



Welcome to **ZWICKAU**



Westfälische Hochschule Zwickau
University of Applied Sciences

University of Applied Sciences (WHZ)
Student's Guide

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ARRIVAL CHECKLIST

(FOR EXCHANGE STUDENTS ON CAMPUS OF ZWICKAU)

How to prepare for your stay

- check entry requirements and apply for a visa if needed
proof of financial support for Non-EU students only
(€853 per month)!!!
- book flight/train tickets
- reserve a room in the student accommodation

2 months
in advance

☐

Please inform your Tutor about:

- Arrival time - you should arrive on weekdays between 09.00 and 19.00, in the summer and winter semester one week before the courses start.
- whether you will take part in the German Intensive Course in September
- We have estimated the approximate expenses for the first few days in Zwickau which comes to around €1000. This does **not** include expenses to basic necessities such as food or materials etc.
- Ensure you have enough **cash** (euros), as **the first days are very expensive** (rent & deposit, health insurance etc.)
- Ensure you have all the relevant documents ready

Make sure that you bring along

- Any specific medication you need
- Emergency contact addresses, phone numbers
- Plug adaptors
- Passport/ ID card and passport photos
- International driving licence (if needed)
- bed linen/duvet/pillow

1-2 weeks
before

☐

Contact your Tutor at the university.

- Inform them about your arrival time and provide them with a telephone number for contact whilst travelling
- If you wish that your tutor picks up your dorm-room key before your arrival in Zwickau, then your tutor requires a power of attorney and a copy of your rental contract.



After you arrived in Zwickau



1. Get your room key

from facility management (ground floor in the dormitory)

1st-2nd
day

☐

2. Sign the rental contract

(Studentenwerk – Student Accommodation Service,
1st floor dormitory, see map)

1st-2nd
day

☐

Costs: deposit (€380) + rent (between €200 and €270)

3. Register at the city hall (Rathaus)

1st-2nd
day

☐

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

Opening Hours:

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

4. Matriculation to study

(Student Secretariat, Dezernat Studienangelegenheiten, PKB 221, cf. map)

1st-2nd
day

☐

- the semester fees are around €252 for studying in Zwickau and about €85,60 for studying in Markneukirchen, Schneeberg, or Reichenbach
- pay for the German Intensive Course at cash office PKB 136 (if you have signed up for this)
- At the Student Secretariat PKB 221 (see map) you will need to show:
 - copy of your visa (Non EU-students)
 - proof of payment for the semester (receipt)
 - copy of your health insurance confirmation for the whole study-period

You receive the following documents after enrolment:

- Student ID card
- Statement of enrolment (Immatrikulationsbescheinigung)
- Application form for network services (ZKI, Nutzerdienste)

Student Secretariat Opening Hours:

Mon: 08.30-11.30
Tue: 08.30-11.30; 12.30-17.00
Thu: 12.30-15.00

5. Register with ZKI (Network Services)

2nd - 3rd
day

☐

- bring the **completed form (filled out) for network services** to room GAB 219 (see map) to register for the university network and get access to the internet
- there is another application form which **has to be filled out by the administration of the student accommodation** which you can complete when signing your rental contract

ZKI Opening Hours:

Mon - Wed: 09.00 - 11.30; 13.00 - 18.00

Thu: 14.00 - 18.00

Fri: 09.00 - 11.30; 13.00 - 18.00

6. Registration at the library

1st
week

☐

Library Opening Hours:



7. Open a bank account in Germany

1st - 2nd
week

☐

- Has to be done by every Non-EU student/ students who don't have a IBAN number.
- Some banks have special accounts for your stay in Germany and have experiences with foreign students (f.e. Commerzbank, Deutsche Bank "Jugendkonto" or "Sperkonto" – blocked account)
- If you already have a blocked account (at least 853 € per month), you just need to activate it with a document you can find online.

The following requirements only apply to **non-EU citizens**

8. Register at the Registration Office for Foreigners

1st - 2nd
week



Register with the Foreigners' Registration Office
(Ausländermeldebehörde)

When you are from a non-EU country with a visa shorter than your time in Germany, you need to apply for residence permit.

The following documents are required:

- Completed application form with a biometric passport photo
- Copy of the valid visa
- Copy of your health insurance certificate
- Copy of your rental contract
- Statement of enrollment
- Proof of financial support in Germany (€853 per month, blocked bank account)
- Administrative fee €100 (exception: scholarship holders)

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



9. German Health Insurance (if not yet completed)

1st - 2nd
week



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

The following documents are required:

- Passport
- Statement of Enrollment

THE UNIVERSITY

At the Westsächsische Hochschule Zwickau (WHZ), which also includes the campuses in Schneeberg, Markneukirchen and Reichenbach, about 3.800 students study engineering, business and life quality. The strong influence and tradition of car manufacturing in West Saxony is reflected in the curriculum of the 55 study programmes, making it an appealing place to study and earn a degree. Additionally, the WHZ offers particular degree programmes such as sign language interpretation and musical instrument construction.

Our campus

Applied Arts Schneeberg

-

Applied Languages and Intercultural Communication

-

Automotive Engineering

-

Electrical Engineering

-

Health and Healthcare Sciences

-

Mechanical Engineering

-

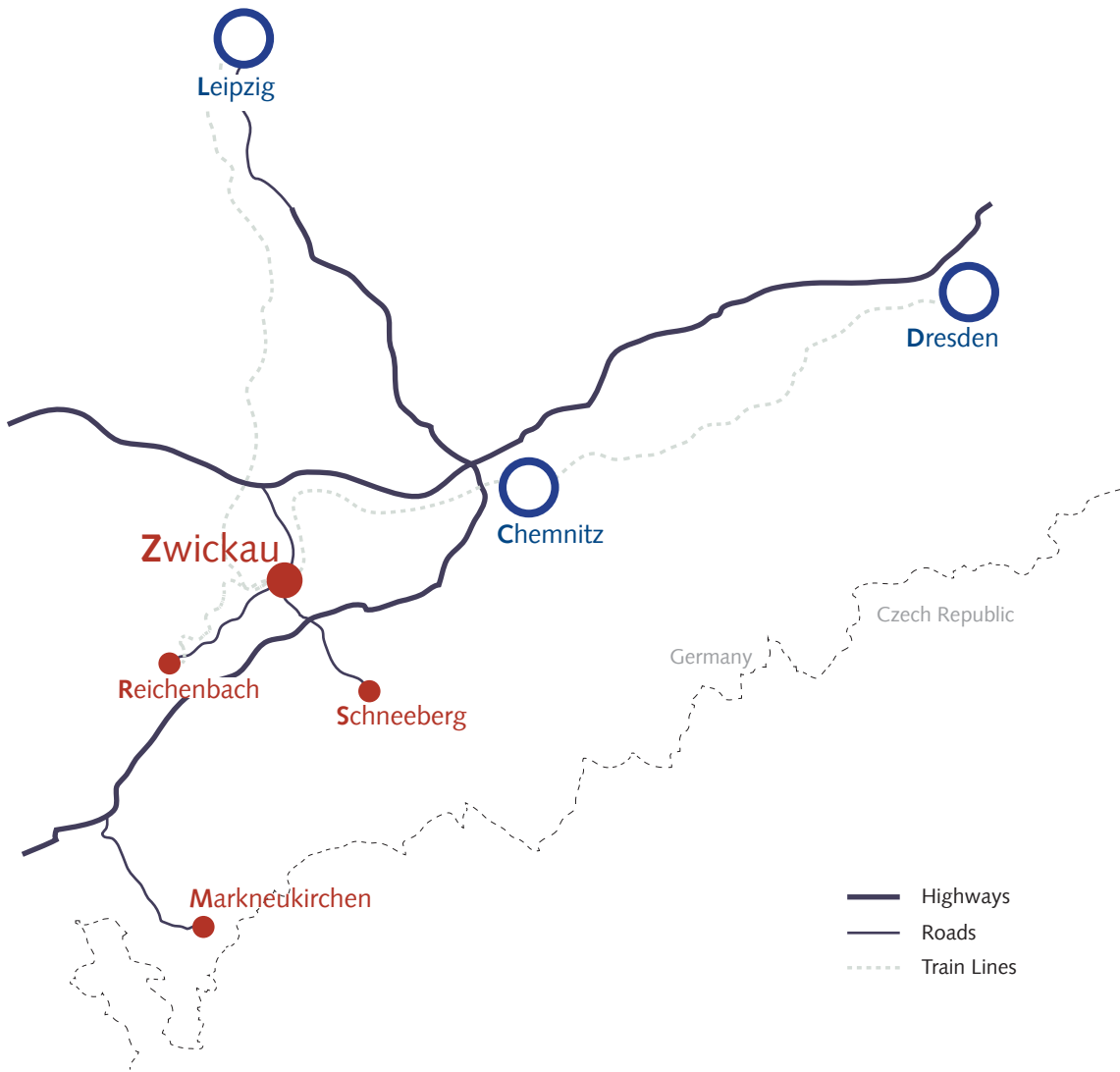
Physical Technologies and Computer Sciences

-

Business and Economics

Our Campuses

Depending on your chosen programme, campuses are located in **Zwickau**, **Schneeberg**, **Reichenbach** and **Markneukirchen**. In Zwickau there are two campuses: the **City Centre Campus** on Dr.-Friedrichs-Ring and the **Scheffelstraße Campus** on Scheffelberg, a 10-minute tram ride from the city centre.



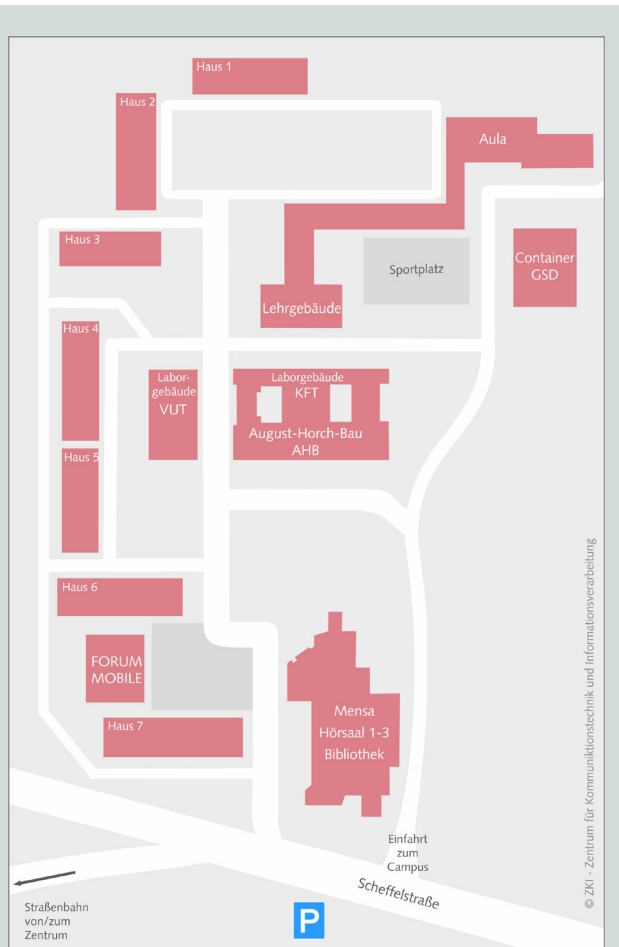
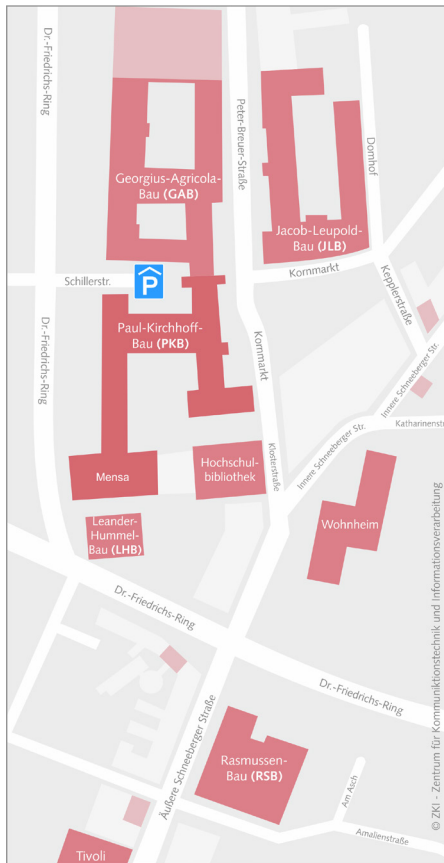
Zwickau: City Centre Campus

Building/Gebäude PKB:

International Office, Academic Affairs Office and Examination Office

Building/Gebäude GAB:

Center for Communication Technology and Information Processing (ZKI)



Zwickau: Scheffelstraße Campus

House 1:

Department of Applied Languages and Intercultural Communication

House 2:

Department of Automotive Engineering

Houses 3, 5 and 6:

Department of Business and Economics

House 4:

Department of Health and Healthcare Sciences

Laboratories for Automotive Engineering and Environmental and Supply Engineering.

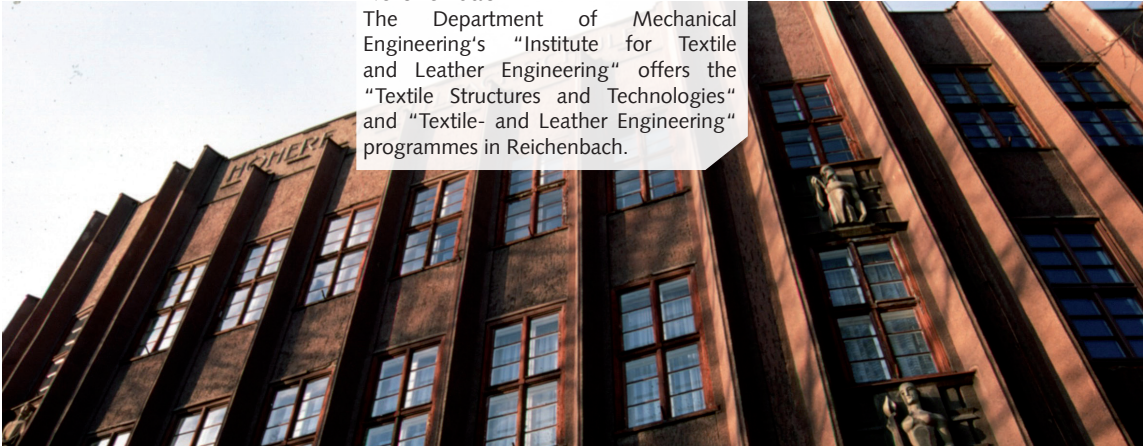
Schneeberg

The Department of Applied Arts Schneeberg, with programmes in Fashion Design, Textile Design and Wood Design, is located on the Schneeberg Campus.



Reichenbach

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



Markneukirchen

The Musical Instrument Construction program is located in the "Merz Villa" in Markneukirchen.



Contacts and Facilities

International Office (IO)

<https://www.fh-zwickau.de/internationales/>

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



Secretary

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

Advisor for International Students

Dr.-Friedrichs-Ring 2A, room PKB 228 or PKB 230a
phone: +49 375/536 1064 or +49 375/536 1061
international.office@fh-zwickau.de

Visit us on Facebook:

www.facebook.com/aaa.whz.de



Academic Affairs Office and Examinations Office

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

Student Secretary

Dr.-Friedrichs-Ring 2A, room PKB 221
phone: +49 375/536 1185

Examinations Office

Dr.-Friedrichs-Ring 2A, room PKB 225
phone: +49 375/536 1182/1183

Libraries

Subject-specific literature and material, computers and quiet, secluded work areas are available for our students at the university libraries on each campus.

For more information visit us at:

www.fh-zwickau.de/index.php?id=bib-benutzungsdienste



Student Life

University Accomodation

www.swcz.de

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

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

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



Ms. Samantha Wohlfarth
Innere Schneeberger Straße 23, room 115/4
phone: +49 375/2710-514
samanta.wohlfarth@swcz.de

Ms. Nicole Rudolph
Innere Schneeberger Straße 23, room 115/1
phone: +49 375/2710-520
nicole.rudolph@swcz.de

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

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

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

Student Clubs

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

Student Club Null13 e.V.
Innere Schneeberger Straße 23

Student Club TIVOLI e.V.
Äussere Schneeberger Str. 18

Student Club Collage
Makarenkostrasse 4-6

Cafeterias (Mensa)

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

Transportation

Public transportation in Zwickau
www.svz-nahverkehr.de

With the Semester Ticket, WHZ students can use all local public transportation within Zwickau.

Current public transport lines:

<https://www.vms.de/fahrplan/fahrplanauskunft/>



Deutsche Bahn

www.bahn.com/en

<http://shop.laenderbahn.com/index.php/tickets>



Vogtlandbahn

www.vogtlandbahn.de

Vogtland Express:

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



Flixbus

www.flixbus.co.uk

The bus stops in front of the Stadthalle.
(Äußere Schneeberger Straße 95)



REGIONAL ATTRACTIONS

Zwickau

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

Robert-Schumann-
House



Cathedral (Dom)



Cultural Centre
Alter Gasometer
(movies & events)



August-Horch-
Museum



Priesterhäuser
(Museum)



Gewandhaus
(Theater)

Nightlife

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



Events

www.zwickau.de/veranstaltungen

Well-known events in Zwickau:

June	Zwickau Music Festival (Schumann-Festival)
August	Stadtfest (City Festival)
December	Christmas Market
Summer	AvD Sachsen Rally (car rally)

Reichenbach

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



Sights

Göltzsch Viaduct
Park of Generations



Schneeberg

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



Sights

Weißer Hirsch Mining Museum
St. Wolfgang's Church
Christmas Market



Markneukirchen

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



Sights

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



DAY TRIPS

Pöhl Dam

www.talsperre-poehl.de



A great place for outdoor enthusiasts! At the Pöhl you can hike, bike, swim, climb or simply relax on the lakeshore. Discover the landscape and natural wonders in the „Vogtländische Schweiz“.

Activities: Steamboat, outdoor swimming pool, forest climbing park, minigolf, boat rental.

Miniwelt Lichtenstein

www.miniwelt.de



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

Baroque city of Dresden

www.dresden.de



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

Leipzig

www.leipzig.de



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



Saxon Switzerland and Königstein Fortress

www.saechsische-schweiz.de
www.festung-koenigstein.de

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



NEED-TO-KNOW

Emergency Numbers

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

Hospitals

Heinrich-Braun-Klinikum

Karl-Keil-Straße 35
08060 Zwickau
Phone: 0375/510

Paracelsus-Klinik

Werdauer Straße 68
08060 Zwickau
Phone: 0375/5900

Foreigner's Registration Offices for our several university locations

Zwickau

District Office
Werdauer Straße 62 Haus 5
08056 Zwickau

Contacts

Ms. Jehring
phone: 0375/4402-24170
auslaender@land-
kreis-zwickau.de

Opening hours

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

Schneeberg

Paulus-Jenisius-Str. 43
09456 Annaberg-Buchholz

phone: 03733/831-
5200

Monday - Friday:
8:30 - 12:00
Tuesday + Thursday:
14:00 - 18:00

Markneukirchen and Reichenbach

Rathausstraße 5
08523 Plauen

phone: 03741/300-
2559

Monday & Wednes-
day:
9:00 - 13:00
Tuesday
09:00 - 18:00
Thursday
09:00 - 17:00

Public Holidays

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

DEPARTURE CHECKLIST

(FOR EXCHANGE STUDENTS ON CAMPUS OF ZWICKAU)

1. Give notice of departure

1 week
in advance

☐

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

2. Cancel your Health Insurance in Germany

(Important for Non-EU-citizens)

4 weeks
in advance

☐

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

3. Contact the International Office

1 week
in advance

☐

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

4. Cancel registration with the Residents' Registration Office

(Meldebehörde, Rathaus)

2 weeks
in advance

☐

The required documents are:

- proof of identification (passport)

5. Contact the Student Residence Office to cancel rental contract

2 weeks
in advance

☐

- Fill out the checklist „Laufzettel für den Auszug“
- Make sure you have contacted all required offices before departing

6. Contact facility management to return your room key

4 - 5 days
in advance

☐

- Fill out the checklist „Laufzettel für den Auszug“ for facility management
- Return the keys

7. Close your bank account in Germany

2 weeks
in advance

☐

- Go to your bank and cancel the account (you will get the money left in cash)
- If you have a blocked account, you will need a release certificate from the embassy.

8. Student exchange markets in dormitory Zwickau

June - July

☐

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

Organize a farewell party ! ;)

(optional, but recommended)

last week

☐

The Campuses in Zwickau

