

# Hints for Buddies



**Important information: As the Corona situation is highly dynamic, please check your inbox regularly for updates.**

## “Stay in Touch”

After receiving the e-mail address of “your” students from the coordinator, please be in regular contact with the students. They have lots of questions and are very grateful for the support you can give them.

## Arrival

Please clarify with the student the **travel date** and the **arrival time** as soon as possible.

Confirm with the student exactly **when and where to meet** for the first time. We recommend you to have a **backup plan** in case you both cannot meet at the planned place or time (to exchange mobile numbers can be helpful). There is always a chance that things won't work as planned (flight delay, baggage delay, train delay etc.). You can ask the Graduate School coordinators for the passport picture of your student so you can recognize the person you would like to pick up. ☺

Please make sure that you follow the prescribed hygiene measures:

- Maintain social distancing of 1.5 meters / 5 feet at all times
- Wear a face mask or similar covering over your nose and mouth when you are indoors.

## Housing

Please ask the student to inform you about the accommodation information he will receive. In case he does not receive any information regarding his accommodation until one week before his departure, please get in touch with Ms Litterst (SWFR - regarding housing in the student residence) or Ms Michel (Graduate School Office, B033 - regarding private housing). They can inform you about where your student will be accommodated for his/her stay in Offenburg.

Be aware, that you can only get the **keys of the student residences** at Ms Litterst's office during the normal office hours on weekdays, but not on the weekend. Therefore, please organize the keys already some days in advance.

In the **student residence**, please explain to the student how the washing machine works and where to buy the washing card. International students often do not know **how the garbage should be separated and where to dispose** and how to use the kitchen and toilets.

If your student has been allotted a **private residence**, please contact the landlord/landlady and arrange the student's arrival. It would also be appreciated if you inform students about their neighbourhood (nearest supermarket, transportation etc.).

## Bureaucracy & Banking

1. At the **registration office of the Graduate School** (B 033) the student receives an official paper stating that he/she is enrolled in a master's degree program at the Offenburg University of Applied Sciences for the winter semester (*Immatrikulationsbescheinigung*). This proof of enrollment is

necessary to get a visa extension/residence permit, to open a student bank account and to contract a health insurance etc...).

2. During the first week after their arrival, please take the students to the **Einwohnermeldeamt** and the **Ausländerbehörde / Office for Non-German Residents** and help them fill out the necessary forms to register in town and to extend their visa.

The students must register at the *Einwohnermeldeamt* of the town they live in. The responsible *Einwohnermeldeamt* for the city of Offenburg and the villages which belong to Offenburg is the *Bürgerbüro*, located in the city center of Offenburg. The *Ausländerbehörde* for these students is the *Auslandsamt* right next to the *Bürgerbüro*.

For students living in other towns of the region Ortenau, including Gengenbach, the *Ausländerbehörde* is the *Landsratsamt* in Offenburg.

**In order to extend their visa, the students need to show the *Immatrikulationsbescheinigung*, their housing contract documents, their financial documents which they also had to present at their home country in order to get the entrance visa and their passport.**

In some offices it is necessary to mark an appointment. Therefore, before taking your students to the mentioned institutions, you might want to pass by these offices, mark an appointment date and get the forms which you can fill out with them at home before the official appointment date.

While completing the formalities please explain to your student the content of the documents before letting them sign them (e.g. rental contract).

Please note that as of now, you need to make an appointment with both the district office and the office for foreign residents before you go there.

- <https://www.offenburg.de/html/auslaenderbuero.html> (City of Offenburg (including suburbs within the city limits))
- [https://www.ortenaukreis.de/Quicknavigation/Startseite/index.php?&object=tx\\_2390.10&ModID=9&FID=2390.1.1&KatID=0&kat=&call=0&bn=0&sfort=0&La=1](https://www.ortenaukreis.de/Quicknavigation/Startseite/index.php?&object=tx_2390.10&ModID=9&FID=2390.1.1&KatID=0&kat=&call=0&bn=0&sfort=0&La=1) (Gengenbach and villages around Offenburg)

3. One of the most important bureaucratic works to be done in the beginning is opening a **bank account**, since this is necessary for the health insurance, room rent, telephone bills etc.

Students are free to open a bank account at any bank of their choice. Please be aware that in order to open a bank account at *Deutsche Bank* in Offenburg, you need to mark an appointment ahead of time. Please inform the student that banks do not charge any fees if the student can prove that he / she is enrolled, therefore he needs his **Immatrikulationsbescheinigung**. Make sure that you explain your student briefly the functions of the ATM machines too.

## Health Insurance

Please note that due to the current situation it is mandatory for international students to sign up for health insurance before coming to Germany. The students were informed about this in advance so this year's buddies do not have to worry about "their" students' health insurance.

## OSKAR

Within the first days after their enrollment, students will receive an OSKAR card (**O**ffenburger **S**tudierenden **K**ARte). Please explain the various functions of the card (student ID, copies, "Mensa", terminal in the lobby for re-enrolment and records, charge money on the card etc.).

## Shopping in Offenburg

Spend some time with your students going around the supermarket to explain him/her about the different products which might look the same but are not the same at all. Refer them to some of the ethnic food shops (Turkish, Asian...) and the farmer's market on Tuesdays & Saturdays.

## Telephone / prepare for FAQs

Some of the frequent questions will be: "which is the cheapest way to call?"; "what's the number I have to dial before calling home?"; "where is the post office and what are the costs?"; "which public transportation is there to Freiburg, Strasbourg etc.", "how can I get a mobile phone"?

If there are any Corona-related questions, please check the university's official Corona website and ask your program coordinator if you are in doubt.

## Leisure Time

For free leisure activities please refer the students to: swimming pools, lake Gifiz, university sports, city library, bicycling, climbing etc. Please also inform them about corona-related restrictions (e.g. closed libraries etc).

## Important addresses

Please remember that all of the below-mentioned institutions can only be visited on appointment.

<p><b>Einwohnermeldeamt/Bürgerbüro Offenburg</b> (residents registration office)</p> <p>For Offenburg: Bürgerbüro Offenburg, Fischmarkt 2 77652 Offenburg Tel. 0781 / 822 000 Fax. 0781 / 827 251</p> <p>Working Hours: Mo to Fr 8:00 to 18:00 Sa 8:00 to 12:00</p>	<p><b>Ausländerbehörde Offenburg</b> (office for non-German residents)</p> <p>Ausländerbüro Spitalstraße 2 77652 Offenburg Tel.: 0781-822223 Fax:0781-827525</p> <p>Mo, Tue, We, Fr. 8.00 to 12.00 Thurs. 8.00 to 18.00 auslaenderbuero@offenburg.de</p>
<p><b>Einwohnermeldeamt der Stadt Gengenbach</b></p> <p>Hauptstr. 13 77723 Gengenbach</p> <p>Tel: +49 7803 930 108</p>	<p><b>Ausländerbehörde (for Gengenbach)</b></p> <p>Landratsamt Ortenaukreis Kronenstraße 29 77652 Offenburg</p> <p>Tel: +49 781 805 9014 Fax: +49 781 805 9007</p>



😊 Be patient even if your student asks never-ending questions 😊