Welcome to
ZWICKAU

University of Applied Sciences (WHZ)
Student’s Guide
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ARRIVAL CHECKLIST
(for exchange students on campus of Zwickau)

How to prepare for your stay

- check entry requirements and apply for a visa if needed
  (Please try to clarify visa matters at least 1-2 months in
  advance.) proof of financial support for Zwickau (€720 per
  month)!!!
- book flight/train tickets
- reserve a room in the student accommodation well in
  advance!

Please inform your Tutor of your arrival time!
- You can arrive on weekdays between 09.00 and 19.00,
  in the summer and winter semester one week before the
  courses start.
- inform your tutor whether you will take part in the German
  Intensive Course in September
- We have estimated the approximate expenses for the first
  few days in Zwickau which
- comes to around €530/€470. This does not include
  expenses to basic necessities such as food or materials etc.
- ensure you have enough cash (euros), as the first days are
  very expensive (rent & deposit, tuition fees, health insurance
  etc.)
- Ensure you have all the relevant documents ready
- Establish contact to the WHZ Tutors to inform them about
  your travel plans and arrival time

Make sure that you bring along
- any specific medication you need
- emergency contact addresses, phone numbers
- plug adaptors
- passport/ ID card and passport photos
- International driving licence

Contact your Tutor at the university.
- inform them about your arrival time and provide them with
  a telephone number for contact whilst travelling
- inform them whether you need the bed linen/duvet/pillow
  for the dorm/student
- accommodation
- If you wish that your tutor picks up your dorm-room key
  before your arrival in Zwickau, then your tutor requires a
  power
  of attorney and a copy of your rental contract.
After you arrived in Zwickau

1. Get your room key
   from facility management (ground floor in the halls of residence)

2. Sign the rental contract
   (Studentenwerk – Student Accommodation Service, 1st floor dormitory, see map)

   Costs:
   • deposit (€380)
   • rent (between €187 and €208)

3. Matriculation to study
   (Student Secretariat, Dezernat Studienangelegenheiten, RI221, cf. map)

   • the semester fees are around €140 for studying in Zwickau and about €80 for studying in Markneukirchen, Schneeberg, or Reichenbach
   • pay for the German Intensive Course at cash office RI 136 (if you have signed up for this)
   • At the Student Secretariat RI 221 (see map) you will need to show:
     - copy of your visa
     - proof of payment for the semester (receipt)
     - copy of your health insurance confirmation for the whole study-period

   You receive the following documents after enrolment:
   - Student ID card
   - Statement of enrolment (Immatrikulationsbescheinigung)
   - Application form for network services (ZKI, Nutzerdienste)

Student Secretariat Opening Hours:
Mon: 08.30-11.30
Tue: 08.30-11.30; 12.30-17.00
Thu: 12.30-15.00
4. Register with ZKI (Network Services)

- bring the completed form (filled out) for network services to room R225 (see map) to register for the university network and get access to the internet
- there is another application form which has to be filled out by the administration of the student accommodation which you can complete when signing your rental contract

ZKI Opening Hours:
Mon - Wed: 09.00 - 11.30; 13.00 - 18.00
Thu: 14.00 - 18.00
Fri: 09.00 - 11.30; 13.00 - 18.00

5. Registration at the library

- For Zwickau:

Library Opening Hours:

- For other campuses:

6. Register at the city hall (Rathaus)

- you must register with the city at the city hall (Rathaus)
- this can be found at the „Hauptmarkt“ with the department „Meldebehörde“
- Bring your passport and „Wohnungsgeberbestätigung (WGB)“

Opening Hours:
Mon Tue Thu: 8:00 - 18:00
Wed Fri Sat: 8:00 - 13:00

7. Open a bank account in Germany

- several banks in Zwickau offer bank accounts for your limited time in Germany
- the youth-bank-account is free of charge
8. Register at the Registration Office for Foreigners

Register with the Foreigners’ Registration Office (Ausländermeldebehörde)
When you are from a non-EU country with a visa shorter than your time in Germany, you need to apply for residence permit.

The following documents are required:
- Completed application form with a biometric passport photo
- Copy of the valid visa
- Copy of your health insurance certificate
- Copy of your rental contract
- Statement of enrollment
- Proof of financial support in Germany (€720 per month, blocked bank account)
- Administrative fee €100 (exception: scholarship holders)

Further details: http://www.landkreis-zwickau.de/detail?type=V-B&id=3431

9. German Health Insurance (if not yet completed)

Organize your health insurance coverage in Germany for the whole study-period.

The following documents are required:
- Passport
- Statement of Enrollment
At the Westsächsische Hochschule Zwickau (WHZ), which also includes the campuses in Schneeberg, Markneukirchen and Reichenbach, about 5000 students study engineering, business and life quality. The strong influence and tradition of car manufacturing in West Saxony is reflected in the curriculum of the 55 study programmes, making it an appealing place to study and earn a degree. Additionally, the WHZ offers particular degree programmes such as sign language interpretation and musical instrument construction.

Our campus

- Applied Arts Schneeberg
- Applied Languages and Intercultural Communication
- Automotive Engineering
- Electrical Engineering
- Health and Healthcare Sciences
- Mechanical Engineering
- Physical Technologies and Computer Sciences
- Business and Economics
Depending on your chosen programme, campuses are located in Zwickau, Schneeberg, Reichenbach and Markneukirchen. In Zwickau there are two campuses: the City Centre Campus on Dr.-Friedrichs-Ring and the Scheffelstraße Campus on Scheffelberg, a 10-minute tram ride from the city centre.
Welcome to Zwickau -

Zwickau: City Centre Campus

Building/Gebäude R I: International Office, Academic Affairs Office and Examination Office
Building/Gebäude R II: Center for Communication Technology and Information Processing (ZKI)

Zwickau: Scheffelstraße Campus

House 1: Department of Applied Languages and Intercultural Communication
House 2: Department of Automotive Engineering
Houses 3, 5 and 6: Department of Business and Economics
House 4: Department of Health and Healthcare Sciences
Laboratories for Automotive Engineering and Environmental and Supply Engineering.
Schneeberg
The Department of Applied Arts Schneeberg, with programmes in Fashion Design, Textile Design and Wood Design, is located on the Schneeberg Campus.

Reichenbach
The Department of Mechanical Engineering’s “Institute for Textile and Leather Engineering” offers the “Textile Structures and Technologies” and “Textile- and Leather Engineering” programmes in Reichenbach.

Markneukirchen
The Musical Instrument Construction program is located in the “Merz Villa” in Markneukirchen.
Contacts and Facilities

**International Office (IO)**
https://www.fh-zwickau.de/internationales/

Your first contact at the university is the International Office (IO). The office assists and mentors the international students at the WHZ. The IO helps foreign students with public authorities, administration and official paperwork.

**Secretary**
Dr.-Friedrichs-Ring 2A, room R I 230
phone: +49 375/536 1068
international.office@fh-zwickau.de

**Advisor for International Students**
Dr.-Friedrichs-Ring 2A, room R I 228 or R I 230a
phone: +49 375/536 1064 or +49 375/536 1061
international.office@fh-zwickau.de

Visit us on Facebook:
www.facebook.com/aaa.whz.de

**Academic Affairs Office and Examinations Office**

These offices are responsible for admissions, registration, re-registration (for the next semester) as well as for issuing certificates and transcripts.

**Student Secretary**
Dr.-Friedrichs-Ring 2A, room R I 221
phone: +49 375/536 1185

**Examinations Office**
Dr.-Friedrichs-Ring 2A, room R I 225
phone: +49 375/536 1182/1183

**Libraries**

Subject-specific literature and material, computers and quiet, secluded work areas are available for our students at the university libraries on each campus. For more information visit us at:
www.fh-zwickau.de/index.php?id=bib-benutzungsdienste
Student Accommodation

Rooms are available for international students in the halls of residence (Studentenwohnheim) run by the Chemnitz-Zwickau Student Union (Studentenwerk Chemnitz-Zwickau).

**Exchange students:** A space in the halls of residence is available upon registration.

**Full-time students:** You will be able to register for a space in the halls of residence upon acceptance to the university.

Ms. Marina Stroisch
Innere Schneeberger Straße 23, room 115/4
phone: +49 375/2710-114
marina.stroisch@swcz.de

Ms. Nicole Rudolph
Innere Schneeberger Straße 23, room 115/1
phone: +49 375/2710-120
nicole.rudolph@swcz.de

Facility Manager for Innere Schneeberger Straße:
Mr. Jens Baumgartl
phone: +49 375/2710-140
jens.baumgartl@swcz.de

Facility Manager for Makarenkostraße:
Mr. Mike Neubert
phone: +49 375/44 54 211
mike.neubert@swcz.de

Facility Manager for Schneeberg
Mr. Frank Kosmitzki
phone: +49 3772/24241
frank.kosmitzki@swcz.de

Student Clubs

The WHZ has three student clubs in Zwickau that organize concerts, parties and film evenings. They are a great place to meet new people.

**Student Club 013 e.V.**
Innere Schneeberger Straße 23

**Student Club TIVOLI e.V.**
Äußere Schneeberger Str. 18

**Student Club Collage**
Makarenkostrasse 4-6

Cafeterias (Mensa)

Affordable meals for students are offered in the cafeterias on the Zwickau City Centre Campus and on the Scheffelberg Campus through the Chemnitz-Zwickau Student Union. On the Reichenbach Campus, on the Schneeberg Campus and on the Markneukirchen Campus, kitchens are available for the students.

Transportation

**Public transportation in Zwickau**
www.svz-nahverkehr.de
With the Semester Ticket, WHZ students can use all local public transportation within Zwickau.

Current public transport lines:
https://www.vms.de/fahrplan/fahrplanauskunft/

**Deutsche Bahn**
www.bahn.com/en

Schönes-Wochenende-Ticket:
This ticket is valid on any Saturday or Sunday until 03:00 AM the following day in any RB, RE, S-Bahn.

Länder-Ticket:
This ticket is valid for any one day travel in Saxony, Thuringia and Saxon-Anhalt in any RB, RE, S-Bahn.

Quer-durchs-Land-Ticket:
This ticket is valid for any one day throughout Germany on any RB, RE, S-Bahn.

**Vogtlandbahn**
www.vogtlandbahn.de

Vogtland Express:
The Vogtland Express Bus is an affordable way to travel to Berlin for students under 26 years of age.

**Flixbus**
www.flixbus.co.uk
The bus stops in front of the Stadthalle.
(Äußere Schneeberger Straße 95)
Regional Attractions

Zwickau

The city on the Mulde River is famous for its long tradition in the automotive industry and for the composers Robert Schumann and Clara Wieck. Shops and restaurants in the historical city centre provides an ideal place for shopping and leisure. With 90000 inhabitants, Zwickau is the fourth largest city in Saxony.

Nightlife
Filmpalast Astoria (Cinema)
Nachtwerk Zwickau (Club)
Club Seilerstrasse (Club)
Moccabar (Club)
Alex (Bar)
Irish Pub

Events
www.zwickau.de/veranstaltungen
Well-known events in Zwickau:
June
Zwickau Music Festival
(Schumann-Festival)
August
Stadtfest (City Festival)
December
Christmas Market
Summer
AvD Sachsen Rally (car rally)
Markneukirchen

The town Markneukirchen has been renowned for musical instrument making since 1677. Tucked away on the Czech border, the Merz Villa is an idyllic place to study and build instruments.

Schneeberg

The small town Schneeberg is nestled in the Erzgebirge, 20km south of Zwickau. Mining and handcrafted work have always played a major role in the town’s history.

Reichenbach

Located 20km west of Zwickau, the town of Reichenbach has always been a centre for studying textile engineering. It is one of the oldest and largest locations for the study of textile engineering in Germany.

Sights

- Göltzsch Viaduct
- Park of Generations

Sights

- Weißer Hirsch Mining Museum
- St.Wolfgangs Church
- Christmas Market

Sights

- Museum of Musical Instruments
- Giant violin - the world's largest playable violin
Day Trips

Pöhl Dam
www.talsperre-poehl.de

A great place for outdoor enthusiasts! At the Pöhl you can hike, bike, swim, climb or simply relax on the lakeshore. Discover the landscape and natural wonders in the „Vogtländische Schweiz“. Activities: Steamboat, outdoor swimming pool, forest climbing park, minigolf, boat rental.

Miniwelt Lichtenstein
www.miniwelt.de

The world in miniature can be found at Lichtenstein’s Miniwelt. Notable architecture from antiquity to the present are presented at a scale of 1:25.

Baroque city of Dresden
www.dresden.de

Located on the Elbe River, Dresden, the capital city and political centre of Saxony, is internationally recognized for its beautiful Baroque architecture. The Frauenkirche, the Semperoper and the Zwinger are a few sights that should not be missed.

Leipzig
www.leipzig.de

Shaped by art and culture and influenced by Goethe and Lessing, the special flair of Leipzig definitely makes a visit worthwhile. With the Leipzig Book Fair in March, the Wave and Gothic Festival at Pentecost or simply a visit to the zoo, there is always something to see and do in this vibrant city.

Saxon Switzerland and Königstein Fortress
www.saechsische-schweiz.de
www.festung-koenigstein.de

Spanning both sides of the Elbe River between the Czech city of Děčín and Saxony’s Pirna, the rocky landscape of Saxon Switzerland offer visitors spectacular views. Hike to the top of the Lilienstein, enjoy the open air theatre in Rathen or visit the largest mountain fortress in Europe, the Königstein Fortress.
Emergency Numbers

Police 110
Ambulance and Fire department 112
Emergency medical service 116 117
Lost or stolen credit card 116 116
Poison Helpline 0361/730 730

Hospitals

Heinrich-Braun-Klinikum
Karl-Keil-Straße 35
08060 Zwickau

Paracelsus-Klinik
Werdauer Straße 68
08060 Zwickau

Emergency Numbers

Police 110
Ambulance and Fire department 112
Emergency medical service 116 117
Lost or stolen credit card 116 116
Poison Helpline 0361/730 730

Need-To-Know

Foreigner’s Registration Offices for our several university locations

Zwickau District Office
Werdauer Straße 62 Haus 5
08056 Zwickau

Contacts
Ms. Jehring
phone: 0375/4402-24170
auslaender@landkreis-zwickau.de

Opening hours
Tuesday: 9:00 – 12:00 / 13:00 – 18:00
Thursday: 9:00 – 12:00 / 13:00 – 15:00

Schneeberg
Paulus-Jenisius-Str. 43
09456 Annaberg-Buchholz

phone: 03733/830

Monday - Friday:
08:30 - 12:00
Tuesday + Thursday:
14:00 - 18:00

Markneukirchen
Rathausstraße 5
08523 Plauen

phone: 03741/300-2559

Monday & Wednesday:
09:00 - 13:00
Tuesday
09:00 - 18:00
Thursday
09:00 - 17:00

Public Holidays

1 January New Year’s Day (Sylvester)
March/April Good Friday and Easter Monday
May/June Corpus Christi Day (39 Days after Easter Sunday)
May/June Whit Monday (50 days after Easter)
3 October Tag der deutschen Einheit (Day of German Unification)
31 October Reformation Day
November Day of Repentance (3rd Wednesday in November, only in Saxony)
25 December Christmas Day
26 December Boxing Day
## DEPARTURE CHECKLIST

### (FOR EXCHANGE STUDENTS ON CAMPUS OF ZWICKAU)

### 1. Give notice of departure
1 week in advance

- Fill out the form „Antrag auf Exmatrikulation“ (application for exmatriculation)
- Submit your form to the Dezernat Studienangelegenheiten (Student Secretariat)
- Deactivate Student Card in the Mensa and request remaining money (paid in cash)
- Return all borrowed books to the library

### 2. Cancel your Health Insurance in Germany
1 week in advance

(Important for Non-EU-citizens)

- Cancel your German health insurance.
- Make sure that there is no unpaid balance.

### 3. Contact the International Office
1 week in advance

- The office needs to sign the Departure Confirmation form for your home institution (if needed)
- Apply for the Transcript of Records (state your domestic address so that the document can be send to this address)

### 4. Cancel registration with the Residents’ Registration Office
5 - 7 days in advance

(Meldebehörde, Rathaus)

The required documents are:
- proof of identification (passport)

### 5. Contact the Student Residence Office
to cancel rental contract
6 days in advance

- Fill out the checklist „Laufzettel für den Auszug“
- Make sure you have contacted all required offices before departing
6. Contact facility management to return your room key
   - Fill out the checklist „Laufzettel für den Auszug“ for facility management
   - Return the keys
   4 - 5 days in advance

7. Close your bank account in Germany
   2 - 1 days in advance

8. Student exchange markets in dormitory Zwickau
   Student exchange markets can be used to leave items you cannot take home and which you do not longer need (e.g. bed linen, books) to offer them to other students.
   June - July

Organize a farewell party ! ;)
(optional, but recommended)
last week
The Campuses in Zwickau