

Fact Sheet for Exchange Partners

Contact details

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Pre-arrival info package, Orientations, handling formality matters, organization of cultural activities, excursions, come-together events etc.	Ms Christina Hempel Tel. +49 911 5880 4113 Email: christina.hempel@ohm-hochschule.de Ms Sue Berning Tel. +49 911 5880 4136 Email: sue.berning@ohm-hochschule.de
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Student Exchange Information:

Academic calendar:

Winter semester: 1. October till 14. March (students can leave as soon as the exams are over, usually around 10. February)

Summer semester: 15. March till 30. September (students can leave as soon as the exams are over, usually around 20. July)

Application deadlines for exchange: Winter semester: 15 May

Summer semester: 15 November

Application procedures:

- Exchange coordinators are requested to send the names and number of nominated students to the GSO before sending the original exchange documents
- All exchange applications have to be sent via the exchange coordinators of the home universities before the closing dates
- After all the exchange applications have been processed, letters of acceptance will be sent to the exchange coordinators of the home universities
- Prospective exchange students have to sign and return the acceptance of offer to the GSO.

Application documents:

- Completed incoming exchange application form
- CV with 2 photos
- Current transcript of records (in English)
- Language proficiency
For lectures conducted in English (approx. TOEFL IB overall score 80 or equivalent)
For lectures conducted in German (approx. DSH 2 or equivalent)

Exchange Application information and forms: www.ohm-hochschule.de – Please click for English – International Office – Our Service and Programs - International Exchange Students - Application documents and procedure

Courses offered to exchange students:

Business courses conducted in English: www.ohm-hochschule.de – Please click for English - International Business Programs – Download area – IB Bachelor downloads or IB Master downloads

Lectures conducted in English for non business students: Will be available shortly before the semester starts.

During the orientation, the course catalogue/lists of courses will be handed to exchange students for them to choose the courses for attendance.

Lectures conducted in German: Are opened to all exchange students if they have the required German proficiency.

All language courses offered by our Language Center are opened to all exchange students without course fees.

German Intensive Courses

Before the semester starts, we offer two German intensive courses – beginner I and beginner II - to exchange students. A grading test will be held enabling us to assign the students into classes. Exchange students will be exempted from paying course fees.

Grading system:

Local grade	1 (1,0 – 1,5)	2 (1,6 – 2,5)	3 (2,6 – 3,5)	4 (3,6 – 4,0)	5 (4,1 – 5,0)
	Excellent	Good	Satisfactory	Sufficient	fail
Grade	A	B	C	D	F

Student Accommodation

We do not provide on-campus housing. However, exchange students can apply for a room in student hall of residence which is run and administrated by the Studentenwerk (Student Services Organization). Upon receipt of the letter of acceptance from the GSO, exchange students should apply for student accommodation within the deadline period. More information and housing application forms can be found on the website: www.ohm-hochschule.de – please click for English – International Office – Our service and programs - International exchange students – Accommodation

Please note that rental is always for one whole semester (i.e. 1.9. or 1.10 till 28.2. or 1.3. till 31.8. respectively).

Housing application deadline: Winter semester: 15. June

Summer semester: 15. December

Visa application and stay permit for overseas students

Overseas exchange students must apply for a student entry visa (exception: citizens of Australia, Canada, Israel, Japan, New Zealand, South Korea and the USA can enter Germany without an entry visa. However, they must apply for a stay permit at the Aliens´ Registration Office in Nuremberg within 3 months after arrival).

Required documents for visa application:

- A valid passport
- Completed visa application forms available at the German embassy/consulate
- Letter of acceptance from the GSO
- Financial proof for the period of stay in Nuremberg

- Proof of health insurance (required by some German embassies/consulates)

Please enquire at the German embassy/consulate in home country what documents are required for the visa application.

Whilst in Nuremberg, exchange students have to apply for a stay permit at the Aliens Registration Office before the visa expires. Our International Office will assist exchange students to settle the formality matters in due time.

Insurance

Health insurance is compulsory for all enrolled students in Germany. It is advisable to purchase a statutory health insurance in Germany upon arrival. During the orientation, representatives of the statutory health insurance providers will be there to help students to take out health insurance.

Exchange students may purchase personal liability insurance in home country if it covers damages occurred in Germany. Otherwise, we strongly recommend exchange students to take out personal liability insurance in Germany for the study period in Nuremberg.

Expected arrival for exchange students:

Winter semester: 30.9 or 1.10.

31.8. or 1. September (for those who would like to participate in the German intensive course)

Summer semester: 1. March till 14. March

28.2. or 1. March (for those who would like to participate in the German intensive course)

Orientation:

Orientation will take place during the 1st week after the expected arrival dates. Pre-arrival info package will be sent to prospective exchange students in due time. All details regarding dates, venues, activities etc. can be found in the info package.

Costs of living:

Accommodation: Euro 150 – 250

Living expenses: Euro 300 - 450 (meals, transportation, course materials, insurance, leisure and travelling), depending on the student's lifestyle and needs

Student buddies:

They are assigned to help exchange students especially during the first weeks after arrival. Pick-up service will be offered in Nuremberg from the railway station or from the airport. If students arrive in Frankfurt or Munich International Airport, they have to travel further with connecting flights or by trains to Nuremberg.