



Incoming Student Guide Welcome to DHBW Loerrach

VISIT LIKE A LOCAL: TIPS FOR EVERYDAY LIFE IN LOERRACH



List of Contents

Welcome Address by the President	3
About the DHBW Loerrach	5
Courses	7
Application Procedure for Erasmus+/ International/Exchangetudents	8
Application Procedure for International Degree Seeking Students	9
Language Requirements	11
Internships	12
Scholarships	13
The Two Campuses	13
Facilities	15
Living in Loerrach	16
The City and around	19
Travel and Transportation	20
Other Important Information	22
Useful German Phrases	23
Connect – Supporting International Friendship	24

Welcome Address by the President

Dear students,

I welcome you at the DHBW Loerrach!

More than 34000 students are enrolled at the 9 locations of the DHBW. The number of companies and institutions, which are collaborating with the DHBW state university system exceeds 10000.

DHBW Loerrach is a very special location. Our 2,100 students appreciate the chance to study at a modern campus in a very international environment in the center of Europe. It is not only that Loerrach is just a bike-ride away from both Switzerland and France. Internationalization is more than a keyword of our strategy. Tri- and binational study programs, Business Management courses in English language, collaborations with more than 40 universities worldwide prove the realization. The students come from nearly 45 countries and this, too, shows the international environment at the DHBW.

We believe that it is essential for every student to gain international experience and develop intercultural competence in order to act, work and be well prepared for a globalized world.

One of our top priorities is on the one hand to develop student mobility and on the other to make our international students feel at home at the campus and in the city of Loerrach.

We wish you a wonderful and exciting time at DHBW Loerrach.

*Prof. Dr. Theodor Karl Sproll,
President*



About the DHBW Loerrach

Baden-Wuerttemberg Cooperative State University (Duale Hochschule Baden-Württemberg / DHBW) is the first higher education institution in Germany which combines on-the-job training and academic studies and, therefore, achieves a close integration of theory and practice, both being components of cooperative education.

The dual training system is based on the regular shift between academic studies at the university and practical training at the individual company. That means students are not only taught theoretical knowledge, but also learn to apply this knowledge in practice.

As one of the nine locations of the DHBW, Loerrach offers a broad range of undergraduate study programs in the field of business and engineering. All degree programs are both nationally and internationally accredited, count as intensive study programs and are worth 210 ECTS credits.

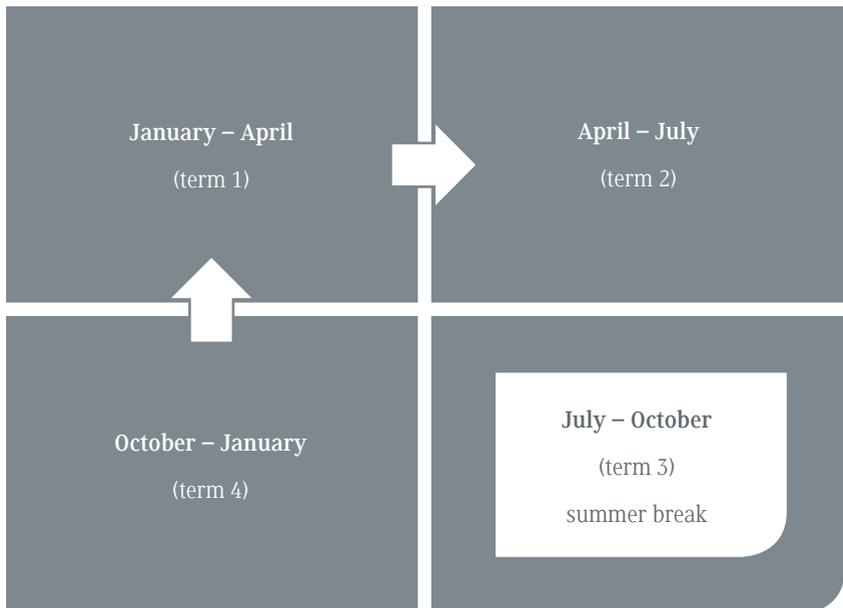
85 % of all DHBW graduates are offered a contract of employment by their partner-companies after the students have completed their studies and achieved a bachelor's degree.



Courses

All courses at the DHBW Loerrach start on September 1st each year. As our programs incorporate theory and practice, our academic year is divided into 3–4 quarters where students alternate studying on campus and/or working within a partner-company. International students have the chance to acquire up to 30 ECTS during one quarter. Students from any of our partner-universities are exempted from the payment of tuition fees at DHBW.

- ▶ ***We also offer a program for international and German students which is entirely taught in English***



Application Procedure for Erasmus+ /International/Exchange Students

If you are enrolled at one of our partner institutions you could apply for an exchange at our university for 3 to 9 months. To find out if your home university is a partner of DHBW Loerrach, please contact to find out your home university's International Office or Exchange/Erasmus Coordinator.

For students from non-partner universities a tuition fee of 1500,- Euro will be due.

DOCUMENTS REQUIRED

- Application form for incoming students (signed by your home university)
- Learning Agreement (signed by your home university)
- Your most recent transcript of records (in either German or an English translation)
- Proof of funding (for non-European students)
- Proof of language competence (B2)
- Proof of enrolment from home university
- Visa for NON-EU-students. Please contact the German embassy in your home country.

OTHER PRE-REQUISITES

- Proof of adequate travel insurance
- Proof of adequate German health insurance: For EU-students EHIC card is acceptable. For non-EU-students the conclusion of a German health insurance is compulsory (please see section "Other important information" in this respect).
- Opening of a blocked bank account in Germany (please see section: Living in Loerrach-Banking in this respect)

► ***Please visit the websites of our partner universities***

APPLICATION DEADLINES

30th June for the spring term
(January – June)

30th April for the fall term
(July – December)

Application Procedure for International Degree Seeking Students

We offer 3 degrees specified for international students that are listed below and which are taught in a range of languages:

- B. A. – International Business (in English)
- B. A. – International Business Management Trinational (course language is English for half of the classes, French and German for one third of the other classes)
- B. Eng. – Mechatronics Trinational (in German and French)

However, if you speak German, you could enroll in any of the programs offered at DHBW Loerrach.

► ***Please find all courses offered at DHBW Loerrach on our website***



In order to enrol at DHBW as a degree seeking student staying with us for 3 years you must both meet our entry requirements and obtain 3 year contract for an internship with a partner-company.

UNIVERSITY ENTRANCE LEVEL QUALIFICATION

The first step of enrolling at DHBW Loerrach is to meet the demands for enrollment at the DHBW. Students, who have obtained the German Abitur (equivalent to the English A Levels) will be automatically accepted. Students, who possess the advanced technical certificate (in Germany: Fachhochschulreife) will be requested to pass an exam for admission to enrolment. Students with either an Abitur or a Fachhochschulreife should contact the Central Coordination Office located at our headquarters in Stuttgart with all relevant documentation and certificates. All students with other qualifications from outside of Germany must contact our IAS Team to and obtain clarity about the acknowledgement of their certificates:

- ▶ ***IAS Team in Stuttgart***
e-mail: ias@dhbw.de
phone: 0049 711 320 660 79

INTERNSHIP CONTRACT

One of the preconditions to obtain a degree at the DHBW Lörrach is a 3 year contract with a partner-company about an internship for this period. We have a list of current partner-companies with vacancies, but we are also always open to collaborating with new companies so please don't limit yourself to our current companies. New companies must become a partner of DHBW Loerrach, this is done very easily with a summary of information about the company.

It is advisable that you contact several organisations. These organisations can be based anywhere in the world and their special fields are subject to your choice. We advise you to call each of the companies first and enquire about their hiring process. Once you have done so, send documentation such as an opening letter, your motivation and school documents directly to the companies along with an email explaining the opportunity, showing your enthusiasm and portraying your skills in the workplace. Some companies specify their own hiring process, if this is the case you should follow their instruction.

Language Requirements

After you have made contact with a company and have built a promising relationship we can then help and support you by getting in touch with the company ourselves.

- ▶ ***Please select the course that you are interested in and you will find all relevant partner-companies listed***

ENGLISH

If you wish to study either the whole 3 year degree or just for a few semesters in English, you need to prove your proficiency. This can be done either through a proof of the language competence, demonstrating that you have English proficiency of at least a B2 level (according to the Common European Framework of Reference for Languages (CEFR)) or through an official letter written by your university stating that your level of English enables you to follow lectures.

GERMAN

If you wish to either complete a degree taught in German language or participate in the courses held in German for 3 to 9 months, you are obliged to prove your proficiency in German language. This can be done with either a written letter signed by your university confirming that you have completed courses successfully in German or through a language certificate stating that your German proficiency is at least at level B2 according to the CEFR.

Internships

The Baden-Wuerttemberg Cooperative State University has partnerships with 750 companies or so, specializing in a range of industries based all over Europe. Degree seeking students who wish to study with us for 3 years will gain invaluable experience within their chosen company.

Please see the “International Degree seeking Students” section for more information.

Moreover, we provide opportunities for a limited number of international students from our partner-universities to complete an internship in one of our partner-companies. Please contact our IO for more information:

- ▶ ***International Office***
E-mail:
internationaloffice@dhbw-loerrach.de

Scholarships

ERASMUS+

DHBW Loerrach has signed ERASMUS+ agreements with several European universities. Please check with your ERASMUS coordinator at home if your home university is one of them. The application process for the ERASMUS+ scholarship is always coordinated by the sending university.

BADEN-WUERTEMBERG SCHOLARSHIP

Students from our partner universities outside of Europe can apply for the

▶ ***Baden-Wuerttemberg Scholarship***

For more information, please contact the International Office.

FURTHER SCHOLARSHIP

To find out, if you are eligible for a scholarship please visit the

▶ ***DAAD website***

(German Academic Exchange Service).

The Two Campuses

DHBW Loerrach has two campuses: one at Hangstrasse and the other one is known as „KBC“. The Hangstrasse campus is located on a hillside overlooking the city of Loerrach and houses the Mensa cafeteria and main library. It also features our most up to date and advanced technological labs utilized by both engineering and business students.

The KBC is DHBW Loerrach's original campus; KBC provides facilities for many business students. The office of the president of the DHBW Loerrach is located at KBC, too. The KBC is home for the International Office, Language Competence Center and the administration department. Although we have two campuses we are a smaller sized university of just over 2,100 students, making the learning environment small and friendly. This is a great benefit for our students, as lots of the classes take place at KBC. Moreover, all students receive more guidance and attention.



Facilities

WIFI

Wifi is available campus-wide at the DHBW Loerrach. We have various options for wifi, an open connection (“dhw-wlan”) and a secure connection (“dhw-secure”) that requires a login. You will be requested for general DHBW details to login into the secure wifi, i.e. usually your surname/last name and a password of your choice.

For students from eduroam-participating universities, access with the user identification from your home university is possible.

▶ ***Please check conditions for use of eduroom, here.***

FITNESS

The DHBW offers various kinds of sports activities. For further information about the offered activities, please visit our

▶ ***website.***

MENSA

The ▶ ***Mensa cafeteria*** is located at the Hangstrasse Campus in Loerrach. They serve a range of food including a different vegetarian option each day as well as offering soups, a salad bar and a selection of desserts.

Payment issues: A German debit card is needed to put money in the DHBW ID.

LIBRARY

DHBW Loerrach has two ▶ ***libraries,*** one on each campus. The main library can be found on the Hangstrasse Campus (H024) and features a range of texts from technical studies to business management and from logistics to information technology. Students gain free access to books and computers for class work and can print at student friendly prices. The second, smaller library is found on the KBC campus (K103) which mainly specialises in tourism, health care management and international business. This library also offers the use of computers and printers.

Living in Loerrach

1. TRAVELLING TO LOERRACH

From Basel Airport by bus (no.50) to Basel 500 train Station, then by regional train (S6) to Loerrach.

- ▶ www.bvb.ch/en
- ▶ www.sbb.ch/en

2. ACCOMODATION

Currently, student accommodation **is not provided** at the DHBW Loerrach. Therefore, students are required to search for an apartment to rent in Loerrach by

themselves. Fully furnished apartments in Loerrach have an average monthly rent of about €350 plus ancilliarg charges for heating, electricity, water, waste disposal, television, etc.. A new dormitory shall be realised soon by DHBW. It is crucial that you begin looking for an apartment early on as they are in high demand in Loerrach. Please see the website ▶ www.hc24.de/en that is in English and search for the city “Lörrach”.



3. REGISTRATION AT CITY HALL LOERRACH

Once you have arrived in Loerrach, you have to register at the City Hall. The following documents are necessary for the registration: your passport, your visa (if you have one), the completed registration form, the rental contract. You have to inform the City Hall every time you move to a new residence in Loerrach. That means that you also have to de-register again when you return to your home country after your semester at our university is over.

4. BANKING

A pre-condition for your stay here in Germany is a blocked bank account with a German bank. The account needs to be opened prior to your arrival in Germany. With respect to banking services please note that some smaller shops and restaurants neither accept credit cards nor debit cards and therefore having an account that you can easily withdraw money from will be necessary. Also, take into account that payments such as your monthly rent or any other kind of German contract fees have to be paid by bank transaction, not in cash. Furthermore, bank accounts for

students younger than 25 are usually free of charge if you provide an enrolment certificate or show your students ID card. Lots of students have an account with Deutsche Bank as it is located near the centre of Loerrach and their ATMs can be found all over Europe. Most banks are open between Monday and Friday, 09:15am until 12:30pm and 2:00pm until 5:00pm.

5. RESTAURANTS

If you don't feel like cooking or if you want to meet a friend for a cup of coffee, you could try the local restaurants and cafés. Loerrach offers a wide range of different kinds of food, such as Indian, Italian or Chinese cuisine.

► ***[Klick here for details](#)***

6. MEDICAL SERVICES AND PHARMACIES

In case of emergency or sickness, it is important for you to know where you can get help. The local hospital is located at Spitalstr. 25, 79539 Lörrach. If you get involved into an accident, you can call an ambulance and the police by dialling 110 and the fire department by dialling 112.

You can find various pharmacies in Loerrach. They are usually recognizable by a sign with a cross or with the capital letter “A” written on it in old writing style. The letter A stands for the German word “Apotheke” which means nothing less than “Pharmacy”. You can figure the different locations out simply by looking it up on google.

7. OTHER USEFUL ADDRESSES

HALAL GROCERIES SHOPS

- Mera Helal Market
Wiesentalstraße 75
79539 Lörrach
- Shaam UG Market
Schillerstraße
79540 Lörrach

PRINTING & BINDING SERVICES

- Application form for incoming students (signed by your home university)
- in campus
- outside campus:
▶ **Fox-Copy**
Teichstr. 9
79539 Lörrach

CELL PHONES

- better: international cards + German phone number

The City and around

LOERRACH

Loerrach is a small city based in South Germany. Bordering the countries Switzerland and France makes it a unique and widely international region. Loerrach has many attractions including the 11th Century ruins of Roetteln Castle located on a hilltop overlooking Loerrach and the Wiese valley. Parkschwimmbad, a huge outdoor swim area, is another large attraction of Loerrach's, with a wave machine, water slides, diving platforms and an exercise pool, it's great on a sunny day with friends. As well as this Loerrach also has an impressive concert hall, the Burghof, the picturesque river Wiese and many large businesses such as the Milka Chocolate Factory.

Each year in June and July, Loerrach hosts the "Stimmenfestival", a celebration of voices through song that can be listened to throughout the city. A must have during your stay in Loerrach is a visit at the Europa Park. It is located in Rust, just an hour drive away from Loerrach. You can also reach Europa Park via public transport that takes around 2hr 30 mins. Europa Park is a huge attraction in Germany as it is the largest theme park in Germany and the second most popular in Europe, coming right after Disneyland Paris!

▶ ***Virtual town tour***

BADEN-WUERTEMBERG

Loerrach is situated in the federal state of Baden-Wuerttemberg, which ranks among Europe's leaders in technology and maintains long traditions of innovation and creativity. Impressive brands such as Porsche and Mercedes-Benz have headquarters and museums located in the region. The capital, Stuttgart, is home to one of the largest zoos and botanical gardens in Europe. Stuttgart is a popular destination for our students due to its nearby location and entertainment possibilities.

On top of this, the people of Baden-Wuerttemberg have an outstanding quality of life. People feel at home, enjoying the benefits of a rich landscape full of natural beauty as well as the community's outstanding environmental values and a lively international arts and culture scene.

With its 11 million inhabitants, Baden-Württemberg is the third largest of the 16 German federal states. Just nearly 1.2 million residents are of non-German origin, of which the majority are Turkish, Greek and Italian. Baden-Württemberg also enjoys one the lowest unemployment rates of any German federal state making it a perfect location for students building their careers.

Travel and Transportation

FUN FACTS ABOUT GERMANY

Some world famous scientists, musicians, actors and masterminds such as Albert Einstein, Beethoven, Bruce Willis and Pope Benedict have their roots in Germany. Germany celebrates the 16 day folk festival of Oktoberfest each year in Munich, Bavaria, Germany - which is a combination of a beer festival and a travelling funfair! Loerrach as well as many other smaller places have their own versions of Oktoberfest where people enjoy music, dance and the traditional German beer all while wearing traditional clothing depending on the region. Also worth a visit are the traditional colourful and dreamy German Christmas markets. Those markets can be found throughout Germany, but also in Alsace, France and Switzerland. There, you get the chance to try local food that is special for the regions, drink hot wine and buy handcrafted goods.

LOERRACH – COACHES

There are some great coach/bus services for students such as Flixbus that offer affordable transportation to countless destinations throughout Europe including Munich, Prague and Paris.

LOERRACH AND BASEL – TRAINS

Loerrach has 6 train stations: "Hauptbahnhof" (the main station), Stetten Schwarzwaldstraße, Haagen, Brombach, Hauingen and the Burghof making it very easy to travel to bigger cities such as Basel and Freiburg. Tickets have to be bought before you enter the train. the purchase of tickets in the train is not possible. You can purchase tickets at a ticket machine or at the Deutsche Bahn counter. If you get caught travelling without a valid ticket, you will be charged large fines. All ticket machines have a language setting, so you can switch from German to English language easily. If you are unsure about how to buy a ticket, there will be people buying their own who can help you.

STUDENT MONTHLY PUBLIC TRANSPORTATION PASS (STAMMCARD)

A monthly pass for students costs 46,15€ and covers the whole area of Freiburg Loerrach and Basel and includes buses,

CARNIVAL

Each year in February, the streets of Loerrach, Basel and surrounding areas are filled with music, fancy costumes and traditional German cuisine! Carnival is a traditional holiday where residents dress up in costumes and elaborate masks in an attempt to scare away the cold Winter and welcome Spring.

THE BLACK FOREST

The mountainous Black Forest is famous for its dark evergreen forests surrounding small picturesque villages. The Black Forest offers a range of outdoor activities such as skiing, sledging, hiking, biking and even sailing on Lake Titisee.

▶ www.blackforest-tourism.com

BERLIN

This Capital city has an endless list of attractions that make it one of the top cities to see in Germany. This vibrant and edgy city is the setting of many famous films such as The Bourne Supremacy.

BASEL-AIRPORT

As Loerrach is situated just 25 minutes away from EuroAirport in Basel, the travel opportunities are endless. Cities

such as Berlin, Amsterdam, Madrid and London are just a short flight away!

BASEL

Is Loerrach's closest large city, home to beautiful cathedrals and history as well as the stunning Rhine River, Basel is an amazing cultural hub that is a must see!

▶ www.basel.com/en

ZURICH

This beautiful city in Switzerland is less than 2 hours away from Loerrach! Visit the famous lake Zurich the stunning Limmat River running through this city full of culture. With art galleries, history museums, water sports, landmarks and the nightlife, there is never a dull moment in the largest city in Switzerland.

MILAN

Milan is one of the world's most famous cities known for its fashion and design, from architecture to the runway as well as its stunning Opera and fascinating Roman history. Visit the world's largest gothic cathedral, the Duomo Di Milano with an impressive height of 107 m and a spectacular view of the city from an open walkway along the rooftop.

Other Important Information

HEALTH INSURANCE

DHBW Loerrach requires you to provide proof of adequate travel insurance and health insurance together with your application documents. The „International Office“ will assist you with arranging the necessary insurances. For all EU-students, the EHIC card is acceptable. Please provide a copy of the card together with your application documents.

PERSONAL LIABILITY AND TRAVEL INSURANCE

We recommend that in addition to health and travel insurance, personal liability insurance should be acquired.

LIVING COSTS

The living costs in Loerrach are estimated between 750 - 800 euros per month. These costs include housing, bills, food, social activities and travel. So please make sure to have enough money available to spend the time here without financial straits.

MONEY

It is always useful to carry some cash with you, just in case like your credit card would not be accepted or some other emergency situation.

EMERGENCY NUMBERS IN GERMANY

Police/Ambulance department: 110
Fire department: 112

GERMAN HOLYDAYS

The majority of stores are closed on most public holidays in Germany. This includes not only retail stores but also super markets and drug stores, so make sure to do your shopping of food and other before a public holiday.

Please find below the most important public holidays in Germany. You will find the exact dates for each year online.

New Year's Day	1 st January
Epiphany	6 th January
Good Friday	movable holiday
Easter Monday	movable holiday
Labour Day	1 st May
Ascension	movable holiday
White Monday	movable holiday
Corpus Christi	movable holiday
Day of German Unity	3 rd October
All Saints' Day	1 st November
Christmas	24 th –26 th December

Useful German Phrases

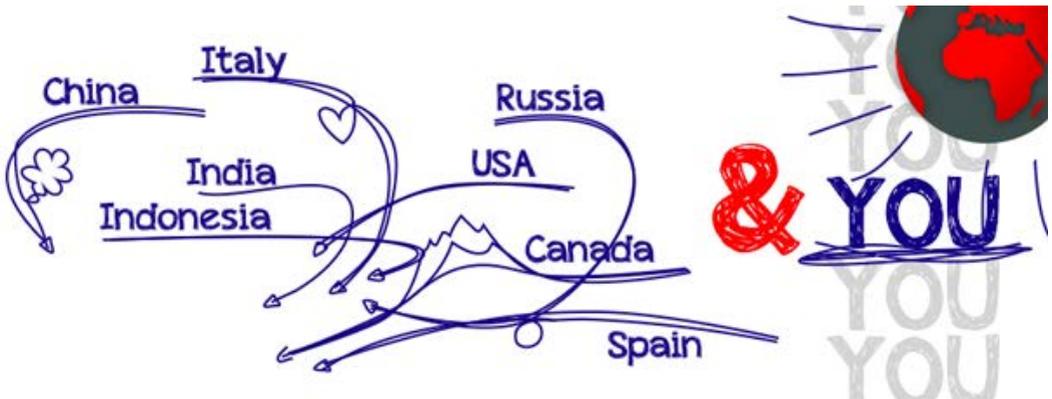
Magnificent	Wunderbar
Hello	Hallo
Goodbye	Auf Wiedersehen
Yes/no	Ja/Nein
Do you speak English?	Sprechen Sie Englisch?
How are you?	Wie geht's?
What's your name?	Wie heißen Sie?
My name is...	Ich heiße ...
Where are you from?	Woher kommen Sie?
I come from...	Ich komme aus ...
How do I get to the...	Wie komme ich zu dem/zur ...?
Train station	Bahnhof
Hospital	Krankenhaus
University	Universität
Can I have a... please	Könnte ich eine/einen ... haben, bitte?
Please	Bitte
Thank you	Danke

Connect – Supporting International Friendship

Connect is a student run group that organises events in and around Loerrach. This group is open to all who want to participate and is a great way to make friends with students from all around the world and experience the local culture. From a weekend trip to Milan to a social drink in a local bar connect knows how to have a good time. Experience the Christmas markets, participate in Carnival, go wine tasting and play Laser Tag all with this amazing student group!

For more Information, please like them on ▶ **Facebook**

**CONTACT US IN THE
INTERNATIONAL OFFICE**
▶ ***internationaloffice@
dhbw-loerrach.de***





 facebook.com/dhbwloerrach

 youtube.com/dhbwloerrach

 instagram.com/dhbwloerrach

Baden-Wuerttemberg Cooperative State University Loerrach
International Office
Marie-Curie-Strasse 4
79539 Loerrach

internationaloffice@dhbw-loerrach.de
www.dhbw-loerrach.de/internationaloffice

