

# HS'BI

Hochschule  
Bielefeld  
University of  
Applied Sciences  
and Arts



## **A warm welcome to our new international students!**

Welcome Day | Winter Semester 2024/2025

10.09.2024

International  
Office



**Image Video Hochschule  
Bielefeld**

[YouTube](#)

# OVERVIEW

1. Introduction International Office
2. Facts and Figures about HSBI
3. Organising your Studies
4. Insurance and Emergency Services
5. Accommodation
6. Outlook: Freshers' Weeks

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## The International Office

10.09.2024

International  
Office



## **Hannah Möhring**

Advisor for Incoming Exchange Students

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┃ Mail: [hannah.moehring@hsbi.de](mailto:hannah.moehring@hsbi.de)

## **Judith Peltz**

Head of International Office

┃ Phone: +49.521.106-7710

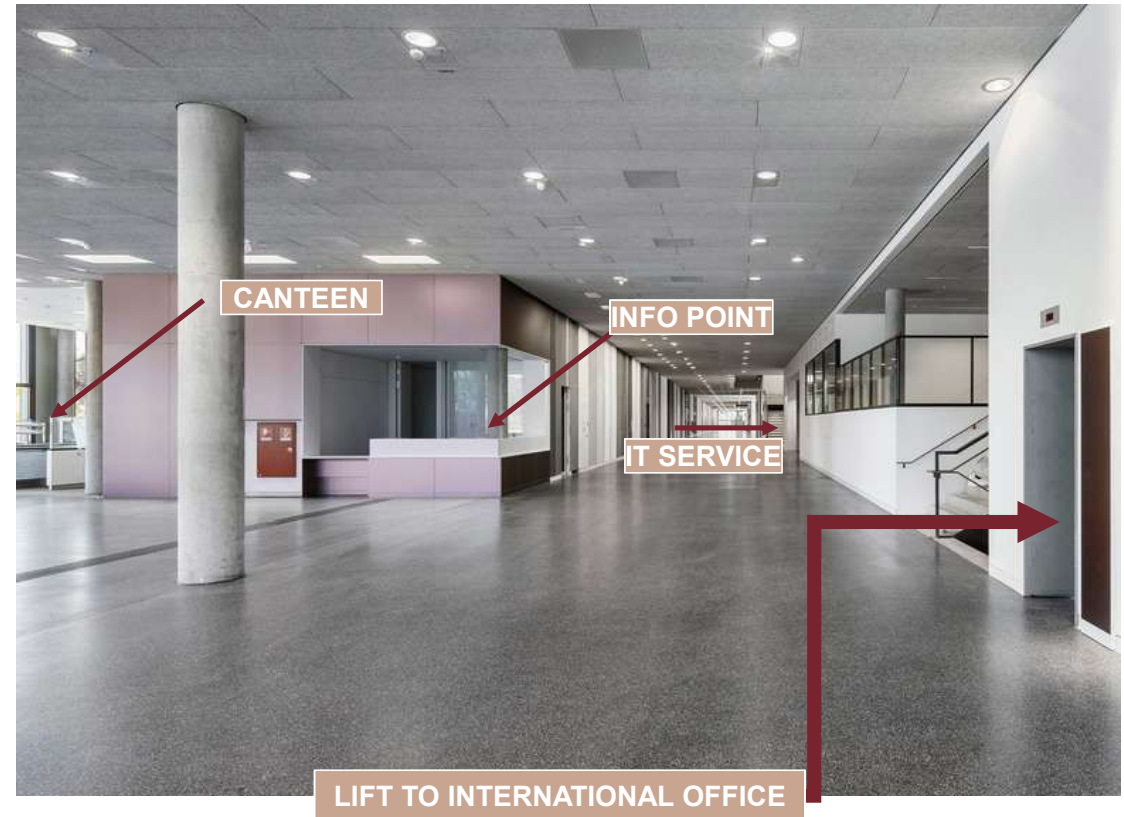
┃ Mail: [judith.peltz@hsbi.de](mailto:judith.peltz@hsbi.de)



# WHERE CAN YOU FIND THE INTERNATIONAL OFFICE?

1. Use main entrance, then turn right. Either use the stairs next to the library or enter the lift.
2. Press: 2.  
The International Office is located in the A-Tract on Level 2.

- ! **Rooms:** A227-A233
- ! Exit the lift and turn right again.



# 1<sup>ST</sup> CONTACT IN THE INTERNATIONAL OFFICE

## **Student Assistant:**

- I First contact person for you: **Ana Paola Rangel Cortés****
- She will help and support you during the semester.
- You can reach her at [international.office@hsbi.de](mailto:international.office@hsbi.de)  
or via the **WhatsApp Group**

## **I Hannah Möhring**

Advisor for Incoming Exchange Students

# HSBI

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## Introduction to HSBI

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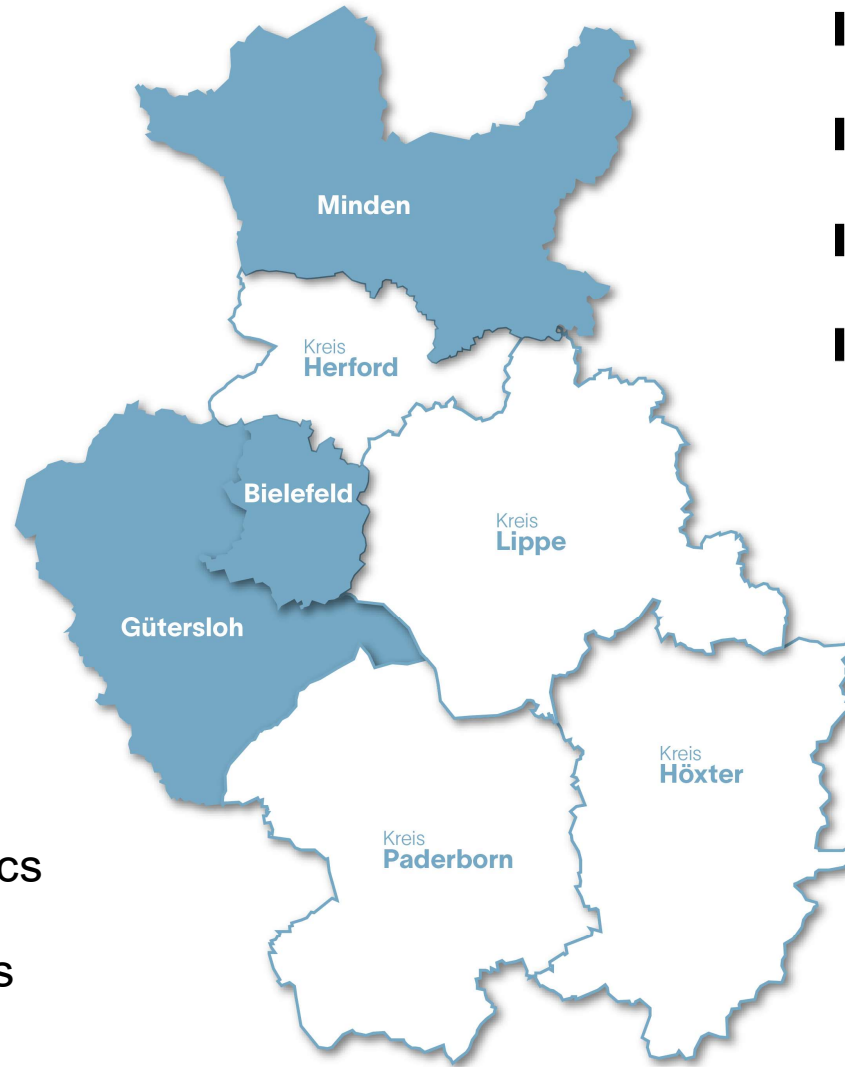
## FACTS AND FIGURES

- | Founded in 1971
- | Current employee numbers (2023)
  - Approx. 338 academic staff members
  - Approx. 309 administrative staff members
- | Campus size → approx. 31,500 m<sup>2</sup>
- | Approx. 2,000 rooms
- | Large university library (electronic access)
- | Wifi on the entire campus (Bifree or Eduroam)



# AT HOME IN BIELEFELD, MINDEN AND GÜTERSLOH

- 3 study locations  
Bielefeld  
Gütersloh  
Minden
- 6 faculties  
Design and Art  
Minden Campus  
Engineering and Mathematics  
Social Sciences  
Bielefeld School of Business  
Health



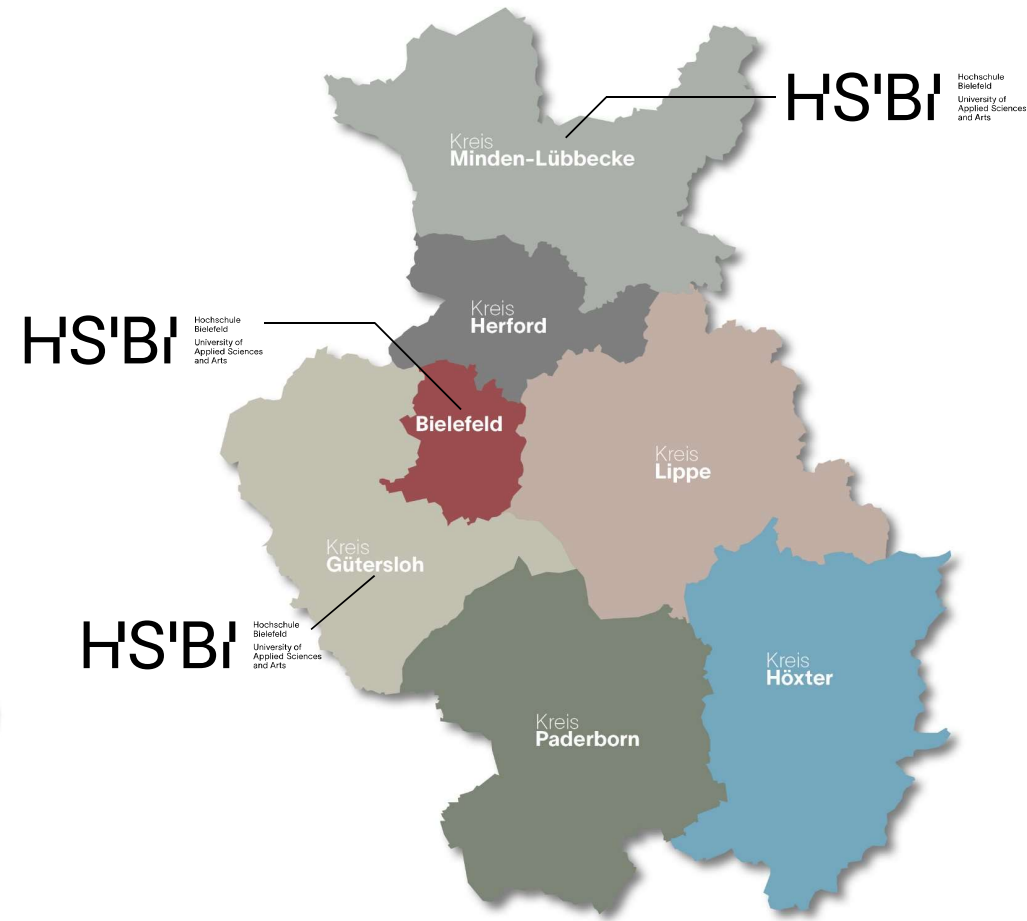
- 10,290 students at HSBI
- Bielefeld Campus  
8,272 students
- Gütersloh Campus  
475 students
- Minden Campus  
1,543 students

(as of December 2023)

# LOCATION: EAST-WESTFALIA

# FEDERAL STATE: NORTH RHINE WESTFALIA

## Germany







**Campus Bielefeld:** Faculty of Engineering and Mathematics | Faculty of Social Sciences | Bielefeld School of Business | Faculty of Health



**Lampingstraße:** Faculty of Design and Art





**Campus Minden:** Architecture and Civil Engineering



**Campus Gütersloh:** Faculty of Engineering and Mathematics | Part time and work-integrated studies



## Organising your Studies

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# EMAIL ACCOUNT AND CAMPUS CARD

## Your University E-mail Account

! <https://www.hsbi.de/webmail>

## Your Campus Card (student ID card)

Used for

- ! printing/copying
  - ! payment at the cafeteria and mensa (Student canteen)
  - ! taking part in the university sports programme
  - ! borrowing books at the library
- ! More information at the Platform Training on Wednesday & Thursday!



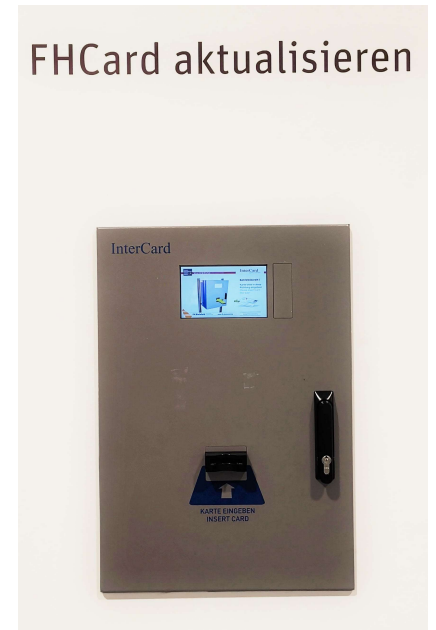
Campus Card – Student ID card

1. Your Campus Card needs to be applied for online.  
**We will do that together at the Platform Training\*.**
2. Your Campus Card needs to be validated and then topped up with cash.

## TOP UP



## VALIDATION



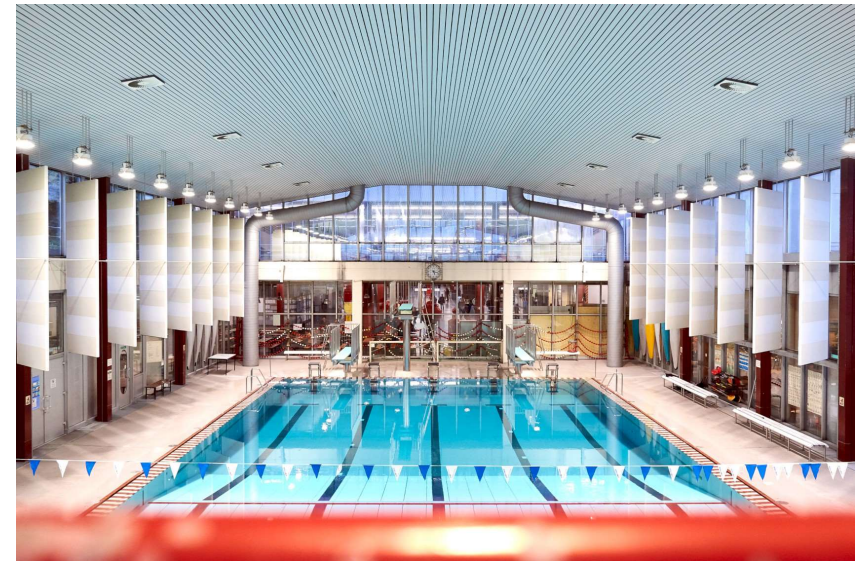
## COMPUTER / PRINTER USAGE:

- | At the library (HSBI Main Building)
  - | In the main computer room: **B 118**
  - | In other computer rooms in the academic departments
  - | Access with your university log-in details
  - | Buy printing credits at the library
- | If it is your first time, do not hesitate to ask the library staff for help.

**Tip:** The books used of your **German lessons** can be found in the library. You cannot borrow them, but copy pages from them if necessary.

# UNIVERSITY SPORTS

- I HSBI cooperates with **Bielefeld University** to offer a great variety of sport programmes
- I Get an overview of the classes [here](#) (Application for new classes starts in **October**)
- I Sign up for classes online: [here](#)  
Some **online courses** will be offered (Take part via zoom)
- I **Questions?** Check out the FAQ [here](#) or send an e-mail to: [hochschulsport@uni-bielefeld.de](mailto:hochschulsport@uni-bielefeld.de)



I Photo: Bielefeld University



# SEMESTER TICKET / DEUTSCHLANDSEMESTERTICKET

- ! **The Deutschlandsemesterticket is already included in your semester contribution**
- ! Valid for all buses, trams and regional trains (RE, RB, S) in all of **Germany**
- ! Only valid with an identity card/passport
- ! Not valid for long-distance trains (IC, EC, ICE) or Flixtrain
  
- ! You can get your semester ticket via the OWLmobil app. You can find instructions in English [here](#).



## Insurance and Emergency Services

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# HEALTH INSURANCE IN GERMANY

## So you applied for German statutory insurance, what now?

- Students who applied for German public health insurance will need to confirm their insurance status by
  - a) handing in your SEPA direct debit with European IBANs (bank details)
  - b) applying for your insurance card

# HEALTH INSURANCE IN GERMANY

The **representative from TK (German public health insurance company)** Judith Males is here today and can

- | help answer your first questions
- | If you are a TK student: help continue your application

## GOOD TO KNOW

- I EU Citizens:** Your EHIC (European Health Insurance Card) covers your stay.
- I Turkish Citizens:** Your AT11 covers your stay.
  
- I BUT:** If you wish to work (part-time work, student job etc.), your EHIC/AT11 is not sufficient.

**You will need to take up German health insurance!**

- I German insurance:**
  - Free choice of health insurance provider in Germany
  - Read your contract/policy carefully!



## WHAT TO DO WHEN YOU FEEL ILL?

- ! First contact is a general practitioner:
  - ! They can help with many types of illnesses.
  - ! If you require more specialized help, the practitioner will refer you to a specialist.
  
- ! Doctor's have „**Open Consultation Hours**“: Mondays to Fridays
  - ! **If it is urgent:** Call ahead to find out the open hours of a doctor's office. Prepare to wait for some time in these general office hours.
  - ! Make an appointment if it's not urgent: Waiting will take considerably less time.
  
- ! Click [here](#) to find a list of doctors (and the languages they speak) in Bielefeld.
- ! Click [here](#) to find a list for Minden.
- ! Click [here](#) to find a list for Gütersloh.
  
- ! The lists will also give you very useful tips on what to do at the doctor's!

## WHAT TO DO IN AN EMERGENCY?

1. At night or over the weekend:  
Call medical service number **116117**.  
The phone agent will then tell you which clinics are still open.
2. Go directly to an Emergency Room.
3. Call **112** (for an ambulance).



TIP: You can get medicine at a pharmacy.  
However, they are closed in the evenings, on Saturday afternoon and on Sunday.  
If you urgently need medication, you can check which pharmacy is open after-hours  
(Notdienst): <https://www.aponet.de/service/notdienstapotheke-finden>

# CONSULTATION | STUDENT ADVICE SERVICE

- The Team of the Student Advise Service (ZSB)
- Provides psychological consultation if you are feeling stressed and anxious about your studies.
- It is completely anonymous and judgement-free.

## ■ English consultation:

Ulrike Rehm  
[ulrike.rehm@hsbi.de](mailto:ulrike.rehm@hsbi.de)  
+49.521.106-7852

Please write an e-mail to make an appointment.

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## Accomodation

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# ACCOMODATION IN BIELEFELD

## I Facility Problem with your Room?

## I Light bulb out, shower not working etc.?

## I Contact your facility manager:

- Morgenbreede: Oliver Nolte, Tel: +49521/100172, Email: [oliver.nolte@stwbi.de](mailto:oliver.nolte@stwbi.de)
- Stennerstraße: Detlef Nüssler, Tel: +49521/91450033, Email: [detlef.nuessler@stwbi.de](mailto:detlef.nuessler@stwbi.de)
- Am Hallenbad: Norbert Kluge, Tel: +49521/98627483, Email: [norbert.kluge@stwbi.de](mailto:norbert.kluge@stwbi.de)
- Wertherstraße: Timo Siebrasse, Tel: +49521/101017, Email: [timo.siebrasse@stwbi.de](mailto:timo.siebrasse@stwbi.de)

## I Important:

They are **not available 24/7**. If, for example, you have locked yourself out, you will need to call an emergency key services yourself and pay for it!



# ACCOMODATION IN BIELEFELD

## Rent is paid

**I in the first week of each month**

**I by direct debit:** Your rent is directly withdrawn from your bank account

→ Direct Debit = free of charge from a German or other European bank account

**It is not possible to pay in cash!**

**Good to know:**

Rental payment for September/October: To give you a little bit of time, the dorm will withdraw the rent for both months after the first week of October!

# HAND IN YOUR DOCUMENTS UNTIL 30 SEPTEMBER 2024

## **Either:**

- | Give the documents to someone in the international office or
- | Come by during my office hours (Wednesdays/Thursdays) or
- | Hand documents to employees of the Infopoint in the main hall.

## **Checklist** (What to hand in?)

- | **Signed rental contract** (German and English)
- | **Signed direct debit** form with your European/German bank information
- | **Signed internet regulations form** (Unless stay at „Am Hallenbad“)
- | **Signed Key Confirmation**

**Upcoming activities this week**  
All further information can be found in  
the Freshers' Weeks programme

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## Today

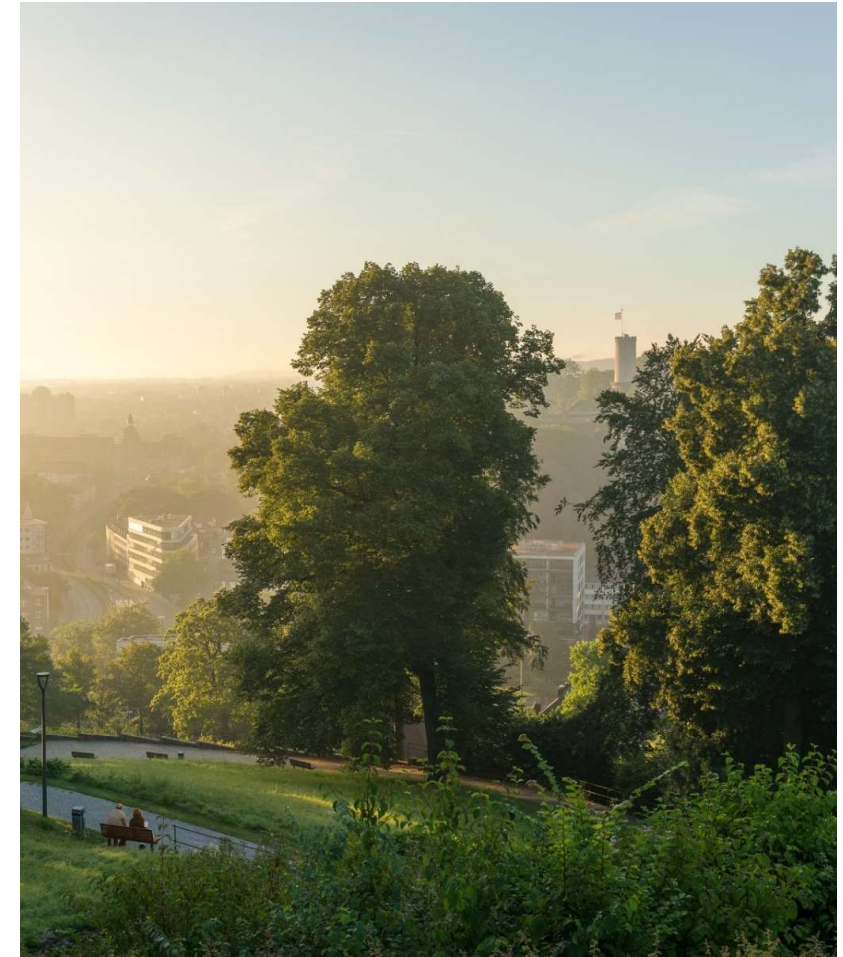
- | Campus Tour (approx. 11:30 PM)
- | **Town Rally (03:00 PM) at Bielefeld Train Station (Hauptbahnhof)**

## Tuesday, 10 September

- | Zoom Event: Life Hacks (03:00 PM)
- | Useful tips for living in Germany

## Wednesday, 11 September

- █ Zoom Event: Cultural Sensitivity Training Group A (Last names: A-K) (09:30 AM)
- █ Platform Training Group B (03:00 PM, Room C400)
  - What to bring: Your University Login-Details AND a JPG pic of yourself, < 3 MB
- █ **Leisure Activity: Irish Pub- Karaoke (08:00 PM)**



| Photo: Bielefeld Marketing GmbH

## Thursday, 12 September

- I Zoom Event: Cultural Sensitivity Training Group B (Last names: L-Z) (09:30 AM)
- I Platform Training Group A (03:00 PM, Room C400)
  - o What to bring: Your University Login-Details AND a JPG pic of yourself, < 3 MB

## Friday, 13 September

### I Leisure Activity: Visit to the local Zoo

Meeting point: Jahnplatz Square, at the big Clock

- o Group A - 10:00 AM
- o Group B – 02:00 PM

## From Monday, 16 September until Friday, 20 September

- I German Crash Courses
- I On the first day, everyone meets in one room (C322). You will then be divided into groups according to your language level and asked to go to the relevant language class rooms.



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**Thank you** for your attention!  
Questions? → Contact me by e-mail!

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