official Karlsruhochschule Website and by [clicking on the “Library Catalogue” link](#).

You can look into every library catalogue in Karlsruhe at once, not only the Karlsruhochschule library. Other accessible libraries are **Badische Landesbibliothek** (BLB) and **KIT-Bibliothek**.

The next section on [library cards](#) has more information on this.

You can find the signature on the online catalogue, which will show you where to find the book. Do not hesitate to ask the library staff for help if you have any problems finding the book that you're looking for!

Apart from that, there is also the possibility to **buy** books. Sometimes books are sold by students of higher semesters. They usually announce this in your WhatsApp group or on the Facebook page through the tutors in the beginning of your studies. You can also buy them used or new through the normal platforms like Amazon or eBay or you support your local bookstore. Within a few minutes walking distance, you will find a couple of bookstores, for example [Buchhandlung Stephanus](#) (they are super friendly and will do their best to get the book you need) or [Thalia](#).

## Library Cards

In order to borrow books, you need of course a library card. To get the library card for the Karlsruhochschule library is super simple: your student ID is also your library card.

To borrow books at other libraries like the **BLB** and **KIT library**, you need to make a library card in each of the places.

**Tip:** Go to the BLB first, you do not need to pay any money to register if you show them that you are a student. Just bring your student ID and a valid **Immatrikulationsbescheinigung** (you can find the Immatrikulationsbescheinigung at the [Campus Website](#) --> My Study --> Transcript of Records).

*If you enter the BLB library through the main entrance, you will see the desk in the middle of the room, where you can register.*

In order to register at KIT library, you need to [fill out an online form](#), then you can go to the library and get your library card. Normally it costs € 10 to register, **but if you bring your BLB card, they will do it for free.** We We at

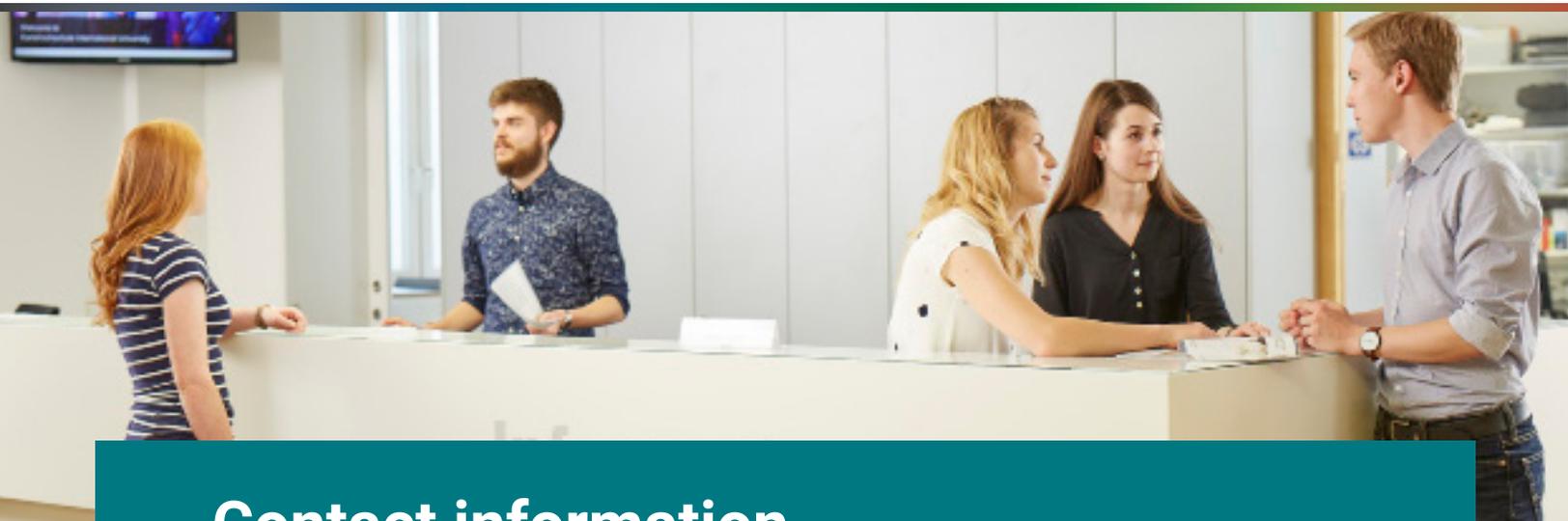
## COVID Update

Karlshochschule believe that education is very important – but in times like these, your health and safety are and will remain our top priority. Our aim is to ensure a normal course of lectures at Karlshochschule. For this reason, we continuously adapt our measures and regulations to the current infection situation and according to the guidelines of the federal and state governments.

All information about the currently valid measures and guidelines at Karlshochschule can be found on the following website:

[Karlshochschule COVID-19 news](#)





## Contact information

**Karlshochschule International University**  
**Karlstraße 36 - 38**  
**76133 Karlsruhe**

Phone: +49 721 48095-0

Email: [info@karlshochschule.de](mailto:info@karlshochschule.de)

### *Nearby Public Transportation Stops*

- » **Europaplatz** (which acts as a transit hub) with trams S1, S2, S5, 1, 2, & 4, coming from various locations in and around Karlsruhe.
- » **Karlstor**

Please [visit this website](#) to access the most up-to-date public transportation information.

### **Student Initiatives**

To check out all the student initiatives and their contact information, [visit the website here](#).

### **International Office**

Email: [international@karlshochschule.de](mailto:international@karlshochschule.de)