

**FACT SHEET FOR PARTNER ACADEMIES**

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| <b>Name of Institution</b> | <b>DESIGN FACTORY INTERNATIONAL HAMBURG</b> |
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**Exchange Contacts**

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|------------------------|---------------------------|
| <b>School Director</b> | Ms Jesta Brouns           |
| <b>Email</b>           | jesta_b@design-factory.de |
| <b>Telephone</b>       | +49 (0) 40 31766799       |
| <b>Main Office</b>     | Ms Hedda Wischhusen       |
| <b>Email</b>           | info@design-factory.de    |
| <b>Telephone</b>       | +49 (0)40.317 15 88       |
| <b>Teacher</b>         | Mr Nir Alon               |
| <b>Email</b>           | nir_a@design-factory.de   |
| <b>Telephone</b>       | +49 (0)177 7154327        |

**Nomination**

|   |   |
|---|---|
| <b>Nomination Deadlines</b>                               | For summer term (1.4.-30.9.): 1 February<br>For winter term(1.10.-31.3.): 1 August<br>Please send us the nomination, if possible, via email: info@design-factory.de |
| <b>Documents to be submitted (info@design-factory.de)</b> | Nominee personal information (CV)<br>Passport or ID photocopy<br>Short portfolio (PDF or website link)<br>List of wished DFI courses                                |
| <b>Language Requirements</b>                              | English or german knowledge   |

**Academic Calendar**

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| <b>Winter Term</b>                                   | 1.10.-31.3.                                      |
| <b>Suggested Date of Arrival</b>                     | 15.9.  |
| <b>Lecture Period</b>                                | 1 October - mid March (varies)                   |
| <b>Personal Enrolment is possible starting as of</b> | According to the arrangement, possible via email |
| <b>Summer Term</b>                                   | 1.4.-30.9.                                       |
| <b>Suggested Date of Arrival</b>                     | 15.3.  |
| <b>Lecture Period</b>                                | 1 April - mid September (varies)                 |
| <b>Personal Enrolment is possible starting as of</b> | According to the arrangement, possible via email |

**Academic Information**

|                                   |   |
|-----------------------------------|---|
| <b>Language of Instruction</b>    | German. International courses are taught in English   |
| <b>Hours per Week per Course</b>  | 2-6   |
| <b>Required Number of Credits</b> | According to student's individual needs and/or according to home university.<br>We suggest 60 Credit Points (equal 30 ECTS) per term.   |
| <b>Course Catalogue</b>           | PDF via email   |
| <b>Credit System</b>              | Students can find specific information on Credits Points regarding their subject in our course catalogue.                               |
| <b>Period of Exchange</b>         | flexible  |
| <b>Academic Advisor</b>           | Ms Jesta Brouns<br>jesta_b@design-factory.de<br>+49 (0) 40 31766799<br><br>Mr Nir Alon<br>nir_a@design-factory.de<br>+49 (0)177 7154327 |

**Study fee**

|                  |                       |
|------------------|-----------------------|
| <b>Study fee</b> | No Study fee required |
|------------------|-----------------------|

**Accommodation**

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|--------------------------------|--|
| <b>On-campus Accommodation</b> | No   |
| <b>Rent</b>                    | A good website to find a privat flat share is <a href="http://www.wg-gesucht.de/en">www.wg-gesucht.de/en</a><br>Furnished student-apartements (565 Euro/month) <a href="http://www.college-quartier.de/de/home/">www.college-quartier.de/de/home/</a><br>Nearby furnished student-apartements <a href="http://www.stuart-apartements.com">www.stuart-apartements.com</a> |

Further local information about the city of Hamburg can be gathered here [www.hamburg.de](http://www.hamburg.de)

Pick-up service is not provided to exchange students upon arrival.

We warmly recommend that students use the public transport website [www.hvv.de](http://www.hvv.de)

**Health Insurance/Visa Procedures**
**A. Guest students from EU countries, European Economic Area & Switzerland**

International guest students from European Union countries, EEA and Switzerland do not need a visa to enter Germany. You need only complete Step 1 (see below).

**B. Guest students from visa-waiver countries**

International guest students from Australia, Brazil, Canada, Israel, Japan, Republic of Korea, New Zealand and the USA can enter Germany for study purposes without a visa and stay for 90 days. You must complete Step 1 and Step 2 (see below).

### C. Guest students from other countries

International guest students from all other countries need a visa to enter Germany. Please do not enter the country with a tourist visa. A tourist visa cannot be converted into a study visa in Germany. You will need a visa for study purposes [Visum zu Studienzwecken].

When you apply for the visa for study purposes, you must provide proof of your finances (659 Euro/month, a total of 3.300 Euro/semester). Please apply early for your visa, as this process can often take eight weeks or more.

With your visa you generally have the right to be in Germany for 90 days. You must complete Step 1 and Step 2 (see below).

In some cases (e.g. China) the embassy will provide a visa for the full semester in Hamburg, so you do not need to extend your residence permit after 90 days.

Complete list of „do I need a Visa“ you may find here:

[http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html)

### Steps of registrations:

#### Step 1

Within 7 days of entering Germany, all students must register their address with the Hamburg Welcome Center and get a Meldebestätigung. You will need an appointment and should take the following with you:

your passport/photo ID  
registration form (see: <http://welcome.hamburg.de/contentblob/2217296/data/antrag-anmeldung.pdf>)  
your rental contract \*  
administration fee of 11 Euros

\* if you are subletting a flat (Untermiete) or staying with someone until you find somewhere to live, you can write the name of the person from who you are subletting on the form. If that person is not the main person registered at that address, you will also need a copy of the rental contract. If you are staying in a hostel or hotel, you can give the name and address of the hostel/hotel. Once you get your own rental contract, you should inform the local authorities of this address.

#### Step 2

Students from visa-waiver and visa countries must also apply for a residence permit (Aufenthaltserlaubnis) in the form of an electronic ID (eAT) **within three months of arriving in Germany**. Please apply early as the process takes 4-6 weeks. The eAT costs 100 Euros.

In order to get a residence permit you will need to provide proof of your finances (659 Euro/month). This can either be a letter from your home bank confirming that you have 3.300 Euro on your personal bank account for your study semester or it can be a bank statement from your German bank account, confirming that you have this money.

The application for a residence permit can be made at the Hamburg Welcome Center or with a local Ausländerbehörde\*. You will need an appointment.

#### To apply for a residence permit you will need:

an application form (see: <http://welcome.hamburg.de/contentblob/2217262/data/ae-antrag-d-eng-frz.pdf>)  
your passport  
a biometric photo not older than 6 months  
a Meldebestätigung or a registration form (see: <http://welcome.hamburg.de/contentblob/2217296/data/antrag-anmeldung.pdf>)  
proof of health insurance  
proof of enrolment as a guest student (Immatrikulationsbescheinigung)  
proof of finances (bank statement or letter in Euros - must have min. of 659 Euros/month that you are staying)  
administration fee for eAT: 100 Euros (Alternative: possible to get a sticker (50 Euros) for your passport from Hamburg Welcome Center)

Note: You can apply for the Meldebestätigung and the Aufenthaltserlaubnis in one go at the Hamburg Welcome Center. You will need to make an appointment with the Hamburg Welcome Center.

### Health Insurance

International guest students from EU countries, Norway and Switzerland are covered by their home health insurance. All you need to bring with you is the European Union Health Insurance Card, an E128 or your national health insurance card for Norway and Switzerland. You can get these directly from your health insurance company.

Students from Turkey can get a AT11 from their home health insurance company, which they must show to the German Health Insurance company to get a health insurance waiver for their stay in Hamburg.

Students from outside the EU must obtain an international health insurance abroad - before entering Germany. We recommend students to do so under the home private health insurance. Those insurances covers students throughout their study period.

### Leaving Hamburg

When you have completed your semester in Hamburg, you have to inform the authorities that you are leaving. You can either do this in person at the Einwohnermeldeamt where you registered your address in the first place.