



# EXCHANGE STUDENTS GUIDE



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# WELCOME

Dear Students,

It is our great pleasure to welcome you to Frankfurt School of Finance & Management (FS)! We are delighted to have you join FS and rest assured that we will look after you during your stay.

Our international faculty, staff and students form a dedicated community of teaching, learning and research. Not only our business school, but also the city of Frankfurt am Main is known as being very international. It is the largest financial centre on the European continent, the historical city of coronations, the city of Goethe and also home to Frankfurt School of Finance & Management.

Frankfurt School is one of the leading business schools in Germany; with a campus located in the middle of the city and in a comfortable reach of our own student residences in Offenbach and Frankfurt. Getting to know other Frankfurt School students through various student activities and clubs is easy. We are sure that you will feel at home very quickly.

It can be a daunting experience to come to a new country, live, study or even work in Germany. With this guide, we hope to make it easier for you to plan your stay and settle in. The information enclosed will help to fulfil your academic goals and enjoy your stay with the Frankfurt School.



A handwritten signature in blue ink, which appears to read 'Udo Steffens'.

Prof. Dr. Udo Steffens  
President Frankfurt School of Finance & Management

# WHO WE ARE

## ABOUT US

Frankfurt School of Finance & Management is a leading private business school based in Frankfurt am Main, Germany. We have 86 regional education centres throughout Germany and various joint ventures and programmes abroad. Frankfurt School of Finance & Management is accredited by AACSB and EQUIS. From the study programmes, the Bachelor of Sciences and the Master of Finance are FIBAA accredited. We offer top class degree courses and continuing education options in seven different programme divisions. We maintain four specialist research centres and run numerous international consulting projects.

All educational, research and consulting activities are focused on finance and management.

By finance, we mean crossfunctional financial activities at all companies that deal with financial management. And by management, we mean classical corporate leadership, where managers deploy employees and resources in such a way that the company's goals are met as cost-effectively as possible.

Today more than 1,990 students from all over the world study in Frankfurt School's academic programmes. With more than 100 partner universities worldwide the number of international students coming to Frankfurt School on exchange or to complete a programme has been increasing steadily over the past few years.

## FACULTY AND DEPARTMENTS

Frankfurt School of Finance & Management features one of Germany's largest finance faculties. Its professors work hand in hand with policy-makers and executives to offer tailor-made solutions to topical questions. Research findings from the six departments of Frankfurt School are applied in leading corporations, the finance sector, in politics, and in development cooperation. Members of our faculty frequently comment on topical issues in all media. Frankfurt School's practice-oriented and research-based courses regularly rank amongst the best in the whole of Germany.

## MISSION & VISION

### Our Mission

We advance and disseminate sustainable international business practices in finance and management through education, research, training and advisory services. Based on research and practical experience, we educate our students to be responsible experts and executives.

### Our Vision

We aim to be one of the leading business schools in Europe and the top choice for education in finance. Our graduates act responsibly and are known for their first class analytical skills as well as cutting edge practical and conceptual knowledge. Both our research and advisory services enhance business and government, and contribute to the advancement of scientific knowledge.

1. Finance Department
2. Management Department
3. Economics Department
4. Accounting Department
5. Philosophy & Law Department
6. Languages

# ACADEMIC STUDY

Frankfurt School of Finance & Management offers a broad spectrum of study programmes. As an exchange student, you can select modules from the following four academic programmes depending on whether you are an undergraduate or graduate student:

- Bachelor of Banking and Finance
- Bachelor of International Management
- Master of Finance
- Master in Management

For detailed information about these programmes please refer to our website at [www.frankfurt-school.de](http://www.frankfurt-school.de).

## LEARNING STYLES AND EXPECTATIONS

At Frankfurt School students are expected to take responsibility for their own learning. It is expected that students attend the lectures, but you will also need to study independently on your own or in small groups. You will be encouraged to read widely, to analyse and question what you have read and be expected to understand the material covered in lectures or seminars, not just memorise it. Teaching styles vary but, generally speaking, independent thought and discussion are encouraged. You are allowed to ask questions during class and to challenge and question what the lecturer says.

There are different forms of assessment (e.g. written examinations, essays, group projects), but in many modules the written examination at the end of the semester accounts for 100 % of the final grade. Each lecturer will inform you at the beginning of the semester how their module is assessed. In order to underpin our expectations Frankfurt School developed a so-called Honour Code that talks specifically about appropriate behaviour while taking exams, on campus and towards our facilities.

# GRADING SYSTEM

## FRANKFURT SCHOOL'S GRADING SCALE

PERFORMANCE IN %	GRADE	PERFORMANCE IN %	GRADE
95.00 % – 100.00 %	1.0	71.00 % – 72.50 %	2.6
93.50 % – 95.00 %	1.1	69.50 % – 71.00 %	2.7
92.00 % – 93.50 %	1.2	68.00 % – 69.50 %	2.8
90.50 % – 92.00 %	1.3	66.50 % – 68.00 %	2.9
89.00 % – 90.50 %	1.4	65.00 % – 66.50 %	3.0
87.50 % – 89.00 %	1.5	63.50 % – 65.00 %	3.1
86.00 % – 87.50 %	1.6	62.00 % – 63.50 %	3.2
84.50 % – 86.00 %	1.7	60.50 % – 62.00 %	3.3
83.00 % – 84.50 %	1.8	59.00 % – 60.50 %	3.4
81.50 % – 83.00 %	1.9	57.50 % – 59.00 %	3.5
80.00 % – 81.50 %	2.0	56.00 % – 57.50 %	3.6
78.50 % – 80.00 %	2.1	54.50 % – 56.00 %	3.7
77.00 % – 78.50 %	2.2	53.00 % – 54.50 %	3.8
75.50 % – 77.00 %	2.3	51.50 % – 53.00 %	3.9
74.00 % – 75.50 %	2.4	50.00 % – 51.50 %	4.0
72.50 % – 74.00 %	2.5	under 50.00 %	5.0

## PLAGIARISM

Plagiarism is using someone else's words or ideas without indicating where the ideas originally came from. In Germany this is considered cheating. We expect that

students indicate when they are using someone else's words or ideas by means of referencing.



# THE FRANKFURT SCHOOL STUDENT HONOUR CODE



### RESPECT

Respect is extended to all members of the Frankfurt School community, its facilities and property, and embraces the principles of ethical academic conduct. This respect is also extended to other universities, where we take pride in representing Frankfurt School.



### RESPONSIBILITY

As a highly reputable business school, we rely on our student community to represent Frankfurt School with dignity and pride. We strive to make responsible contributions to society. This strong sense of responsibility and social engagement is essential to Frankfurt School's continuing development, growth and success.



### ENGAGEMENT

Student life at Frankfurt School is an unforgettable experience and flourishes as a direct result of individual contributions. By helping others with their questions or concerns, representing your class as a group representative, participating in one of our student initiatives or serving on the student council, you help to make our student culture lively and diverse. There are many ways to engage with and shape our community.



### TRUST

Mutual trust is the foundation of a functional student body at Frankfurt School and the key to our sense of identity. We trust each other to show respect towards fellow students, faculty members, staff and property. Our trust in one other is essential for the dynamic collaboration that helps us to achieve our academic goals and foster Frankfurt School's values both within and outside our community. Trust in each other plays a vital part in creating an environment in which we can learn, safely fail and successfully grow to reach our full potential.



### COOPERATION

As lifelong members of the Frankfurt School community, we are always aware that we share common goals and interests, and that respectful collaboration and a strong sense of fairness are essential for studying, working and living together. We value and promote an open and mutually supportive atmosphere in which every voice is heard and teamwork is strongly encouraged.

# LIVING AND STUDYING IN FRANKFURT

## FRANKFURT AND SURROUNDING AREAS

Frankfurt is said to be the most multicultural city in Germany; almost one third of its inhabitants hold a non-German passport. No matter where you come from, in Frankfurt you will always meet someone who speaks your language and find a restaurant that serves your favourite food. Frankfurt is the financial hub of Western Europe, the historical city of coronations, the home of Goethe and – of course – Frankfurt School.

There is a lot to discover in and around Frankfurt: Many sights – the Römer, the Old Opera House, St. Paul's Church, the Goethe House and Museum, the Palm Garden and the Zoo – are in or close to the city centre. In addition to 60 museums and galleries, Frankfurt has a variety of cinemas, concert halls, cabarets and a great number of theatre venues, some of which offer foreign language productions. It is also worth getting to know the nearby cities of Wiesbaden and Mainz as well as Frankfurt's surrounding towns and communities.

### USEFUL LINKS:

[www.frankfurt.de](http://www.frankfurt.de)  
[www.frankfurt-tourismus.de](http://www.frankfurt-tourismus.de)  
[www.kultur-frankfurt.de](http://www.kultur-frankfurt.de)  
[www.taunus-info.de](http://www.taunus-info.de)  
[www.rheingau.de](http://www.rheingau.de)  
[www.rmv.de](http://www.rmv.de)

The Taunus and the Rheingau are two recreation areas close to the city, which offer attractive opportunities for outdoor experiences and sporting activities.

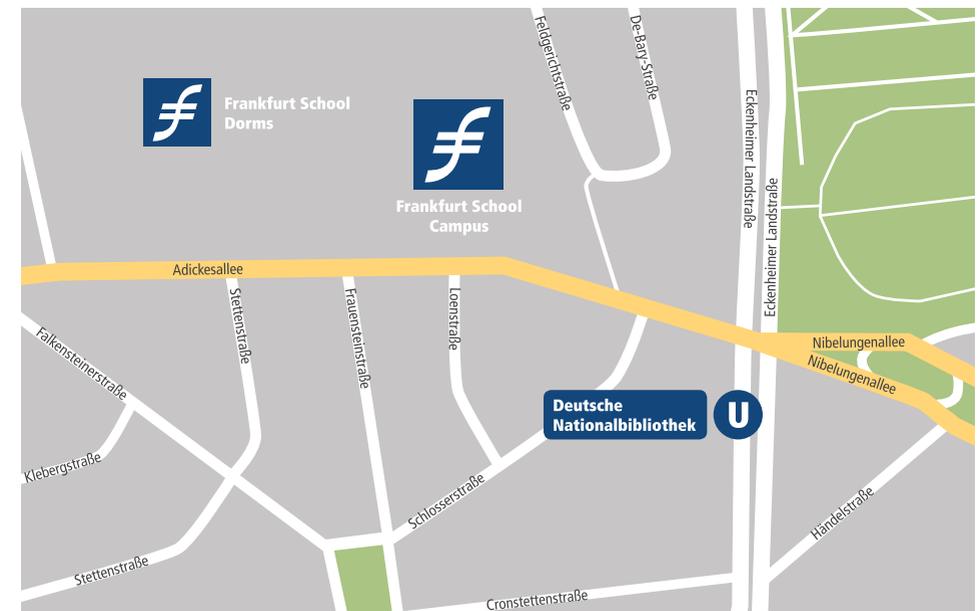
Frankfurt is located in Hessen, the fifth largest state in Germany with a population of 6 million and covering an area of 21,000 square kilometres. Frankfurt has more than 700,000 inhabitants and 300,000 commuters and is the service and industrial centre of the state. You will find that Frankfurt has a lot to offer whether you enjoy cultural activities, architecture, sports, shopping or the outdoors.

Frankfurt is part of the RMV, the Rhine-Main Transport Association. Metropolitan Frankfurt as well as the entire Rhine-Main area can be easily reached by public transport. The RMV network extends from Darmstadt in the south to the university city of Marburg in the north of Hessen, from the state capitals of Mainz and Wiesbaden in the west to the industrial city of Hanau in the east. As a Frankfurt School student you will receive a semester ticket for approximately 213,14 EUR (as of November 2017), which enables you to use all public transport in the RMV area for an entire semester.

# FS DORMS

## FRANKFURT SCHOOL'S STUDENT RESIDENCE

Enjoy the international atmosphere at our student residence and live with people from all over the world!



Frankfurt School is offering a student residence to its international students. The FS Dorms are located in Frankfurt's Nordend.

All rooms are fully furnished with a minimum of one bed, desk, chair, bookshelf and wardrobe. Washing machines and dryers are available in all student residences.

# THE FACTS IN BRIEF

## FS DORMS

Frankfurt School's accommodation in Frankfurt-Nordend offers 228 single rooms arranged in shared apartments with (8–9) tenants. The rooms are about 13–20 square meters and have their own en-suite bathroom with shower. The eat-in kitchen and the storeroom are communal spaces. The residents can use the intercom in their rooms to communicate directly with guests and to give them access to the premises. Internet, telephone and TV points of access are available in each room.

## RENT A ROOM IN FS DORMS:

Price for one room will range between 430.00 – 510.00 Euro / month including all costs\* (no internet)

## ARRIVAL

Please contact the Housing Manager responsible for your accommodation at least one week before your arrival to arrange an appointment for collecting the keys.

## RUNDFUNKBEITRAG

The Rundfunkbeitrag is a tax-like payment for public-service broadcasting that has to be paid by all people living in Germany. This payment is separated from the rent and paid to the ARD / ZDF / Deutschlandfunk Rundfunk directly. The cost is 18.00 € / month and has to be shared by all tenants of a flat. In the student residences, the costs range between 3.00–18.00 € per

\*Excluding the Rundfunkbeitrag

person depending on the number of tenants. You will be contacted directly by the ARD / ZDF via mail.

More information is available online at:  
[www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)

## HOW TO APPLY

Applying is possible through our Online Campus (you will receive your login data after your application to FS was approved). After registering your interest, you will be contacted by the Housing Managers with further instructions on how to secure a room. Please note that you need to respect any given deadline for your reply or a possible transfer. Otherwise FS reserves the right to offer the room to other applicants.

For more information please go to:  
[www.frankfurt-school.de/accommodation](http://www.frankfurt-school.de/accommodation)

## SECURITY DEPOSIT

For all rooms, a 600 EUR deposit is mandatory. Unpaid rent, charges for damages beyond usual wear and tear or missing inventory will be deducted.

For more detailed information have a look at  
[www.frankfurt-school.de/accommodation](http://www.frankfurt-school.de/accommodation)

## YOUR CONTACT:

Naziha El-Hadouchi  
fs-dorms@fs.de



## IMPORTANT INFORMATION: HOUSEKEEPER

If you encounter any problems or damages, please use the Casavi system to report.

## IMPORTANT INFORMATION FOR YOUR RENTAL AGREEMENT

The rental agreement usually runs for 6 months. Please note that the rental period might differ from the lecture/semester period.

# YOUR WAY TO THE CAMPUS

## FROM FRANKFURT HAUPTBAHNHOF (CENTRAL STATION):

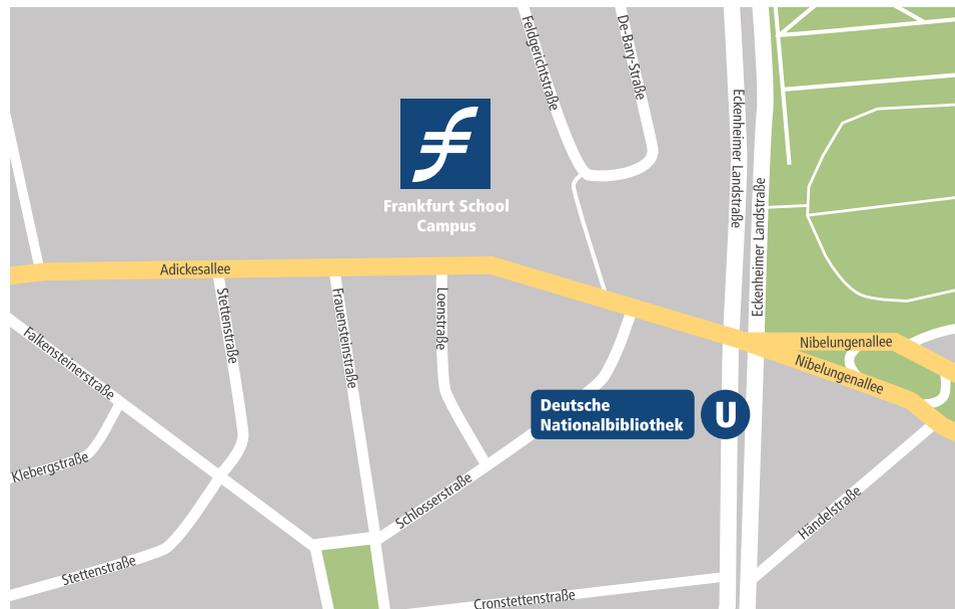
- Take the U5 metro (direction: "Preungesheim") to Nibelungenallee / Deutsche Nationalbibliothek station
- Cross Adickesallee at the traffic lights immediately opposite the Total service station and turn left
- The Frankfurt School campus is next to the service station

## FROM FRANKFURT CITY CENTRE:

- From Hauptwache or Willy-Brandt Platz station, take the U1, U2, U3 or U8 metro heading north (direction: Oberursel, Bad Homburg, Riedberg, etc.) to Polizeipräsidium / Miquel-/Adickesallee station
- Walk east along Adickesallee for about five minutes; the campus is on the left, just before the Total service station

Frankfurt School of Finance & Management  
Adickesallee 32–34  
60322 Frankfurt am Main

[www.frankfurt-school.de/en/home/about/campus/directions.html](http://www.frankfurt-school.de/en/home/about/campus/directions.html)



# STUDENT ID AND RMV TICKET (PUBLIC TRANSPORT)

On the day of your arrival you will receive your student ID card. In the event that your FS buddy (see page 22) picks you up, she / he can provide you with it. Otherwise you should set up an appointment with the International Office in order to get these important documents. We are available Monday through Friday from 9 am to 4 pm. Your student ID allows you to enter the school building and pay for your meals at the Kasino or the FS deli. Additionally you can also use it to enter the library (available 24 / 7), check out books or print at the library.

It is mandatory for all FS students to purchase a RMV-Ticket at the current cost of 213,14€ per semester (as of November 2017). This ticket will be printed on your student ID card and allows you to travel within Frankfurt and the nearby suburbs, as well as other cities within Hessen. Once you have purchased the semester ticket, you are able to use the U-Bahn (underground), S-Bahn (regional train), Strassenbahn (tram) and bus. Keep in mind that the student ID card is a means of verifying that you are student. If you lose the student ID card, please inform the International Office as soon as possible. Also note that you are required by German law to carry your passport or identity card with you at all times.



# DEVELOPING A BUDGET

You will need to budget between 800.00 – 1,000.00 EUR per month for accommodation, food, communication (phone), entertainment, textbooks, stationery,

bank account fees, clothing, trips, etc. The following table gives you an idea of the cost of living in Frankfurt:

SUMMER SEMESTER 2018	
Rent Frankfurt School's student residence (FS Dorm)	430,00 – 510,00 € / month
Groceries (per month)	200,00 – 250,00 €
Students Health Insurance	approx. 90,00 € / month
Rundfunkbeitrag (see page 13)	3,00 – 18,00 €
Main meal at Frankfurt School's cafeteria (Kasino)	4,10 – 8,00 € per meal
Coffee, cappuccino (in a café)	approx. 3,00 €
Beer (at a restaurant or bar)	approx. 4,00 €
Movie ticket (ask for student discount)	approx. 10,00 €
Mobile phone plans	approx. 10,00 – 30,00 € / month

# CAMPUS FACILITIES

## **LIBRARY**

Frankfurt School has a library which is located on the FS campus and can be used for your self-study. You will have access to the library with your student ID card 24/7. With your student ID card you can check out books by presenting them to the staff at the help desk. Please make sure that you return them on time. Computers will be accessible in the library for your research too. You will get an introduction to the library during the orientation days.

## **COMPUTER / MY CAMPUS / YOUR EMAIL ACCOUNT**

"My Campus" is Frankfurt School's online campus where each student has her / his own personal profile. On "My Campus" you have an overview of your schedule, extra course material, important information about upcoming events at the university and your examination dates. In order to login you can use the following link: <http://campus.frankfurt-school.de/>.

You will also receive a personalized Frankfurt School email address. Please note that this email will be officially used by the FS faculty and student advisory in case we need to contact you.

Therefore we highly recommend that you either check your inbox regularly or that you set up an automatic forwarding function to your personal email account.

The FS has several computer rooms. Moreover Frankfurt School offers WiFi to all students on campus. Login dates will be provided during the orientation days and can also be found on "My Campus".

There is also the opportunity to use a printer at the library. You will receive a 37 € printing balance from Frankfurt School upon arrival.

## **KASINO**

Frankfurt School's canteen, the "Kasino", offers different lunch meals daily, one being vegetarian plus a salad bar. Prices vary between 4,10 € and 8,00 €. Opening hours Mon- Sat: 11.30 am - 2.00 pm. You can check the weekly menu on "My Campus".

## **DELI AND SHOP**

The Frankfurt School deli is a versatile combination of café (daytime), shop (all day) and after-work meeting place (evening). In addition to nutritious, freshly prepared food, the deli sells a range of beverages, as well as speciality coffees from the portafilter machine. Finally, the shop stocks Frankfurt School-branded merchandise. Opening hours: Mon-Sat open 7.00 a.m. to 7.00 p.m. It is not permitted to bring along food and beverages to the deli.





# STUDENT LIFE AT FS

## STUCO

The Student Council (StuCo) is a student organization representing the interests of all students of Frankfurt School of Finance & Management. One of the Student Council's goal is to improve communication between students, professors and the administration. To ensure good communication, members of the Executive Committee have regular meetings with the administration to make suggestions, give constructive criticism and praise. In return, the Student Council receives important information and suggestions which will be passed on during students plenums to all Frankfurt School students. The General Assembly takes place regularly and international students are invited to participate (dates are published on the Online campus). Besides taking care of the students' interests, the Student Council controls the university funds for student activities as well as coordinating the different student initiatives. The Student Council is also involved in counselling exchange students at FS.

## CONTACT INFORMATION:

exco@fs-stuco.de

## FS BUDDY

In order to enhance the international community within FS and to make our international students an integral part of our academic life, FS Buddy was founded with the support of the International Office. The idea of FS Buddy is to bring together new international students with other FS students, to help with arrival, settling in and integration throughout their stay. Within the online application you sign up for the buddy programme. FS Buddy can establish the first contact between you and your FS buddy. If possible, the FS buddy picks up the exchange student at Frankfurt airport or the train station, accompanies her / him to the student residence and supports her / him especially during the first weeks but also throughout the entire semester. FS Buddy organizes several events like the potluck dinner, a BBQ, visit to the German stock market, visit of to a typical beer brewery or the International Day. The overall goal is not only to share the German culture but also to experience the specific traditions and culture of our international students. International students who stay for two semesters are more than welcome to become a buddy in the second semester for the new international students.

## CONTACT INFORMATION:

Online Campus  
buddy@fs-stuco.de

## FS BUDDY FACEBOOK GROUP

FS Buddy also established a facebook group, which is used as a platform for exchanging information for upcoming events of FS Buddy or any other relevant activities. Contact the International Office to join the group.



### STUDENT INITIATIVES

All exchange students are welcome to join one of the more than 30 FS Initiatives on campus. An Initiative Fair to promote all initiatives to the new students of FS will be held at the beginning of the Semester.

If you are interested in joining one of the initiatives, please get in contact with the Student Council.

### CONTACT INFORMATION:

Online Campus  
exco@fs-stuco.de

SPORTS & COMPETITIONS	PERSONAL & PROFESSIONAL DEVELOPMENT	SOCIAL ENGAGEMENT	ARTS & CULTURE
FS Basketball	FS Business Game	FS Ambassador	FS Arts
FS Cheerleading	FS Business Forum	FS Buddy	FS Cinema
FS Handball	FS Coding	FS Chance	FS Music
FS Hockey	FS Economy & Politics	FS Charity	FS Theatre
FS Judo	FS Insider	Enactus	
FS Soccer	FS Invest	FS Event	
FS Tennis	FS Jumpstart	FS Integration	
FS Volleyball	FS LightUp	FS International	
FS Rowing	FS Model United Nations		
FS Running	FS Scholar		
	FS Speech & Debate		
	FS Student Consulting		
	TEDxFS		

# CULTURE & NIGHTLIFE IN FRANKFURT

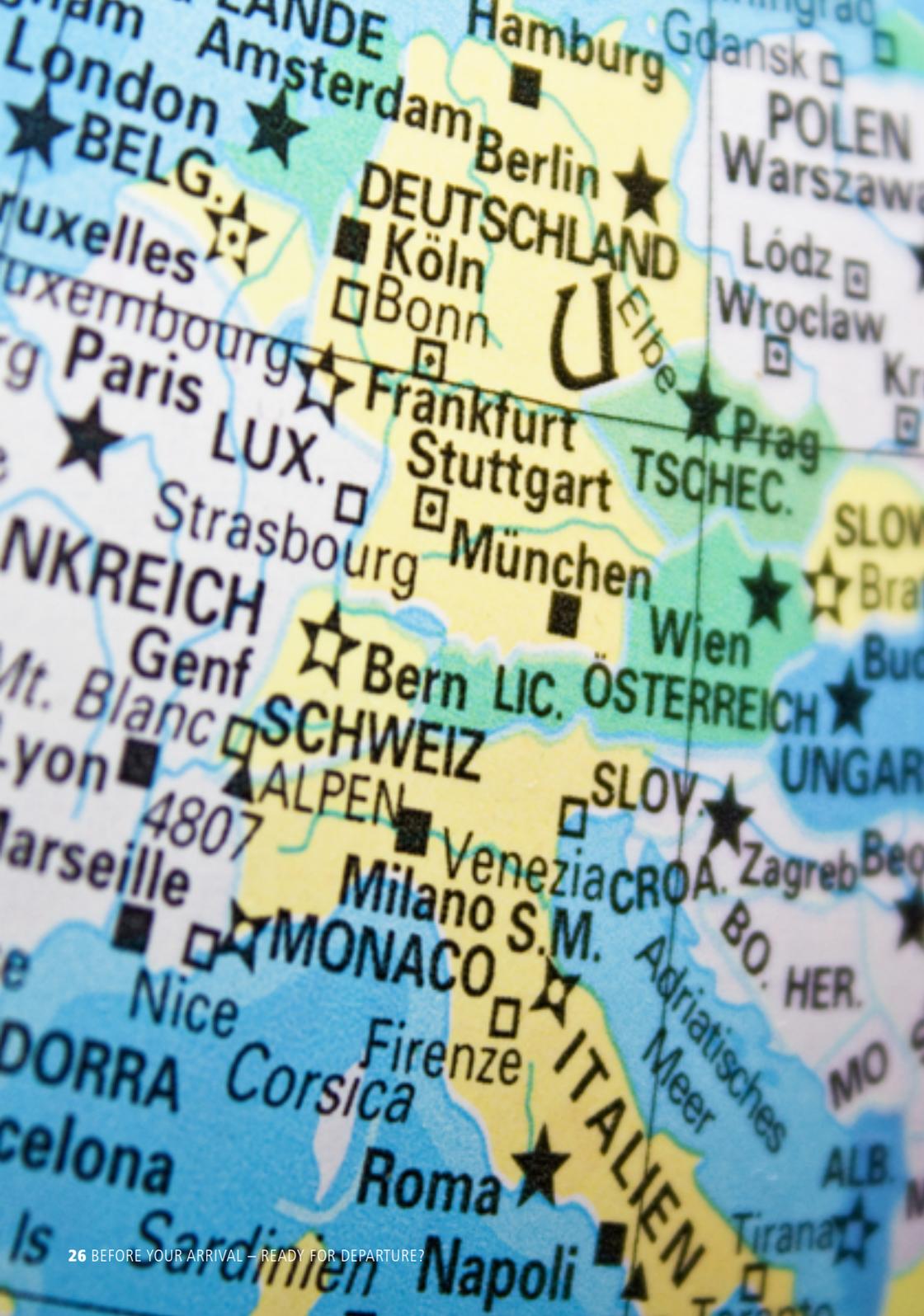


Frankfurt has a great variety of cultural offerings and enjoys an excellent reputation at both the national and international level. There are more than 11 well-known museums at the main river banks, just a few minutes away from Frankfurt School. Additionally more than 50 other museums and exhibition halls are situated in the city centre, attracting thousands of tourists every year.

If you are more interested in artistic performances, the Frankfurt Opera House and the Theatre are the right place to go. The English Theatre and International Theatre Frankfurt both offer foreign-language productions.

Frankfurt has a great number of bars, clubs and coffee shops where you can meet with your friends and enjoy a nice evening. During summer time the bank of the Main river is an excellent spot where people meet as well as the various parks in the city such as the Grüneburgpark, Palmengarten and Günthersburgpark.

[www.frankfurt.de](http://www.frankfurt.de)



# BEFORE YOUR ARRIVAL

## APPLICATION PROCESS

Students who would like to enroll at the Frankfurt School for an exchange semester should have studied for at least two years in a business or economics related programme. You need to be nominated by the International Office of your home university. Afterwards, you will receive a link to our online application. The deadline for applying is November 1st for the summer term and May 15th for the winter semester. Please note that if you require a student visa, we strongly recommend that you submit your exchange application in April/October. Please make sure you have the following documents ready:

- Passport copy
- Current transcript of records (official)
- Proof of your English proficiency and / or proof of your German proficiency

Bachelor students:

English language requirement: TOEFL IBT 80, IELTS 5.5 or equivalent

German language requirement: level B2 (only if you choose German taught modules)

Master students:

English language requirement: TOEFL IBT 90, IELTS 6.5 or equivalent

If no official language test is available, a letter of recommendation from the respective language teacher will also be accepted.

If the study programme at your home university is taught in English, a confirmation from the study advisory is also accepted.

- Proof of international health insurance
- Passport size photograph

Once you have been accepted to the exchange programme, you will be able to download your acceptance and invitation letter (if needed for your visa).

## INSURANCE REQUIREMENTS

**Compulsory health insurance**

Students are required to purchase and maintain a suitable health insurance throughout their studies in order to enroll at Frankfurt School as well as to obtain a residence permit from the local authorities in Germany.

Members of the EU and of the EFTA can usually present the EHIC (European Health Insurance Card) and don't need to buy additional insurance. We highly recommend that every non-EU student purchases a German public health insurance as this is the only way to be completely sure about the service. You only have to pay your monthly amount. You won't have to make payments up-

front and won't receive an invoice whenever you need to see a doctor. In addition, only German public insurance will be accepted without exception by the local authorities for residence permit purposes. Nevertheless, we also accept private or foreign health insurances, but only if they provide coverage including the criteria stated below. If the insurance does not meet these, the insurance will be declined by Frankfurt School and a different insurance has to be bought. The local authorities will also only accept private or foreign health insurances which meet the stated criteria:

- The amount covered by your insurance cannot be limited
- The insurance certificate has to be in German and / or English
- The insurance period has to cover the entire official semester period of your studies in Germany

The insurance has to start no later than the beginning of the official semester, i.e. February 1st or September 1st. In case you take part in a language course or orientation week before the official start of the semester, you need to provide insurance for these days as well. Travel insurance is accepted before the semester starts. Students aged over 30 years cannot apply for the public health insurance fund and must take private insurance.

More detailed information can be found on the Health Insurance Information Sheet or at the International Office.

### VISA

The entry requirements into the Federal Republic of Germany differ depending on your nationality. Please inquire as soon as possible as to whether you need a visa or not.

An overview of visa requirements for entry into Germany can be found on the website of the Federal Foreign Office [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de)

### COUNTRIES FOR WHICH A VISA IS NOT REQUIRED

Members of the EU and of the EFTA (European Free Trade Association i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa. However, after enrolling you must register at the local registration office (Einwohnermeldeamt), just as every other person living in Frankfurt must do. EU and EFTA citizens will neither have to register at the local immigration office (Ausländerbehörde) nor will they need a residence permit.

### VISA WAIVER COUNTRIES

Citizens of the following countries also do not need an entrance visa / student visa, but will have to register at the local immigration office (Ausländerbehörde) and apply for the residence permit after their enrollment in Germany: (\*)

- Australia
- Brazil
- Canada
- Israel
- Japan
- South Korea
- New Zealand
- USA

Please note that you will need to provide sufficient funds when applying for the residence permit in Germany (8.820,00 EUR/year). We recommend to open a blocked account at Deutsche Bank or with Fintiba while still in your home country or get a so-called "Verpflichtungserklärung" from the responsible German Embassy in your home country.

### ERASMUS PROGRAMME

Non-EU students that come to Frankfurt School through the ERASMUS programme, may also apply for the residence permit after they arrive in Germany. Students will need the confirmation

that they are enrolled in a degree programme at their home university and that the exchange is via the ERASMUS programme.

### COUNTRIES FOR WHICH A VISA IS REQUIRED

Students from all other countries have to make arrangements to obtain a visa while still in their home country. Make sure you enquire well in advance about whether or not you need an entrance visa / student visa. If you do, entrance with only a tourist visa is not allowed. Prospective students from most countries will need an entrance visa.

Make sure you apply for the entrance / student visa as soon as possible at the responsible German diplomatic agency (embassy / consulate). An entrance / student visa is required for students from these countries in order to be able to enrol. A student visa will be converted into a residence permit for study purposes following enrolment. The conversion of a tourist visa into a residence permit for study purposes after entry into Germany is not possible.

### IMPORTANT NOTE:

The invitation letter is considered as supporting documentation for your visa application at the German embassy in your home country.

Sometimes further supporting documents are required from the embassies. In this case, please contact us as early as possible. We will try to provide you with all required documents to ensure that your visa application is successful!

(\*) Information as of August 2017. Content may be subject to change. Please check with your local embassy before planning your trip to Frankfurt.

## MODULE SELECTION

You will select your modules before arriving in Frankfurt. The International Office will send out specific information regarding the procedure and the final list of modules available beforehand.

Students are required to register for at least one module. 30 ECTS (or 5 Modules at FS) are considered full-time study. Therefore, exchange students at FS are allowed to take up to 5 modules (Including the German language module if selected).

Please note that the first session (M.A.) or the first two sessions of a course (B.A) is the “add & drop period” during which changes have to be reported to the International Office. After these two weeks your module selection is final and cannot be changed anymore.

## GERMAN LANGUAGE CLASSES

Frankfurt School offers German language classes to all its international students during the semester. The language classes are optional and are offered at different levels (usually: beginners, intermediate, advanced). For each German language module you will get 6 ECTS. Students who want to take a German language class are asked to do a mini language test in order to select the most appropriate level.

Frankfurt School offers a 4-week German Intensive Course for beginners before the start of the semester. A participation fee will be charged. More information is available at the Language Department.

## ACADEMIC WRITING WORKSHOP

This workshop will examine some of the main problems connected with academic writing, especially for those students whose first language is not English. The main aspects of academic writing will be covered:

- Organising and structuring
- Plagiarism and referencing
- Clarity
- Style
- Language

The workshop will concentrate on practical aspects of academic writing and the features which are common to all types of academic writing.

## ACADEMIC PRESENTATION WORKSHOP

This workshop will briefly examine some of the main problems connected with presentations in academic contexts, especially for those students whose first language is not English. The main aspects of presentations will be covered:

- Structure
- Delivery and body language
- Slides
- Language

The workshop will concentrate on practical aspects of presentations and the features which are common to all types of academic presentations. The workshop is not a language course but some time will be spent on the language of presentations, including the formal aspects. Students are expected to put the input from the workshop into practice themselves.

## WORKSHOP INTERCULTURAL TRAINING

The aim of this workshop is to get to know your fellow students, their culture and also the German culture (in the school and beyond).



# ARRIVAL AND SETTLING IN

## ARRIVAL IN FRANKFURT

Pick-up from the airport or train station to your accommodation

The International Office, in cooperation with FS Buddy, tries to arrange for students arriving on regular working days (Monday-Friday between 8 am and 8 pm) to be picked up from the airport or train station by their buddy. Please note this will not always be possible.

From the airport to Frankfurt School of Finance & Management

Frankfurt has a good public transport network and it is very easy to reach Frankfurt School. To get from the airport to the Frankfurt School please go to the regional railway station (Regionalbahnhof) for S-Bahn, regional and local trains at Terminal 1, Level 1. Trains arrive and depart from platforms 1 to 3.

- Take the S-Bahn train (direction: "Frankfurt Innenstadt") to Konstablerwache station
- Then take the U5 metro (direction: "Preungesheim") to Nibelungenallee / Deutsche Nationalbibliothek
- Cross Adickesallee at the traffic lights immediately opposite the Total service station and turn left
- The Frankfurt School campus is next to the Total service station.

<http://www.frankfurt-school.de/en/home/about/campus/directions.html>

## MOVING INTO YOUR ACCOMMODATION

FS Accommodation

Please contact the FS Dorms Manager at [fs-dorms@fs.de](mailto:fs-dorms@fs.de) prior to your arrival to arrange an appointment and please inform them as soon as your arrival time is fixed.



### **REGISTRATION OFFICE & LOCAL IMMIGRATION OFFICE**

After moving into your new home, all students must register their address at the local registration office (Einwohnermeldeamt) within 10 days! If you entered Germany with a student visa, the registration office will then forward your data to the local immigration office (Ausländeramt).

The International Office will inform you about the address, opening times and how to get an appointment. All non-EU / EFTA students must apply for a residence permit (visa extension) at the local immigration office within three months after their arrival. The International Office will provide you with a list of documents required for your residence permit application. They will also help you to fill out the documents if needed and will support you in making the appointment at the local immigration office.

### **OPENING A BANK ACCOUNT**

We highly recommend to open a bank account within the first week after your arrival. This is of special importance for non-EU citizens since they need to provide a German bank account when applying for the

residence permit. Students who had to open a blocked account for their student visa to Germany must activate this account at the chosen bank. Please note that you have to be registered at the city first to be able to activate your blocked account. We advise you to open a bank account within the Cash Group, where you can withdraw money from any bank within the group free of charge. The following banks belong to the Cash Group and are represented in almost every city in Germany: Commerzbank, Deutsche Bank, HypoVereinsbank, Norisbank, Comdirect Bank, Berliner Bank, UniCredit Bank and Postbank. To pay your rent, you can give Frankfurt School a direct debit authorization or transfer the rent to one of the accounts indicated on the invoice monthly. A cash payment will not be accepted. The direct debit can be set up in the "Personal Data" section on "My Campus".

#### **WARNING:**

Please make sure that there is always enough money in your account for the deduction of your rent.

### **ORIENTATION DAYS – MANDATORY FOR ALL EXCHANGE STUDENTS**

Prior to the semester start, the orientation days for our international students take place. During this time we will provide you with useful information concerning your study programme, we will show you Frankfurt School's campus, give you an introduction to "My Campus" and many other important things.

#### **IMPORTANT INFORMATION:**

It is compulsory for every international student to participate in the orientation days. We recommend that you come to Frankfurt a few days prior to orientation in order to get settled and feel comfortable with your new environment.



# BEFORE YOUR DEPARTURE BACK HOME

Before you leave Frankfurt there are some things you need to take care of:

- de-register at the local registration office (Einwohnermeldeamt). In order to do so, please register for an appointment at the registration office before your departure and bring your flight ticket / train ticket.
- close your bank accounts
- cancel your contracts (e.g. gym)

For students who were assigned a room by the FS:

- Contact the Housing Manager and make an appointment for a room check. Clean your room before checking out as well as the bathroom and the kitchen you were using. A representative from FS will check your room to make sure everything is clean and nothing damaged. If everything is in order and you have returned your keys, you will get the deposit back.

# ACADEMIC CALENDAR

## SUMMER SEMESTER 2018

International Student Orientation	25–26 January 2018
Official semester start	01 February 2018
Good Friday	30 March 2018
Easter Monday	02 April 2018
Labour Day	01 May 2018
Ascension Day	10 May 2018
White Monday	21 May 2018
Corpus Christi Day	31 May 2018
Bachelor examinations	26–29 March 2018; 28 May – 2 June 2018
Master examinations	3–7 April 2018; 22–26 May 2018
Official semester end	31 August 2018

## WINTER SEMESTER 2018/2019

International Student Orientation	23 August - 24 August 2018
Official semester start	01 September 2018
German Unity Day	03 October 2018
Bachelor examinations	October / December 2018
Master examinations	October / November/December 2018

## SUMMER SEMESTER 2019

International Student Orientation	24 January – 25 January 2019
Official semester start	1 February 2019
Bachelor examinations	March/May
Master examinations	April/May
Official semester end	31 January 2019

NB: Please note that the lecture start may be different from the official semester period. Dates are subject to change.

# YOUR CONTACTS AT THE FRANKFURT SCHOOL OF FINANCE & MANAGEMENT

The International Office is located on the second floor at Frankfurt School.  
Office hours are Monday – Friday 9:00 am – 5:00 pm.

## INTERNATIONAL OFFICE

Alexandra Cifti	Responsibility: Relations to International Organizations (e.g. DAAD), Researcher & Staff exchange, Erasmus Coordinator Phone: +49 69 154008-738 Fax: +49 69 154008-4738 Email: a.cifti@fs.de
Pia Jakubeit	Responsibility: Incoming students, Visa Phone: +49 69 154008-405 Fax: +49 69 154008-4405 Mobile: +49 173 3474964 Email: p.jakubeit@fs.de
Lisa Ronneburger	Responsibility: Outgoing Master students Phone: +49 69 154008-649 Fax: +49 69 154008-4649 Email: l.ronneburger@fs.de
Joana Rosenkranz	Responsibility: Partner University relations Phone: +49 69 154008-578 Fax: +49 69 154008-4578 Email: j.rosenkranz@fs.de
Edda von Sommerfeld	Responsibility: Outgoing Bachelor students Phone: +49 69 154008-160 Fax: +49 69 154008-4160 Email: e.sommerfeld@fs.de

# IMPORTANT PHONE NUMBERS & SUPPORT

## EMERGENCY TELEPHONE NUMBERS

For non-critical incidents, we strongly recommend you call the International Office during business hours from Monday – Friday 9:00 am – 4:00 pm at 069 154008-405.

If you have an emergency outside the regular business hours please contact:

Police	Phone: 110
Fire Brigade	Phone: 112
Ambulance	Phone: +49 69 19222
Emergency Medical Department Frankfurt and Offenbach	Phone: +49 69 19292

## PSYCHOLOGICAL COUNSELLING

Darina Augapfel Diplom-psychologinpsychologische Psychotherapeutin Habsburgerallee 16, 60385 frankfurt	Phone: 069 97202639 Emergency hours for making appointments: Mondays to Thursdays 11-11:30 am and Fridays 9-10:20 am under the phone number 0152-33547640  Email: praxis@darina-augapfel.de Internet: www.darina-augapfel.de
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## WHAT DO YOU NEED TO DO?

Contact one of the cooperation partners to make a first appointment. When making the appointment please identify yourself as a student of our university. For the first appointment you will need your student identity card. This is merely a verification for the surgery. The costs for a comprehensive first counselling session are billed directly to Frankfurt School. All further necessary therapy sessions are paid either by yourself or your medical insurance company. Frankfurt School will only pay for the initial session and provides no guarantees for the success of the treatment. Please note: The doctor's surgery bills Frankfurt School on an anonymous basis. Professional confidentiality is paramount. Frankfurt School is never advised which students availed themselves of this service. Privacy is guaranteed.

**Frankfurt School of Finance & Management gGmbH**

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Fax.: +49 69 154008-650

E-Mail: [info@fs.de](mailto:info@fs.de)



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