

# III. GENERAL PRACTICAL ADVICE

## 1. Arrival

### 1. Nearest airport: Frankfurt am Main

Traveling to Mannheim:

- By train: follow the signs to the “Fernbahnhof” in the arrival terminal. From there you can take the German express train “ICE” directly to Mannheim (train leaves every hour)
- Journey time from Frankfurt to Mannheim: approx. 35 min.
- Tickets can be purchased at the airport at the “Deutsche Bundesbahn Reisezentrum”
- Travel expenses: approx. 20,- €
- Alternative to traveling by train: shuttle bus that also goes directly to Mannheim

### 2. Airport Stuttgart:

Take the S-Bahn to Stuttgart main station and then the train to Mannheim

Journey time from the airport in Stuttgart to Mannheim: approx. 50 min.

Travel expenses: approx. 30,- €

The University and the Office of International Relations (Akademisches Auslandsamt, AAA) can be reached on foot and are only a few minutes walk from Mannheim main station.

## 2. Consultation Hours of the AAA:

Universität Mannheim  
Akademisches Auslandsamt  
L9, 6  
D – 68131 Mannheim

Monday to Thursday: 09:30 a.m. – 11:30 a.m.

Wednesday afternoon: 13.30 p.m. – 15.30 p.m.

Website: <http://www.uni-mannheim.de/users/aaa/>

## 3. Accommodation

The AAA helps exchange students in their search for accommodation. If the AAA Accommodation Request Form is completed in good time and sent back with a deposit for 385,- € students will receive a place in one of the university halls of residence. At present, the monthly rent is between 165,- € for a double room and a maximum of 225,- € for a single room.

Students arriving outside the above mentioned opening hours can enroll on Mondays to Fridays from 8 a.m. until 5 p.m. in the AAA. Students arriving at the weekend or on a public

holiday are advised to take a hotel room until the following working day. Some small, less expensive hotels can be found near the train station.

## **4. Formalities in the host country**

### **4.1 Residence Permit**

Citizens of non-European Union countries must apply for a residence permit at the Foreign Office (Ausländerbehörde) in the city administration office (Bürgerdienste) situated at square K7, in 68159 Mannheim. 3 passport photos must be provided. Applicants will then receive an EC-Identification card, which includes a residence permit for study purposes. The 'EC Card' is valid for one year and can be extended for those who wish to remain in residence in Mannheim.

After having enrolled at the AAA and found accommodation it is necessary to register at the city administration office (Einwohnermeldeamt) which is also situated at K 7, 68159 Mannheim. This permit must be cancelled upon final departure from Mannheim.

Should a student move from one accommodation to another, the city administration office must be notified. Information regarding the location of the city administration office and the documents to be shown will be supplied by the AAA staff on the day of registration.

### **4.2 Health Insurance**

In order to register, students must prove that they have sufficient health insurance. Health Insurance firms offer discount rates for students. The monthly insurance fee for students amounts to roughly 57,- €. Students receive an insurance card from the company, which must be shown on a visit to the doctor.

The health insurance covers most costs that arise in connection with illnesses (e.g. routine check-ups, dental check-ups). Please note that you have to go first to a general practitioner who will send you to a specialist if necessary. For each quarter, you have to pay 10 € fee at the general practitioner. As regards medicines, you only have to pay an additional fee (about 5 -10 €) per medicine.

Please note that insurance protection only begins after students have registered and applied for health insurance membership. It is therefore important that separate insurance is arranged for the time between arrival in Germany and registration at the university. This can be done in a student's home country or via a German insurance company.

## **5. University Facilities**

### **5.1 Libraries**

The library is made up of 3 organizationally and geographically separate units:

1. Central Library or University Library (UB)
2. Faculty libraries
3. Seminar libraries of the different chairs and areas

Using the user-friendly OPAC System students can search the entire contents of Mannheim University library. The OPAC System indicates in which one of the 3 libraries the required book is contained. At the push of a button students can print out the shelf mark of a book in order to see whether it is available.

While students can borrow books from the University Library (UB) for 4 weeks (renewal possible), the Faculty and Seminar Libraries offer the advantage that books remain on the shelves and are always at the students' disposal.

## **5.2 Records and Database Centre**

The three departments - Press Documentation Centre, European Records Centre, and Database Information Centre - offer outstanding research opportunities on political, economic and cultural themes, company reports, publications from the EU, databases and more. This service is available without charge to students and employees of the University.

## **5.3 Computer Centre**

The Computer Centre is the central unit that provides the University with its basic IT capacity. Many services are provided by the computer centre, e.g. computer seminars or printing service. The computer pool can be found in L 7, 3-5.

## ***6. Studying at the University***

Exchange students are free to choose courses and lectures from different faculties of the university: Business Administration, Economics and Law, Social Sciences, Humanities and Mathematics & Computer Science.

Home university requirements should be observed to guarantee that you can transfer the credits from your Mannheim courses towards your degree at home.