

# WELCOME TO HOCHSCHULE KONSTANZ UNIVERSITY OF APPLIED SCIENCES

We are very happy that you have chosen to study abroad in Konstanz (Constance), Germany. We at the International Office are positive that this will be a great and rewarding experience for you.

This handbook is designed for students all over the world with the purpose of making the transition to the University of Applied Sciences in Konstanz (referred to as Hochschule Konstanz or HTWG) as easy as possible. Much of the information found in this handbook concerns things that students will experience over the course of their studies at HTWG. However, we have compiled what we consider to be the most important information for an exchange student to know about Germany, the city of Konstanz and the University of Applied Sciences here. For this reason, it is very important that you read this complete handbook before you arrive in Germany.

Topics covered in this handbook include information on arrival, banking, accommodations, and free-time activities. This handbook also provides a pre-departure checklist to help you organize things before you leave for Konstanz and to ensure that you have all necessary paperwork and identification needed to study abroad.

We at the International Office hope that this handbook will help you to find the answers to your questions about studying at HTWG, living in the city of Konstanz, and Germany in general. If you still have questions after reading this handbook, please feel free to contact the staff at the International Office.

[Enjoy your stay in beautiful Konstanz, Germany!](#)



## INTERNATIONAL EXCHANGE STUDENT HANDBOOK

## KONSTANZ IN EUROPE



## TABLE OF CONTENTS

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<b>Your Host Institution</b> . . . . .	<b>8</b>
Hochschule Konstanz (HTWG) . . . . .	8
Contact Information . . . . .	10
The International Office . . . . .	10
<b>Academics</b> . . . . .	<b>11</b>
Academic Calendar . . . . .	11
Orientation Programs . . . . .	11
German Language Courses . . . . .	11
Choosing Your Courses . . . . .	11
Forms of Instruction . . . . .	12
Assessment . . . . .	12
Grading . . . . .	12
Class Size / Materials . . . . .	13
Faculty . . . . .	13
Holidays . . . . .	13
<b>Student Facilities at HTWG Konstanz</b> . . . . .	<b>14</b>
The ZACK-Card . . . . .	14
The Bibliothek (Library) . . . . .	14
The Rechenzentrum (Computer Center) . . . . .	15
The Mensa and the Cafeteria . . . . .	15
The Strandbar (Beach Bar) . . . . .	15
<b>Coming to Konstanz</b> . . . . .	<b>16</b>
Student Visa . . . . .	16
Arrival . . . . .	19
<b>Living in Konstanz</b> . . . . .	<b>20</b>
Location . . . . .	20
Accommodations . . . . .	20
Registration with the City of Konstanz . . . . .	21
Registration with the Konstanz Immigration Office . . . . .	21
Health Insurance . . . . .	21
Transportation . . . . .	22
Finances . . . . .	23
Budgeting . . . . .	24
Telephone Options . . . . .	24
Post Office . . . . .	25
Shopping . . . . .	25
Bars and Clubs . . . . .	27
Discos / Clubs . . . . .	28
Food Bars . . . . .	29
Cinemas . . . . .	29
Free-time and Leisure Activities . . . . .	30
Places to See . . . . .	30
Fitness and Sports . . . . .	30
Traveling . . . . .	31
Weather . . . . .	31
<b>A–Z Important Information</b> . . . . .	<b>32</b>
<b>Student Exchange Checklist</b> . . . . .	<b>36</b>
Pre-departure . . . . .	36
After Arrival (during the first week) . . . . .	37
Before leaving Germany . . . . .	37
<b>Helpful Websites</b> . . . . .	<b>38</b>
<b>Metric Conversions</b> . . . . .	<b>39</b>
<b>Maps</b> . . . . .	<b>40</b>
Map of Konstanz . . . . .	40
Campusmap HTWG . . . . .	42
Imprint . . . . .	43

# YOUR HOST INSTITUTION

## HOCHSCHULE KONSTANZ (HTWG)

Hochschule Konstanz (HTWG) is located in the southernmost part of the Federal Republic of Germany, in the state of Baden-Württemberg. The HTWG campus is situated along the bank of the Rhine River, close to the historic center of the city of Konstanz. It originated from the Higher Technical Training Institute for Mechanical, Electrical and Civil Engineering, which was founded in 1906 through a private initiative.

Today the University of Applied Sciences in Konstanz offers professionally oriented higher education at the Bachelors and Masters levels in 20 technical and professional fields including Engineering, Architecture, Computer Science, Business Administration and the highly competitive fields of Applied Communication and Culture, Management and Technology, and Communications Design. All Bachelor degree courses at HTWG require one practical semester in industry; this internship is carefully prepared and closely integrated into the curriculum. In addition, 16 Master Degree programs currently offer study opportunities at the post-graduate level.

The approximately 5000 full-time student at the HTWG are taught and supervised by 161 full-time professors. There are also 246 qualified instructors whose main employment is in industry or administration and who lecture in courses relating to their professional expertise. A staff of 270 support teaching and research in the laboratories and work in administration and other central services.

HTWG currently has formal partnerships and student and staff exchange programs with 76 institutions of higher education in 34 countries. Students from either side of an exchange can spend a semester or more at the partner institution, taking classes or completing an internship. Incoming exchange students are allowed to attend any courses offered by the Hochschule, as long as language and other academic prerequisites have been met.



HTWG offers Bachelors and Masters Degrees in the following areas:

### Engineering and Computer Science

- Civil Engineering (B.Eng. and M.Eng.)
- Environmental Engineering and Resource Management (B.Eng.)
- Electrical Engineering and Information Technology (B.Eng.)
- Automotive Information Technology (B.Eng.)
- Electrical Systems Engineering (M.Eng.)
- Mechanical Engineering
  - Development and Production (B.Eng.), Design and Development (B.Eng.)
- Process and Environmental Engineering (B.Eng. and M.Eng.)
- Automotive Systems Engineering (M.Eng.)
- Mechatronics (M.Sc.)
- Applied Computer Science (B.Sc.)
- Healthcare Computer Science (B.Sc.)
- Computer Science (M.Sc.)

### Business

- Business Administration (B.A.)
- Business Law (LL.B. and LL.M.)
- Management (M.A.)
- Human Capital Management (MBA)
- General Management (MBA)
- Compliance & Corporate Governance (Executive MBA)

### Business and Engineering

- Civil Engineering and Management (B.Eng.)
- Mechanical Engineering and Management (B.Eng.)
- Electrical Engineering and Management (B.Eng.)
- Engineering and Management (M.Eng.)
- Mechanical Engineering and International Sales Management (M.Eng.)
- Business Information Systems (B.Sc.)
- Business Information Technology (M.Sc.)

### Business and Applied Languages

- Asian Studies and Management: China or South and Southeast Asia (B.A.)
- Business German and Tourism Management (B.A.)
- International Management Asia (M.A.)

### Architecture and Design

- Architecture (B.A. and M.A.)
- Communications Design (B.A. and M.A.)

## CONTACT INFORMATION

### Hochschule Konstanz

University of Applied Sciences

#### Mailing Address:

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Postfach 10 05 43  
D-78405 Konstanz  
Germany

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Main Fax: +49 7531 206-400

Web Administrator: [www.htwg-konstanz.de](http://www.htwg-konstanz.de)

Website: [www.htwg-konstanz.de](http://www.htwg-konstanz.de)

#### Street Address:

Hochschule Konstanz  
Brauneggerstraße 55  
D-78462 Konstanz  
Germany

## THE INTERNATIONAL OFFICE

As an incoming exchange student, HTWG's International Office will assist you in dealing with bureaucratic formalities, choosing classes, and finding accommodations. The International Office also offers counseling regarding academic and personal inquiries.

Telephone: +49 7531 206-252 or +49 7531 206-378

Fax: +49 7531 206-253

E-mail: [aaa@htwg-konstanz.de](mailto:aaa@htwg-konstanz.de)

Website: [www.htwg-konstanz.de/international-office](http://www.htwg-konstanz.de/international-office)

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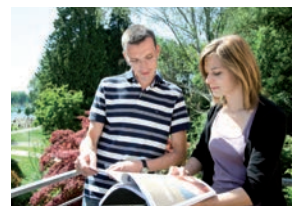
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# ACADEMICS

## ACADEMIC CALENDAR



The academic calendar is divided into two semesters. A semester lasts six months; however, lectures are only held four to five months out of each semester. The last month is reserved for final exams or final projects, depending on course requirements. The lectures in Fall semester begin in October and end in January / February. The Spring semester starts in mid March and ends in June / July.

## ORIENTATION PROGRAMS

In March and September, the International Office offers an orientation program for incoming exchange students. Information regarding important university services is provided in an informal setting. During this initial orientation phase, students will be assisted with bureaucratic formalities, such as registering at HTWG and in the city of Konstanz, signing housing contracts etc. Social activities, cultural events and excursions will be offered, as well as the opportunity to attend intensive German language classes (fall semester only).

## GERMAN LANGUAGE COURSES

During the semester, the International Office offers German language classes for incoming exchange students. These German language courses range from beginner's level to more advanced classes. Business German courses are offered as well.

## CHOOSING YOUR COURSES

It is very important that the students' home institutions pre-approve the courses the student plans to take in Konstanz. Once students know which classes are accepted by their home institution, they should notify the International Office at HTWG of their planned course of study. Most courses at the Hochschule Konstanz are taught in German, with exception of several business and mechanical engineering classes that are taught in English.

## FORMS OF INSTRUCTION



Class organization in Germany may take the form of lectures, exercises, seminars or practical laboratories. Successful participation in a certain number of these is obligatory and must be proven to receive course credits. Excursions, tutorials, guided development of case-studies and group study may also be offered within the course.

## ASSESSMENT

There is usually no homework assigned during the semester; however, students must be self-disciplined and study throughout the semester to prepare for final exams. The final grade or score received is based primarily on one final exam or project. The professor will rarely collect homework, except in language courses, where a student is required to complete exercises at home to prepare for the next class. In addition to courses offered at HTWG, students may also choose to receive credit by working independently on a project assigned by the University of Applied Sciences in Konstanz.

## GRADING

The classroom performance of an exchange student at HTWG is documented by a German national grade and its corresponding ECTS grade, in the case of credit transfer.

The European Credit Transfer and Accumulation System (ECTS) is a standard student-centered system across the European Union based on the student workload to achieve the objectives of a program, specified in terms of learning outcomes and competences.

Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures and seminars, independent studies, preparation of projects, examinations etc.. One ECTS-credit represents a student's workload of 30 working hours.

The ECTS grading scale ranks students on a statistical basis. Grades are reported on a carefully calibrated and uniform A-F scale combined with keywords and short qualitative definitions to allow the home institution to convert the ECTS grade to their own system if needed.

## CLASS SIZE / MATERIALS



The class size at the University of Applied Sciences in Konstanz is normally 30 to 40 students. Most classes use a printed course packet, and rarely will a student have to buy a book. Most course materials are offered online and distributed via a virtual platform. This forum enables virtual discussion, contact to experts and the ability to comment on the course material.

## FACULTY

The professors at HTWG have both scientific and practical credentials. In addition to appropriate academic qualification – usually a doctorate – proof of outstanding achievement over a period of several years with an industrial or commercial firm is required for faculty appointment.

## HOLIDAYS

Classes are canceled on German national holidays. There are also several longer breaks.

### Fall Semester

- Tag der deutschen Einheit (Day of Reunification), October 3
- Allerheiligen (All Saint's Day), November 1
- Christmas and New Years Break, two weeks long

### Spring Semester

- Ostern (Easter) – Good Friday through Easter Monday
- Tag der Arbeit (German Labor Day), May 1
- Christi Himmelfahrt – 40 days after Easter (always on a Thursday)
- Week long break in June during Pfingsten (Pentecost) – date changes each year
- Fronleichnam – 10 days after Pfingsten (always on a Thursday)

# STUDENT FACILITIES AT HTWG KONSTANZ

## THE ZACK-CARD



ZACK stands for “Zahlungs- und Ausweiskarte Campus Konstanz” (Payment and Identification Campus Card). It is a multifunctional card that acts as student ID, copy- and library-card, and can be used to pay on campus. There are several terminals on campus where the ZACK-Card can be validated or charged with money.

This electronic card can be used to pay library fees, lunch, or make copies and scans.

There are several copy machines on campus that also require the ZACK-Card. Documents can be scanned and sent to a HTWG email account or saved on a USB stick. Scanning documents is free, but the card will be charged for printing and copying. Direct charge from this card is the only method of payment accepted in the cafeteria.

The ZACK-Card is free of charge. However, a € 10 fee is applied for lost or damaged cards. Be aware that the ZACK-Card also holds personal data such as your name, student number, library number, access codes and of course the money loaded on it.

## THE BIBLIOTHEK (LIBRARY)



The Library is a useful source of information for preparing essays or oral reports that may be required during the semester. The library offers many CD-ROM and on-line databanks, as well as Internet access on the computers located in the middle of the library. The German library system may be different from your home university's system. Students are advised to attend one of the library

tours in order to better understand the German system; such a tour is part of the orientation program.

Students are not allowed to bring backpacks into the library. Small lockers and shelves for belongings are located near the entrance. The library is located in building K and is open Monday through Thursday 9 am to 10 pm, Friday 9 am to 7 pm and on the weekends from 10 am to 5 pm.

## THE RECHENZENTRUM (COMPUTER CENTER)

All registered students at HTWG have access to the computer center in building G as well as the computer rooms in the individual departments. Use of the computers is free, however there is a cost associated with printing.

The Helpdesk in room G 103b will gladly assist with individual computer or laptop problems.

Upon receipt of an access code, a HTWG e-mail account can be set up. The given password must be changed within the first four weeks of use; otherwise the log-in will be deactivated. In order to access HTWG's wireless Internet system, a VPN (Virtual Private Network) must be installed on individual computers. The system is then accessible with a valid HTWG computer account username and password.

## THE MENSA AND THE CAFETERIA

The Mensa and the Cafeteria are great places to enjoy a hot lunch or meet friends for coffee and are located in the same building, next to the library along the Rhine River. The upper level is the Mensa, which offers the daily lunch/hot meals, and the lower level is the cafeteria, which offers breakfast, drinks and small snacks. Daily menus are posted on HTWG's homepage or on the television sets displayed in the Cafeteria. There are four choices of meals, “Stammessen” (main choice), and two “Wahlessen” (other choices). The two Wahlessen usually include one vegetarian dish, one dish with meat, and a salad buffet. The Stammessen costs € 2.85 and the Wahlessen costs € 3.10. The machines for adding money to the ZACK-card are located at the cafeteria entrance. To purchase a meal, money is deducted automatically from the card at the register.

## THE STRANDBAR (BEACH BAR)



During summertime, the Strandbar (beach bar) is open everyday. The bar is self-service and is located next to the Mensa and Library, with a great view of the River Rhine. It offers drinks, cocktails, icecream and small snacks; sometimes there is also a BBQ with available grilled sausages and steaks. It is a fantastic place to meet friends and enjoy the sunshine while playing in the sand.

# COMING TO KONSTANZ

## STUDENT VISA

### Visa Overview

Although the International Office tries its best to provide up to date information on immigration issues on its websites, we strongly recommend that you always check current visa requirements with the German Embassy / Consulate in your home country / country of residence as they are the only institutions that can give you legally binding information.

### General visa rules:

- EU citizens: no visa required
- Non-EU citizens: „(Nationales) Visum für den längerfristigen Aufenthalt / (National) visa for longer stays“ required

### Exceptions:

Citizens of Australia, Brazil, Canada, Chile, Japan, (South) Korea, New Zealand and the USA have two options:

#### Option One:

“(Nationales) Visum für den längerfristigen Aufenthalt / (National) visa for longer stays”

This is required for all citizens not from the EU, Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea, and the USA.

According to “Art. 18 Abs. 2 Schengener Durchführungsabkommen”, this visa is valid for stays in Germany between 3 and 12 months. Although it is called national visa it allows you to freely move in the Schengen Area up to three months in any six-months period.



The fee for this visa is about 60 €. When you enter Germany with this visa, you will not need to apply for an electronic residence permit (see paragraph next page) in Konstanz which is the easiest and cheapest way.

Please apply for your visa at a German Embassy / Consulate immediately after having received your acceptance documents from HTWG as visa processing requires up to two months after complete documentation has been submitted!

#### Option Two:

Electronic Residence Permit

Please note that citizens of Australia, Canada, Israel, Japan, (South) Korea, New Zealand and the USA may apply for their electronic residence permit (eAT – elektronischer Aufenthaltstitel) after entering Germany.

Citizens from all other countries must apply for a visa before arriving in Germany. Therefore, we recommend that you apply for option one, a visa that will cover the entire duration of your stay.

The electronic residence permit was introduced EU-wide on September 1st, 2011. It features an online ID function that allows the holder to communicate online with public agencies and administrations and to do business on the Internet.

Unfortunately, several personal visits to the Konstanz Immigration Authorities and a lot of paperwork are needed for the application and the whole process takes about three months. HTWG's International Office will help you with the bureaucratic formalities as far as possible.

In order to receive the electronic residence permit and the National visa for longer stays you must also provide proof of finance of 670 € per month for the whole duration of your stay in Germany. It is therefore crucial that you bring an authorized proof of finance to Konstanz.



This proof can either be

- Financial guarantee from parents, i.e. a “Parental Statement” signed by a parent and authorized by the International Office at the home university. This statement must be accompanied by an income statement of the same parent as appropriate financial proof. The Konstanz immigration office will accept these as proof of finance.

or

- a formal obligation (“Verpflichtungserklärung”) signed by a parent in person at the German Consulate by presenting a current bank statement (ask for the orange (!) copy of this signed and stamped document and bring it to Germany!)

or

- a “blocked account” at a German bank showing a minimum amount of € 4,020 (€ 670 per month for 6 months), which has a withdrawal limit in Germany of € 670 per month. The arrangement of a blocked account should be done in your country of residence; contact Jasmin Waurich by email at: [jwaurich@htwg-konstanz.de](mailto:jwaurich@htwg-konstanz.de).

or

- a scholarship confirmation of a German foundation/university or from your home country. If your scholarship grants you less than 670 € per month, you need to bring another proof of finance to cover the difference.

Our International Office provides the following documents for the visa application:

- Formal invitation from our institution
- Letter of Acceptance to HTWG
- Scholarship certificate (if HTWG is the sponsor of studies in Konstanz)
- A statement of exemption from the prerequisite German language certificate, if necessary.

Please note: Visa processing requires up to 6 – 8 weeks after complete documentation has been submitted to a consular representation of the Federal Republic of Germany!

The minimum amount increases to € 4,410 (€ 735 per month for 6 months) in fall semester 2016.



## ARRIVAL

Directions from major Airports

**The closest international airport is Zurich in Switzerland**, which is about 60 kilometers away from Konstanz. The SBB (Swiss Train) Station is found directly in the airport on the bottom level. There are hourly trains direct from the Zurich Airport to Konstanz. Be sure to ask about train connections when you purchase your ticket. A ticket in second class costs approximately 30 Swiss Francs. The easiest way is to purchase your ticket online at [www.sbb.ch/ticketshop](http://www.sbb.ch/ticketshop).

This way you do not require Swiss Francs. However credit cards can be used at the train station.

**From Stuttgart airport (Germany)**, you must take the S-Bahn (underground subway) to the main train station in Stuttgart. A train leaves from the main station at least every two hours to Konstanz with a train change in Singen.

The train ride is about two and a half hours and the ticket costs approximately € 45.

**From Frankfurt airport (Germany)**, catch a train from the bottom level of the airport leaving every two hours to Konstanz.

The train ride takes five to six hours and the ticket costs around € 80.

For more information about the German train system, schedules, online tickets and prices, visit [www.bahn.de](http://www.bahn.de).

# LIVING IN KONSTANZ

## LOCATION



One of the attractions of the University of Applied Sciences in Konstanz is its international setting. The city of Konstanz is situated in the southernmost part of the Federal Republic of Germany, in the state of Baden-Württemberg. With a population of 80,000 it is the largest city on Lake Konstanz and a focal point in the “Euregio Bodensee” (the European region that includes the vibrant economies of western Austria and eastern Switzerland). The city of Konstanz borders Switzerland and its neighboring Swiss city of Kreuzlingen can easily be reached by foot, bicycle or bus. Konstanz is renowned as a tourist center, thanks to its attractive natural surroundings, extensive recreational opportunities and its historical and cultural riches. But the city also enjoys a long-standing reputation for high performance industry, innovative research and development facilities. The hi-tech companies in the Konstanz region are valued partners of the HTWG, especially regarding the arrangement of practical semesters for students and preparation of their final-year theses.

The city of Konstanz is referred to as a “university town”. In addition to HTWG Konstanz, there is also the Universität Konstanz (denoted as University or Uni). These two should not be confused with one another as they are separate institutions. In total, about 16,000 students live in Konstanz.

## ACCOMMODATIONS

The best option for students to get a taste of German culture and language is to live in student housing. It is also more affordable and easier to find than private housing. The housing units are co-ed and each person has his or her own room. The rooms are furnished with a desk, chair, wardrobe, desk lamp, bed, sheets and shelves. Students are responsible for towels, food, school supplies, and room decor if desired.

HTWG’s International Office may be able to reserve a (single) room in one of the student residence halls near the HTWG campus or at the University campus (outside the city center). When a request is submitted, it will be passed onto the student services (Studentenwerk Konstanz) and the next available room will be reserved.

The only exception is when for religious or cultural reasons a person would prefer to be placed in a single sex living facility. For such reasons, consideration will be applied.

The rent is between € 230 and € 350 per month for a single room. This includes all utilities, use of the kitchen, bedding and so on. However, cutlery and plates are not provided in every student residence hall. A security deposit of € 500 is required before arrival and is to be repaid on departure, provided no damage has been done to the facilities. Students must also pay a € 50 registration fee for the student hall before arrival. A contract must be signed during the Orientation program. The Studentenwerk (Students Services) is located in the University, in Wing K3. The University is located outside the city center and can be reached by taking the 9A/b- or 14-Line buses in the direction of “Universität”.

## REGISTRATION WITH THE CITY OF KONSTANZ

Upon arrival in Konstanz, all international students (**including EU citizens**) at the HTWG must register as a resident of Konstanz. Necessary documents for registration are:

- a full passport / identycard (must be valid for the duration of stay in Germany)
- registration document

## REGISTRATION WITH THE KONSTANZ IMMIGRATION OFFICE

**Non-European** students without national visa for longer stays need to issue an electronic residence permit (eAT- elektronischer Aufenthaltstitel).

During the Orientation program we from International Office will help you to apply for the eAT.

## HEALTH INSURANCE

The Federal Republic of Germany has a well-developed and socially supported health service. It is one of the best medically-prepared countries in the world.

It is obligatory to have adequate health insurance coverage. This is **mandatory** for all international and German students through their 14th full semester and up to the age of 30.

International exchange students from outside the EU must insure themselves under a German plan with an unlimited coverage and which is valid in all EU countries. The premiums are about € 420 per semester (6 months). In Konstanz there are five insurance companies to choose from: AOK, BEK, DAK, KKH, and TK. AOK is recommended, which is located only five minutes walking distance from the HTWG. During orientation the International Office will give you the option to register with health insurance and will give you assistance in doing so.

European students must not be insured under a German health insurance plan, but need to show their European Health Insurance Card (EHIC).

**Please note:**

If you plan to travel before you arrive in Konstanz please be sure you have travelers or international health insurance that will cover you until you register at HTWG.

On no account should you spend time in Germany without health insurance coverage as doctors' fees and medical costs are extremely high!

## TRANSPORTATION



While living in the student housing by HTWG, students can easily walk to class and even the historical city center within 5–7 minutes.

To get to the HTWG campus from the housing units near the University (outside of the city center, for example, Sonnenbühl), students can ride a bicycle or take the bus.

**Buses** numbered 9A, 9B, and 14 drive to HTWG. There are Haltestellen (bus stops) on Jakob-Burckhardt Strasse and Sonnenbühl Strasse to Sternensplatz that reach the campus (bus stop: Schottenplatz). A semester ticket for the bus costs around € 50 and is a very practical purchase, as a day ticket costs € 4.50 or € 2 for a single ticket. The semester ticket is good on all busses and the ferry to Meersburg. Students can buy this semester ticket during Orientation at the HTWG.

**Bicycles** can be purchased inexpensively second-hand from the newspaper listings, posted ads around HTWG Konstanz and University, or at auctions. The bikes that are sold at the auctions are bikes that were found by the city of Konstanz but are most likely in need of repair. Expect to pay anywhere from € 20–100. Dates and times of bike auctions are available on flyers around campus.

## FINANCES

### Opening a Bank Account

In order to pay for rent and other expenses or to receive money, a bank account in Konstanz is required. For example, monthly rent is automatically withdrawn from your account. An account can be opened at any commercial bank in Konstanz; however, the Commerzbank is recommended, as student accounts are free of charge. A passport and HTWG student ID are needed to open an account. A few days after opening an account, an ATM card and online banking code will arrive in the mail. The International Office will assist you in opening a bank account if you do not already have one.

### Credit & Debit Cards

Visa and MasterCard can be used throughout most of Europe. Be aware, however, that most restaurants and smaller stores in Germany do not accept credit cards. Credit cards can be used online and for train ticket purchases as well as to pay for hotels. Personal checks are not used and can not be written for rent or other expenses. After opening a bank account in Germany, it is possible to apply for a Eurocheque card (EC Karte), which acts as a debit card. Foreign students may be eligible to use the EC card; however, it is difficult to apply for one without EU citizenship. Everyone, on the other hand, may apply for an ATM card.

Another option is to use your debit card from your home country. By doing this, it is possible to withdraw money from a home checking account; it works otherwise like a credit card. One possible disadvantage is that some banks charge high fees for withdrawing money from foreign ATMs. You should check with your home banking institution to see what fees apply to you.

**Please note:**

Prepaid credit cards and cards that work without a bank account do not work in Europe. In any case, please check with your bank to see if your card works in Germany, whether there is a limit on withdraws and whether any extra fees will be applied.

You should check with your bank before you leave and inform them that you will be spending some time in Europe, so they will not freeze your account.

### Traveler's Checks

Traveler's checks can only be cashed at major banks in Germany and are not accepted in stores and restaurants. They are therefore not suggested as a reasonable form of funds during a semester abroad.

### Transferring Money

It is possible to transfer money into the student's newly opened German bank account through a wire transfer from his or her home institution. It costs approximately € 25. Certified or cashiers checks are NOT recommended, as they can take up to two months to process and, during that period, do not allow fund access.

It is recommended to bring 1/3 money in cash, and 2/3 in credit cards, thereby avoiding the € 25 transfer fee and having adequate money to cover the first month's expenses.

## BUDGETING

It is reasonable to estimate about € 700 a month to live and study in Konstanz. Rent is approximately € 250–350 a month and an additional € 400 a month is estimated for food, clothing, and other expenses. Students planning to travel should budget more money.

### One time costs (estimated):

- Student Residence Hall registration fee € 50
- Contribution fee to the student services € 77,50
- Residence Permit fee € 100
- Student Bus Pass € 50 (per semester)
- Housing deposit € 500 (approx.)

### Monthly expenses (estimated):

- Health insurance € 80
- Rent for student housing € 250–350
- Food, clothing, extras € 400
- Cellphone plan € 10–15

## TELEPHONE OPTIONS

### Cell phones

There are two options for cell phones in Germany:

**Pre-paid Cell Phone:** Purchase a mobil phone, starting at around € 25 and load money on the phone through pre-paid cards that are available in most large grocery stores or in cell phone stores. Incoming calls are free, but outgoing calls and text messages (9–29 cents domestically) will be deducted from your balance.

**Cell Phone Contract:** A contract only makes sense for students staying at least one year. It is important to shop around for the best deal. A bank account and valid residence permit are required to sign a cell phone contract. These contracts generally include a monthly fee as well as a per-minute price.

If you already have a tri- or quad-band phone, bring it with you so you only have to buy a German Sim Card.

There are also special pre-paid SIM-cards that offer lower per-minute prices for international calls which can be a great deal for those students who plan on calling home often and spontaneously.

## POST OFFICE

Deutsche Post AG has its main offices at Marktstätte (city center), Moltkestrasse (near Zähringerplatz) and Max-Stromeyer-Strasse (Industriegebiet). There are also several branches in the Konstanz districts. German postal service is generally very reliable.

DHL is probably the least expensive to send anything internationally, but bulky objects may not always be accepted.

## SHOPPING



### Hours of business

Hours vary from store to store, but grocery stores are generally open on week days until 8 or 10 pm. Other shops generally open around 10:00 and close between 6 and 8 pm on weekdays. Most shops close between 4–6 pm on Saturdays, although some may stay open as late as 8 pm.

Please note that all stores are closed on Sundays and public holidays, except for a few bakeries, which offer limited hours in the morning and gas stations that often have small grocery shops, are opened all day.



### Main shopping areas

**City:** “Niederburg“ district and square: Wessenbergstrasse, Bodanstrasse, Konzilstrasse and Zollernstrasse.

**North side of the Rhine:** Zähringerplatz and Industriegebiet (“Unterlohn”).

**Lago Center:** shopping Mall near the train station, with

ALDI in the basement

**Hussenpassage:** (smaller) shopping center, near Karstadt.

**Seerhein-Center:** shopping center at Zähringerplatz, with supermarket Kaufland in the basement.

**Karstadt:** department store. Everything from electronics and books, to groceries and clothes can be bought here. There is also a buffet, allá cart style restaurant located within the building.

**Müller:** similar to Karstadt; it sells stationary, cosmetics, electronics, gifts and accessories.

**Media Markt:** the place to buy anything electronic. They sell CD players, TVs, DVDs, radios, CDs, computers, computer accessories, cameras, digital cameras, etc. Best deals on cell phones too.

**Aldi, Lidl, Plus, Netto, NORMA, Pennymarkt, Kaufland:** discount grocery stores.

**EDEKA, Rewe:** more expensive grocery stores, often selling bio-products.

**Ethnic food stores:** (smaller) food or Deli-stores (Italian, Turkish, Asian, etc. etc.) can be found all over the city.

### Other choice shopping places are:

**Bookstores:** Bücherschiff, Paradiesstrasse; Osiandersche Buchandlung, Kanzleistrasse; Homburger & Hepp, Münsterplatz; English Bookshop, Münzgasse; Buch Habel, Lago-Center.

**Office and school supplies:** Kornbeck, Kanzleistrasse and Untere Laube, Müller, Marktstätte.

**Clothing stores (inexpensive and trendy):** New Yorker, Orsay, ZARA, C&A, H&M, Daddy Cool, Mister\*Lady (Seerhein-Center), Pimkie and Tally Weijl.

**Drug stores (not including pharmacy):** Müller (Marktstätte), dm-Markt, branches all over the city.

**Home improvement/hardware store:** OBI, Carl-Benz-Strasse, and Praktiker, Reichenaustrasse.

**Second Hand Shops:** Boutique Seconda Mano, Paradiesstrasse; Second-Heaven, Zollernstrasse; Second Hand, Schobuliweg 2; Fairkauf, Gartenstrasse 48 (also sells household items at very affordable prices).

### BARS AND CLUBS



The night life in Konstanz is one of the best in the area. There are many nice bars, wine pubs, music clubs and restaurants (about 100 in the city center), but a lot of students also spend their time at HTWG or University sponsored parties. Parties are held in the dorm bars or on campus, although HTWG and the Uni occasionally sponsor parties in local clubs. Signs are often posted advertising these parties. Check [www.party-news.de](http://www.party-news.de) for upcoming events.

**Cashba:** This bar has a very laid back atmosphere and plays popular alternative music. Not too trendy, but also not outdated. Table soccer and dart boards are available while hanging out with friends. This bar is one of the few in Konstanz that allows smoking indoors. Obere Laube

**Cocktailbar:** Located in an old cellar, this bar is the best place to go for cocktails, with its impressive selection of fresh made drinks. A very hot spot on Wednesday nights, with cocktails for half price. St. Johanngasse

**Dom:** This is a very trendy bar and restaurant, where mostly students and middle-aged people come to unwind. Brückengasse

**Endlicht:** HTWG-Campus bar. Available to rent for private events. Building E

**Heimat:** This is most like a traditional European pub, to chill and drink a beer. Parties are also held here. Schreibergasse

**Irish pubs:** Shamrock Bahnhofstrasse, Logan’s Zogelmannstrasse, and Old Mary’s Kreuzlinger Strasse. Guinness, Kilkenny, Beamish and Murphy’s Stout are on tap, and there is often live music, bingo- or quiz-nights.

**Kantine:** An alternative club and bar, that regularly plays different kinds of music. Cool people, mainly students. Cheap beer and cocktails. Oberlohnstrasse

**KuLa (KulturLaden):** This is a club located on the north side of the Rhine River (Chèrisky area). The music is a little bit harder, not pop at all, which usually draws a more of a punk crowd. Entrance is between € 4–6, depending on the night’s events. Also a regular venue for small concerts. Drinks are not too expensive. Expect to dance.



**K9:** A typical bar with a younger crowd. Hieronymusgasse

**Paulskirche:** A music bar offering nightly Blues, Jazz, Folk and Rock performances. Pfauengasse

**Rheinterrasse:** Located right on the Rhine River. Expect to relax and enjoy a classy drink while watching the river and the boats pass by. Spanierstrasse

**Strandbar:** HTWG-Campus bar (opens from May until middle of October)

**Hafenhalle, Stromeyer and Brigantinus:** THE beer gardens in Konstanz at the harbor side (Hafenstrasse) and north side of the Rhine River (Stromeyersdorf).

Selection of other bars and pubs ("Kneipen") as recommended by HTWG's Student Union:

- Steg 4, Hafenstrasse 8 (harbor)
- Destille, Mainaustasse 6
- King's Arms, original English Pub, Wollmatingerstrasse 70
- Salzbüchle, Salmannsweilergasse 26
- Seekuh, bar, Konzilstrasse 1
- Turm, pub, live music on Friday, Hussenstrasse (Schetztor)
- Arche, University campus bar
- Brauhaus, mini brewery, Konradigasse 2
- Irish Pub, Zogelmannstrasse 2
- Shennanigans Irish Pub, Zogelmannstrasse 2
- Klimperkasten, trendy bar, Bodanstrasse 40
- Küfer Fritz, typical Konstanz wine bar, Salmannsweilergasse 9
- Weinstube Fritz, wine bar, Niederburggasse 7
- Hintertürle, wine bar, Konradigasse 3
- Weinglöckle, wine bar, Konradigasse 15.

## DISCOS / CLUBS

There are a lot of Discos in the city center and „Industriegebiet“ such as Berry's, Blecherei, Dance Palace, Cuba Caliente, etc.; refer to Konstanz telephone book for further information.

## FOOD BARS

- Antik, Turkish food, Hussenstrasse
- Bonanza, Spanierstrasse 16
- Brauhaus, Konradigasse 2
- Costa del Sol, Spanish food, St. Johanngasse 9
- Delphi, Greek food, Brauneggerstrasse 46
- Dephne, Turkish food, Theodor-Heuss-Strasse 20
- Eumel, Turkish, Hüetlinstraße 23
- Hafenhalle, Klein Venedig
- La Grotta, pizzeria, Untere Laube 33
- Latinos, Mexican, Salmannsweilergasse 1
- Mamma Mia, Italian, Gerichtsgasse
- Suppengrün, Soup and Salatbar, Sigismundstr. 19
- Il Pescatore, italien food and fish, Fishmarkt 1
- Pizzeria Rustica, Bodanstr 4
- Mandarin, Chinese, Bodanplatz 4
- Zum Nessie, Turkish, Zogelmannstrasse 5
- Pfannkuchen, pancakes/omlettes, Hüetlinstrasse 39
- Maharani, Indian, Konradigasse 1
- Tolle Knolle, potato dishes, Bodanplatz 9
- Restaurant Stromeyer, lunch buffet at reasonable prices, Bleichstrasse 8
- Elefanten, regional food, Salmannsweilergasse 34
- Barbarossa, regional food, Obermarkt 8-12
- Schweizer Grenze, regional food, Gottliebstrasse 64
- Wallgut, regional food, Schottenstrasse 33.

## CINEMAS

- Kinozentrum SCALA, Marktstätte
- Traumfabrik, Bodanplatz
- Kinozentrum LAGO, Bodanstrasse
- Zebra, Chèrisy Kaserne, Bücklestrasse (screens Originals)
- AStA-Kino, University: Audimax, every Tuesday

## FREE-TIME AND LEISURE ACTIVITIES



For the more than 16,000 students studying in Konstanz (University and HTWG combined), the opportunities for free-time and leisure activities are endless. Germany prides itself on its many theaters, operas and museums, which all offer special rates for students. Konstanz also has its share of cultural establishments, including a state theater, movie theaters, and numerous museums, which display different exhibitions throughout the year. Music fans of all kinds will also find something in Konstanz. The city attracts major pop and rock shows, as well as classical music concerts. Students can also take part in the many festivals that are put on by the city of Konstanz and neighboring cities. Don't forget the Hafenhalle, the beer garden located directly in the Konstanz harbor.

## PLACES TO SEE

Places worth seeing in the vicinity of Konstanz include: Insel Mainau, an island within walking distance of the University, which boasts a beautiful display of flowers and numerous classical concerts yearround; Insel Reichenau, another island, located on the Rhine River. Much of the local vegetables are grown on this island, and its many historical churches are interesting to see; Meersburg, a short ferry ride across the lake ends in an enchanting village and the oldest inhabited castle in Germany; and Affenberg ("Monkey Mountain"), a 30minute train ride to Salem where you can feed small apes popcorn out of your hand. There are many other destinations at only a short train ride away. Nearby destinations in Switzerland include the famous Swiss Alps; the Rheinfalls, which are the largest waterfalls in Europe; or Zürich, a metropolitan city. Nearby destinations within Germany include Freiburg and the Black Forest, Munich and Stuttgart.

## FITNESS AND SPORTS

You will notice that Germans are quite health conscious. The University and the HTWG Konstanz offer many possibilities to keep in shape. The HTWG's sports administration office can be found in building E, room 007. In addition, all HTWG students have access to all of the sports facilities and clubs at the University. Numerous sports are offered, from basketball, sailing, rock climbing and, of course, Fussball (Soccer). Additionally, the topography of the Bodensee area provides numerous opportunities to participate in outdoor sports. In the winter, some of the best skiing in the Alps can be reached within several hours by train or bus.

## TRAVELING



Many international students plan to see Europe while using Konstanz as a home base. The Bahncard (train card) offered by the Deutsche Bahn (German Rail) could be a worthwhile investment for those students who plan to travel a lot.

There are several types of Bahncards available. With the "Bahncard 25", students pay an initial fee of € 39 (second class, € 78 for first class) for the card, and get 25 percent off of all train rides within Germany for one year. Bahncard 50 can also be purchased for € 230 for students, which gives users 50 percent off each ticket. One passport photo, proof of student status, a passport and enough money to cover the cost of the card are necessary in order to apply for the Bahncard.

Another option for travel is the new phenomenon in Europe called "Billigfluglinien", or cheap airlines. Airlines such as Ryanair, Easy Jet, Air Berlin and German Wings offer flights for extremely low prices.

Please also refer to the Eurolines Website ([www.touring.de](http://www.touring.de)) for inexpensive bus journeys within Europe.

## WEATHER

Weather is a big part of living in any country. The weather in Konstanz is not always consistent; therefore, we provide only a general description of the seasons.

**Spring-Temperatures** generally range from 7–18°C / 45–65°F. Spring can be cool and cloudy with some rain showers; however, in general spring is a beautiful season when the flowers start to bloom.

**Summer-Temperatures** generally range from 18–27°C / 70–80°F. The summer is the season of Konstanz. Many people vacation here in the summer because it is so beautiful on the lake.

**Fall-Temperatures** generally range from 7–18°C / 45–65°F. Fall is beautiful in Konstanz in that all of the trees are changing colors.

**Winter-Temperatures** generally range from 0–7°C / 30–45°F. Snow showers are to be expected.

## A–Z IMPORTANT INFORMATION

# A

### AAA – Akademisches Auslandsamt (International Office)

The International Office (Building B) will be your first stop after arrival. Here the staff will help you with all forms of registration, as well as an orientation of HTWG. Should you have any questions during your stay, please visit this office and our staff will be pleased to help.

### Alcohol

Alcohol is a privilege and a responsibility. You may drink it in some public areas, but please know your limits. Serious consequences come to those who try to drive or ride a bike while intoxicated. German law prohibits the consumption of alcoholic drinks (anything stronger than beer) for anyone under the age of 18.

### ASTa – Allgemeiner Studierenden-Ausschuss (General Student Committee)

The ASTa is a governmental student body that represents the interests inside and outside HTWG Konstanz. Members are elected by the students to represent student services. The ASTa office is located in Building D.

# C

### Copying

Copy machines, that are accessible with the ZACK-Card are found all over the HTWG campus. The 'Copy-Shop' on Rheingutstrasse, across from Building G is also a good option for bigger printing jobs.

# E

### Electricity

All electrical outlets are 220 volts, 50Hz alternating current, and use two pin plug sockets. You can buy adapters in Konstanz; however they are probably cheaper to buy before you leave home.

### Emergency Numbers

Police – 110

Fire Department and Ambulance – 112

# J

### Jobs

Students do have some opportunities to work part-time during the semester or full time during the semester break. Jobs can be found both on campus and within the city. International students from outside the EU are restricted to working only 120 days or 240 half days per year, but it is always a good idea to review your visa before seeking a job.

### Laundry

There are washers and dryers located in every residence hall area. Some are coin-operated and some accept payment through the ZACK Card. Dry cleaners' can also be found in the telephone book, but may be expensive.

### Mail

The post in Germany is reliable. The main post office in Konstanz is located in the Marktstätte near the Bahnhof. You can also find a post office or post box by looking for a yellow sign and black post logo (a horn).

When receiving packages from home, remember that most everything you need can be bought in Konstanz. Also, when packages cross the border at customs, there can be problems and questions and you may be required to go to the customs office and clear up matters regarding the content of your package. In some cases, you may have to pay taxes on the contents of the box before you can have it.

### Medication

If you take long-term medication, please inform yourself about the German laws surrounding bringing the medication with you, and if you can receive the required prescription in Germany at all! Please be aware that sending medicine in the mail is forbidden under German law and any sent medication will get stuck at customs.

### Mitfahrzentrale (Agency for arranging rides)

The Mitfahrzentrale is where you may be able to travel for reduced fares around Germany and Europe. Students who are driving in a certain direction (by car or train) will offer to take along a passenger for a small fare to cover gas or ticket expenses. HTWG has a small Mitfahrzentrale located in building F on the second floor which offers rides in Germany.

[www.mitfahrzentrale.de](http://www.mitfahrzentrale.de) offers the best chance at catching a ride, although the drivers and passengers may not always be students.

# L

# M



# R

## Recycling

Recycling is a very big deal in Germany; everything that can be recycled is! Each building has a waste system that is rigorously followed. In each residence hall, there are generally three labeled bins: "Bio-Müll" – for biodegradable waste, "Grüner Punkt" – for all containers with the "Grüne Punkt" symbol on it (usually plastics), which must be thrown in a special yellow garbage bag (Gelber Sack), and "Restmüll" – for all other waste.

## Rock am See

Rock am See is an annual music festival that takes place in August. Previous headlining artists include Santana, Marilyn Manson, Rammstein, Limp Bizkit, The Cure, and Metallica. The price of tickets is about € 75 and they are always sold out well in advance.

# S

## Safety

Konstanz is a relatively safe city and the crime rate is low. However, as always, common sense should be used.

## Seenachtsfest

Seenachtsfest is the biggest festival in Konstanz and takes place every year at the beginning of August. The festival always takes place on a Saturday. During the day there is much to see and do throughout the city. The highlight of the festival, however, takes place at night, when Konstanz hosts the largest lake firework display in all of Europe. This event should not be missed! However, please use caution. Over 60,000 additional tourists come to the city on Saturday, adding a higher risk of theft or violence.

## Studentenwerk (Student Services)

This organization works behind the scenes for the German higher institutions of education. The Studentenwerk provides and maintains services for students, such as the Mensa, residence halls, and sports facilities. All students must make a € 77,50 contribution to this organization every semester in order to have the privilege to use these facilities and services. The Studentenwerk (Student Services) is located at the University in wing K3.

# T

## Taxis

Taxis in Germany are generally expensive. A fixed base rate is paid plus the cost per kilometer. For the number of a Taxi company, please consult the Konstanz telephone book. One of the most popular taxis for students is Seeteufel (Tel.: +49 7531 44944) as it charges € 5 within the city centre.

## Tipping

Students are an exception when it comes to tipping, because it is general knowledge that they do not have much money. Nevertheless, the VAT (value-added tax) and a service charge are usually already included in the price of most products. In general, you can round up the bill to the next euro or half-euro in cafes and pubs if you enjoyed the service you received.

## Travel by train

The least expensive method of getting around Germany is to use train tickets such as the "Baden-Württemberg Ticket" or the "Bavaria Ticket". You can purchase them online or at the train station. They cost € 23, each person extra pays € 4, max. 5 persons. On the weekends, the 'Schönes-Wochenende-Ticket' can be purchased for € 40, each person extra pays € 4, max. 5 persons.

## Visa and Study permit

Due to frequent changes please check the international students webpage for more up to date information: [www.htwg-konstanz.de/exchange](http://www.htwg-konstanz.de/exchange)

## Weight and Height

If you are used to using US or English standard measurement, you may want to convert your weight and height into kilograms and meters in the event you will need to visit a doctor or hospital. See the conversion table for help!

## ZACK-Card

ZACK is German and stands for "Zahlungs- und Ausweiskarte Campus Konstanz". It is a multifunctional card that is your student ID, library card and campus payment card. You can use this electronic card to pay library fees, buy lunch, or to make copies and scans.

# V

# W

# Z

# STUDENT EXCHANGE CHECKLIST

## PRE-DEPARTURE

- Obtain a valid passport.
- Obtain a visa for study purposes if needed, issued by the diplomatic or consular representation of the Federal Republic of Germany in your country of residence and entered into your passport.
- Make flight arrangements and notify the International Office in Konstanz of your plans.
- Obtain information about immunizations that you may need.
- Inquire about Visa requirements for countries you will be visiting.
- Buy an International Student Identification Card and potentially a Youth Hostel Card.
- Apply for credit and debit cards in enough time to receive them before you leave.
- Check with your bank before you leave and inform them that you will be spending some time in Germany, so they will not freeze your account.
- Plan a budget to cover all expenses while abroad (about € 700 per month) plus additional spending money.
- Photocopy or scan all important documents, including passport, rail passes, credit cards and pieces of identification. Bring one copy with you and leave one with your parents.
- Inform the post office at home where to direct your mail (permanent address).
- Inform friends and relatives of your new address and e-mail address.
- In case you take long-term medication, please inform yourself about the German laws surrounding bringing the medication with you, and if you can receive the required prescription in Germany at all!
- Note down the telephone number of HTWG's International Office in case there are changes or delays in your arrival.



## AFTER ARRIVAL (DURING THE FIRST WEEK)

- Register with the Hochschule Konstanz.
- Obtain passport photos (biometric pictures) for your registration with HTWG and the city of Konstanz.
- Open a bank account.
- Register with the city of Konstanz.
- Sign the contract for your room.
- Pay first month's rent, security deposit, and contribution to the Studentenwerk (Student Services).
- Buy health insurance under German plan or confirm that you are insured (EU nationals).
- Buy a semester bus pass (if necessary).

## BEFORE LEAVING GERMANY

- Deregister from HTWG.
- Discontinue health insurance.
- Deregister from the city of Konstanz.
- Close bank account or change address.

## HELPFUL WEBSITES

### Campus websites of interest

- Hochschule Konstanz Home Page  
[www.htwg-konstanz.de](http://www.htwg-konstanz.de)
- HTWG International Office  
[www.htwg-konstanz.de/International-Office.international-office.o.html](http://www.htwg-konstanz.de/International-Office.international-office.o.html)
- HelpingHand  
[www.htwg-konstanz.de/HelpingHand.1047.o.html](http://www.htwg-konstanz.de/HelpingHand.1047.o.html)

### Konstanz and other websites of interest

- City of Konstanz  
[www.konstanz.de](http://www.konstanz.de)
- Konstanz Events  
[stadt.konstanz.de/stadtinfo/events](http://stadt.konstanz.de/stadtinfo/events)
- Konstanz Parties and Events  
[www.party-news.de](http://www.party-news.de)
- Railway  
[www.reiseauskunft.bahn.de/bin/query.exe/en](http://www.reiseauskunft.bahn.de/bin/query.exe/en)
- Cheap Airlines  
[www.ryanair.com](http://www.ryanair.com)  
[www.easyjet.com](http://www.easyjet.com)  
[www.germanwings.com](http://www.germanwings.com)  
[www.airberlin.com](http://www.airberlin.com)
- Town Ride Offers  
[www.mitfahrgelegenheit.de](http://www.mitfahrgelegenheit.de)  
  
[Destination Germany](#)
- Lonely Planet  
[www.lonelyplanet.com/germany](http://www.lonelyplanet.com/germany)
- Campus Germany  
[www.campus-germany.de/english/4.html](http://www.campus-germany.de/english/4.html)

## METRIC CONVERSIONS

### Converting Temperatures

#### Fahrenheit to Celsius

1. Subtract 32 from the amount
2. Multiply by 5
3. Divide by 9

#### Celsius to Fahrenheit

1. Multiply the amount by 9
2. Divide by 5
3. Add 32

### Quick Conversion Chart

#### Degrees Fahrenheit °F

100  
90  
85  
80  
70  
60  
50  
40  
32

#### Degrees Celsius °C

37.8  
32.2  
29.4  
26.7  
21.1  
15.6  
10.0  
4.4  
0.0

### Converting Weight

#### Pounds to Kilograms

Multiply pounds by 0.4535925

#### Kilograms to Pounds

Multiply Kilograms by 2.205

### Converting Volume

#### Gallons to Liters

Multiply Gallons by 3.7853

#### Liters to Gallons

Multiply Liters by .2642

### Converting Length

#### Feet to Meters

Multiply Feet by 0.3048

#### Meters to Feet

Multiply Meters by 3.2808

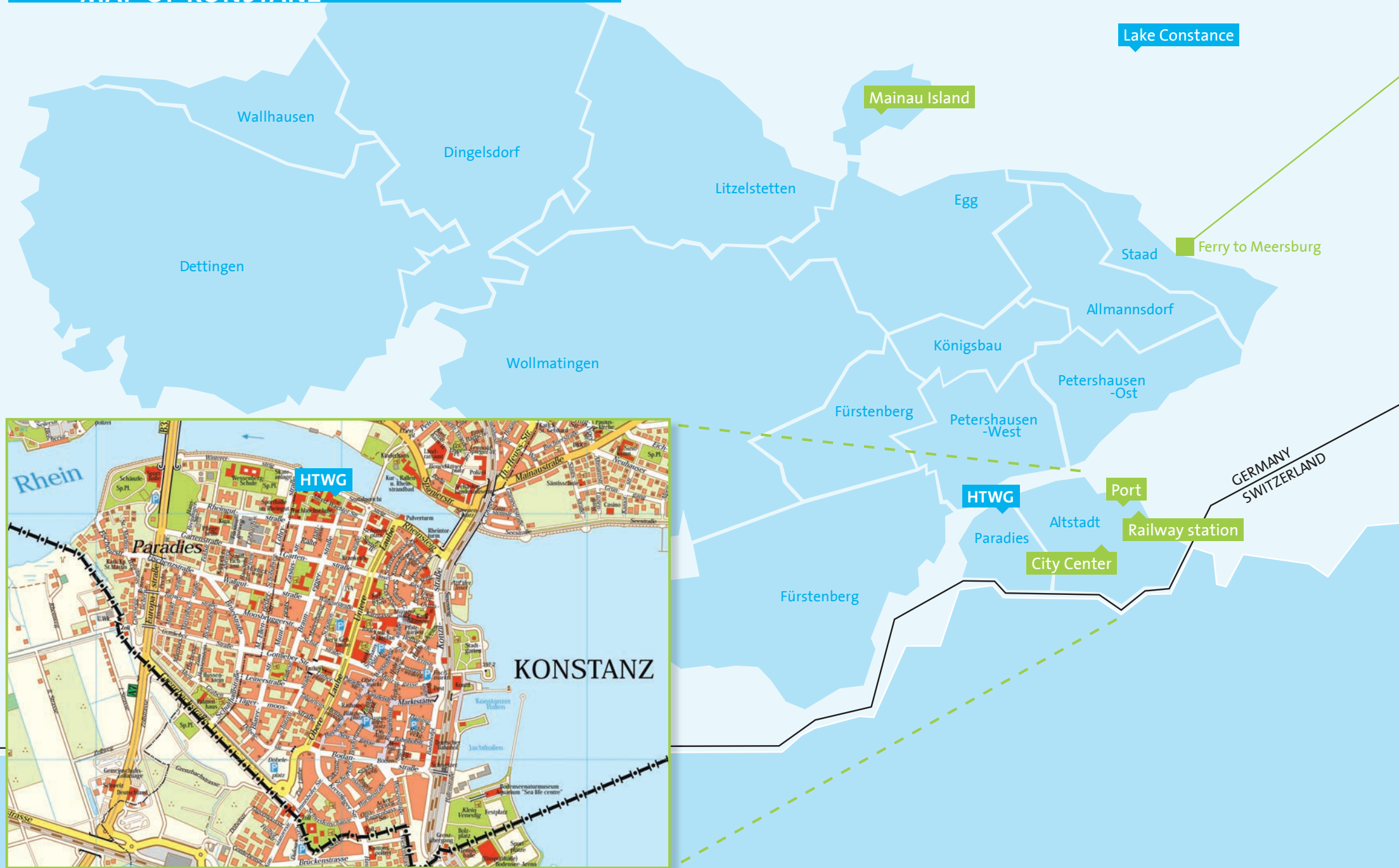
#### Miles to Kilometers

Multiply Miles by 1.609347

#### Kilometers to Miles

Multiply Kilometers by 0.6214

# MAP OF KONSTANZ



## CAMPUSMAP HTWG

- A** Administration
- B** International Office
- G** Computer Center
- I** Mensa / Cafeteria / Beach Bar
- K** Library





## HELPING HAND

HelpingHand is a social student buddy system that starts during the Orientation Week and continues throughout the semester. HelpingHand members are both international and domestic students who have studied at the University of Applied Sciences for a while. As experienced students with a good knowledge of the HTWG and its surroundings, they have volunteered their time to share their knowledge with you and to ensure that you have an easy start in Konstanz.

Moreover, they give you the chance to meet and socialize with local students and to experience a different lifestyle and culture here in Southern Germany. They support you bureaucratically, academically and personally during your stay in Konstanz.

For more information or to learn about former exchange students' experiences in Konstanz, see the link to our Facebook group at "HTWG Exchange" or contact them at [helpinghand@htwg-konstanz.de](mailto:helpinghand@htwg-konstanz.de).

HOCHSCHULE KONSTANZ  
UNIVERSITY OF APPLIED SCIENCES

### International Office

Brauneggerstr. 55 | D-78462 Konstanz

Tel.: +49 7531 206-378 | Fax: +49 7531 206-253

[aaa@htwg-konstanz.de](mailto:aaa@htwg-konstanz.de) | [www.htwg-konstanz.de/international-office](http://www.htwg-konstanz.de/international-office)

## IMPRESSUM

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<b>Textliche Überarbeitung:</b>	Amy Brown, Adelle Hollot
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