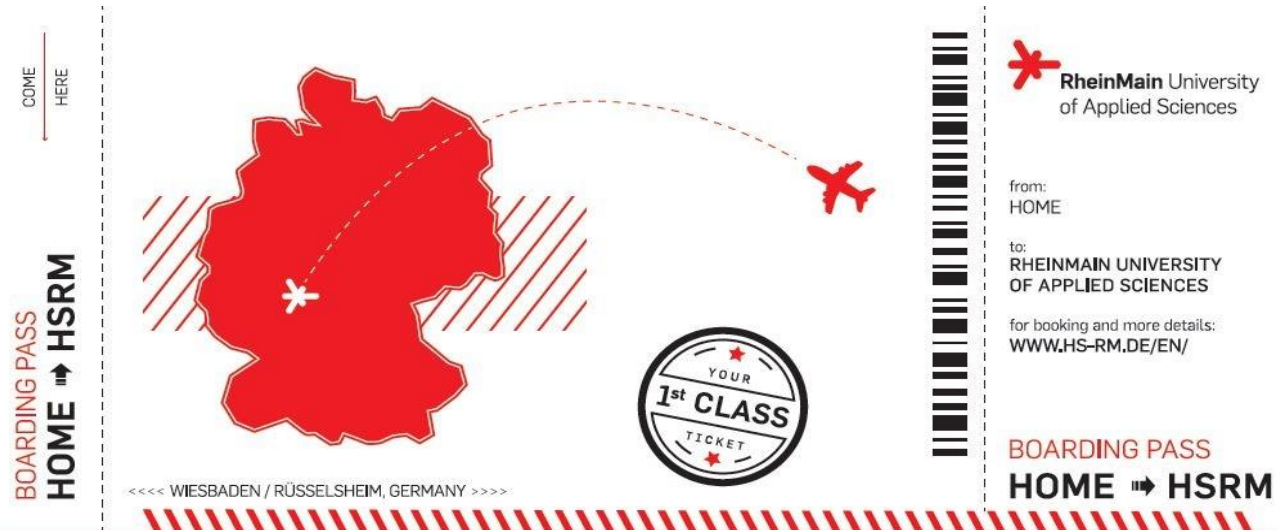


# HOW, WHEN AND WHAT – FIRST GUIDE FOR INCOMING EXCHANGE STUDENTS OF THE WIESBADEN BUSINESS SCHOOL

International Office WBS  
2023

HOW, WHEN AND WHAT –  
FIRST GUIDE FOR  
INCOMING EXCHANGE STUDENTS  
OF THE  
WIESBADEN BUSINESS SCHOOL  
**From your home university  
to the WBS lecture hall**

International Office WBS  
2023



Source: International Office HSRM, Concept, Editorial, Illustration & Design: Jennifer Franz & Sophia Kemmler

Start  
your incomparably  
**valuable**  
study and life experience abroad  
at the  
**Wiesbaden Business School**  
*now!*



**It's so easy to realize !**

**WELCOME**  
to our  
**WBS Exchange Student Program**

We are **here for your support** right from the beginning and make your stay **perfect**:

- **The International Office Team**
  - **The ICs**
  - **Your personal Buddy**

# ADDRESS AND DIRECTIONS

*Where is the WBS located?*

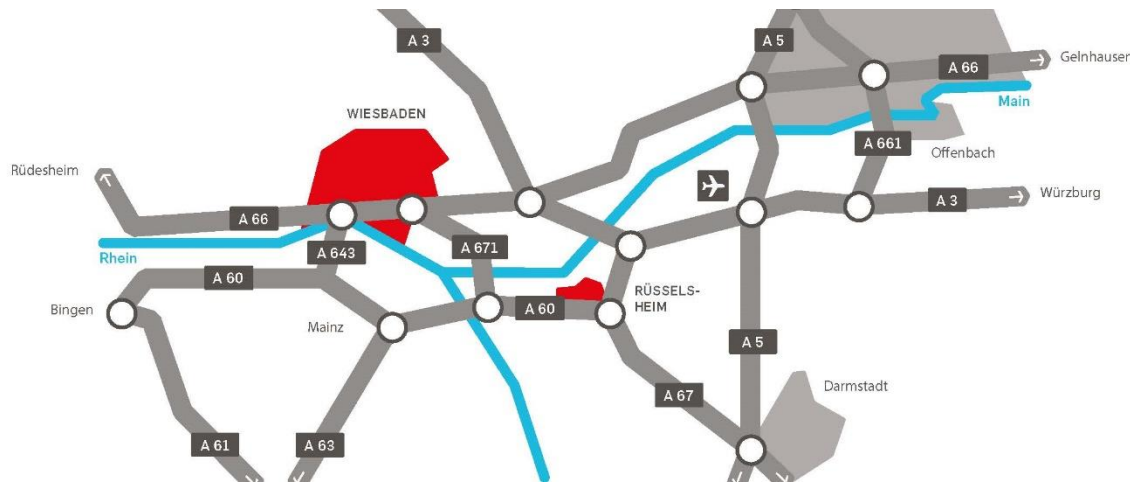
*How to get from Frankfurt Airport to Wiesbaden?*

Watch our video:

[https://www.hs-rm.de/fileadmin/user\\_upload/Airport\\_Video.mp4](https://www.hs-rm.de/fileadmin/user_upload/Airport_Video.mp4)

## Wiesbaden Business School

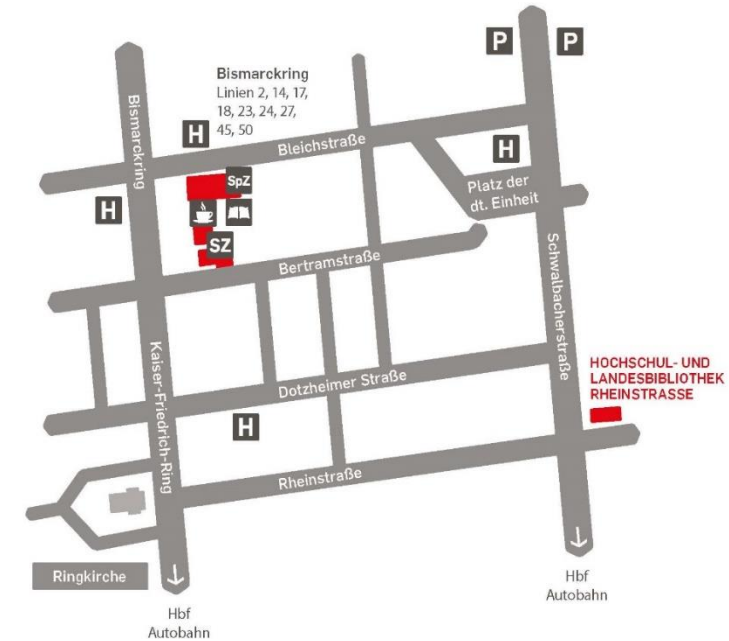
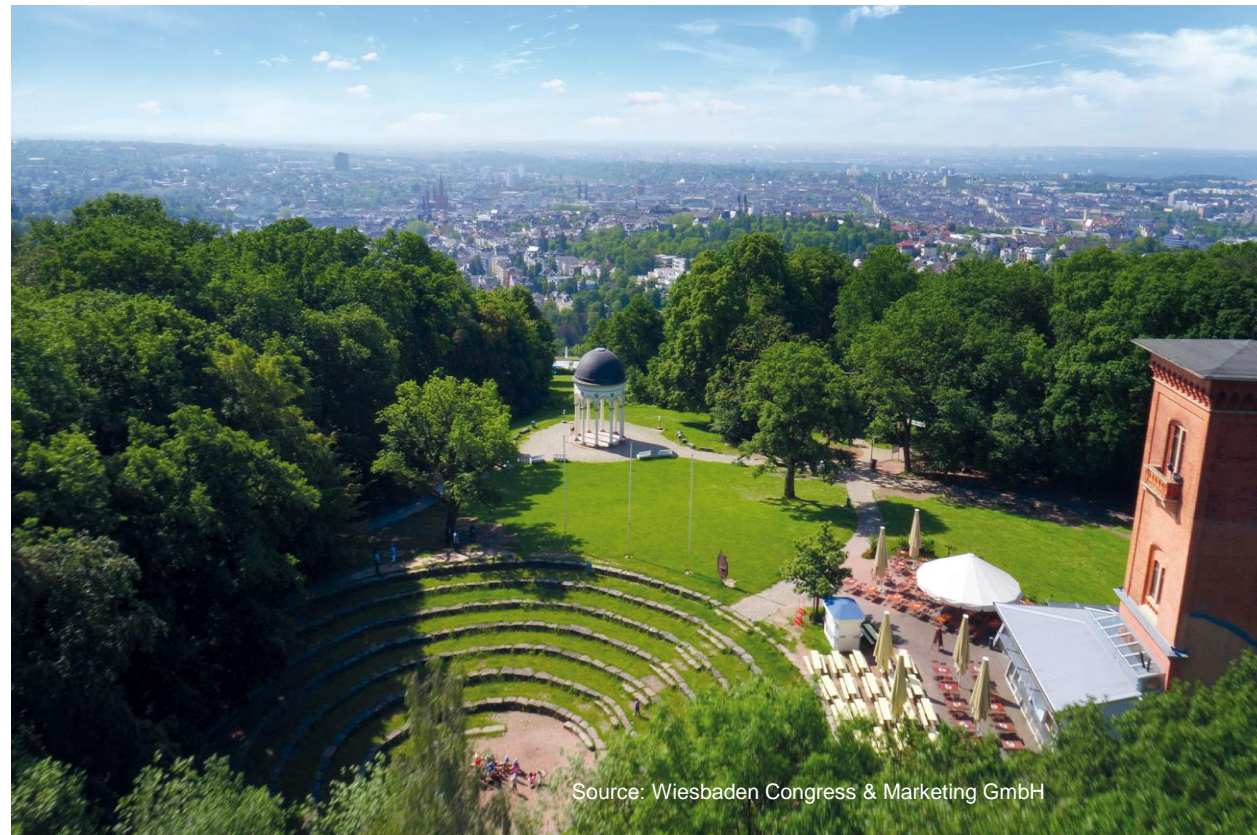
Bleichstraße 44  
65183 Wiesbaden  
Germany



Source: Peter Sondermann, HSRM Marketing

# WBS and WIESBADEN

*What to expect?*



Campus Bleichstraße/Bertramstraße, Bleichstr. 44, 65183 Wiesbaden

Watch the videos about  
[Wiesbaden Business School](#) and  
[Wiesbaden City](#) !

# ACADEMIC CALENDAR

*What is the time schedule at WBS?*

|                           | Summer Semester        | Winter Semester      |
|---------------------------|------------------------|----------------------|
| <b>Semester dates</b>     | 1 April - 30 September | 1 October - 31 March |
| <b>Lecture period</b>     | April - July           | October - January    |
| <b>Semester break</b>     | Easter (4 days)        | Christmas (1 week)   |
| <b>Examination period</b> | July/August            | January/February     |



## *What if the semester times overlap?*

If the WBS examination period and the start of the semester at your home university overlap, we do offer **options for alternative performance** to achieve ECTS/credit points.  
For details please contact us!



# GET READY

*How and when do I apply for an exchange to WBS?*

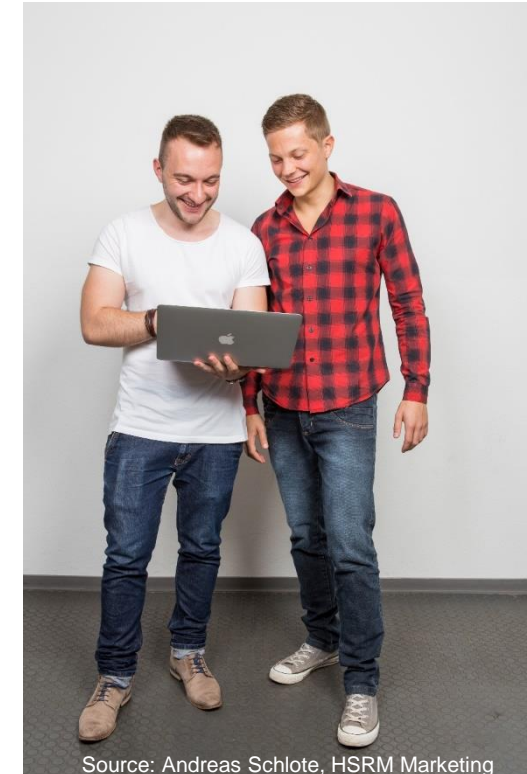
Let yourself **be nominated** by your home university.

**As part of the exchange program**, you may apply to us after successful nomination by your home university.

**Application link will be sent to you by mail.**

If you are not sure whether the WBS is a [partner of your home university](#), please contact the International Office of your university.

**freemovers** can be accepted if there are enough free places.



Source: Andreas Schlote, HSRM Marketing

|                             | Summer Semester | Winter Semester |
|-----------------------------|-----------------|-----------------|
| <b>Nomination deadline</b>  | 15 November     | 15 May          |
| <b>Application deadline</b> | 30 November     | 31 May          |

[More info on your application](#)



# DOCUMENTS AND LIVING

<https://www.hs-rm.de/en/international/from-abroad/get-prepared>

## VISA

*Do I need a visa or residence permit?*

You can find a current **overview of visa requirements** on the website of the [Federal Foreign Office](#).

Within two weeks after your arrival you must **declare your place of residence at the local City Hall**.

## Health Insurance

*Can I use a travel insurance?*

No, travel insurances are not accepted!

**EU-Citizens** submit the European Health Insurance Card (EHIC), issued by your health insurance company.  
**All other nationalities** are strongly recommended to arrange sufficient health insurance in Germany (approx. EUR 90/month).

## Accommodation

*How do I apply for housing?*

We will be happy to help you **find suitable accommodation** for your stay with us.

**We hold** (currently a small!) **room contingent** with two private accommodation providers in Wiesbaden. Application form for housing will be provided with your application link.

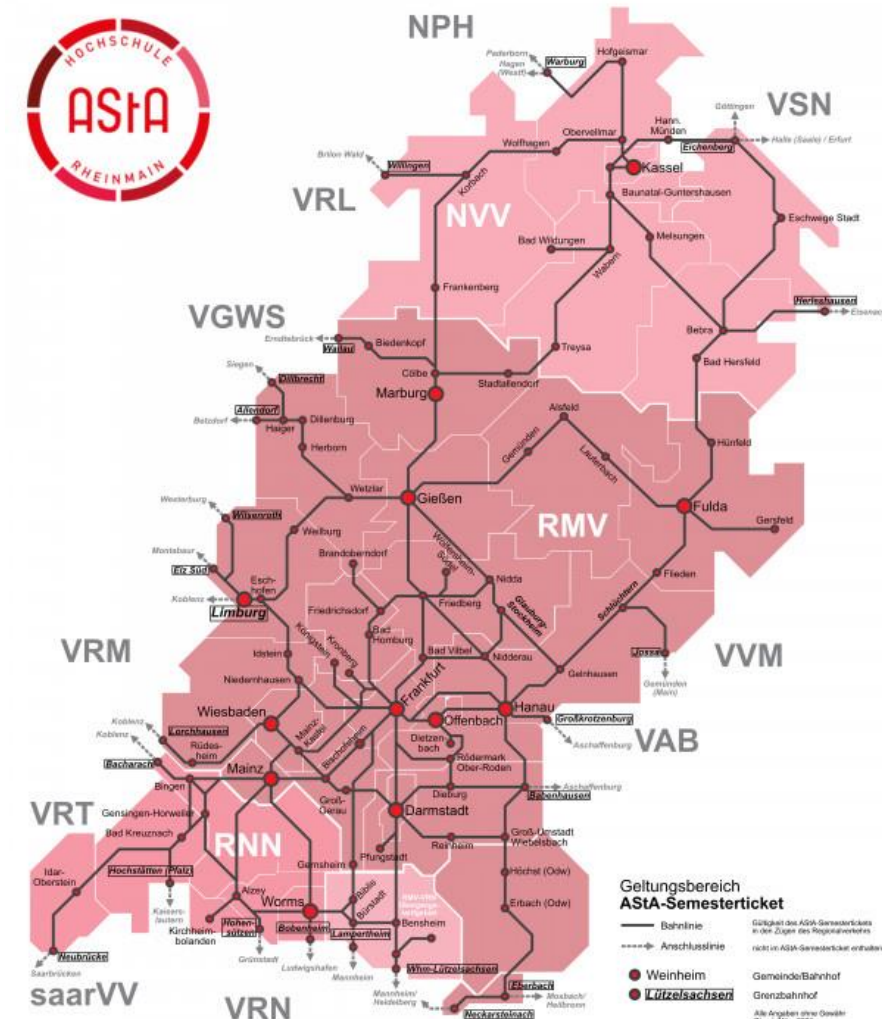
# START PACKING YOUR BAG

*When will I be notified of my acceptance?*

Invitation letters for visa purposes and acceptance letters can be expected approximately **two weeks after the application deadline.**

*Do I have to **pay tuition** to study at WBS?*

**No, but** prior to online enrolment Incomings have to pay a **semester fee** (ca. 260 EUR/semester, compulsory) **which includes a liability insurance and the study ticket for free use of regional public transportation in most parts of Hesse and some places in Rhineland-Palatinate.**



Source: <https://www.asta-hsm.de/mobilitaet/semesterticket/>

# START PACKING YOUR BAG

## *What do I need for **enrolment**?*

Detailed information will be provided to you in time, but in short, it's just your passport/ID card plus photo, proof of health insurance, admission form and payment of semester fee.

## *Are there any **scholarships for Incomings**?*

### **For European exchange students:**

You might apply for **ERASMUS+ funding**.  
Our ERASMUS Code is **D WIESBAD01**.

Please contact the coordinator at your home university to do the

### **Online Learning Agreement (OLA):**

European Erasmus+ student mobility – <https://learning-agreement.eu/> –

WBS Exchange Program: **Marina Grusevaja**

[OLain.office-wbs@hs-rm.de](mailto:OLain.office-wbs@hs-rm.de)

### **For non-European exchange students:**

We currently do not offer any general scholarships for incoming students from overseas partner universities, but we encourage you to contact the [German Academic Exchange Service \(DAAD\)](#) where you will find further information on scholarship possibilities.

# BE PART OF THE WBS

Do we speak one language?

*Do I have to speak German to come to WBS on exchange?*

No! However, for language of instruction, **we recommend level B2 (German or English)** to follow the courses.

For beginners and intermediate learners we provide a **free German Intensive course** (4 ECTS) two weeks prior to semester start.

During the semester exchange students benefit from more than **75 additional course offerings by the Language Center.**

*In which language can I study at the WBS?*

We offer **German and English taught Business courses**. The wide range of courses taught in English is even being expanded! A list of business courses taught entirely in English will be provided to you.



Source: Fabrice Pöhlmann, HSRM Marketing

# BE PART OF THE WBS

## Course Choice

*What can I study?*

You are **free to choose** any course **from all WBS bachelor programs on any level** in accordance with the requirements of your home university (e.g. Learning Agreement) or personal interests, courses taught in **German** or completely in **English**.

Please talk to your coordinator at your home university first regarding recognition!

The exact schedule for the **lecture guide** for the new semester will be published 4 weeks before the start of the semester...

...and, if necessary, the Learning Agreement can be adjusted several times!



Source: Andreas Schlote, HSRM Marketing

Fotonachweis: Beispiel 8pt, ZAB 10pt.

# BE PART OF THE WBS

## Course Registration



*How can I register for courses?*

In a detailed information session, you will receive a comprehensive course offer and description as well as **instructions on how and when to enroll for courses.**

Shortly before your arrival you will receive your user ID "HDS" (HochschulDirectoryService). This **HDS password gives you central access** to all student IT systems, including course ([StudIP](#)) and exam registration ([Compass](#)).

# BE PART OF THE WBS

## Exams and Certificate



*How do I register for the exams?*

You register for the exams via [Compass](#).

In order to ensure that everything runs smoothly and that you register correctly, you give your course choice to the International Office beforehand.

We will remind you of deadlines and help you!

*How do I get my results and when do I get my transcript of records?*

You can check your results anywhere anytime in [Compass](#).

The official transcript of records will be **issued about 4 weeks after the end of the examination period** and sent to you and your home university.

If you need to **re-sit an exam**, please contact us to find a solution!



Source: Andreas Schlote, HSRM Marketing

**Do you have any further questions?**

**Feel free to contact us!  
We are here for you!**



[international.office-wbs@hs-rm.de](mailto:international.office-wbs@hs-rm.de)

+49 611 9495 3107



**The International Office Team  
Wiesbaden Business School**