Dear international students,

First of all, we would like to tell you that we are delighted that you have chosen DHBW (Baden-Wuerttemberg Cooperative State University) Mosbach, Campus Bad Mergentheim to continue your education, and that we look forward to having you as a member of our student body. On behalf of the faculty and staff of the Bad Mergentheim Campus, we extend you a warm and sincere welcome.

In this letter you will find some useful information concerning your arrival in Germany and your stay in Bad Mergentheim. Please read it carefully!

1. Travel to Bad Mergentheim

In order to reach Bad Mergentheim, we recommend to fly into Frankfurt. However any other airport would work as well.

The train ride from Frankfurt Airport (follow the signs of "Frankfurt Flughafen Fernbahnhof" = "Long Distance Station"; there is a second station called "Frankfurt Flughafen Regionalbahnhof" which is a regional station with trains to downtown Frankfurt; this is usually NOT the right one to go to) to Bad Mergentheim takes about 3:00 / 3:30 hours. There are trains every hour. You will have to change trains at Würzburg Main Station and sometimes also at Lauda. The train ride (normal fare without any reduction) will cost ca. 45 EUR. For discounts by booking tickets through the internet, please check here: [www.bahn.de/international](http://www.bahn.de/international).

You will also be able to purchase a ticket at the "DB Reisezentrum", a German Railway information center, or at the ticket machines at the station.

Detailed information about Frankfurt Airport can be found at: [www.airportcity-frankfurt.com](http://www.airportcity-frankfurt.com)

For the train schedule also see: [http://reiseauskunft.bahn.de/bin/query.exe/en](http://reiseauskunft.bahn.de/bin/query.exe/en).

Please inform us about the exact date and time of your arrival in Bad Mergentheim.

Please provide your flight information (airport, airline, flight number, arrival time). Thank you!

In case you would like to make a reservation for an airport shuttle to have you picked up at the airport, please advise and we will be happy to get information about the pricing.
(prices depend on the number of students that will take the shuttle) and take care of the reservation accordingly.

2. Arrival and Accommodation in Bad Mergentheim

We are currently finding rooms on the private housing market and/or in different dormitories for you.

Rents for a single room with bathroom and shower in shared housing in Bad Mergentheim range between 250 and 350 EUR per month (plus refundable deposit).

We will contact you individually and let you know about the accommodation we arranged.

*Please bring your own towels with you.*

3. Insurance

You need health insurance coverage for your entire stay in Germany covering all costs that may arise. We need proof of such insurance coverage. *So please bring the original version and a legible copy of your insurance policy (either in English or, even better, in German) with you to Germany.*

In case you do not have sufficient health insurance coverage, it is recommended to sign up for private insurance in Germany (see below).

Please make sure that you have private health insurance coverage for the first few days of your stay - valid from your departure in your home country until you have signed up for private health insurance in Germany.

Examples for German private insurance companies are "MAWISTA" (from 33 EUR per month) and "Bernhard Reiseversicherungsmakler" (from 1 EUR per day):

[www.mawista.com/siuk](http://www.mawista.com/siuk)


Beside health insurance we strongly recommend personal liability insurance and travel insurance for your stay in Germany. Personal liability insurance will cost about 50 EUR for the entire year.

4. Start of the Program in Bad Mergentheim

On **Monday 31 March 2014**, the Junior Program including some Orientation Sessions will start at DHBW Mosbach, Campus Bad Mergentheim.

Please come to our building (Schloss 2) on that day at **09:30 a.m.** (our offices are located in the Torbau-Building → please follow the signs to the International Office in the entrance hall).

During the Orientation Sessions you will be introduced to Bad Mergentheim, the school's campus, and receive information about general questions (student ID, computers, registration at city hall, bank accounts, library etc.).

*Please bring 56 EUR as a student services fee which needs to be paid in the first week of the semester.*
5. Visa Issues

International students from the United States:

You may enter Germany as tourists. Upon arrival in Bad Mergentheim, you need to register at the town hall (Immigration Office and Residents’ Registration Office) in order to obtain a residence permit which will cost approx. 50 EUR. We will give you more information about this during the Orientation in Bad Mergentheim.

For this purpose, you have to bring along:

- a passport valid at least until the end of the stay in Germany
- the original version of financial security statement or copy in case you have turned in the original with your application (also for any family member of yours moving to Germany together with you if this should be the case!)
- health insurance policy
- 1 passport photograph

International students from Singapore:

As you have applied for your visa already we will have to check the expiration date of your visa. You may have to apply for an extension if it does not cover the full length of the semester here in Bad Mergentheim.

Feel free to get in touch with us in case you have further questions.

You should also have a look at the detailed information in our “Survival Guide for International Students” that is available on our website:

http://en.dhbw-mosbach.de/exchange-students.html

We would appreciate it very much that you confirm the receipt of this message.

Please also confirm that you will accept the study place in Bad Mergentheim and participate in the program.

Yours sincerely,

Anna-Magdalena Bröckl       Silvia Geißler       Iris Kilian
- International Office -