

## Guide for International Students





# Welcome! To Hochschule Bielefeld – University of Applied Sciences and Arts

# Welcome!

Dear Student,

We are delighted that you have chosen the region of East Westphalia for your studies or your stay abroad and are looking forward to welcoming you here at Hochschule Bielefeld – University of Applied Sciences and Arts<sup>1</sup> (subsequently called HSBI).

We are certain that the time you spend here at our university and in this region of Germany will be filled with many new and exciting experiences. This brochure is designed to provide some guidance and to help you plan your stay at HSBI. It contains information you might find useful before and during your studies such as general organisational tips, a checklist and contact details. Please note that this guide focuses on information specifically related to studying at HSBI.

**Further general information on studying in Germany is provided on the official Study in Germany website at**  
➤ <https://www.study-in-germany.de/en/>

Further useful weblinks are provided at the end of this brochure.

The International Office and Buddy Team will support and help you with all of your questions. Please do not hesitate to contact us! It is our goal to make your stay at HSBI as wonderful, unique and enlightening as possible.

We wish you a great start and a successful stay at HSBI!

Your International Office Team

<sup>1</sup> Not to be confused with Bielefeld University as both are independent institutions.

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# International Office

The International Office is the “international hub” of HSBI. Our responsibilities include supporting international exchange and degree-seeking students as well as managing the Buddy Programme for incoming students. In addition to coordinating and running international programmes, we also attract third-party funding and promote the process of internationalisation at the university with innovative ideas and concepts. Our work focuses on encouraging international mobility for all members of the university, but above all, students.

If you have any questions, please contact us: We are happy to help!

**Hochschule Bielefeld**  
University of Applied Sciences and Arts  
International Office  
Rooms A 227/229/231/233  
Interaktion 1  
33619 Bielefeld  
Germany  
[international.office@hsbi.de](mailto:international.office@hsbi.de)

➤ [hsbi.de/en/international-office/](https://hsbi.de/en/international-office/)  
➤ [hsbi.de/en/international-office/contact](https://hsbi.de/en/international-office/contact)

## Main contacts

Contact Person for  
International Students  
Hannah Möhring  
Room A 233  
Phone +49.521.106-70093  
[hannah.moehring@hsbi.de](mailto:hannah.moehring@hsbi.de)

For applications and admissions,  
please contact  
[admissions@hsbi.de](mailto:admissions@hsbi.de)

# Hochschule Bielefeld – University of Applied Sciences and Arts

As a university of applied sciences and arts, HSBI offers a wide range of practice-oriented courses and subjects. Founded in 1971, HSBI was one of the first universities of applied sciences of the first wave to open in Germany. We are a welcoming university with strong ties in the region that values hands-on teaching and research in a global network.

Due to HSBI's close cooperation with regional and trans-regional businesses, students have the opportunity to participate actively in professional life. From the earliest stages of their studies, students apply the theoretical knowledge acquired in lectures, seminars and tutorials in projects and periods of practical training. Most study programmes' curricula at HSBI include an internship. Therefore, students usually establish beneficial contacts with potential employers. This is a huge advantage on the job market once they have completed their studies.

## Facts about the HSBI

- 3 campuses: Bielefeld, Minden and Gütersloh
- 6 faculties: Design and Art, Minden Campus, Engineering and Mathematics, Social Sciences, Bielefeld School of Business, Health
- 10,535 students (12/2022)
- 786 international students (12/2022)
- 222 professors (10/2022)
- 54 lecturers for special assignments (10/2022)
- 331 academic staff members (10/2022)
- 298 administrative staff members (10/2022)
- 41 bachelor programmes
- 28 master programmes
- 6 certificate programmes
- 5 research institutes
- 2 research groups

## ONE UNIVERSITY, THREE CAMPUSES

HSBI is located in the beautiful region of East Westphalia-Lippe (Ostwestfalen-Lippe, OWL for short). Located in the northeast of North Rhine-Westphalia, the region consists of medium-sized cities and rural areas. It is well-known for its furniture, as well as machine and automation engineering industries.

HSBI is divided into three venues in the cities of Bielefeld, Minden and Gütersloh. Students study in one of the venues depending on their course of study.

## Video: Be part of OWL

➤ <https://t1p.de/4xbl5>



# Preparations for Your Stay at HSBI

This chapter helps you to prepare for your stay at HSBI. You will also find a checklist at the end of this guide.

## Getting Familiar with Germany

Germany is colourful, diverse and exciting. So is the German higher education system. In order to support you with your start at a German university as well as your arrival in Bielefeld, we invite you to take a quick and fun information course:

**Broaden your horizon at HSBI –  
Benefits of studying in Germany:**  
➤ <https://t1p.de/fulf0>

# Visa or No Visa?

Whether you need a visa for your entry into Germany and for living and studying here, depends on which country you originate from and for how long you plan to stay in Germany.

## Your home country is

- an **EU member country**, Iceland, Liechtenstein, Norway or Switzerland? You are exempt from visa requirements and only need a valid personal identification card to enter Germany.
- a **non-EU/non-EEA country**? In most cases, you will require a visa to study at HSBI. However, there are special regulations for certain states. Citizens from Australia, Canada, Israel, Japan, New Zealand, South Korea and the United States, for example, may obtain a visa after arriving.

## APPLYING FOR VISA

If your planned stay in Germany extends a time period of 90 days, you need to apply for a VISA at the German Embassy of your home country.

This VISA must be issued for study purposes. Do not apply for a tourist VISA. The validity of your VISA usually does not extend 6 months (for a short stay of one semester) or 12 months (for a full year).

**Important:** If you are a citizen from a non-EU country who is already registered for a full degree at a university in another EU country and would like to come to Germany for a short stay (exchange), the REST guideline applies to you. (See REST Regulations)

Should you wish to pursue a **full degree** (BA/MA/PHD) in Germany, you must first apply for a VISA for study purposes at the German Embassy of your home country and enter Germany with that VISA. You will then need to apply for a long term residence permit at the Foreigner's Office at your place of study (see "After Arrival").

**Please see the following websites for further information on visa requirements/ exemptions for entry into the Federal Republic of Germany and types of visas:**

### Visa and residence permit:

➤ <https://t1p.de/tjskj>

### Overview of visa requirements/ exemptions:

➤ <https://t1p.de/0b2p>

### Visa regulations:

➤ <https://t1p.de/q8kd>

*Visa and entry requirements are very complex! Please check the official website of the German Embassy or a German Consulate in your home country to see if a visa is required and for further information on application requirements and procedures.*

### You can also check the website of the Federal Foreign Office at:

➤ [www.auswaertiges-amt.de/en](http://www.auswaertiges-amt.de/en)

# The REST regulation

The REST regulation is relevant to you if you are a citizen of a non-EU country who already possesses a residence permit for study purposes in an EU state. If you are registered for a full degree (BA or MA) at a university in the EU, for example in France, and would like to study at HSBI for one or two exchange semesters, you do not have to turn to the German Embassy for an additional visa for your stay in Germany. HSBI's International Office Team will sort things out for you. To do this, we need the following documents from you as soon as your stay has been approved:

- Existing residence permit for the state of your home university
- Proof of subsistence: accepted as proof is either a.) a scholarship of at least €934 a month or b.) a blocked account with a minimum balance of €5,604 (for one semester) or €11,208 (for two semesters).

The sooner you make these documents available to us, the better: The REST approval will take 4–6 weeks to process. Unless your REST application is approved, you will not be able to study at HSBI.

# Health Insurance

Having health insurance is compulsory in Germany. In order to enrol at HSBI, you must possess health insurance for study purposes that is valid for Germany. Please check with your insurance provider at home whether they cover you during your studies at HSBI.

## PRIVATE HEALTH INSURANCE FROM ABROAD

A rule-of-thumb: A private insurance from abroad is only sufficient as student insurance when it has unlimited coverage, e.g. your insurance must cover all expenses in case of illness with no cost limitations. Apart from a few dental expenses, all German statutory health insurances (Gesetzliche Krankenversicherung or GKV for short) have unlimited coverage.

If your private health insurance from abroad covers as much as a German GKV would, it is accepted as student insurance. Since comparing private and public insurances' terms & conditions can be tricky, GKV in Germany are obliged to check for you if your private insurance is sufficient for study purposes.

Here is what you need to do: Please send your private insurance's T&C to any GKV (for example TK insurance) in English or German language. You need to include a form called "application for exemption from statutory health insurance" with your request. Some GKV have an online form for this (e.g. TK: <https://www.tk.de/techniker/befreiung-von-der-krankenversicherungspflicht-fuer-studierende-2110466>), others will give you a PDF or hand copy.

It is important to stress that – once you have handed in your private insurance's T&C and application for exemption, and the exemption from German statutory student insurance is granted – you will never be able to apply for statutory German student insurance again. The exemption is granted forever. Kindly remember this, if you wish to pursue not only your BA, but also your MA studies in Germany.

## EUROPEAN HEALTH INSURANCE CARD AND OTHER COUNTRY AGREEMENTS

Your health insurance is valid for your studies in Germany if you have a European Health Insurance Card (EHIC). If you are from Turkey, Serbia or Tunisia: These countries have an agreement with Germany. You will need to ask your home insurance for a special form (e.g. for Turkey it's called an AT11-form).

You are able to receive this document until the age of 25 and it is also accepted for your studies in Germany. If you are over 25 and under 30, please apply for German statutory health insurance.

Please approach a German statutory public health insurance (GKV) with your EHIC or country agreement form so that they can send electronic confirmation to your German university that you are not insured with a German statutory health insurance law.

**Important Note:** If you are planning on working in Germany while studying, you will need to apply for German health insurance, no matter where you are from.

## GERMAN HEALTH INSURANCE

If you need to take out German health insurance, you will have a choice between statutory (or public) and private health insurance. Statutory health insurance (GKV) is usually the better choice: It offers affordable rates (usually approx. €120 a month) for students and pays doctors and pharmacies directly for any services you need to use. There is no cap on expenses, i.e. necessary health treatments will be covered no matter what the cost. Statutory German health insurance will be accepted for enrolment, no matter which provider you choose.

However, statutory health insurance for study purposes is only possible up to the age of 30. If you are older than 30, the rates will differ and you must discuss your options with the GKV of your choice.

Private health insurances will only be accepted for enrolment if their policy is comparable to a public health insurance. This is often not the case: A private health insurance may not pay for necessary treatments in every case, or they may refuse payment past a certain sum (so that you would have to pay the rest yourself). You should also know that private health insurance companies do not settle bills with the doctor or hospital directly, but with you. This means that you need to pay for any doctor's visits first and then apply to the insurance company for reimbursement. If you wish to go with a German private insurance, you must follow the same process as described under "Private Health Insurance from abroad" and approach a GKV to apply for exemption from statutory health insurance. Once you are take out private health insurance, you cannot revert to statutory health insurance.

It is possible to purchase a German health insurance policy online. Kindly bear in mind that travel health insurance is not sufficient and will not be accepted.

## OTHER TYPES OF INSURANCE

It is advisable to take out liability insurance covering damages you might cause while living in Germany. Many liability insurances cover e.g. the loss of keys in a rental apartment. However, the amount varies from insurance to insurance. All students are advised to carefully read the terms and conditions in order to find the liability insurance that suits their needs. If you drive your own car during your stay, car insurance is mandatory.

**The DAAD (German Academic Exchange Service) website offers more information on health insurance:**

➤ <https://t1p.de/63exe>

# Semester Contribution and Semester Ticket

The semester contribution is a mandatory sum that you have to pay in order to be able to study at HSBI. It currently amounts to approx. €320 per semester at our institution. Please note that this is not a tuition fee! It is a contribution covering administration and other student services. It helps to finance all of the facilities of the student service organisation *Studierendenwerk* (e.g. cafeteria, student residences, day care centres) as well as the Student Union (AStA). It also includes the cost of the semester ticket (travel card). Three to five working days after you have paid the semester contribution, you will be able to download your semester ticket. It is valid for the period of your study term (1 September–28 February or 1 March–31 August) and enables you to use public transportation in the state of North Rhine–Westphalia (NRW). In order for your semester ticket to be valid, you need to carry your ID card/passport and an (electronic) copy of your semester ticket. If you do not have the semester ticket with you and cannot identify yourself during a ticket inspection, you will be obliged to pay a fine.

**HSBI has published information on how to download your semester ticket here:**

➤ <https://t1p.de/3u3ob>

The semester ticket allows you to use all local public transportation (*Nahverkehr*) in the state of NRW, including buses, trams, city railways and local trains (e.g. the *Regionalbahn [RB]*, the S-Bahn and the *Regionalexpress [RE]*). The faster long-distance trains, e.g. the InterCity (IC), EuroCity (EC) or InterCityExpress (ICE), need to be paid for separately. There are also some specific regulations concerning night buses, airport buses and dial-a-ride ransits, which may be subject to an additional charge.

**The public transportation group of the Student Union (AStA) of Bielefeld University has all the important information on the semester ticket's area of validity on their website:**

➤ [verkehrsgruppe.de/english-info/](https://verkehrsgruppe.de/english-info/)

# Arriving on Campus

Take care to plan your arrival so that you arrive either

- At the beginning of March (summer semester)
- Or at the beginning of September (winter semester).

You will also receive a letter/e-mail with the dates of your expected arrival and/or the date of the orientation period. As an international exchange student, please arrive according to the dates specified because the Freshers' Weeks will help you in sorting out formalities and other requirements for your stay. If that is too early for you, try to arrive by the middle of March/September, since the lecture periods will be starting then. As an international degree-seeking student, you will participate in the orientation week specifically organised for your respective study programme taking place in the first week of the lecture period.

## BY PLANE

All airports in Germany generally have a good connection to public transport. Closest to Bielefeld, Minden or Gütersloh are the international airports listed below (*approximate distance in km*):

Airport	Bielefeld	Minden	Gütersloh
Paderborn/Lippstadt	60 km	100 km	50 km
Münster/Osnabrück	80 km	104 km	65 km
Dortmund	100 km	140 km	80 km
Hannover	127 km	77 km	130 km
Düsseldorf	180 km	216 km	160 km

Enquire about special offers for students and about connections via bus or train from the airport to Bielefeld, Gütersloh or Minden. If you have already paid the semester contribution for your study semester, you can download your semester ticket and use public transportation within NRW to get to Bielefeld, Gütersloh or Minden free of charge.



# Accommodation

## BY TRAIN

In Germany, there is a well-developed train network. Inform yourself about train connections and consider the saver fares for students as well as regional day tickets and *Quer-durchs-Land Tickets* (train tickets for the whole country, valid for one day). Since May 2023, Germany has also introduced the Deutschlandticket: a monthly subscription enabling users to travel across the whole country with regional trains. In order to subscribe, you must possess a European bank account. Before you subscribe, make sure to contact HSBI's Student Union (AStA) to receive information about student discounts related to the *Deutschlandticket* and the semester ticket. If necessary, you can buy a train ticket immediately before boarding, but booking in advance may be cheaper.

Your exit stop is either Bielefeld or Gütersloh *Hauptbahnhof* (Central Station) or Minden (Westfalen). Here you will be welcomed by your Buddy, provided that you got in touch with the International Office and/or your Buddy in time and told us about the date and time of your arrival.

### For further information on travelling by train see:

↗ <https://www.bahn.com/en#slc>

## BY LONG-DISTANCE BUS

You can also travel Germany by long-distance bus. This is an inexpensive option and you do not have to switch transportation so often. However, only certain cities are covered by long-distance bus routes. This option is not suitable for travelling to smaller towns as long-distance bus companies generally target bigger cities. Please note: Trips with long-distance buses need to be booked in advance at least a day before you travel.

### On the following website you will find any information you need for travelling by bus:

↗ [www.busradar.com](http://www.busradar.com)

Finding accommodation is often difficult, especially in Germany where there are more students than available dormitories. We do our best to offer exchange students a room or an apartment in one of the student residences, but that is not always possible. If you are at HSBI for a short stay, approximately one or two semesters, you will receive an offer from us, provided either by the *Studierendenwerk* or by a private property owner. If you turn it down, you will need to look for a place to stay on your own.

As an international degree-seeking student, you can browse the *Studierendenwerk's* website for information on accommodation. Please bear in mind, however, that these rooms are highly sought after. There usually is a long waiting list for student dorms, depending on the type of housing you are looking for. In order to find adequate accommodation according to your needs, you should ask yourself the following questions beforehand: How much money am I able to pay for accommodation? Do I want to live in a dormitory or in a shared flat (*Wohn-gemeinschaft*, WG for short)?

## STUDENT RESIDENCES

*Studierendenwerk Bielefeld* manages student dormitories in the area. The buildings are located in close proximity to the university and HSBI, the monthly rent is roughly €300.

### More information on student residences:

↗ <https://t1p.de/sfgf>

## PRIVATE RENTAL OFFERS

There are many possibilities to advertise and find private rental offers for flats, rooms and apartments. It is a good idea to look for apartments not only in the city in which your campus is located, but also in the surrounding areas (e.g. Herford, Bad Salzuflen, Borgholzhausen).

The following list will give you a short overview of selected websites to look for accommodation: (Some websites are only available in German.)

Media	Link
Private rental offers of Studierendenwerk Bielefeld	↗ <a href="https://t1p.de/sfgf">https://t1p.de/sfgf</a>
Platform for flats and rooms in shared flats (WGs)	↗ <a href="http://www.wg-gesucht.de">www.wg-gesucht.de</a>
Facebook ( <i>Look for various groups on finding accommodation in Bielefeld, Minden, Gütersloh</i> )	↗ <a href="http://www.facebook.com">www.facebook.com</a>
Kleinanzeigen ( <i>classified ads</i> )	↗ <a href="http://www.kleinanzeigen.de">www.kleinanzeigen.de</a>
Furnished flats ( <i>möblierte Wohnungen</i> ), fee-based service	↗ <a href="http://www.flatmix.de/en/">www.flatmix.de/en/</a> ↗ <a href="http://www.airbnb.com">www.airbnb.com</a>
Neue Westfälische Online ( <i>regional newspaper ads</i> )	↗ <a href="http://www.nw-immo.de">www.nw-immo.de</a>

# The BUDDY Programme

German rental ads will contain abbreviations that you may not know, even if you have learned some German already. The following list will help you to understand the most common abbreviations:

Abbreviation	Stands for
1 ZKB	<i>1 Zimmer Küche Bad:</i> 1-room apartment with kitchen and bathroom
1 ZKD	<i>1 Zimmer Küche Dusche:</i> 1-room apartment with kitchen and shower
2 ZKB	<i>2 Zimmer Küche Bad:</i> 2-room flat with kitchen and bathroom
KM	<i>Kaltmiete:</i> rent excluding utility bills – monthly rent without electricity, heating and warm water. If the additional costs are not stated in the advertisement, please ask the property owner how much they are approximately going to be.
NK	<i>Nebenkosten:</i> Additional costs for gas, water, heating, garbage collection, etc. (important: electricity is often an additional charge that needs to be paid for directly with the electricity supplier)
WM	<i>Warmmiete:</i> “warm” rent – monthly rent including utility bills as listed in the ad
KT	<i>Kaution:</i> deposit – a security of up to three monthly rent payments without utility bills that has to be transferred to the landlord/landlady before moving in. When moving out, the amount will be returned to you, minus any possible costs for repairs.
NR	<i>Nichtraucher:</i> non-smokers
WG	<i>Wohngemeinschaft:</i> shared flat

## YOUTH HOSTEL

If you have not found accommodation by the day of your arrival, if you want to come earlier but cannot move into your room yet, or if a friend or relative comes to visit, there is the possibility of staying at a youth hostel for a couple of days. Bed and breakfast is available for approximately €37 a day. A precondition, however, is the registration with the German or an international Youth Hostel Association.

### Jugendherberge Bielefeld

Hermann-Kleinewächter-Straße 1  
33602 Bielefeld  
Phone +49.521.52205-0  
jgh-bielefeld@djh-wl.de  
↗ <https://t1p.de/h3il2>

## WHAT IS THE BUDDY PROGRAMME?

Coming to live in another country and a different culture can be intimidating. The first few weeks especially may be confusing and it is good to have someone to show you your way around. The Buddy Programme offered by the International Office is designed to help you settle in more comfortably and smoothly. Since 1999, our Buddies, experienced HSBI students from higher semesters who are familiar with student life, have been helping international students by:

- Contacting you before your arrival in Germany (via e-mail)
- Picking you up from the train or bus station on your first day
- Providing help with important formalities (registration office, student union, bank account)
- Giving a first introduction to HSBI and the faculty at which you are studying
- Offering support in everyday life (shopping facilities, sports and free time activities, etc.)

## WHEN WILL I HEAR FROM MY BUDDY?

Your Buddy will contact you approx. four weeks before your arrival to help you solve any problems you may have and to answer your queries along the way. Your Buddy will be the first person you can go to if you have any questions regarding life and your studies at HSBI.



# After Arrival Freshers' Weeks and the First Steps

## Freshers' Weeks for International Exchange Students

During the first days after your arrival, your Buddy and the International Office Team will help you get settled into your life in Bielefeld. Within our orientation period, called Freshers' Weeks, you will not only have plenty of time to get to know your fellow students, but we will also assist you in getting the most important formalities out of the way, such as accessing your accommodation, signing the rental contract, opening a bank account and getting registered at Town Hall.

Before your arrival, you will receive an e-mail with the programme of the Freshers' Weeks and the activities that await you. Please plan your arrival accordingly. If it is not possible for you to attend the Freshers' Weeks, you will still have to take care of the following organisational matters. Your Buddy will assist you with these:

### **SIGNING THE RENTAL AGREEMENT**

If you are staying at a student dorm during your time in Bielefeld, you will be able to sign your rental contract on the first day of the Freshers' Weeks. If you cannot participate in the orientation period, please ask your Buddy or a fellow student to assist you with signing the rental agreement and sending the documents back to the *Studierendenwerk*.

### **TAKING CARE OF INSURANCE MATTERS**

As part of the Freshers' Weeks, you will have the opportunity to speak to a representative from a German public health insurance provider. If you like, they can help you check your existing health insurance policy to see whether it fully covers your stay in Germany or not. If not, you will also be able to apply for German public health insurance with the representative.

### **OPENING A BANK ACCOUNT**

During the Freshers' Weeks you will get assistance in opening a bank account. This is relevant especially for students from countries outside the EU who need to pay charges for every money transfer. If this is applicable to your situation, please open a German bank account on your own with the help of your Buddy. There is a number of banks in Bielefeld with different conditions and rates. Check them out before deciding.

# Other First Steps

## REGISTRATION AT TOWN HALL

Like any regular citizen in Germany you have to get registered at Town Hall within two weeks of your arrival. Citizen registration can only be done by appointment. Appointments can be booked exclusively online:

➤ <https://t1p.de/7g4jt>

Your Buddy will help you make an appointment. Please note that you need to bring the following documents:

- Your passport or ID
- Your visa (if required)
- Your German address
- German landlord confirmation.

At Town Hall, you will receive registration confirmation needed for your residence permit and for the extension of your visa (if applicable). One week before you leave Germany and return home, you need to give notice of your departure at Town Hall.

TOWN HALL  
CITIZENS' REGISTRATION OFFICE  
*Bürgeramt/Bürgerbüro*

### Bielefeld

Neues Rathaus  
Niederwall 23  
33602 Bielefeld  
Phone +49.521.51-0  
[buergerberatung@bielefeld.de](mailto:buergerberatung@bielefeld.de)  
➤ <https://t1p.de/mkigg>

### Minden

Großer Domhof 1  
32423 Minden  
Phone +49.571.89-888  
[buergerbuero@minden.de](mailto:buergerbuero@minden.de)  
➤ <https://t1p.de/ajy53>

### Gütersloh

Berliner Straße 70  
33330 Gütersloh  
Phone +49.5241.82-2282  
[buergerbuero@guetersloh.de](mailto:buergerbuero@guetersloh.de)  
➤ <https://t1p.de/609w8>

# Applying for a Residence Permit

## WHO NEEDS A RESIDENCE PERMIT?

For general VISA information, please see "VISA or no VISA" in this guide's **Preparations** chapter.

Should you wish to pursue a full degree (BA/MA/PHD) at HSBI, and you are in Bielefeld with a short-term VISA for study purposes, you will need to apply for a long term residence permit at the Foreigner's Office in Bielefeld.

Since the Foreigner's Office is often very busy, we recommend that you do this as soon as possible, but three months before your VISA expires at the latest.

Which documents do you need to bring?

Please prepare and bring the following documents:

- Valid passport and (if necessary) visa
- Registration confirmation from the Residents' Registration Office/Town Hall
- Proof of public or private health insurance
- Student ID (Certificate of Enrolment)
- If necessary, proof of finance (this may have already been checked during your visa application)
- If necessary, your rental agreement
- (Biometrical) passport photograph
- A sufficient amount of money in cash (see *REST regulation on the following page*).

FOREIGNERS' OFFICE  
*Ausländerbehörde*

### Bielefeld

Niederwall 23  
33602 Bielefeld  
Phone +49.21.51-0  
[auslaenderbehoerde@bielefeld.de](mailto:auslaenderbehoerde@bielefeld.de)  
➤ <https://t1p.de/609w8>

### Minden

Großer Domhof 1  
32423 Minden  
Phone +49.571.89700  
[abh@minden.de](mailto:abh@minden.de)  
➤ <https://t1p.de/2j57>

### Gütersloh

Berliner Straße 70  
33330 Gütersloh  
Phone +49.5241.82-1  
[auslaenderstelle@guetersloh.de](mailto:auslaenderstelle@guetersloh.de)  
➤ <https://t1p.de/w45rj>

*Please find a checklist of what to do after arrival at the end of this brochure.*



# On Campus Studying at HSBI

## General Academic Information

### FACULTIES

HSBI consists of six faculties (*Fachbereiche*, FB for short) that are situated on the campuses in Bielefeld, Minden and Gütersloh.

- Faculty of Design and Art (Bielefeld)
- Faculty of Minden Campus (Architecture, Civil Engineering, Technology and Informatics)
- Faculty of Engineering and Mathematics (Bielefeld and Gütersloh)
- Faculty of Social Sciences (Bielefeld)
- Bielefeld School of Business (Bielefeld)
- Faculty of Health (Bielefeld)

**The Faculty of Minden Campus provides information on studying and finding accommodation in Minden:**  
(in German only)

➤ [www.hsbi.de/minden](http://www.hsbi.de/minden)

### ACADEMIC CALENDAR

The academic year is divided into a winter semester (1 September–28 February) and a summer semester (1 March–31 August). Each semester consists of a lecture period and a lecture-free period or semester break.

**Winter 2023/2024:**  
25 Sep 2023–9 Feb 2024

**Summer 2024:**  
01 Apr 2024–26 July 2024

**Winter 2024/2025:**  
23 Sep 2024–7 Feb 2025

During the last three weeks of the lecture period, there are usually no classes. This period of time is used for examinations. Please note that the dates for work-integrated and part-time study programmes vary.

**You can find the exact semester dates for upcoming years on our website:**  
➤ <https://t1p.de/c6fj3>

### PUBLIC HOLIDAYS

The federal state of North Rhine-Westphalia (NRW) has the following public holidays:

Holiday	2024	2025
New Year ( <i>Neujahr</i> )	1 Jan	1 Jan
Good Friday ( <i>Karfreitag</i> )	29 Mar	18 Apr
Easter Monday ( <i>Ostermontag</i> )	1 Apr	21 Apr
Labour Day ( <i>Tag der Arbeit</i> )	1 May	1 May
Ascension Day ( <i>Christi Himmelfahrt</i> )	9 May	29 May
Whit Monday ( <i>Pfingstmontag</i> )	20 May	9 Jun
Corpus Christi ( <i>Fronleichnam</i> )	30 May	19 Jun
German Unity Day ( <i>Tag der Einheit</i> )	3 Oct	3 Oct
All Saints Day ( <i>Allerheiligen</i> )	1 Nov	1 Nov
Christmas ( <i>Weihnachten</i> )	25/26 Dec	25/26 Dec

# Courses, Credits and Transcripts

## STUDENT ID CARD

The Student ID Card is the main device for accessing university services. It serves as

- Student ID and student travel card (in combination with your semester ticket)
- Canteen/cafeteria card (paying for your food and drinks)
- Library card (borrowing books and media)
- Access authorisation for the university sports facilities

*Don't worry about your personal data: All this data (except for the validation dates) will not be saved electronically on the card. Only the numbers on the back of the Student ID Card, library ID and the card serial number are saved electronically. No data is saved on the card that can be connected to your person by a third party.*

## MODULES AND CREDIT POINTS

One study cycle (Bachelor or Master) is made up of modules containing a certain number of lectures and/or academic courses relating to the module's topic that need to be completed successfully in order to finish the module. Normally, one module is designed to cover one or two semesters' worth of work. Only when all study modules are completed successfully will students be awarded with a degree. For the completion of an individual lecture or course, students obtain a certain number of credit points. One credit point equals about 30 hours of work.

After completing an exchange semester at HSBI, you will receive a transcript of records in which all your achievements are listed with the respective grades. The original transcript of records will be sent by post to the coordinator at your home university. You will also receive an electronic copy by e-mail.

## LECTURES AND COURSE ORGANISATION

There are different lecture and course formats offered at HSBI:

- Lectures (*Vorlesungen*)
- Seminars (*Seminare*)
- Courses (*Kurse*)
- Tutorials (*Tutorien*)
- Exercises (*Übungen*)
- Colloquiums (*Kolloquien*)
- Work in the laboratory (*Praktikum*)

In Germany, students like to set up study groups for revising together or for working on a presentation or group project.

## ACCESSING THE COURSE CATALOGUE

At HSBI, the learning platform LSF is used as an online service for all matters related to exams, the course catalogue and setting up a timetable. Without log-in data you can only access some of its functions, e.g. the current course catalogue. After receiving your HSBI log-in data, you can also set up your schedule or view your grades.

**The following link leads you directly to the English module catalogues:**

➤ <https://t1p.de/s8xs9>

## EXAMINATIONS

Lectures and courses can be divided into those that can be completed without an exam of some kind (attendance only) and those for which you need to sit an oral or written examination, do a presentation or write a paper. For some examinations, you need to sign up in advance within a specific time frame. Please pay close attention if this is the case with your exams. The results of your exams will either be sent to you via e-mail or you will find them on HSBI's grading platform (CAT).

**Here is the link for accessing LSF log-in page:**

➤ [www.hsbi.de/lfsf](http://www.hsbi.de/lfsf)

**Here is the link for accessing CAT log-in page:**

➤ <https://t1p.de/avt6d>

## GRADING

The German grading system may be different from the one you are used to. Please see the comparison table below. Please note: *The table is for orientation only and not legally binding.*

Numerical Grade	ECTS Grade	Definition
1.0/1.3	A	Excellent
1.7/2.0	B	Very good
2.3/2.7/3.0	C	Good
3.3/3.7	D	Satisfactory
4.0	E	Sufficient (=pass)
5.0	F	Insufficient (=fail)

## MICROCREDENTIALS

The Microcredentials programme gives you the opportunity to join English online courses at some of our international partner universities. Your advantages: you have a wide choice of courses, earn credit points, make new contacts, and gain insights into other countries. Many courses are asynchronous and can be attended flexibly. Are you curious? Visit our Micro-credentials website (➤ <https://t1p.de/8ndb7>) and discover the courses on offer!

# Service Facilities

## LIBRARIES

The library of HSBI consists of three individual libraries in the following locations: Bielefeld main campus, Bielefeld Lampingstraße and Minden Campus. You can use the freely accessible computers to research literature or search the internet but also to search the library's catalogues and databases. Students in Gütersloh can order literature from the library of HSBI to be delivered to the public library in Gütersloh.

**For further information about the library see the link below:**

➤ [www.hsbi.de/bib](http://www.hsbi.de/bib)

Furthermore, all students may also use the larger library of Bielefeld University, which contains over 2 million pieces of media and is one of the most important libraries in the region.

**Further information:**

➤ <https://www.ub.uni-bielefeld.de/ub/>

## HSBI DATA PROCESSING CENTRE

*(Datenverarbeitungszentrale, DVZ for short)*

HSBI Data Processing Centre offers a number of IT services that you may use. These include the entire MS Office package, an image editing programme, browsers, wi-fi and an e-mail client as well as specific software offered by the faculties. The software is available on all of the computers in the HSBI buildings.

Here you can locally save data and, after registration with the Data Processing Centre, receive your own e-mail address in the form of [firstname.surname@hsbi.de](mailto:firstname.surname@hsbi.de). To use a computer, you need your own personal log-in data which you will receive shortly after you have been properly enrolled. International exchange students receive their log-in data during the Freshers' Weeks. HSBI also offers wi-fi for members of the HSBI (eduroam) as well as guests (BI-free).

**On the following website you will find further information on how to install wi-fi:**

➤ <https://t1p.de/9nfta>

## STUDENT SERVICE ORGANISATION

*(Studierendenwerk)*

Studierendenwerk Bielefeld is the social service provider for the four institutions of higher education in the region of East Westphalia. They offer low-cost accommodation, affordable daily meals, day care facilities for students' children and much more! Studierendenwerk Bielefeld is one of 12 student service organisations in the state of NRW that offer various services for students.

**For further information go to:**

➤ <https://t1p.de/d9c4j>

# Leisure-Time Activities and University Groups

## THE INTERNATIONAL OFFICE'S SEMESTER PROGRAMME

Helping you to feel at home and to get to know other (international) students and your surroundings is as important to us as helping you with organisational matters. Therefore, we offer events and activities where you can get to know your fellow students and life, culture and language in Germany. Your success is our success and we hope you will enjoy the excursions and activities we plan for you.

## UNIVERSITY SPORTS PROGRAMME

*(Hochschulsport)*

In cooperation with Bielefeld University, HSBI offers a wide range of sports courses. All of these courses take place on Bielefeld University's premises – here you will find various gymnasiums, a swimming pool and outdoor sports facilities. The programme ranges from more common sports such as athletics, self-defence and martial arts courses, various ball games, different kinds of dance and aqua sports to extraordinary sports, e.g. archery, canoeing, ice-skating, parkour and horse-riding. There is also the possibility of using the university's fitness and health centre UniFit where you can train with gym equipment or exercise by participating in some of the various courses offered.

With your Student ID Card, the sports programme is mostly free of charge. With over 100 courses and more than 60 kinds of sports to choose from, the university sports programme offers diversified and interesting possibilities to stay fit and make new friends!

**Here you can register for the courses:**

➤ <https://t1p.de/s9a9>

## ViSiB

*(Association to support international students in Bielefeld)*

ViSiB is a non-profit association working for international students since 1985. ViSiB awards various scholarships to international students. Regarding the scholarships, you can contact the International Office.

➤ <https://www.uni-bielefeld.de/vereine/visib/>

# Eating and Drinking

The service of *Studierendenwerk Bielefeld* includes the canteens and cafeterias you can find in the various locations of the HSBI and Bielefeld University. Here you find an alternating assortment of inexpensive and tasty meals, snacks and drinks. *Studierendenwerk Bielefeld* offers vegetarian, vegan and lactose-free dishes as well. You can pay for meals in cash or via Student ID Card. The Student ID Card can be charged with credit at the designated machines located in the respective buildings and at designated cash desks.

HSBI's main canteen, *Mensa* in German, is located right next to the building of Bielefeld University. It is called *Gebäude X* (Building X) and shared by HSBI and Bielefeld University. There is also a number of other canteens and cafeterias.

**For an overview of the canteens, cafeterias and their respective menus, check out Studierendenwerk's website:**

➤ <https://t1p.de/r19i>

# Support – Advice

There might be times and situations during your stay in which you need advice and counselling. Below you will learn about the various contact points that can provide support and that can help you to overcome smaller and greater problems and crises. There are also workshops on various topics offered throughout the semester, such as academic writing – keep an eye on the event calendar on the HSBI website!

## STUDENT ADVISING (Zentrale Studienberatung)

If you encounter any study-related problems during your time here, the Student Advising and Counselling Service (*Zentrale Studienberatung* in German) is the place to go. You can contact them by phone or by e-mail or visit them for a one-on-one talk (by appointment only). Please rest assured that anything you might discuss there remains confidential. For more information on HSBI's counselling service, see next page.

## Hochschule Bielefeld – University of Applied Sciences and Arts

Interaktion 1  
33619 Bielefeld  
Phone +49 521 106-70916  
[zsb@hsbi.de](mailto:zsb@hsbi.de)  
➤ [www.hsbi.de/studienberatung/zsb](http://www.hsbi.de/studienberatung/zsb)

## GENDER AND DIVERSITY OFFICE (Gleichstellungsbüro)

The Gender and Diversity Office offers various services:

- Counselling and support for students and staff in equal opportunity matters
- Seminars on gender
- Trainings in key skills for staff and students
- Measures to promote girls and women in STEM fields (Science, Technology, Engineering and Mathematics. The German equivalent MINT stands for *Mathematik, Informatik, Naturwissenschaft und Technik*)
- Daycare facilities for children of students and staff
- Workshops for female staff at HSBI

### Contacts (organised by faculties):

➤ <https://t1p.de/cu0py>

## COUNSELLING (Psychosoziale Beratung)

The psycho-social counselling service helps students manage and overcome problems and crises that might emerge during their studies at HSBI. Students with depression, phobias or anxieties regarding their daily study routine are offered an opportunity to discuss their problems confidentially and, together with the counsellor, come up with solutions to find a way out of their crisis.

Services offered

- One-on-one counselling
- Workshops on study methods and the reduction of anxiety
- Advice by phone

### Further information in German:

➤ <https://t1p.de/ruye5>

Bielefeld Campus  
Dr. phil. Marita Ripke  
Phone +49.521.106-70510  
[marita.ripke@hsbi.de](mailto:marita.ripke@hsbi.de)

Minden Campus  
Dipl.-Soz.päd. (FH) Sophia Lehmann  
Phone +49.571.8385-213  
[sophia.lehmann@hsbi.de](mailto:sophia.lehmann@hsbi.de)



## STUDENT UNION (AStA)

The student union (abbr.: AStA = *Allgemeiner Studierendenausschuss*) is a council consisting of students from across all faculties which deals with the concerns of all students. Elected by their fellow students, their purpose is to represent the students and stand up for the social, financial and university-political needs of the student body. Representatives of AStA are part of all councils of HSBI and in most are entitled to vote so that they are able to actively participate in important developments and decision-making regarding university policies. AStA offers advice in social matters, arrange contacts to legal advisors and support students with all problems and questions concerning student life.

### Here you will find further information about the Student Union and its advisory services:

➤ [www.fh-asta.de](http://www.fh-asta.de)

Especially interesting for international students is AStA's *Migrationsreferat*. It is the group dealing with migration and internationalisation. If you have language problems, questions regarding your studies or your life in Germany, or need any other advice, this is the right place for you.

### Migrationsreferat (AStA)

Interaktion 1  
33619 Bielefeld  
[migration@fh-asta.de](mailto:migration@fh-asta.de)

### Further information in German:

➤ <http://fh-asta.de/das-migrationsreferat.html>

## GENERAL LEGAL ADVICE

(*Rechtsberatung*)

A very special service of the student union is legal advice for students. In case of any legal issues such as law of tenancy or inheritance law you have the opportunity to get legal advice from a lawyer.

### Contact: Room A 237

Interaktion 1  
33619 Bielefeld  
Phone +49.521.106 7724  
[asta@hsbi.de](mailto:asta@hsbi.de)

### For further information please visit

➤ [http://fh-asta.de/referat\\_fuer\\_recht\\_und\\_soziales.html](http://fh-asta.de/referat_fuer_recht_und_soziales.html)

## ACADEMIC WRITING ADVICE

From the challenge of finding a topic to write about through to text editing – all faculties offer writing advice and organise workshops and seminars on academic writing.

### Please visit the following link for further information:

➤ <https://t1p.de/hhin3>

## STUDENTS WITH CHILDREN

HSBI puts great emphasis on being a family-friendly institution and various forms of assistance are available for staff and students with children. *Studierendenwerk* runs three daycare centres for children of students in near proximity to Bielefeld campus. HSBI's daycare facility "EffHa" is mainly designed for children of staff, but will also take in students' children if free places are available. Furthermore, HSBI provides childcare for early mornings and late afternoons/evenings (before and after daycare opening hours) and holiday care for schoolchildren are organised and financed by the Gender and Diversity Office.

Baby changing rooms, nursing rooms and a general family room are also available.

### For further information please visit:

➤ <https://t1p.de/x92hk>

## STUDENTS WITH DISABILITIES AND CHRONIC ILLNESSES

Most buildings at HSBI and Bielefeld University as well as most bus stops and tram stations should be accessible comfortably. Nevertheless, we ask you to inform us as soon as possible about any issue you might have so that we can make preparations, especially regarding your accommodation.

If you wish to receive advice concerning your situation as a student with a disability and/or a chronic illness, you may either contact the representative for students with disabilities and chronic illnesses (more official) or the AStA group for students with chronic illnesses and disabilities (less official, committee of the student union).

### Representative for students with disabilities and chronic illnesses (*Beauftragte für Studierende mit Behinderungen und chronischen Krankheiten*)

Phone +49 521 106 70236  
[handicap@hsbi.de](mailto:handicap@hsbi.de)  
Personal advice by appointment only.

### Further information in German:


➤ <https://t1p.de/foq>

### Support and counselling by the AStA group for students with chronic illnesses and disabilities (*Beratung durch das Referat für Beeinträchtigte Studierende des AStA*)

Room A 237  
Interaktion 1  
33619 Bielefeld  
Phone +49.521.106-7724  
[best@hsbi.de](mailto:best@hsbi.de)  
Office hours: 4 p.m.–5 p.m. on Fridays

### Further information in German:

➤ <http://fh-asta.de/best.html>



# Life in Germany Bielefeld, Gütersloh, Minden



## Medical Care

The German health system is one of the best in the world. Should you fall ill during your stay, you are in capable hands. You should generally see a GP first; only in emergencies should you go to the hospital directly.

There are a few points you should know beforehand:

- If you go to see a doctor, take care to show your European Health Insurance Card or a certificate of sufficient insurance at the reception. Many practices request patients to give them a phone call first before going to the practice.
- Most medical practices are closed on Wednesday and Friday afternoons. To ensure that you receive medical care during these times, medical practices and pharmacies have established emergency services that will help you if you are hurt or sick.
- Medication is available only in pharmacies. There may be a prescription fee of up to €10 for prescribed drugs and medication you can buy without a prescription may cost more, depending on the medication.
- If you have public health insurance, a visit to the doctor does not cause additional costs. With private health insurance, you need to pay the bills for treatment and medication in advance. Afterwards you hand in the bills to your insurance provider and should then be reimbursed.

**Information on where to find the next emergency services is available at:**

➤ <https://www.bielefeld.de/node/5878>

### IN CASE OF EMERGENCY

Depending on the emergency, either call the police or the fire department/ emergency doctor!

<b>Police</b>	110
<b>Fire department and emergency doctor</b>	112

These emergency numbers are cost-free and you can call them even if you may not have sufficient credit on your mobile phone. It might be a good idea to memorise the above numbers or save them in your phone. You should also set up an ICE (in case of emergency) contact on your phone – by adding ICE to your mobile phone it allows paramedics on the scene to identify you, treat you and be able to contact your next of kin immediately.

## German Etiquette: Du or Sie?

A tricky question! As a rule, you can use the polite form of address “Sie” if you speak to unknown, older people or to a person of higher status. This also applies to officials and at work. Here you only switch to “Du” when the older person or higher status offers it. However, students, adolescents and children say “Du” to each other in Germany, so here you do not need to worry. If you are not really sure how to address someone, better opt for “Sie”. That way you are on the safe side and no one feels offended.

## Living Expenses

In comparison to other countries, the cost of living in Germany is moderate. A student’s monthly living costs statistically amount to approximately €870. The actual costs depend, of course, on your personal style of living and your accommodation, since rent is usually the largest item on the bill. Your student ID grants you numerous benefits and savings opportunities, e.g. at restaurants, clubs, public transportation and in the domain of cultural and leisure time activities.

**You can find a list with average costs of living on our website:**  
➤ <https://t1p.de/rdncn>

## Work Permit

Many students have a part-time job to earn extra money. If money is tight or if you are looking for some work experience, you too might consider looking for a job. Before you start the job hunt, however, you need to be sure that you are legally allowed to work in Germany.

**Please visit the following websites for further information:**

- Part-time job:  
➤ <https://t1p.de/b5p00>
- Jobbing:  
➤ <https://t1p.de/ngioq>

# Learning German and Other Languages

While you are in Germany, you will have many opportunities to either improve your German or to start learning it – whether with your fellow students, with your professors, while doing sports or at the supermarket. However, it is generally a good idea to also attend a language course so that you return home with the feeling of having improved your German on all levels.

Of course you can also invest some time in improving or learning other foreign languages. The following institutions offer different kinds of language courses (in addition you will find a number of private language schools when searching the Internet).

## AT HSBI

HSBI offers a digital approach to learning German and other languages: with the help of the e-learning programme “ILIAS” you can improve your language skills on your own. This way of learning requires a certain amount of self-discipline, but it is free and you have the advantage of not having to attend a course; you can learn at home whenever and wherever you like (as long as you have a computer and Internet access) and the programme picks things up where you left them.

**Just visit the website below and start improving your language skills:**

➤ <https://t1p.de/cqbc7>

For international exchange students there will also be an intensive language course during the Freshers' Weeks. German courses are also offered to prepare students for their studies.

**For more information please visit:**

➤ <https://t1p.de/5aec>

## AT BIELEFELD UNIVERSITY

If you would like to improve your other language skills, Bielefeld University offers various language courses in 15 languages in which students of HSBI can participate.

**You will find further information on the following website:**

➤ <https://t1p.de/r71b>

## VOLKSHOCHSCHULE

The *Volkshochschule* (VHS) offers a broad scope of low-cost classes and workshops, among them courses on languages, recreation, career training, etc. VHS also offers German language courses for all levels. Those courses usually take place once a week. VHS offers its courses by semester, too; here, the summer semester starts in February and ends in June and the winter semester lasts from September to January.

**For information and registration go here:**

➤ <https://t1p.de/m6uy7>

# Facts and Figures Bielefeld, Gütersloh, Minden

## THE CITY OF BIELEFELD

- Geographically located roughly midway between Dortmund and Hanover
- Approx. 344,000 inhabitants
- One of the 20 largest cities in Germany
- Student city with Bielefeld University, HSBI and some smaller colleges
- Interesting cultural landscape, numerous opportunities for sports and leisure time activities

## THE CITY OF MINDEN

- Geographically located approximately 40 km to the north of Bielefeld
- Approx. 82,000 inhabitants
- Centre point as well as the administrative and economical centre of the district Minden-Lübbecke
- Lovely old city with many historical buildings (e.g. the more than thousand-year-old cathedral)
- Many sports and leisure time opportunities

## THE CITY OF GÜTERSLOH

- Geographically located 20 km to the southwest of Bielefeld
- Approx. 102,000 inhabitants
- Location for medium-sized and globally interacting businesses such as Miele, Bertelsmann and Mestemacher
- Modern city with historical centre (e.g. Apostelkirche)
- Various sports and leisure time opportunities as well as a broad cultural life; especially the new theatre and the prize-winning city park are noteworthy

# Bielefeld

In Bielefeld, there are many different ways to spend your free time. Below you will find a selection of events and activities that you can rely on when looking for a way to spend your free time.

## THEATRE

The main theatrical institution in Bielefeld is the *Stadttheater*. Its main building is located next to Town Hall. The repertoire offered covers song, dance, drama and concerts. At the TaM (*Theater am alten Markt/Theatre at the old market*), the other building of the *Stadttheater*, mostly drama is performed. One focus of *Stadttheater* Bielefeld lies on staging minor productions by young and recently debuted playwrights. These productions are less expensive than the main, “classical” productions but do not lack in quality.

For those of you who favour classical music, the *Bielefelder Philharmonie* is the place to be. Here you can spend your evenings listening to Brahms, Bach, Ravel, etc., indulge in various operas and operettas and enjoy musical dramas produced in cooperation with the *Stadttheater*.

Other theatrical companies that might be worth taking notice of are the *Komödie Bielefeld*, the *Alarmtheater*, the *Theaterlabor* and the Niekamp Theater Company, the latter being – interestingly enough – a puppet theatre with performances for young and old.

Bielefeld University also features a great range of theatrical groups. Take particular notice of the English Drama Group since their performances are entirely in English. If the duration of your stay allows for it, you may even consider taking part in one of their productions! Plays staged by the university’s theatrical groups usually take place at the end of the semester.

## CINEMAS

There are a number of cinemas in Bielefeld, some of them multiplexes, others small arthouse cinemas. In Germany, most foreign films are dubbed and only rarely shown in the original version. But some of the cinemas offer regular screenings of films in their original version so that you should be able to watch some films in English, Spanish, French or Turkish (check out their websites for more information).

## BARS AND RESTAURANTS

Bielefeld has a great number of bars and restaurants. What you will not find here is a wide selection of international food takeaways, but the restaurant scene fills this slot to a great extent. Apart from the usual places offering Italian, German, Spanish and Greek cuisine, there are restaurants where you can get Asian, African, but also Mexican and Argentine food.

Bars and pubs are available to everyone’s gusto; in addition to stylish bars there is quite a number of *Studentenkneipen* (student bars) where the atmosphere is cosy and the drinks are affordable.

## CLUBS

You like dancing or just listening to music, tapping your toes? Then you will find a club to your liking. Whether electro, house, alternative, rock, funk, pop, folk, Bielefeld has clubs for nearly all musical genres. Ask your fellow students where they like to go or just go with the flow.

## MUSEUMS

Visiting a museum is always a good idea, especially on grey and rainy afternoons. Besides the regular facilities such as the *Historisches Museum* (Museum of History), the *Kunsthalle* (Museum of (Modern) Art) and the *namu* (Museum of Natural History), you can visit the *Sparrenburg* for an insight into Bielefeld’s medieval time, go see the *Bauernhausmuseum* and get a feeling of rural life around 1850, or explore the *Dr. Oetker Welt* to get a taste of how this family business turned into one of the leading food companies in the world.

## Other museums you might find interesting are:

- *Museum Hülsmann*  
art and design from different epochs, especially the Renaissance, Baroque and Classicism
- *Museum Wäschefabrik*  
an old linen factory that was preserved in its original state
- *Museum/Archiv/Forum Arminia*  
museum and archive on Bielefeld’s football club Arminia Bielefeld

For those of you interested in art and design there is a number of galleries in Bielefeld, among these the *Gallery Artists Unlimited* where young artists may find a place to live and exhibit their work.

## LOOM

LOOM is a big shopping and leisure centre, which opened in October 2017. Around 110 national and international brand shops with retail space of more than 26,000 square metres await the visitor in the city centre of Bielefeld.

## For more information on the big department store visit:

➤ [www.loom-bielefeld.de](http://www.loom-bielefeld.de)

## LONG NIGHT OF THE MUSEUMS (Nachtansichten)

On the last Saturday in April of each year, Bielefeld's museums, galleries and churches open their doors for a unique cultural event. A rich programme with interesting exhibitions, fascinating installations and performances of all kinds will bring you an unforgettable experience.

### Further information at:

➤ [www.bielefeld.jetzt/nachtansichten](http://www.bielefeld.jetzt/nachtansichten)

## HERMANNSLAUF

Interesting for all those into sporting activities is the Hermannslauf, a fun run covering a distance of 31.1 km. The tour starts at the impressive site *Hermannsdenkmal* in Detmold and ends at the *Sparrenburg* in Bielefeld. If you are here during that time and fit enough to participate, you are in for a memorable experience and a unique way of exploring the OWL (East Westphalia-Lippe) region. Watching and cheering the runners go along the route, however, is great fun as well. The event takes place on the last Sunday of April; registration is possible at the beginning of the year.

### For further information see:

➤ <https://hermannslauf.de/>

## LEINWEBER-MARKT

The *Leineweber-Markt* takes place usually in May in the "Altstadt", Bielefeld's historic town centre. A mix of open-air performances, street theatre, cabaret, musical shows and street food attract people from the whole region and are always worth a visit.

### You will find more details on the following website:

➤ <https://www.bielefeld.jetzt/leineweber>

## CARNIVAL OF CULTURES

(*Carnival der Kulturen*)

Once a year in June, Bielefeld celebrates its colourful and diverse self at the international festival *Carnival der Kulturen*. Over 2,000 participants and 70 groups parade through the streets and present their rich cultural heritage (e.g. fascinating masks, costumes and amazing installations). The final show with live music and performances takes place on the Kesselbrink.

### If you are interested in visiting Carnival of Cultures go here for more information:

➤ [www.carnival-bielefeld.de](http://www.carnival-bielefeld.de)

## SPARRENBURGFEST

For one weekend in July, the *Sparrenburg* moves back in time and shows itself in its most lively and fantastical medieval fashion. Young and old are invited to enjoy the historical festival with its charming performances and food and drink from medieval times.

### For more information about the Sparrenburgfest go to:

➤ [www.bielefeld.jetzt/sparrenburgfest](http://www.bielefeld.jetzt/sparrenburgfest)

## WINE FAIR

(*Weinmarkt*)

For a few days in September, the *Alter Markt* transforms into a wine market where various vintners and wine merchants present the finest wines from Germany's wine growing regions. And the best news is – you are welcome to taste these finest wines!

➤ [www.bielefeld.jetzt/weinmarkt](http://www.bielefeld.jetzt/weinmarkt)

## CHRISTMAS MARKET

(*Weihnachtsmarkt*)

An absolute must in December are the Christmas markets that pop up all over Germany. Besides Bielefeld, where the Christmas market centres on the *Alter Markt*, visits to Münster and Osnabrück and further to Cologne, Hanover, Dresden and Nuremberg are definitely worthwhile. A special hint for you: before going to the Christmas market in Bielefeld, watch the German film "*Feuerzangenbowle*" (the title translates to "brandy punch") and then go and have yourself a *Feuerzangenbowle* at the Christmas market. It is quite a tradition in Germany and the university's movie theatre (*Campusfilm*) usually shows this film sometime in December, too.

# Minden

Although not very large, the city of Minden knows how to celebrate itself. Situated near the river Weser, every two years the aquatic sports event *Blaues Band der Weser* (“Blue band of the river Weser”) attracts Mindeners and their surrounding communities to crowd the riverside and follow the contests between canoeists, rowers and swimmers, and enjoy the sight of the mellow river stream.

More serious by contrast is the historical festival *Mindener Freischießen*. In the 17th century, the city of Minden selected the best shooter in a contest and granted him tax exemption for a year. This tradition is celebrated with a festival every two years and continues to shape the city’s self-image and perception all year round.

Always popular is the annual Jazz Summer Night, an open-air jazz festival organised by the Jazz Club Minden featuring Jazz musicians like Al Jarreau, Dave Brubeck and Klaus Doldinger.

Another music festival is the *Weserlieder*, an open-air rock festival. Established in 2003, it is becoming more and more popular. The festival is located at the Amphitheater near the River Weser, which is said to be one of the most beautiful places in Minden in summer time.

In May and November, the working and student life is brightened by the *Mindener Messe*, a funfair situated directly at the Weser riverside. With more than 130 performers, fairground rides and stalls, you are set for a fun day out!

**For more details about events in Minden please visit:**

➤ <https://t1p.de/9o74>

# Gütersloh

The first thing you associate with Gütersloh is likely to be its lively landscape of medium-sized businesses. But this is not all Gütersloh has to offer, and as you will see, the events taking place in the city tend to be one-of-a-kind.

In Gütersloh, transportation vehicles are a big theme. Not only old bicycles but also motorcars draw the attention of its inhabitants. The annual ADAC Rallye Ostwestfalen Historic “Mense Trophy” is an oldtimer (and youngtimer) rallye for all who enjoy their own four wheels and care for a special outing.

Aside from the more familiar *Weinmarkt* (Wine Fair) around Pentecost, the people of Gütersloh also enjoy the freshly spawned tradition of the Tweed Run. Clothed in British-style tweed, ladies and gentlemen gather for a ride through the city. Their costumes and the historical, retro and vintage bicycles create the feeling of travelling back in time.

In springtime, the city blooms during the *Gütersloher Frühling* (Gütersloh Spring). Dressed in colourful flowers and bedecked with a programme rich in variety, Gütersloh shakes off its sleepiness and embraces the newly blossoming year.

Last but not least Gütersloh – as the city of Bertelsmann’s famous (no longer existing) book club – hosts an event that draws all bibliophiles and lovers of the written (and the spoken) word into the city: the so-called *Lesestadt Gütersloh*. During the ten festival days, the city centre turns into one great stage for its honorary citizen, the book. Readings, performances and discussions on, with and for the book make *Lesestadt Gütersloh* an important part of the city’s cultural landscape.

**You will find more details about events in Gütersloh on the website:**

➤ <https://t1p.de/zc9m7>

# Appendices





# Checklist:

## Planning Your Stay in Germany

### 1. About 1 year prior to departure

---

- Get information about studying in Germany:
    - <https://www.study-in-germany.de/en/>
    - [www.daad.de/en](http://www.daad.de/en)
- 

- Get information about visa requirements and application procedures
- 

- Get information about university admission and language requirements
- 

- Get information about the cost of living and financing your studies
- 

- Choose a study programme
- 

### 2. About 12 to 4 months before the start of your study programme

---

- Apply to the university; please note the respective application deadlines
- 

### 3. After acceptance

---

- Apply for a visa at the German embassy or consulate in your country (if necessary)
- 

- Ask your insurance provider for an EHIC (European Health Insurance Card) or other evidence of health insurance
- 

- Transfer the semester contribution to the HSBI's bank account (Please note that possible transfer fees must be added to the amount)
- 

- Prepare the documents and other items you need to bring with you:
    - Valid ID/passport
    - Your visa, if required
    - Your European Health Insurance Card (EU/EEA citizens) or other evidence of health insurance (and prescription medicine, if necessary)
    - Your Letter of Acceptance (Zulassungsbescheid)
    - Passport photos for various IDs and applications
    - Proof of financial resources (if necessary)
    - Vaccination card (if necessary)
    - International driver's license (if necessary)
    - Contact information of your Buddy, the International Office and your accommodation
    - Certified copies and translations of your school-leaving certificate, language test certificates and university diploma (if necessary)
    - Credit card/cash
    - Travel documents (plane ticket, etc.)
    - Electrical adapter (if necessary – line voltage in Germany is 220 V)
- 

### 4. After arrival in Germany

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- Enrol at HSBI; please bring your passport/ID card and proof of health insurance
- 

- Register at the Town Hall (Einwohnermeldeamt/Bürgeramt)
- 

- Register at the Foreigners' Registration Office (Ausländerbehörde) – only if your visa does not cover the full period of your stay in Germany
- 

- Apply for a residence permit (if/when necessary)
- 

- Sign your rental contract
- 

- Open a bank account (if necessary)
- 

### 5. Before leaving Germany

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- Go to the university's registrar's office for de-registration (Exmatrikulation)
- 

- Terminate your German health insurance (if necessary)
- 

- Cancel any other contracts you might have entered
- 

- Close your German bank account (if necessary)
- 

- Inform the town hall (Bürgeramt) that you are leaving Germany
- 

- Inform your German landlord/facility manager about your moving date
-

# Dictionary of German Higher Education Terms

While studying in Germany you may encounter various terms that you may not understand, even if you know some German already. The following list will help you to understand the most common terms:

German	English
Dekan/Dekanin	dean
Dozent/Dozentin	lecturer
Exmatrikulation	de-registration
Fachbereich	faculty
Fachschaftsrat	student representatives
Hörsaal	lecture hall/lecture theatre
ILIAS	open source web-based learning management system used at HSBi
Immatrikulation	enrolment
Kommilitone/Kommilitonin	classmate/fellow student
Lerngruppe	study group
Magistrale	entrance hall/main corridor
Matrikelnummer	student ID number, matriculation number
Mensa	canteen/refectory
Prüfungsamt	examination office
Prüfungsausschuss	examination committee
Prüfungsordnung	examination regulations
Rückmeldung	re-registration, re-enrolment
Semesterbeitrag	semester contribution
Semesterticket	semester ticket (travelcard)
Studierendenausweis	student identity card
Studierendenparlament	student parliament
Studierendenwerk	student services organisation
Vorlesungsfreie Zeit/Semesterferien	lecture-free period/semester break
Vorlesungsverzeichnis	course catalogue

# Important Local Addresses

## HOCHSCHULE BIELEFELD – UNIVERSITY OF APPLIED SCIENCES AND ARTS

**International Office**  
Rooms A 227/229/231/233  
Interaktion 1  
33619 Bielefeld, Germany  
international.office@hsbi.de  
↗ <https://t1p.de/28owb>

**Zentrale Studienberatung (ZSB, Student Advising and Counselling)**  
Interaktion 1  
33619 Bielefeld, Germany  
zsb@hsbi.de  
↗ [www.hsbi.de/zsb](http://www.hsbi.de/zsb)

**Studierendenservice (Registrar's and Examination Office)**  
Please find a list of contact details for your respective degree course at:  
↗ [www.hsbi.de/studierendenservice](http://www.hsbi.de/studierendenservice)

**AStA (Student Union)**  
Room A 239  
Interaktion 1  
33619 Bielefeld, Germany  
asta@hsbi.de  
↗ [www.fh-asta.de](http://www.fh-asta.de)

## BIELEFELD UNIVERSITY

**Fachsprachenzentrum (Language Centre)**  
Universitätsstraße 25  
Room C01-259  
33615 Bielefeld, Germany  
Phone +49 521 106-67962  
fsz-sekretariat@uni-bielefeld.de  
↗ [www.uni-bielefeld.de/einrichtungen/fsz/](http://www.uni-bielefeld.de/einrichtungen/fsz/)

**University sports programme (Hochschulsport)**  
Universitätsstraße 25  
Rooms E0-142/ E0-146  
33615 Bielefeld, Germany  
Phone +49 521 106-6113  
hochschulsport@uni-bielefeld.de  
↗ <https://t1p.de/i4cbj>

## PUBLIC AUTHORITIES IN BIELEFELD

**Town Hall (Bürgerberatung)**  
Neues Rathaus  
Niederwall 23  
33602 Bielefeld, Germany  
Phone +49 521 51-0  
buergerberatung@bielefeld.de

**Foreigners' Registration Office (Ausländerbehörde)**  
Neues Rathaus  
Niederwall 23  
33602 Bielefeld, Germany  
Phone +49 521 51-0  
auslaenderbehoerde@bielefeld.de

## NATIONAL HEALTH INSURANCE PROVIDER\*

**Techniker Krankenkasse Campus Team (TK)**  
Bielefeld University  
Universitätsstraße 25  
Room D1-121  
Contact: Michael Kraut  
Phone +49.40.460 65 11 15 03  
michael.kraut@tk.de

**Deutsche Angestellten-Krankenkasse (DAK)**  
Alfred-Bozi-Straße 15  
33602 Bielefeld, Germany  
Phone +49.521.98 91 11-0  
service763600@dak.de

## SHORT-TIME ACCOMMODATION

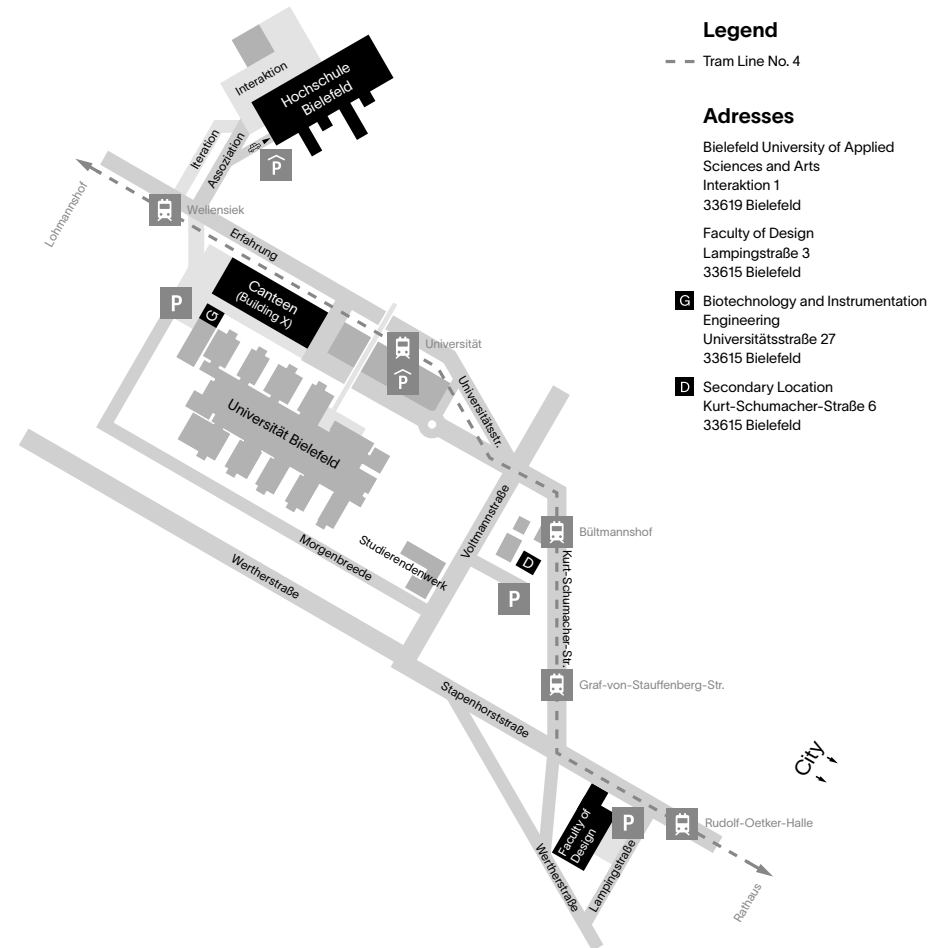
**Jugendgästehaus (Youth Hostel)**  
Hermann-Kleinewächter-Straße 1  
33602 Bielefeld, Germany  
Phone +49 521 522 05-0  
jgh-bielefeld@djh-wl.de  
↗ <https://www.jugendherberge.de/jugendherbergen/bielefeld/>

\* Two selected providers; there are various other providers you can find on the internet.

# Useful Weblinks

General information on studying in Germany	➤ <a href="https://t1p.de/4qoj">https://t1p.de/4qoj</a>
HSBI FAQs for incoming exchange students	➤ <a href="https://t1p.de/5zjb">https://t1p.de/5zjb</a>
Interesting facts about Germany	➤ <a href="https://t1p.de/p3twd">https://t1p.de/p3twd</a>
Tutorials and helpful videos	➤ <a href="https://t1p.de/mzslx">https://t1p.de/mzslx</a>
<b>Student Associations</b>	
– Protestant Students' Association (Evangelische Studierendengemeinde, ESG)	➤ <a href="https://www.esg-bielefeld.de/">https://www.esg-bielefeld.de/</a>
– Catholic Students' Association (Katholische Hochschulgemeinde, KHG)	➤ <a href="http://www.khg-bielefeld.de">www.khg-bielefeld.de</a>
– Muslim Student Group (Deutschsprachige Muslimische Studentenvereinigung, DMS)	➤ <a href="http://www.dmsbielefeld.de">www.dmsbielefeld.de</a>
Brochures with general information on living and studying in Germany	➤ <a href="https://t1p.de/vsk1">https://t1p.de/vsk1</a>
<i>The German Academic Exchange Service (DAAD) regularly publishes brochures and magazines on living, studying and conducting research in Germany which are available for download.</i>	➤ <a href="https://t1p.de/xeefv">https://t1p.de/xeefv</a>
<i>We especially recommend the brochure: "Studying in Germany – A Practical Guide for International Students".</i>	

# Hochschule Bielefeld – University of Applied Sciences and Arts Bielefeld Campus



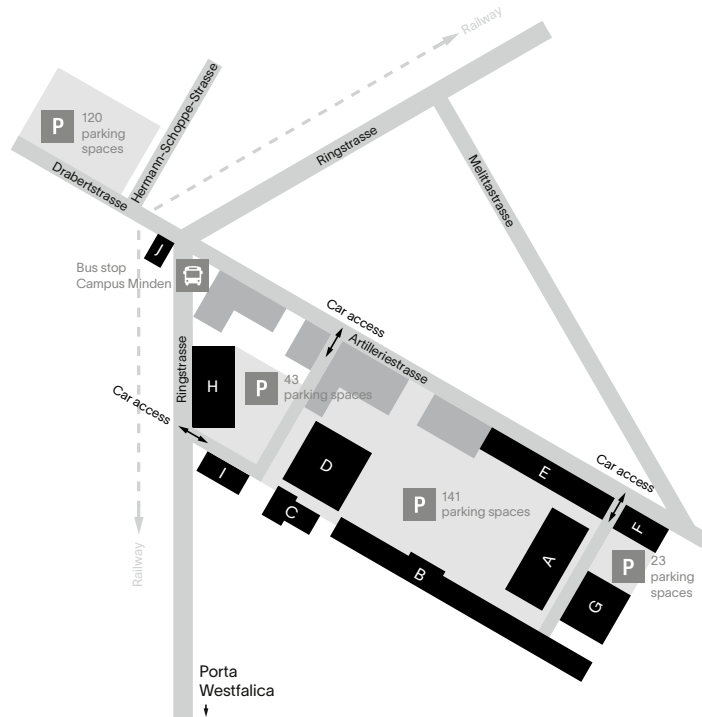
# Hochschule Bielefeld – University of Applied Sciences and Arts Minden Campus

## Legend

- A** Main Building  
Offices, Student Advising and Counselling (ZSB), seminar rooms
- B** Lecture Halls  
Civil Engineering labs, Data Processing Centre, Electrical Engineering
- C** "Farrier's Building"  
Computer rooms, labs
- D** New Building  
Offices, library, canteen, work-integrated study programmes, Computer Sciences
- E** Labs and Workshops  
Civil Engineering, Facility Management
- F** "Officer's House"  
Nursing and Health
- G** Administration  
Registrar's and Examination Office  
Faculty Student Body
- H** Seminar rooms  
Ringstrasse
- I** Seminar rooms
- J** Seminar rooms  
Drabertstrasse

## Address

Bielefeld University of Applied Sciences and Arts  
Minden Campus  
Artilleriestraße 9  
32427 Minden



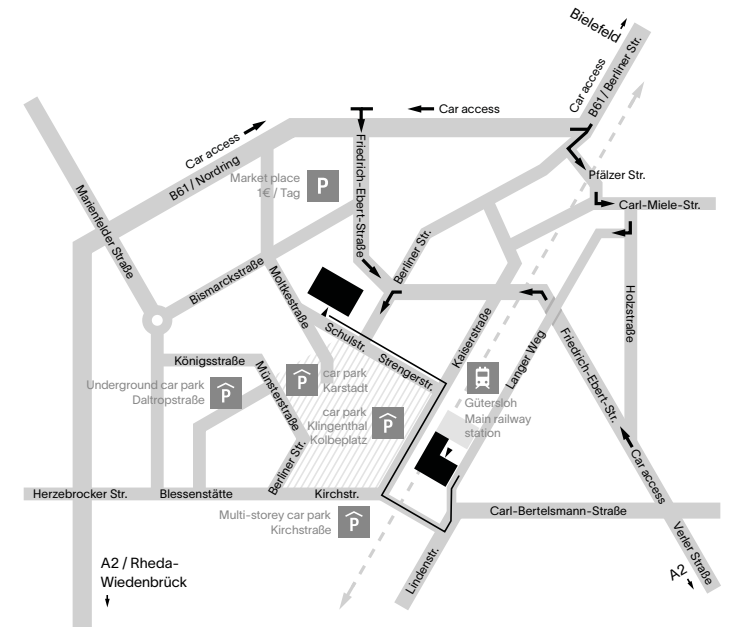
# Hochschule Bielefeld – University of Applied Sciences and Arts Gütersloh Campus

## Legend

- Railway
- ← One-way street
- /// Pedestrian zone
- Footpath

## Addresses

- Hochschule Bielefeld  
Campus Gütersloh  
Schulstraße 10  
33330 Gütersloh
- Hochschule Bielefeld  
Campus Gütersloh  
Gleis 13  
Langer Weg 9a  
33332 Gütersloh







# Ihre StadtBahn-Linien



### Ihre StadtBahn-Linien

- 1** Schildesche – Jahnplatz – Bethel – Brackwede – Senne
- 2** Altenhagen – Milse – Jahnplatz – Sieker
- 3** Babenhausen Süd – Jahnplatz – Dürkopp Tor 6
- 4** Lohmannshof – Universität – Jahnplatz – Stieghorst

- nicht-barrierefreie Haltestelle
- unterirdische Haltestelle
- Umsteigemöglichkeit zum Bahnhof
- Umsteigemöglichkeit zum Bus
- Umsteigemöglichkeit zum Anruf-Sammel-Taxi
- Park + Ride - kostenloser Parkplatz für Fahrgäste
- Strom-Ladestation für Elektro-Autos
- CarSharing-Station
- ServiceCenter moBiel
- Kundenzentrum Jahnplatz Nr. 5
- abschließbare Fahrradbox/-garage
- überdachter Fahrradstand
- Schließfächer
- Toiletten
- Radstation

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