

university of art and design offenbach am main

information sheet

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Product Design

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head students admission office

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Academic Calendar

Winter semester:

October 1st – March 31st

- Lectures only from mid-October until mid-February.

Summer semester:

April 1st – September 30th.

- Lectures only from mid-April until mid-July.

application deadlines

for the winter semester: May 15th

for the summer semester: November 15th

applications

The students have to fill out the **>>> student application form**. This form has to be signed by the student and the Departmental or Institutional Coordinator of the home institution and sent back to University of Art and Design Offenbach. Also, the student has to add a **>>> letter of motivation** in German or English, a **>>> CV**, a **>>> copy of his/her passport**, a **>>> copy of his/her university entrance qualification** (such as a-level, baccalauréat, abitur, matura, high school diploma ...), a **>>> transcript of records** and a **>>> portfolio** (overview of recent personal work / see below). The **>>> learning agreement** (only for ERASMUS students) may also be created by the start of the semester, together with our professors.

Application documents will not be returned. Please do not send original/valuable copies.

Please send all documents scanned by e-mail to Ms. Dagmar Loris (loris@hfg-offenbach.de) and post only the signed application form via regular mail to Offenbach.

portfolio

Please keep in mind that we select students according to their portfolio (overview of recent personal work). Experience has shown that this is the best way to decide whether the students' interests go together with our study programs. Also, our professors sometimes teach very small classes, which means that we have limited places for incoming students.

The students should send their portfolio via e-mail to Ms. Dagmar Loris from the International Office, loris@hfg-offenbach.de. If the data volume is too high and sending by e-mail is not possible, please use www.wetransfer.com or a similar website to transfer the portfolio to HfG Offenbach.

language requirements

Courses are generally taught in German. We recommend an adequate level of German language skills in order to being able to follow classes and communicate in everyday life. However, most of the students and teachers master the English language enough to adapt to the needs of the exchange students in class.

accommodation

We do not have housing facilities on campus, so the students have to go for housing hunt themselves. But we can provide them with useful information if they contact us via e-mail some weeks before they'll arrive in Offenbach. We have a limited number of rooms reserved in the student residences of Frankfurt. Students can apply for these rooms at HfG. Please contact Ms. Loris for more information and the forms before the deadline May 15th/November 15th expires.

health

insurance

The Student Admission Office only registers students with a valid Health Insurance.

_European Students:

Members of the European Union should apply for the European Health Insurance Card (EHIC) in their home country. Owners of this card dispose of sufficient health care within the European Union.

_Non-European Students:

You can either contract a German Statutory Health Insurance as soon as you are in Germany or contract the DAAD-Group Health Insurance before your departure in your home country.

<https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-health-insurance/>

<https://www.daad.de/versicherung/allgemein/bedingungen/en/14397-daad-insurance-destination-germany/>

average living expenses

Usually, a student needs around 500-600 Euros per month, depending on the personal needs and expenses for a flat. A room in a shared flat (*Wohngemeinschaft*) costs around 250-300 Euros and is very common for students in Germany.

There are no costs for public transport in the Rhein/Main Region since the *Semesterticket* is already included in the social fees (see below).

fees

An exchange student will continue to pay fees at his/her home institution and will not be charged tuition fees at the host school. Nevertheless an exchange student will enjoy all rights and duties of a regular student at the host institution. International students following a regular full time-course have to respect the normal conditions of matriculation, including paying the social fees that every student pays in Germany; nevertheless he/she is an exchange or full time student. Therefore he/she gets several discounts/special rates in the students cafeterias in Offenbach, Frankfurt and Wiesbaden, can use all facilities of the university (i.e. library) and – most important – this social fee also includes the *Semesterticket* which allows students free local public transport within the whole Rhein/Main region (this includes local trains, trams, the underground, and buses in and between Frankfurt/Main, Giessen, Wiesbaden, Marburg, Darmstadt, etc.).

other

The Letter of Acceptance (*Zulassungsbescheid*) will inform the students about where and when to go to the students affaires office to register/enroll. Other questions may be clarified by e-mail before the start of the semester (i.e. students' residence, German language course...).

extension

We would of course be very happy to hear that a student has been enjoying his/her stay at Offenbach so much that he/she would like to study here for a further semester.

Every student who would like to stay on will need a confirmation by the international office at the home university that he/she shall be continuing to maintain his/her status as an exchange student and that the home university is permitting him/her to study for a further semester at HfG. Also, the International Office at HfG needs a confirmation by the supervising professor at HfG who is looking after the student, that he/she is permitted to continue his/her studies as an exchange student, and that the supervising professor will mentoring the student as well for the second semester. These two confirmations may be sent by e-mail to Ms. Loris.