Exchange Students Guide
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Dear Students,

It is our great pleasure to welcome you to the Frankfurt School of Finance & Management (FS)!

We are delighted to have you join FS and rest assured that we will look after you during your stay.

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

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

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

Prof. Dr. Udo Steffens
President and Chairman of the Board of Frankfurt School of Finance & Management
Who we are

Profile

The Frankfurt School of Finance & Management is a leading private business school based in Frankfurt am Main, the financial hub of Germany. We offer a broad spectrum of state-approved and FIBAA-accredited study programmes. The courses focus on the two most important areas of business: finance as an across the board function in all companies which are involved with the management of money and classic corporate management in which managers plan the deployment of resources in such a manner that the company’s goals can be achieved as economically as possible.

Today more than 1,400 students from all over the world study in the Frankfurt School’s academic programmes. With more than 80 partner universities worldwide the number of international students coming to Frankfurt School on exchange or to complete a programme has been increasing steadily over the past few years.

Faculty and Departments

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

Mission

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

The five departments are the faculty’s organisational units. In the research centres, specific research activities are clustered in interdisciplinary and interdepartmental projects.

1. Finance Department
   - Centre for Development Finance (CDF)
   - Centre for Practical Quantitative Finance (CPQF)
   - Frankfurt Institute for Private Equity and M&A (FIPEMA)

2. Management Department
   - Institute for International Health Management
   - IT-Governance-Practice-Network
   - ProcessLab
   - Retail Banking and Service Management

3. Economics Department
   - East-West Centre for Business Studies and Cultural Science (ECBC)

4. Legal Studies & Ethics Department

5. Accounting Department
The Frankfurt School of Finance & Management offers a broad spectrum of state-approved and FIBAA-accredited study programmes. As an exchange student, you can select modules from the following four academic programmes depending on whether you are an undergraduate or graduate student:

- Bachelor of International Business
- Administration
- Master of Finance
- Master of International Business
- Master in Management

For detailed information about these programmes please refer to our website at www.frankfurt-school.de.

Learning Styles and Expectations

At the Frankfurt School students are expected to take responsibility for their own learning. It is expected that students attend the lectures, but you will also need to study independently on your own or in small groups. You will be encouraged to read widely, to analyse and question what you have read and be expected to understand the material covered in lectures or seminars, not just memorise it. Teaching styles vary but, generally speaking, independent thought and discussion are encouraged. You are allowed to ask questions during class and to challenge/question what the lecturer says. There are different forms of assessment (e.g. written examinations, essays, group projects), but in many modules the written examination at end of the semester accounts for 100% of the final grade. Each lecturer will inform you at the beginning of the semester how their module is assessed. In order to underpin our expectations Frankfurt School developed a so called Honour Code that talks specifically about appropriate behaviour while taking exams, behaviour on campus and towards our facilities:
Grading System

Frankfurt School’s grading scale

<table>
<thead>
<tr>
<th>Performance in %</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95.00 % – 100.00 %</td>
<td>1.0</td>
</tr>
<tr>
<td>93.50 % – 95.00 %</td>
<td>1.1</td>
</tr>
<tr>
<td>92.00 % – 93.50 %</td>
<td>1.2</td>
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<tr>
<td>90.50 % – 92.00 %</td>
<td>1.3</td>
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<tr>
<td>89.00 % – 90.50 %</td>
<td>1.4</td>
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<tr>
<td>87.50 % – 89.00 %</td>
<td>1.5</td>
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<tr>
<td>86.00 % – 87.50 %</td>
<td>1.6</td>
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<tr>
<td>84.50 % – 86.00 %</td>
<td>1.7</td>
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<td>83.00 % – 84.50 %</td>
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<td>81.50 % – 83.00 %</td>
<td>1.9</td>
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<tr>
<td>80.00 % – 81.50 %</td>
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<tr>
<td>78.50 % – 80.00 %</td>
<td>2.1</td>
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<tr>
<td>77.00 % – 78.50 %</td>
<td>2.2</td>
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<tr>
<td>75.50 % – 77.00 %</td>
<td>2.3</td>
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<tr>
<td>74.00 % – 75.50 %</td>
<td>2.4</td>
</tr>
<tr>
<td>72.50 % – 74.00 %</td>
<td>2.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance in %</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>71.00 % – 72.50 %</td>
<td>2.6</td>
</tr>
<tr>
<td>69.50 % – 71.00 %</td>
<td>2.7</td>
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<tr>
<td>68.00 % – 69.50 %</td>
<td>2.8</td>
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<tr>
<td>66.50 % – 68.00 %</td>
<td>2.9</td>
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<td>65.00 % – 66.50 %</td>
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<td>63.50 % – 65.00 %</td>
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<td>62.00 % – 63.50 %</td>
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<td>59.00 % – 60.50 %</td>
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<tr>
<td>51.50 % – 53.00 %</td>
<td>3.9</td>
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<tr>
<td>50.00 % – 51.50 %</td>
<td>4.0</td>
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<tr>
<td>under 50.00 %</td>
<td>5.0</td>
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</tbody>
</table>

Plagiarism

Plagiarism is using someone else’s words or ideas without indicating where the ideas originally came from. In Germany this is considered cheating. We expect that students indicate when they are using someone else’s words or ideas by means of referencing.
Written examinations or other forms of assessment should be completed in an honest and fair manner, using only those means or tools which are authorised by the professor/lecturer. Using unauthorised books, lecture notes or other materials (electronic or print) during an exam, or bringing these unauthorised items into an exam, is not tolerated unless approved by the professor/lecturer prior to the examination. Copying from a fellow student during an exam or allowing a fellow student to copy from you during an exam, using unapproved materials during a take-home exam or preparing an assignment for a fellow student to submit as their own are also considered forms of cheating and can result in expulsion from the FS.

Besides the expectation regarding our learning style we have high expectations about your everyday behaviour on the FS campus. The students, faculty, and administration at the Frankfurt School make up the dedicated community focused on teaching, learning and research. Openness, respect, and mutual support are therefore integral to the success of everyone involved in the many activities at the FS. Insults, harassment and/or discrimination based on race or ethnic origin, gender, religion or spirituality, disabilities, social status, age, or sexual identity/orientation will not be tolerated!

Furthermore, we expect that our facilities will be treated with respect at all times. Therefore, books or other materials of the FS should not be damaged, destroyed, labelled, highlighted/written in or stolen. The library rules concerning borrowing books and returning them must be adhered to.
Frankfurt and Surrounding Areas

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

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

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

Frankfurt is part of the RMV, the Rhine-Main Transport Association. Metropolitan Frankfurt as well as the entire Rhine-Main area can be easily reached by public transport. The RMV network extends from Darmstadt in the south to the university city of Marburg in the north of Hessen, from the state capitals of Mainz and Wiesbaden in the west to the industrial city of Hanau in the east. As a Frankfurt School student you will receive a semester ticket for approximately 196 EUR (as of May 2014), which enables you to use all public transport in the RMV area for an entire term.

Useful links:
www.frankfurt.de
www.frankfurt-tourismus.de
www.kultur-frankfurt.de
www.taunus-info.de
www.rheingau.de
www.rmv.de
Frankfurt School’s Student Residences

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

The facts in brief

Boarding House New Campus

The Frankfurt School accommodation in Frankfurt-Nordend offers 228 single rooms arranged in shared apartments. The rooms are about 13-20 square meters and have their own en-suite bathroom with shower. They are furnished with a bed, a mattress, a bedside table, a wardrobe, shelves, a desk with drawers and chair, a coat rack and a mirror.

The Frankfurt School is offering three student residences for its international students. Two student residences are located right in the city centre of Offenbach just a few kilometres to the east of Frankfurt. The Boarding House New Campus is located in Frankfurt’s Nordend. All rooms are fully furnished with a minimum of one bed, desk, chair and wardrobe. Washing machines and dryers are available in all Boarding Houses.

Enjoy the international atmosphere at our student residences and live with people from all over the world!
The eat-in kitchen and the storeroom are communal spaces. The residents can use the intercom in their rooms to communicate directly with guests and to give them access to the premises. Internet, telephone and TV points of access are available in each room.

Price for one room will range between 410–495 Euro including all costs and internet access.

**Boarding House 2**

Boarding House 2 offers 66 rooms in shared flats over three floors. Each flat is equipped with shower / WC, extra WC, fully fitted kitchen with dish washer and dining area. A supermarket and bakery are located in the same building.

**Rent a room in Boarding House 2:**

Prices: 390.00 EUR / month total rent incl. internet

**Boarding House 3**

Boarding House 3 is located within walking distance of Boarding House 2. Boarding House 3 offers 23 rooms in shared flats over four floors. Each flat is equipped with shower / WC, extra WC, fully fitted kitchen with dish washer and dining corner.

**Rent a room in Boarding House 3:**

Prices: 350.00 – 410.00 EUR / month total rent incl. internet

**Internet Access in the Student Residences**

The Frankfurt School provides all its students with internet access. Boarding House 2 and 3 offer WiFi. If you stay in Boarding House 2, please go to “Cable Corner” during the first day after your arrival, which is located in the same street as the Boarding House, just a few meters away. Bring your Student ID and / or your rental agreement and “Cable Corner” will provide you with the password.

**Cable Corner Contact Details and Opening Hours**

Hermann-Steinhäuser-Straße 34
63065 Offenbach

Opening times
Monday & Friday 9:00 am – 6:00 pm
Wednesday 3:00 pm – 6:00 pm
Saturday 9:00 am – 12:00 pm
**Rundfunkbeitrag**
The Rundfunkbeitrag is a tax-like payment for public-service broadcasting that has to be paid by all people living in Germany. This payment is separated from the rent and paid to the ARD / ZDF / Deutschlandfunk Rundfunk directly. The cost is 18 €/month and can be shared by all tenants of a flat. In the Boarding Houses, the costs range between 3–18 € per person depending on the number of tenants. You will be contacted directly by the ARD / ZDF via mail. More information is available at the International Office or online [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de).

**How to apply**
Applying for a room is possible within the Online Application for exchange students. If we can offer you a room, we will send you a pre-renting agreement by email which you must sign and return to us within 10 days. As a second step the first month’s rent payment and a security deposit of 500,00 EUR must be transferred to the Frankfurt School within 2 weeks. If the receipt of payment is not made within this deadline, Frankfurt School has the right to offer the room to another student.

**Security deposit:** 80 Euros of the deposit will be retained for the final cleaning and supply of the bedding. The remaining amount of the security deposit (420,00 EUR) will be refunded within thirty days following the termination of this rental agreement. Unpaid rent, charges for damages beyond usual wear and tear or missing inventory may be also deducted.

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

**Important Information: Housekeeper**
If you encounter any problems / damages, please contact the International Office. We will inform the housekeeper and try to solve the problem as quickly as possible.

**Important Information for your Rental Agreement**
The rental agreement normally runs for 6 months, i.e. for the summer semester from February 15th until August 14th and for the winter semester from August 15th until February 14th.
How to get to the FS by public transport

The Frankfurt School is located near the city centre and can easily be reached by public transport. Please take the S-Bahn Line S1, S2, S3, S4, S5, S6, S8 and S9 and exit S-Bahn station Ostendstraße (Exit Ostendstraße and follow the signs to “Frankfurt School”).
How to get to FS by car

- From the North/West:
  Motorway A5 to Nordwestkreuz, (from Wiesbaden Motorway A66) Motorway A66 exit Miquelallee, (Direction Großmarkthalle) via Nibelungen Allee, Habsburger Allee, Henschelstraße, Ostbahnhof, to Sonnemannstraße.

- From the South:
  Motorway A3 exit Frankfurt South, via Kennedy-Allee, Stresemannallee, after Friedensbrücke turn right immediately onto Untermainkai, Schöne Aussicht, Oskar-von-Miller-Straße, Sonnemannstraße.

- From the East:
  Motorway A3 to Offenbacher Kreuz, Motorway 661 direction Frankfurt, exit Offenbach Kaiserlei, (towards Sachsenhausen) along Strahlenberger Str./Deutschherrnufer, GERMÜHLSTRAßE, Wasserweg via Flößerbrücke, Oskar-von-Miller-Straße, Sonnemannstraße.

Frankfurt School campus is well served by the RMV public transport system, which incorporates bus, tram and subway. The Ostendstraße subway station is a quick walk away from the campus and lines S1, S2, S3, S4, S5, S6, S8 and S9 all run here.

From the campus to Frankfurt city centre it takes 5 min. (2 stops). S1, S2, S8 and S9 run directly to Offenbach Marktplatz (4 stops) where our student residences are located. The trip to the Frankfurt Airport takes approx. 20 min. with the S8 and S9 direct connection.

Frankfurt by public transport
Frankfurt has a very good public transport network for travel both within the city and to surrounding areas with buses, subway and trams operating seven days a week.

Frankfurt by bike
You can also get around in Frankfurt easily by bike. The city is a biker-friendly place with many bicycle lanes and car drivers are usually respectful towards bikers. However make sure that your bike is safely stored and locked!

Frankfurt by taxi
Frankfurt has hundreds of taxis that you can easily use everywhere (clearly labelled with a yellow “TAXI” sign on top). However it is not the cheapest way to travel in the city. From Frankfurt Airport to the city centre you have to pay roughly 25 EUR. A ride in the city costs approx. between 5–15 EUR.
Frankfurt by car
Frankfurt is not the best place to travel by car. Traffic is heavy, especially during rush hour and finding a parking space is not easy at all. If you intend coming by car, please check prior to arrival whether you need an international driving license. Please note that you have to wear a seat belt while driving in Germany. In general we strongly recommend using public transport to get around in Frankfurt. If you decide to go by car, think about the time you will need to spend looking for a parking space and the high prices for car parks in the city centre.

Student ID and RMV Ticket (public transport)
On the day of your arrival you will receive your student ID card together with other documents such as your rental agreement, your room key, etc. In the event that your FS buddy picks you up, she/he will provide you with these things. Otherwise don’t forget to set up an appointment with the International Office in order to get these important documents. We are available Monday through Friday 9 am to 5 pm. Your student ID allows you to enter the school building, classrooms and to use the elevator. Additionally you can also use it to enter the library (available 24/7) and to check out books. Furthermore, you can pay for meals, snacks and drinks at the Casino.

It is mandatory for all FS students to purchase a RMV-ticket at the current cost of 196 EUR (winter term 2014/2015) or 202 EUR per Semester (as of July 2014). This ticket will be printed on your student ID card and allows you to travel within Frankfurt and the nearby suburbs, as well as other cities within Hessen such as Wiesbaden, Darmstadt, Mainz etc. Once you have purchased the semester ticket you are able to use the U-Bahn (underground), S-Bahn (regional train), Strassenbahn (tram) and bus. Keep in mind that the student ID card is a means of verifying that you are student. If you lose the student ID card please inform the International Office as soon as possible. A card replacement will cost you 20 EUR. Also note that you are required by German law to carry your passport or identity card with you at all times when outside your home.
Cost of Living

You will need to budget between 800 – 1,000 EUR per month for accommodation, food, communication (phone), entertainment, textbooks/stationery, bank account fees, clothing, holidays/trips, etc.

To give you an idea of the cost of living in Frankfurt, the following table gives you an overview about how much you can expect to spend on rent, groceries and services:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent in one of Frankfurt School's student residences (per month including electricity, internet, water)</td>
<td>340 – 495 EUR</td>
</tr>
<tr>
<td>Groceries (per month)</td>
<td>150 – 200 EUR</td>
</tr>
<tr>
<td>Students Health Insurance</td>
<td>approx. 80 EUR / month</td>
</tr>
<tr>
<td>Rundfunkbeitrag (see page 13)</td>
<td>3 – 18 EUR</td>
</tr>
<tr>
<td>Main meal at Frankfurt School's cafeteria (Kasino)</td>
<td>3,50 – 7,50 EUR per meal</td>
</tr>
<tr>
<td>Coffee, cappuccino (in a café)</td>
<td>approx. 2,50 EUR</td>
</tr>
<tr>
<td>Beer (at a restaurant or bar)</td>
<td>approx. 3,00 EUR</td>
</tr>
<tr>
<td>Movie ticket (ask for student discount)</td>
<td>approx. 10,00 EUR</td>
</tr>
</tbody>
</table>
Library

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

Computer / My Campus / Your Email Account

My Campus is Frankfurt School’s online-campus where each student has her / his own personal profile. Your user ID and password will be sent to you by the International Office when you apply. On My Campus you have an overview of your schedule, extra course material, important information about upcoming events at the university and your examination dates. In order to login you can use the following link: http://campus.frankfurt-school.de/

You will also receive a personalized Frankfurt School email address. Please note that this email will be officially used by the FS faculty and student advisory in case we need to contact you. Therefore we highly recommend that you either check your inbox regularly or that you set up an automatic forwarding function to your personal email account.

The FS has a computer room (available 24 / 7) on the second floor next to the upper level of the library. Within this room you will find 21 PCs and 1 printer which you can use whenever there is no class scheduled. Moreover the Frankfurt School offers WiFi to all students on campus. Login dates will be provided during the orientation days and can also be found on the online-campus.

There is also the opportunity to use a printer at the library. The first 500 copies are for free, then you have to purchase additional copies.

Kasino

Frankfurt School’s canteen the “Kasino” offers three main meals daily, one being vegetarian. Prices vary between 3,50 EUR and 7,50 EUR. In addition a fresh salad bar and snacks, such as sandwiches, sweets and yoghurts, can be purchased as well as coffee, tea and other drinks. Opening hours are from 7 am to 7 pm. You can also check the weekly menu on My Campus.
LIVING AND STUDYING IN FRANKFURT
The **Student Council (Stuco)** is a student organization representing the interests of all students of the Frankfurt School of Finance & Management. The Stuco is managed by an Executive Committee consisting of seven students currently enrolled in different study programmes at the Frankfurt School. Each committee member has an equal vote. The Student Council selects members with full voting rights for various committees at the FS.

One of the Student Council’s goal is to improve communication between students, professors and the administration. To ensure good communication, members of the Executive Committee have regular meetings with the administration to make suggestions, express criticism and give praise. In return, the Student Council receives important information and suggestions which will be passed on during students plenums to all Frankfurt School students.

The General Assembly takes place regularly and international students are invited to participate (dates are published on the extranet). Besides taking care of the students’ interests, the Student Council controls the university funds for student activities as well as coordinating student initiatives such as FS Conference, FS Charity or FS Sports. The Student Council is also involved in counselling guest students at the FS.

Contact information:
exco@fs-stuco.de
www.fs-students.de

**FS Buddy**

In order to enhance the international community within FS and to make our fellow international students an integral part of our academic life, FS Buddy was founded with the support of the International Office. The idea of FS Buddy is to bring together new international students with other FS students, to help with arrival, settling in and integration throughout their stay.

Prior to your arrival the International Office will send you a registration form and if you sign up for the buddy programme, FS Buddy will establish the first contact between you and your FS buddy. If possible, the FS buddy picks up the international exchange student at the Frankfurt airport or train station, accompanies them to the student residence and supports her/him especially during the first weeks but also throughout the entire semester. FS Buddy organizes several events like the potluck dinner, a BBQ, visit to the...
German stock market, visit of to a typical beer brewery, an international Christmas party, etc. The overall goal is not only to share the German culture but also to experience the specific traditions and culture of our fellow international students. International students who stay for two semesters are also strongly recommended to become a buddy in the second semester for their new international fellows.

Contact information:
buddy@fs-stuco.de
www.fs-students.de

Language Tandem Programme
To integrate yourself in German campus life, learning the German language is another important step. Besides our German language courses we also help you to find a German language partner. More information about the language tandem programme will be given during the orientation days. Use the opportunity of being in Germany to learn our language!

FS Friends & Alumni Portal
Our FS Friends portal in the online campus (Events, FS Friends, Communities) helps you to find friends for your time at Frankfurt School, to communicate with students, alumni and Frankfurt School staff – it’s a good chance to network.

FS Sport
FS Sports is a student initiative that organizes sport teams and sporting events.

The teams participate in famous tournaments like the WHU Euromasters or the European Business School (EBS) Tournament. They also offer interesting sporting possibilities in Frankfurt and the surrounding suburbs such as participation in a volleyball, basketball, soccer or a dragon boat event.
If you are interested in joining one of the sports teams please get in contact with the student council.

Contact information:
insider@fs-stuco.de
www.fs-students.de

Culture and Night Life in Frankfurt

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

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

Besides the various “after-work-parties” in Frankfurt’s party scene there are a great number of bars, clubs and coffee shops where you can meet with your friends and enjoy a nice evening.

During summer time the bank of the Main river is an excellent spot where people meet as well as the various parks in the city such as the Grüneburgpark, Palmengarten, and Günthersburgpark.

www.frankfurt.de
BEFORE YOUR ARRIVAL – READY FOR DEPARTURE?
Before your arrival – ready for departure?

Application process

Students who would like to enroll at the Frankfurt School for an exchange semester should have studied for at least two years on a business or economics related programme. If you wish to apply for admission to the exchange programme, the deadline for application for the summer semester is December 15th and for the winter semester June 15th. Please note that if you require a student visa, we strongly recommend that you submit your exchange application in May / November.

After the nomination through your home university’s International Office, you will be provided with a link for the Online Application. Please make sure you have the following documents ready:

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

Bachelor students:
- English language requirement: TOEFL IBT 80, IETLS 5.5 or equivalent
- German language requirement: level B2 (only if you choose German taught modules)

Master students:
- English language requirement: TOEFL IBT 90, IETLS 6.5 or equivalent

As evidence of your language skills you can also submit a recommendation letter written by your English / German lecturer.

- Proof of international health insurance
- Passport size photograph

Once you have completed the application and submitted the required documents, you will receive an official acceptance letter from the International Office. An invitation letter will be provided to you if a visa application is necessary.

Insurance requirements exchange students

Compulsory Health Insurance

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

Members of the EU and of the EFTA can usually present the EHIC (European Health Insurance Card) and don’t need to buy additional insurance. We highly recommend that every non-EU student purchases a German insurance as this is the only way to be completely sure about
the service. You won’t have to make payments upfront and won’t receive an invoice whenever you need to see a doctor. You only have to pay your monthly amount. In addition, only German insurance will be accepted without exception by the local authorities.

Nevertheless, we also accept foreign health insurances, but only if they provide coverage including the criteria stated below. If the insurance does not meet these, the insurance will be declined by Frankfurt School and a different insurance has to be bought. The local authorities will also only accept foreign health insurances which meet the stated criteria:

- All the amounts covered by your insurance must be unlimited
- The insurance certificate has to be in German and/or English
- The insurance period has to cover at least the entire official semester period of your studies in Germany

The insurance has to start no later than the beginning of the official semester, i.e. March 1st or September 1st. In case you take part in a language course or orientation week before the official start of the semester, you need to provide insurance for these days as well. Travel insurance is accepted before the semester starts.

Students aged over 30 years cannot apply for the compulsory health insurance fund and must take private insurance.

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

**Visa**

The entry requirements into the Federal Republic of Germany are different according to your country of origin. Please inquire as soon as possible as to whether you need a visa or not.

**Countries for which a visa is not required**

Members of the EU and of the EFTA (European Free Trade Association i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa. However, after enrolling you must register at the local registration office (Einwohnermeldeamt), just as every other student living in Frankfurt must do.

EU and EFTA citizens will neither have to register at the local immigration office (Ausländerbehörde) nor will they need a residence permit. Citizens of the following countries also do not need an entrance visa/student visa, but will have to register at the local immigration office (Ausländerbehörde) and apply for the residence permit after their enrolment in Germany:
An overview of visa requirements for entry into Germany can also be found on the website of the Federal Foreign Office www.auswaertiges-amt.de

Please note: When it comes to visa matters, the appropriate procedure depends on your nationality and not the university you come from.

Countries for which a visa is required

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

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

(*) Information as of July 2014. Content may be subject to change. Please check with your local embassy before planning your trip to Frankfurt.

Important note:

The International Office will send an invitation letter to all students who live in countries for which a visa is required. The invitation letter is considered as supporting documentation for your visa application at the German embassy in your home country. If necessary, we can also address the invitation letter to a specific consulate or embassy.

If you apply for a visa and you are staying in one of our boarding houses in Offenbach, please inform the embassy. This is important to make sure that all documents are sent to the local immigration office Offenbach and not Frankfurt. Sometimes further supporting documents are required from the embassies. In this case, please contact us as early as possible. We will try to provide you with all required documents to ensure that your visa application is successful!
Module Selection
You will select your modules before arriving in Frankfurt and the International Office will send specific information regarding the procedure and the final list of modules available. Bachelor students will select their modules online and Master students will receive a registration form. During the Orientation days students will have the chance to discuss their selection.

Generally 30 ECTS per semester are considered full-time study. At the Frankfurt School, exchange students usually take on average 4 modules plus a German language module (30 ECTS overall).

However the number of modules exchange students have to take also depends on the requirements of your home university.

Please note that you have two weeks to decide whether you want to drop or add any module. After these two weeks your module selection is final and cannot be changed anymore.

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

In August Frankfurt School offers a German Intensive Course for beginners. The course lasts four weeks and is not free of charge. More information is available at the International Office.

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

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

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

The workshop is not a language course but some time will be spent on the language of academic writing, including the formal aspects. Students are expected to put the input from the workshop into practice themselves. A list of self-study material will be provided.
BEFORE YOUR ARRIVAL – READY FOR DEPARTURE?
Arrival and settling in

Pick-up

Pick-up-Service from the airport or train station to your accommodation
The International Office, in collaboration with FS Buddy, tries to arrange for students arriving on regular working days (Monday-Friday between 8 am and 8 pm) to be picked-up from the airport or train station by their buddy. In order to make use of this service please inform us about your arrival details at least 3 weeks in advance.

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

There you have to take the S8 or S9 (direction Frankfurt Hbf, Offenbach or Hanau). You need to get off the train at the station „Ostendstrasse“. Frankfurt School is located two minutes from this train stop. When you get off the train, keep on walking in line with the direction of the train, take the exit „Ostendstrasse“ and follow the sign “Frankfurt School of Finance & Management, Bankakademie / HfB“. At the top of the first escalator, keep left and take the second escalator. At the top, continue walking straight down the road and take a left turn at the next junction onto Uhlandstrasse. Within the next 100 meters the Frankfurt School will be on your left-hand side. Continue walking straight ahead, the main entrance is located at the end of the main building, slightly to the left on the main road, Sonnemannstrasse. Ask at the reception for the person you want to talk to and he/she will come and pick you up.

Moving into your accommodation

Your rental documents will be ready and waiting for you at the International Office. Here you will get your rental agreement, an inventory list and your keys before you can move into your room. If you get picked up by your FS buddy at the airport or train station, she/he usually has all relevant documents already with her/him and you can go directly to the FS boarding house.

Opening a bank account

Within the first week after your arrival, we highly recommend every student to open a bank account. This is of special importance for non-EU citizens when they are applying for a visa.
extension. Students who had to open a blocked account for their student visa to Germany must activate this account at the chosen bank. We would recommend opening a bank account within the Cash Group, where you can withdraw money from any bank within the group free of charge, and these banks are represented in almost every city in Germany. The following banks belong to the Cash Group: Commerzbank, Deutsche Bank, HypoVereinsbank, Norisbank, Comdirect Bank, Berliner Bank, UniCredit Bank and Postbank.

To pay your rent, you can give Frankfurt School a direct debit authorization or transfer the rent to one of the accounts indicated on the invoice monthly. A cash payment will not be accepted. The direct debit can be set up in the online campus in the “Personal Data” section.

Registration Office & Local Immigration Office

After moving into your new home, all students must register your address at the local registration office (Einwohnermeldeamt) within 10 days! If you entered Germany with a student visa, the registration office will then forward your data to the local immigration office (Ausländeramt). The International Office will inform you about the address, opening times and how to get there.

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

Warning:

Please make sure that there is always enough money in your account for deduction of your rent.
Orientation days – mandatory for all exchange students

Prior to the semester start, the orientation days for our international students take place. During this time we will provide you with useful information concerning your study programme, you will have the chance to discuss your final module selection, we will show you Frankfurt School’s campus, our intranet system and many other important things.

Important information:
It is compulsory for every international student to participate in the orientation days. Please contact the International Office and ask for the schedule, also make sure that you book your ticket so that you arrive in time for orientation. We recommend that you come to Frankfurt a few days prior to orientation in order to get settled and feel comfortable with your new environment.
Before your departure back home

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

- de-register at the local registration office (Einwohnermeldeamt). In order to do so, go to the registration office one week before your departure. Show them your flight ticket/train ticket, they will then de-register you automatically.
- close your bank accounts
- cancel your contracts (e.g. gym)

For students who were assigned a room by the International Office:

Contact the International Office and make an appointment for checking out. Clean your room before checking out as well as the bathroom and the kitchen you were using. Room check will be done by a representative from the International Office. We will check whether everything is clean and nothing damaged. If everything is in order and you have returned your keys to the International Office, you will get the deposit back.
# Academic Calendar

### Winter Semester 2014/2015
- **International student orientation**: 28.08. – 29.08.2014
- **Official semester start**: 01.09.2014
- **German Unity Day**: 03.10.2014
- **Bachelor examinations**: 22.12.2014 – 10.01.2015
- **Master examinations**: Nov./Dec. (exact dates tba)
- **Official semester end**: 28.02.2015

### Summer Semester 2015
- **International student orientation**: 26.02. – 27.02.2014
- **Official semester start**: 01.03.2015
- **Good Friday**: 03.04.2015
- **Easter Monday**: 06.04.2015
- **Labour Day**: 01.05.2015
- **Ascension Day**: 14.05.2015
- **Whit Monday**: 25.05.2015
- **Corpus Christi Day**: 04.06.2015
- **Bachelor examinations**: 18.06. – 27.06.2015
- **Master examinations**: May/June/July (exact dates tba)
- **Official semester end**: 31.08.2015

### Winter Semester 2015/2016
- **International student orientation**: 27.08. – 28.08.2015
- **Official semester start**: 01.09.2015
- **German Unity Day**: 03.10.2015
- **Master examinations**: Nov./Dec. (exact dates tba)
- **Official semester end**: 28.02.2016

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

Status July 2014.
Your contacts at the Frankfurt School of Finance & Management

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
<th>Phone</th>
<th>Fax</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandra Ciftci</td>
<td>Responsibility: Outgoing Master Students</td>
<td>+49 69 154008-160</td>
<td>+49 69 154008-4160</td>
<td></td>
<td><a href="mailto:a.ciftci@fs.de">a.ciftci@fs.de</a></td>
</tr>
<tr>
<td>Pia Jakubeit</td>
<td>Responsibility: Housing, Visa</td>
<td>+49 69 154008-405</td>
<td>+49 69 154008-4405</td>
<td>+49 173 3474964</td>
<td><a href="mailto:p.jakubeit@fs.de">p.jakubeit@fs.de</a></td>
</tr>
<tr>
<td>Julianne Jones</td>
<td>Responsibility: Partner university relations</td>
<td>+49 69 154008-836</td>
<td>+49 69 154008-670</td>
<td></td>
<td><a href="mailto:j.jones@fs.de">j.jones@fs.de</a></td>
</tr>
<tr>
<td>Silvia Kribus</td>
<td>Responsibility: Relations to international organizations (e.g. DAAD), Researcher &amp; Staff exchange, Erasmus Coordinator</td>
<td>+49 69 154008-738</td>
<td>+49 69 154008-4738</td>
<td></td>
<td><a href="mailto:s.kribus@fs.de">s.kribus@fs.de</a></td>
</tr>
<tr>
<td>Joana Rosenkranz</td>
<td>Responsibility: Partner university relations</td>
<td>+49 69 154008-578</td>
<td>+49 69 154008-4578</td>
<td></td>
<td><a href="mailto:j.rosenkranz@fs.de">j.rosenkranz@fs.de</a></td>
</tr>
<tr>
<td>Edda von Sommerfeld</td>
<td>Responsibility: Outgoing Bachelor Students</td>
<td>+49 69 154008-160</td>
<td>+49 69 154008-4160</td>
<td></td>
<td><a href="mailto:e.sommerfeld@fs.de">e.sommerfeld@fs.de</a></td>
</tr>
<tr>
<td>Larissa Wood</td>
<td>Responsibility: Incoming Students</td>
<td>+49 69 154008-325</td>
<td>+49 69 154008-4325</td>
<td></td>
<td><a href="mailto:l.wood@fs.de">l.wood@fs.de</a></td>
</tr>
</tbody>
</table>
Emergency Telephone numbers

For non-critical incidents, we strongly recommend you call the International Office during business hours from Monday – Friday 9:00 am – 5:00 pm at 069 154008-325.

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Police</td>
<td>110</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>112</td>
</tr>
<tr>
<td>Ambulance</td>
<td>+49 69 19222</td>
</tr>
<tr>
<td>Emergency Medical Department</td>
<td>+49 69 19292</td>
</tr>
<tr>
<td>Frankfurt and Offenbach</td>
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</tbody>
</table>

Psychological Counselling

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Phone/Fax/Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychologische Praxengemeinschaft</td>
<td>+49 69 82369636, +49 69 82369637, <a href="http://www.ppg-of.de/">http://www.ppg-of.de/</a></td>
</tr>
<tr>
<td>Bismarckstraße 98</td>
<td></td>
</tr>
<tr>
<td>63065 Offenbach am Main</td>
<td></td>
</tr>
<tr>
<td>Emergency hours for making appointments:</td>
<td></td>
</tr>
<tr>
<td>Mondays to Fridays 9:00 – 9:30 am, Tuesdays and Fridays 1:00 – 1:30 pm</td>
<td></td>
</tr>
<tr>
<td>Cooperation partners in the surgery are:</td>
<td>Werner Gross, Gabi Böhmer, Antje Engler, Christiane Hupe (German-speaking only), Dagmar Losch, Monika Glas</td>
</tr>
<tr>
<td>Praxis für Angewandte und Klinische Psychologie Management, Prof. Dr. Norbert W. Lotz</td>
<td>+49 69 445139, +49 69 490070, <a href="mailto:norbert.lotz@first-institut.de">norbert.lotz@first-institut.de</a>, <a href="http://www.first-institut.de">www.first-institut.de</a></td>
</tr>
<tr>
<td>Sandweg 53</td>
<td></td>
</tr>
<tr>
<td>60316 Frankfurt am Main</td>
<td></td>
</tr>
</tbody>
</table>

What do you need to do?

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