

# Info-Session: Science Communication

## Directions for Applicants



# Welcome Package

- Orientation Week for International Students  
(last week of September)
- Buddy Programme



# Required documents

- University entrance qualification (e.g. school leaving certificate, bachelor's certificate)
- Passport
- Curriculum vitae
- Needed for enrollment: Electronic health insurance certificate for students
- Applicants without a previous academic degree from a German-language university need a German language certificate at level A2
- Non-native English speakers need an English language certificate at level C1
- **VPD:** As an international student you need a VPD (preliminary examination document) of your university entrance qualification, which is issued for a fee by [uni-assist e.V.](#) If you have refugee status, the processing fee can be waived via an [application](#). For this, submit your original documents alongside an officially certified German or English translation to uni-assist e.V. The assessment takes up to 4-6 weeks to process your documents. Therefore, please submit your documents early.
- **APS:** Applicants from the People's Republic of China ([APS China](#)), Vietnam ([APS Vietnam](#)) and India ([APS India](#)) need an APS certificate. It must be submitted to the university during the application procedure.

# Degree, grades and ECTS

## Degree

If you would like to receive a preliminary assessment of your university entrance qualification, you can use the [anabin database](#) (German only).

## Grade

You can use the [German Grade Calculator](#) to convert your grade. Please bear in mind that this is only a rough guide. The result that the VPD arrives at is what counts for your application.

## ECTS

Applicants for this Master's course who cannot provide an overall examination result at the application deadline, must provide an official certificate issued by the previous university until September 30st for the winter term. The document must certify successful completion of the degree, a preliminary average grade and the ECTS achieved by these previous studies.

# Scholarships

- Information on study grants for international students are listed on our website at the bottom the page under “Finances & fees”: <https://www.hs-ansbach.de/en/service/international-student-advisory-service/service-offer/>.
- Please note that there is also a graduation scholarship for international students: <https://www.hs-ansbach.de/en/service/international-office/incoming/grants-for-international-students/>.
- Moreover, you have the possibility to apply for scholarship of the DAAD, which offers programmes for international students. Please check their database for a suitable programme: <https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

# University Services

Application-related queries		
Topic	Department / institution	E-mail address
Admission & living	International Student Advisory Service	<a href="mailto:study@hs-ansbach.de">study@hs-ansbach.de</a>
Admission status & Primuss	Student Services – Admissions team	<a href="mailto:bewerbung.master@hs-ansbach.de">bewerbung.master@hs-ansbach.de</a>
uni-assist & VPD	uni-assist	<a href="https://my.uni-assist.de/hilfe">https://my.uni-assist.de/hilfe</a>
Study-related queries		
Topic	Department	E-mail address
Enrollment, regulations, exams	Student Services of SCO	<a href="mailto:studierendenservice.sco@hs-ansbach.de">studierendenservice.sco@hs-ansbach.de</a>
Studying with family	Office for Family, Equal Opportunities and Diversity	<a href="mailto:familie@hs-ansbach.de">familie@hs-ansbach.de</a>
Diversity , equality, compensation for disadvantages	Office for Family, Equal Opportunities and Diversity	<a href="mailto:diversity@hs-ansbach.de">diversity@hs-ansbach.de</a>
Application & career counselling	Career Service	<a href="mailto:careerservice@hs-ansbach.de">careerservice@hs-ansbach.de</a>
Gender equality & advancement of women	Women's Office	<a href="mailto:a.gilg@hs-ansbach.de">a.gilg@hs-ansbach.de</a>
Psychological Counselling	Psychological-Psychotherapeutic Counselling Centre	<a href="mailto:kristin.fues@werkswelt.de">kristin.fues@werkswelt.de</a>



# uni-assist



[StudyFinder](#) [Universities](#) [Visa](#) [Subjects](#) [Cities](#) [Articles](#) [Webinars](#) [About](#)

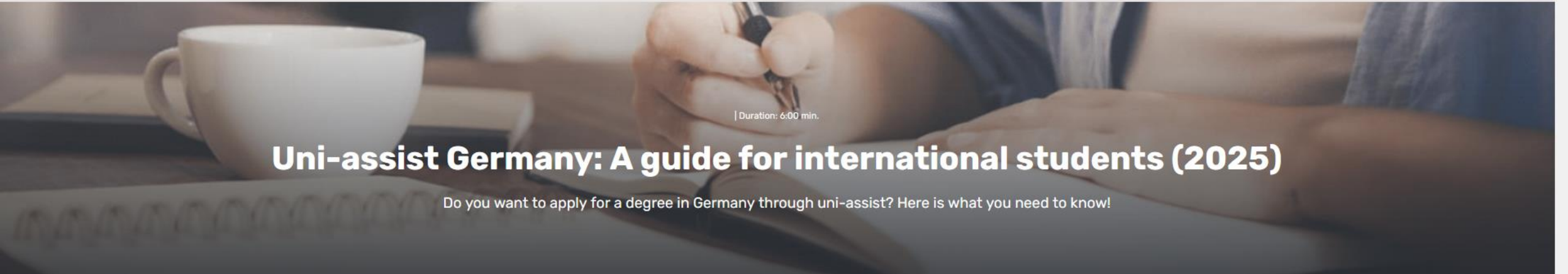
Academy

Login

Sign Up

 ENG 

[Home](#) > [Articles](#) > Uni Assist



| Duration: 6:00 min.

## Uni-assist Germany: A guide for international students (2025)

Do you want to apply for a degree in Germany through uni-assist? Here is what you need to know!

<https://www.mygermanuniversity.com/de/articles/uni-assist>

# University Services

## **Women's Office**

- central contact point for female students for questions or problems during studies
- mentoring programme for female students (ANke)

## **Pastoral Care**

Quiet Room / Meeting room on campus  
(building 51)

Office of Pastoral Care: building 53, 1. floor

Website and contact details

Consultations are possible in English and Spanish!

## **Psychological-Psychotherapeutic Counselling Centre**

Psychologist Kristin Fues

Room: 53.1.7

[Kristin.Fues@werkswelt.de](mailto:Kristin.Fues@werkswelt.de)

Telephone: +49 (0)981 4877-147 (reachable by phone on Friday 12:00 a.m.–12:30 p.m.)

Further information -> Psychological-psychotherapeutic counselling centre





# Where to find important deadlines for the winter term



# Learning German

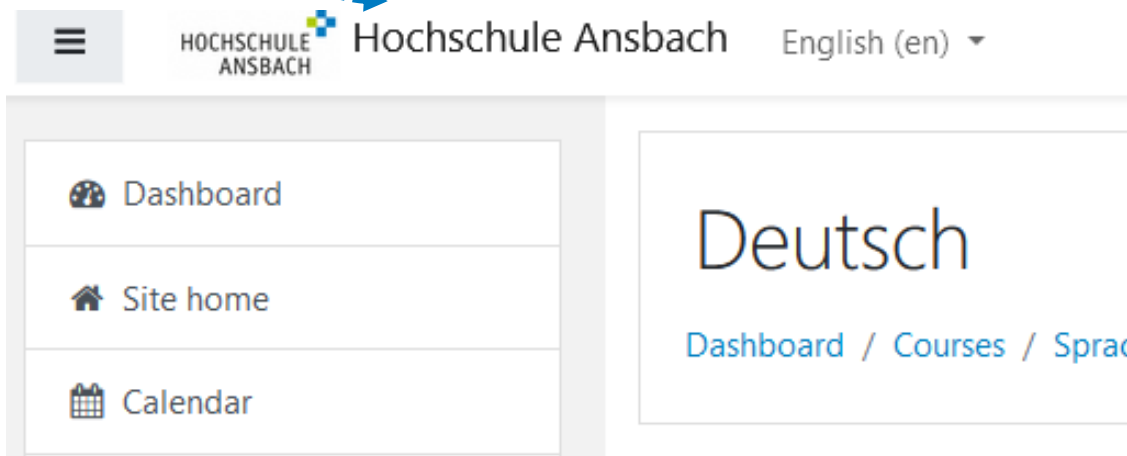
- German is the preferred language of most companies in the region
- Most university events are in German

## Where can you improve your German?

### Website

[Service](#) / [International Student Advisory Service](#) / [Language offer / Learn German](#)

### moodle



HOCHSCHULE ANSBACH Hochschule Ansbach English (en) ▾

Dashboard

Site home

Calendar

Deutsch

[Dashboard](#) / [Courses](#) / [Sprachenzentrum](#) / [Deutsch](#)

International Student Advisory Service

**Language offer / Learn German**

# Working regulations for students

- German students and students from EU/EEA countries = up to 20 hours / week during the semester (no limit during semester break)
- Working more than 20 hours / week = contributions to the social security / pension insurance (exceptions possible)



# Working regulations for students

- **Check your visa and reach out to your contact person in the foreign student registration office**
- Check the internet, e.g. <https://www.daad.de/en/studying-in-germany/work-career/>
- Don't rely only on HR at your employer's company but do your own research!

# Health insurance contacts

## AOK health insurance

**Jessica Bardo (Ms.)**

Phone: +49 (0) 981-9092-328

E-Mail: [jessica.bardo@by.aok.de](mailto:jessica.bardo@by.aok.de)

## TK / Expatrio health insurance

**Simone Hüttinger (Ms.)**

Phone: +49 (0) 40 - 460 6510 4272

E-Mail: [simone.huettinger@tk.de](mailto:simone.huettinger@tk.de)

→ Or contact any other German statutory health insurance



# Health insurance



- Take your health insurance card everywhere you go
- You will definitely need it when you go to the doctor

Further information on the health care system and emergency numbers in Germany:

[www.hs-ansbach.de](http://www.hs-ansbach.de) > Service / International Student Advisory Service /  
Information for everyday life / Health care system and emergency numbers

# Everyday life in Germany

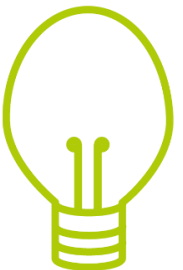
## Deutsche Bahn – Train System in German

<b>ICE</b>	Intercity Express	fastest train (most expensive – special ICE ticket necessary)
<b>IC</b>	Intercity	fast train (less expensive than ICE – ICE ticket is not valid)
<b>RE</b>	Regional Express Trains (Regionalexpress)	slower train, many stops (valid tickets: Deutschland Ticket, Bavaria Ticket, single tickets)
<b>RB</b>	Regional Trains (Regionalbahn)	slowest train with most stops (all tickets valid)
<b>S-Bahn</b>	(Sub-)urban train (Schnellbahn)	slower than RE and RB, connects cities and hinterland
<b>U-Bahn</b>	Metro	slower than S-Bahn, mainly suburban

[www.bahn.de](http://www.bahn.de)



Get the app!



# Everyday life in Germany

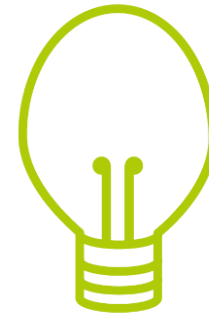
Check out:

<https://www.how-to-germany.com/>

<https://www.make-it-in-germany.com/en/>

Tips about:

- Banking
- Insurances
- Taxes
- Tools
- Housing&Mobility
- Family Life





# Finding an apartment

- Find an Apartment or a room in a shared flat: <https://www.immobilienscout24.de/> and [www.wg-gesucht.de](http://www.wg-gesucht.de)
- Student housing: <https://www.hs-ansbach.de/en/service/living-in-ansbach/student-halls-of-residence/>
- Private placement of flats: <https://www.hs-ansbach.de/service/wohnen/wohnungsangebote/>
- Contact landlords/ roommates or create your own ad („Gesuche“) where you introduce yourself
- **Helpful:** Abbreviations in German rental ads provided by DAAD:  
[https://static.daad.de/media/daad\\_de/pdfs\\_nicht\\_barrierefrei/in-deutschland-studieren-forschen-lehren/abkuerzungen\\_wohnungsanzeigen.pdf](https://static.daad.de/media/daad_de/pdfs_nicht_barrierefrei/in-deutschland-studieren-forschen-lehren/abkuerzungen_wohnungsanzeigen.pdf)
- **Be careful with scams! Never** give out credit card details, preferably pay *cash* if possible or via *PayPal* or *bank transfer*.

# Finding an apartment

When contacting landlords or potential roommates...

...write in German (you can also use Google translate)

...mention that you are still learning German so they understand why you make language mistakes

...briefly tell them who you are, where you are from and the reason of your stay (student or professional)

- Have a look at the apartment / room before you move in (if possible)
- Always ask for a Handover Protocol “Übergabeprotokoll” where damages are indicated; it is done before you move in and after you move out
- Handle the rooms and apartments with care, open windows regularly, especially after cooking.
- Make payments on time to avoid stress with your landlord; payment in Germany is always made via bank transfer

# Legal Counselling for students



Wir versorgen Studierende  
in Mittelfranken, Eichstätt und Ingolstadt

## Quicklinks

[Hilfe für Ukraine](#)  
[Spelisepläne](#) ▾  
[Projekte](#) ▾  
[WERKsBlitz](#)  
[Stellenangebote](#)  
[Ausschreibungen](#) ▾  
[Impressum](#)

## Aktuelles aus dem Bereich Service & Beratung:

[Sozialberatung: Neue Beratungszeiten 10.01.2024](#)  
[Öffnungszeiten Jahreswechsel 2023/24 15.12.2023](#)  
[Warnstreik am 20. November – Mensa Langemarckplatz & Kitas geschlossen 20.11.2023](#)

## Rechtsberatung

[Aktuell](#) » [Service & Counseling \(en\)](#) » [Rechtsberatung](#)

Das Studierendenwerk Erlangen-Nürnberg unterhält eine kostenfreie Rechtsberatung für Studierende, die in hochschul-, arbeits-, kauf- und mietrechtlichen Angelegenheiten sowie in allen anderen mit der Studiensituation in Zusammenhang stehenden rechtlichen Schwierigkeiten praktische Hilfe anbietet\*\*

Die Rechtsberatung berät bequem online jeweils montags und donnerstags über BigBlueButton\*:

[Zum Beratungsraum der Rechtsberatung](#)

Termine	
Montag	9.00 - 10.30 Uhr
Donnerstag	18.00 - 19.30 Uhr
<b>Bitte beachten:</b>	Da es sich um eine Einzelberatung handelt, kann es zu Wartezeiten kommen. Bleiben Sie bitte einfach im Warteraum, Sie werden dann ins Gespräch geholt. Sollte ein Termin zu voll sein, versuchen Sie es bitte am nächsten Termin. Grundsätzlich ist auch eine englischsprachige Beratung möglich; Dokumente können aber nicht übersetzt werden.
<b>Aktuelles:</b>	Zu verschiedenen häufigen Themen finden Sie hier Online-Informationen: <a href="#">Arbeitsrecht</a> , <a href="#">Ausländerrecht</a> , <a href="#">Mietrecht</a> , <a href="#">Prüfungsrecht</a> , <a href="#">Vertragsrecht</a> . Hinweise zu anderen Beratungsstellen und weitere Tipps finden Sie online in unserem <a href="#">WERKsWeiser</a> , für die Hochschulorte Erlangen/Nürnberg, Eichstätt/Ingolstadt sowie Neuendettelsau, Ansbach und Triesdorf.

\*Eine (englischsprachige) Hilfe [finden Sie hier](#).

\*\*Die allgemeine Rechtsberatung ist nicht für Fragen der Ausbildungsförderung zuständig. Beratungen im Sinne des BAföG erfolgen durch die [zuständigen Sachbearbeitung](#).

Legal Counselling of the Student Union Erlangen-Nürnberg  
= Free of charge/ no costs for students!

<https://www.werkswelt.de/rechtsberatung> (German website only)

Click „[Zum Beratungsraum](#)“ to get to the waiting room

Pay attention to the dates / opening hours

# Questions?

You need further advice, have open queries or want individual counselling?

→ E-mail to: [study@hs-ansbach.de](mailto:study@hs-ansbach.de) (degree-seeking students)



Feel free to join our  
**International Study Whatsapp Group**  
for keeping in touch with fellow international students





# We wish you a great start at Ansbach University!

Questions?  
[study@hs-ansbach.de](mailto:study@hs-ansbach.de)