

SCHILLER  
INTERNATIONAL  
UNIVERSITY



**Student Handbook**

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# Welcome to Schiller International University



# We exist to connect!

**We connect knowledge, people, cultures and technologies** because together we are the engine transforming the world into a more sustainable place.

Our mission is to prepare students, personally and professionally, for future leadership roles in an international setting. The educational process puts particular emphasis on developing international and cross-cultural competencies through foreign language training, intercampus transfer, or other international academic opportunities, and intense interaction among people with diverse backgrounds.

We recognize that international perspectives are crucial to solving contemporary problems and developing a globally literate, intercultural competent citizenry.

**Schiller is committed** to providing a high-quality education to all students without regard to race or color, gender, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation.

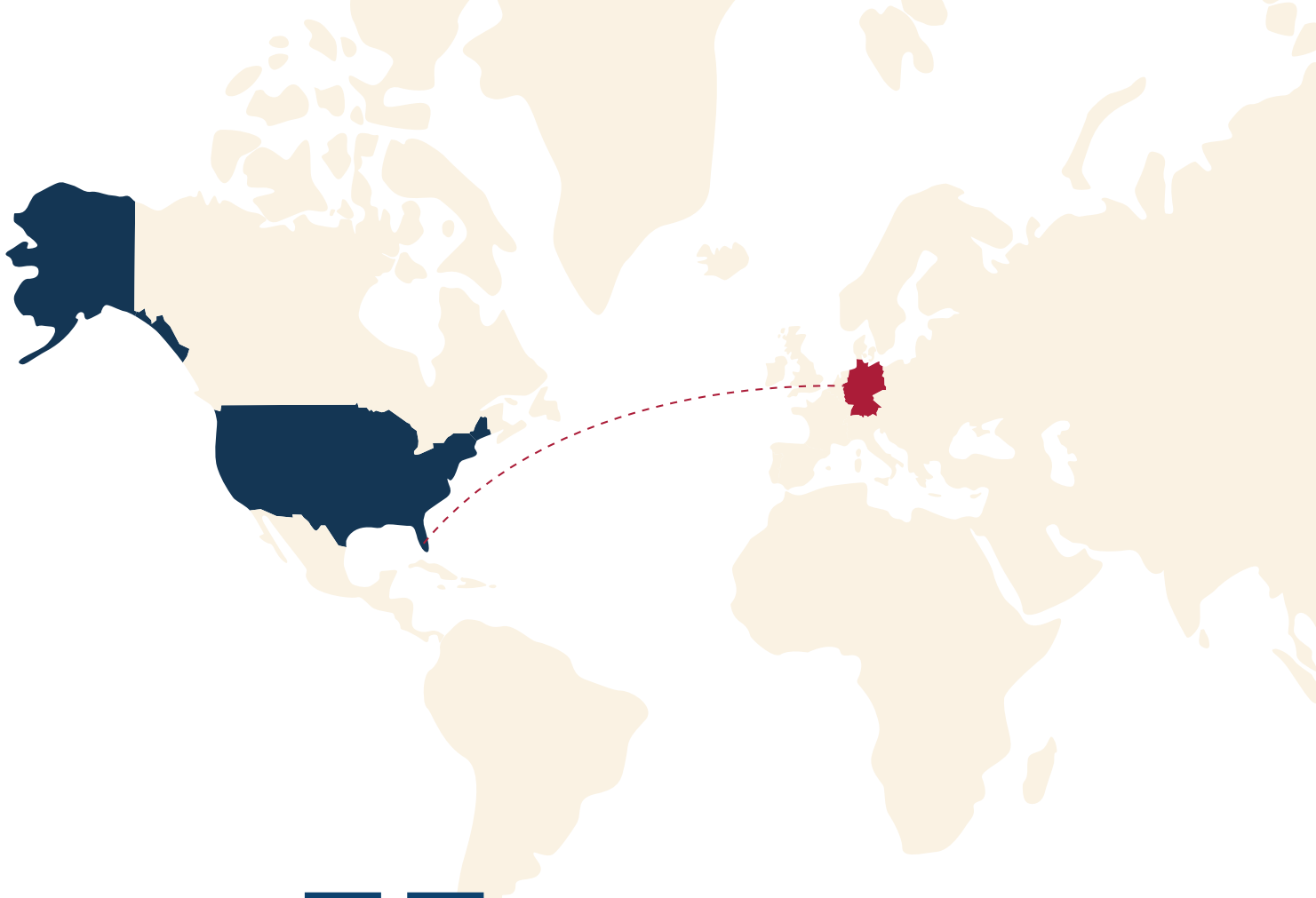
**[Read more about our commitment HERE.](#)**



Non Discrimination







Schiller was named for the German philosopher, poet and dramatist, **Johann Christoph Friedrich von Schiller**. This unique University was founded in 1964 by Dr. Walter Leibrecht for the purpose of providing American students with an **American educational experience in Europe**.

In time, this original concept was broadened to include students from all over the world seeking an **American study program** in an international setting.

Schiller International University has campuses in Heidelberg, Germany; Madrid, Spain; Paris, France; and the Tampa, Florida USA.

# GLOBAL ACCREDITATION

Schiller University performs under strict excellence's parameters, **supporting the quality of our programs**, and including valuable features that help students build a personalized Global Profile.

This academic excellence provides multiple benefits to our students:

- Obtain both US and EUR Degree performing just a single Study Plan
- Apply for an OPT and have access to work in the US for 12 months\*
- Build a customized Global Profile based on your preferences

\*Applicable just for the students that complete their Degree at our SIU Tampa International Campus.



GOBIERNO DE ESPAÑA

MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES



Bundesministerium für Bildung und Forschung



ACCSC  
Accrediting Commission of Career Schools and Colleges



## US Accreditation (ACCSC)

SIU is a U.S.- Based university with an international scope accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Our degrees are valid in the United States and issued under its academic parameters.

## EUR Accreditation (University of Roehampton Partnership)

Thanks to our partnership with the prestigious University of Roehampton (London, UK) our students have the opportunity to add a complementary European Degree to their studies.

## SIU International Recognitions

Schiller International University is an academic institution included in the whitelists of multiple Country Governments around the world, such as China. This fact facilitates student access to the benefits that countries may provide in helping students study abroad.

# Schiller Education



# ACADEMIC INFORMATION



## Scheduling

Students typically complete four courses each semester by taking **one course per month**. Each course is four weeks (one month) in length. Course schedules are specific to the students' degree requirements. [READ MORE](#)

## E-Books

Schiller International University have transitioned from using print textbooks to an online eBook platform for all ground and distance learning students.

Once downloaded and registered with [Vital Source](#), the student will have access to the e-book for three (3) years or more.

Physical books will not be available for purchase with the university unless a formal Student Accommodation has been approved.



[Get Access to E-Books](#)



## Undergraduate credit hours and course loads

Students who meet **specified GPA requirements** may enroll in more than 12 credit hours in a semester only with prior approval of the appropriate University official(s). Undergraduate students must enroll in a minimum of 12 credit hours per semester to be considered a full-time student. Students may enroll in more than 12 credit hours in a semester only (Maximum credit hours possible) with prior approval of the Campus Academic Dean, according to the parameters listed as follows. Each three-credit course class will maintain a minimum of 45 contact hours during the four-week course. Online courses are handled the same way. Students will have to meet with Financial Aid to assure additional funds are available to exceed 12 credit hours per semester.

Undergraduate Course Load	Prior Term GPA	Cumulative GPA
15 credits per semester	2.5 or higher	2.5 or higher
18 credits per semester	3.0 or higher	3.0 or higher
21 credits per semester	3.5 or higher	3.5 or higher

## Evaluation of SAP

To determine if a student is making satisfactory academic progress, a student's CGPA and completion rate are evaluated at the end of every semester after grades are posted (approximately 10 days after the end of the semester). The completion rate is calculated by comparing the amount of credits earned to the amount of credits attempted.

[Click Here](#)

SAP Criteria

[Click Here](#)

Academic / Financial Aid Warning for failure to meet SAP Criteria

[Click Here](#)

Satisfactory Academic Progress Appeals, Academic/Financial Aid/Probation and Academic Plans

[Click Here](#)

Procedure for Re-Establishing Satisfactory Academic Progress

## Dean's List

Students named on the Dean's list have displayed a **high level of academic performance during the preceding semester**. Students are eligible for the Dean's List if they have earned a grade point average of at least 3.5 for Undergraduate Degrees and at least 3.8 for Graduate Degrees and have successfully completed all courses for which they have registered.

## Final Grade Appeals

Students have the right to appeal their final grade in a course if they believe their grades reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin.

[Apply Here](#)

## Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is designed to monitor a student's progress through their program of study based on **qualitative** (cumulative grade point average) and **quantitative** (completion rate) achievement.

In order to be considered to be making satisfactory academic progress toward a degree, a student must both maintain a minimum cumulative grade point average (CGPA) and a completion rate to ensure they can complete the program within **150 percent of the normal time frame of the program length**.

## How to Request an Official Transcript of Records

[Click Here](#)

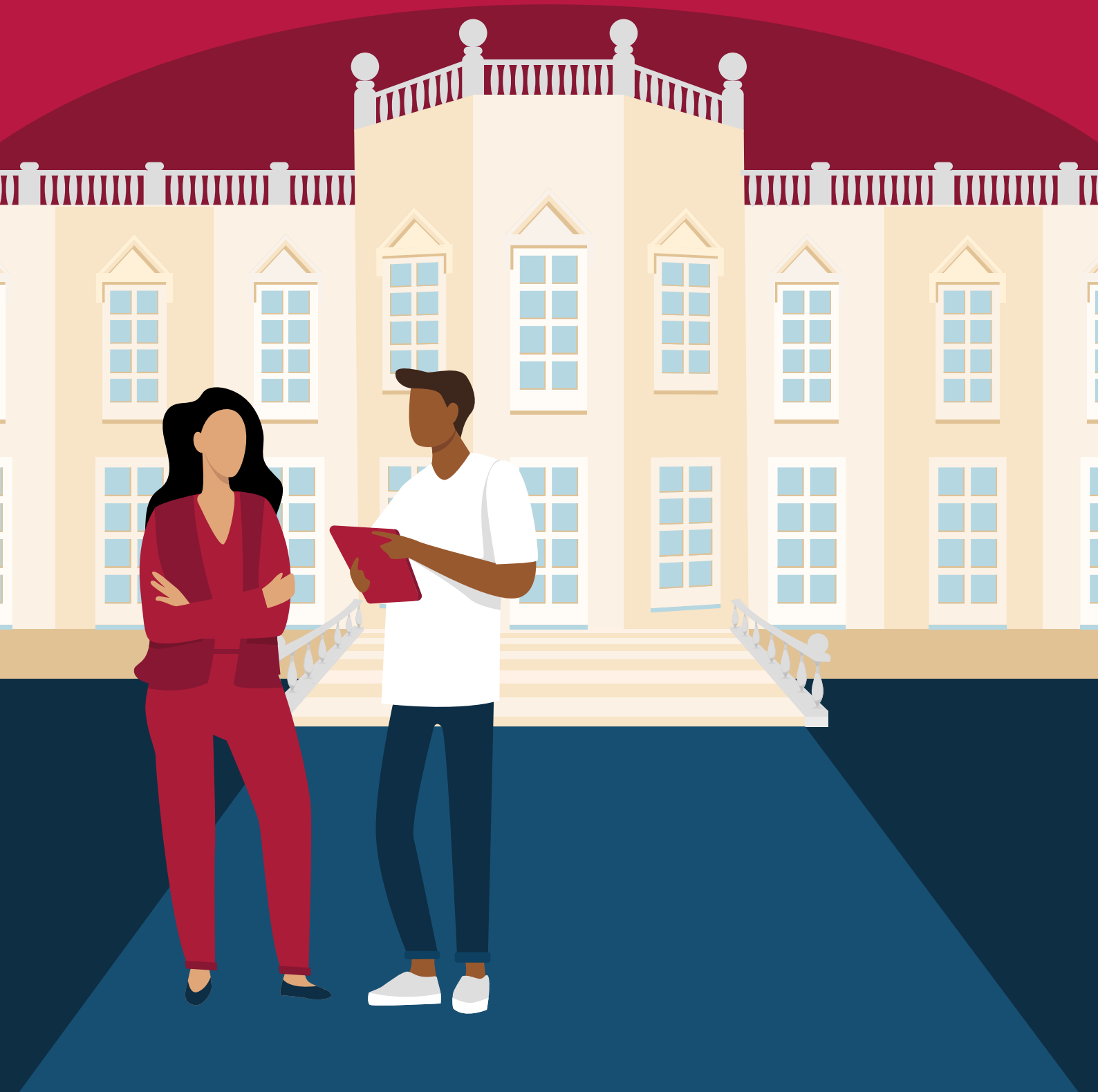




University of  
Roehampton  
London



**SCHILLER**  
INTERNATIONAL  
UNIVERSITY



# UNIVERSITY OF ROEHAMPTON PARTNERSHIP

Schiller International University and the University of Roehampton (UoR) in London have signed **an agreement where students will study for a degree awarded by Roehampton alongside their Schiller degree and receive two separate qualifications.** Students will be enrolled in both Schiller International University and the University of Roehampton (UoR) in London at the same time.

Over a four-year period, (one year for postgraduate programs) **undergraduate students will achieve two degrees**, one from Schiller International University, and one from The University of Roehampton delivered by Schiller.

**Students enrolled in the Distance Education / Online programs are not eligible to receive a second degree awarded by the University of Roehampton.**

Students' courses will include several modules/credits which will count towards both degrees, in addition to a number that are specific to either their Schiller, or their Roehampton qualification, including a Thesis. **All teaching and the Thesis will be carried out by Schiller's academics.**

# UNIVERSITY OF ROEHAMPTON AWARDS

Restrictions apply to the number of online courses an on campus student can take as part of their degree program while maintaining eligibility for the second degree awarded by the University of Roehampton.

For both undergraduate and graduate level students, **25% of the courses required for the University of Roehampton degree can be taken online.** For undergraduates this is a maximum of 7 courses and for graduates a maximum of 3.

Grading System 

Dissertation 

**IMPORTANT INFORMATION** for students enrolled in Dual Degree with University of Roehampton

Click Here 



# INTERCAMPUS TRANSFER

Domestic or international students wishing to transfer **permanently** to another SIU campus must complete an Intercampus Transfer (ICT) form, the student **must complete the form** prior to the semester when he/she plans to attend a different campus. Transfers are normally approved if the program and courses are offered at the location of interest.

The student must be in good academic standing, **have no outstanding financial obligations with the campus, and have an approved legal status to study in the respective country.**

Transfers cannot occur in the middle of a student's term (during a particular 4 month semester) or if a student's required course would not be available at the destination campus in the first month when the student plans to transfer.

**Ask an academic advisor how you can apply.**



# GRIEVANCES

For complaints and other than a final grade appeal that a student wishes to address formally with the University:  
Contact your Student Advisor either in person or via email.

[Contact your Student Advisor via E-Mail](#)



Anonymous reporting to raise concerns about any wrongdoing is available through Schiller International University's whistleblower process. **Incidents may be reported online by [navigating HERE](#).** After submission the reporter will receive confirmation within 7 days that a case has been opened.

Review will begin and the response and outcome will be delivered to the reporter within 3 months. Reporters can track their case and view updates via the portal. Reporters control what information they share and can choose to remain anonymous if preferred. No personally identifiable information is required to submit a new case.

# GRADUATION

**Students are responsible for satisfying the requirements for graduation** in their specific program and for observing the academic policies of Schiller International University.

Petitions for graduation have to be submitted **at least one month before the proposed graduation date**.

The Registrar's Office will have to approve these petitions if all required documents have been submitted before graduation date.

Graduates must fulfill all financial obligations including outstanding tuition charges, fees, and other expenses, before the degree is granted. [READ MORE](#)



Undergraduate Graduation with Honors

[Click Here](#)



Graduate Graduation with Honors

[Click Here](#)



Participation in Graduation Ceremonies

[Click Here](#)

[Contact the Graduation Committee](#)

# POLICIES

[Click Here](#)

## LEAVE OF ABSENCE POLICY

Students are eligible to take up to 180 days of LOA in a 12-month period to include military and lack of course offering absences. LOA does not have to be taken consecutively.

[Click Here](#)

## READMISSION POLICY

Students considered to be in a “drop/dismissal/withdrawal” status must be formally re-admitted to the University.

Re-admitted students will be subject to the requirements set forth in the **current catalog** at the time of readmission including enrollment into the current program version. All students must complete an updated Enrollment Agreement along with all required documentation.

[Click Here](#)

## REFUNDS AND WITHDRAWALS

Our Institutional Refund Policy as outlined here applies to all students who completely withdraw from all classes during a semester. The Return of Title IV Funds Policy applies to students if they received or were scheduled to receive federal student aid program funds.

[Click Here](#)

## DISCLOSURE OF STUDENTS RECORDS

[Click Here](#)

## CLASS ATTENDANCE POLICY

[Click Here](#)

## ACADEMIC INTEGRITY & PROFESSIONAL CONDUCT

[Click Here](#)

## ALCOHOL AND ILLEGAL DRUG USE POLICY

[Click Here](#)

## INCOMPLETE GRADE POLICY

[Click Here](#)

## TRANSFER CREDIT POLICY

[Click Here](#)

## COPYRIGHT POLICY

[Click Here](#)

## GRIEVANCE POLICY

# Student Life

Mobility Options

International Programs

Student Portal



# INTERCAMPUS MOBILITY

Domestic or international students wishing to study at another Schiller campus for a term (4 month semester) or longer **shall apply to the Intercampus Mobility (ICM)** during the call for applications that occur once a year. Students will be notified about the application period in advance.

## Students shall:

- Be in good academic standing
- Have no outstanding financial obligations with the University
- Have an approved legal status to study in the respective country
- Must not have a pending Disciplinary Committee resolution

Intercampus Mobilities cannot occur in the middle or in between a student's term or if a student's required courses would not be available at the destination campus. Intercampus Mobilities are normally approved if the program and courses are offered at the receiving campus. **The University does not guarantee the approval of an Intercampus Mobility application**, reserving the right to postpone or cancel the application for any reason, if necessary, especially in the benefit of a better academic performance of the applicant (student).

[FAQ's](#)

# STUDY ABROAD

Study Abroad programs are options provided by Schiller International University to **complete a semester or a year of your degree program at a different university**, usually in a foreign country.

These programs are an excellent opportunity to see a new part of the world, experience a different culture. Studying abroad can help you expand your academic horizon and develop the capacity to adapt to various educational settings.

[Click Here For More](#)

# STUDENT PORTAL

Our Student Portal will improve the student experience with many new features. **Students will be able to create groups, manage communications, see their grades, access their To-Dos list and book appointments with their advisor(s).**

The portal is fully inclusive and the core functions cover all the academic, administrative, financial as well staff and students communication needs.

[Click Here For More](#)

# Student Journey



# STUDENT EXPERIENCE DEPARTMENT

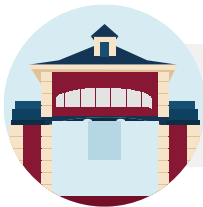
We are committed to ensuring success at every level of a student's education.

The student experience department provides a **variety of services** including orientation, assistance in locating housing, health insurance options, transportation, events, student organizations, volunteerism, and much more. [READ MORE](#)



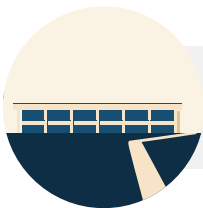
Services for **Students with Disabilities**

[Click Here](#)



Student Experience Department Madrid

[Click Here](#)



Student Experience Department Tampa

[Click Here](#)



Student Experience Department Heidelberg

[Click Here](#)



Student Experience Department Paris

[Click Here](#)

# STEP 1

## Insurance

Students are encouraged to maintain **personal health and accident insurance** through an employer or independent provider. The University **does not provide any type of insurance coverage for students.**

**European students** attending to **Heidelberg campus** must have health insurance coverage or document that their own health insurance covers them in Germany. **Heidelberg** and **Madrid** may register with the National Health Insurance department; however, all non-European students must have private health care.

**Paris campus** students are advised that they can apply for a private student health insurance, as AME, PGA, AVI International.

Students with a student Visa are strongly encouraged to maintain adequate Visa Insurance coverage while studying in the USA; however, there are no insurance requirements set forth by the US Department of State.

**Schiller International University is not responsible for students' lost or stolen personal property. Students are encouraged to take out personal insurance to cover the loss of belongings.**

## Housing and Meals

Housing and meal expenses are the **responsibility of each student and are not included in the cost of tuition and fees.** The costs students can expect to incur for housing and meals may vary greatly with individual student preferences as well as with each campus.

**Each campus should be contacted for current information on this subject.**





# STEP 2

## Academic Support Services

The Department is committed to ensuring success at every level of a student's education.

In addition, the university has an active and growing Alumni Association, to recognize and applaud alumni around the world as well as support current students.

Student Experiences 

## Student Activities

Coordinated by the **Student Experiences Coordinator** in conjunction with students, faculty, and/or Student Experiences and paid for by student activity fees.

**The appropriation of student activity fees requires approval by the Campus Director.** Student activities enable students to immerse themselves in the local culture and activities, participate in sporting programs, and travel on educational trips.

Look for activities from your Campus:

For Current Students, Activities can be Checked Here 

## Tutoring

Students may request assistance for classes in which they are experiencing difficulty. In addition, the university offers 24/7 tutoring for all students through [tutor.com](https://www.tutor.com) and [khanacademy.com](https://www.khanacademy.com) which can be accessed through Blackboard. Contact the Librarian for additional information [HERE](#).

## The SIU Library Dept.

The SIU Library Department is part of the Schiller Student Experience Department and includes four campus libraries in Tampa, Madrid, Heidelberg, and Paris, along with the SIU Digital Library with over 500,000 digital resources. Our collections cater to the needs of undergraduate and graduate programs, accessible via our Blackboard platform. The content of the databases is from ProQuest, Gale Cengage, and Harvard Business Publishing (HBP)."

Please [CLICK HERE](#) for links and information regarding specific campus and country offerings.

## Student Council

The Student Council is the student governing body at SIU which advocates student rights and responsibilities at the University.

Student Experiences and/or Campus Director work closely with the Student Council to provide the best possible guidance to our students.

# STEP 3

## Faculty and Staff

Administration, Faculty and staff for all campuses are listed in the current Catalog Supplement available [HERE](#).

Course syllabi also contain contact information for Schiller instructors.

Separate from the admissions process is the **process of immigration as an international student** to the Tampa Bay campus in the United States as well as to a campus in the European Union.

All applicants who are granted a student visa to attend SIU must commit to an enrollment of at least two academic semesters (eight months) of continuous enrollment in order to be admitted to SIU.

[www.schiller.edu](http://www.schiller.edu)

## Tuition and Fees

Refer to the SIU Catalog Supplement for the current Tuition and Fee schedule available from the Admissions Office and [HERE](#).

[Schiller's Catalog](#)

## Student Responsibility

Students are responsible for knowing their scholastic standing as it relates to the published regulations and standards of SIU which you can find [HERE](#).

This responsibility includes knowing the regulations of the University and the department or division in which a degree is being earned.



# Global Employability Path



# SCHILLER EDUCATIONAL MISSION

To prepare students, personally and professionally for future leadership roles in an international setting.

## Schiller commitment towards the employability of students.

The global employability path is a step forward towards taking the employability of students to the next level. It is built in tandem with the academic life of the students to develop and continuously monitor their skills during their time at Schiller.

## GLOBAL EMPLOYABILITY PATH

The global employability path (GEP) is a non-mandatory extracurricular program that trains undergraduate and graduate students to gain the most demanded skills of the labor market. During their academic life, they will be able to gain those skills by participating in different activities.

Students shall be an active part of their training process. For this reason, the activities proposed to improve their skills shall make them transform from observers to active learning professionals.

Once students complete their global employability path, they will obtain a certificate attesting to the skills acquired.

**Interested?**

[Click Here to Watch a Video](#)

## Competency Bundles



**Innovation  
and Creativity**



**Interpersonal**



**Digital**



**Business  
Entrepreneurial**

# Training Activities



Challenges



Active Training



Simulations



Volunteering



Workshop

[Find Out More About the Skills Trained](#)

## PUNCTUATION SYSTEM

	Bronze	Silver	Gold	Platinum
Undergraduate	≥ 100 pts	≥ 150 pts	≥ 180 pts	≥ 250 pts + volunteering
Graduate	≥ 80 pts	≥ 130 pts	≥ 160 pts	≥ 180 pts + volunteering

## Employability Certificate

▶ Obtain levels in each competency bundle depending on the points gained



▶ Carry out an internship work experience

▶ **Obtain your employability certificate!**

[Find out More](#)



# Alumni Association



# ALUMNI ASSOCIATION

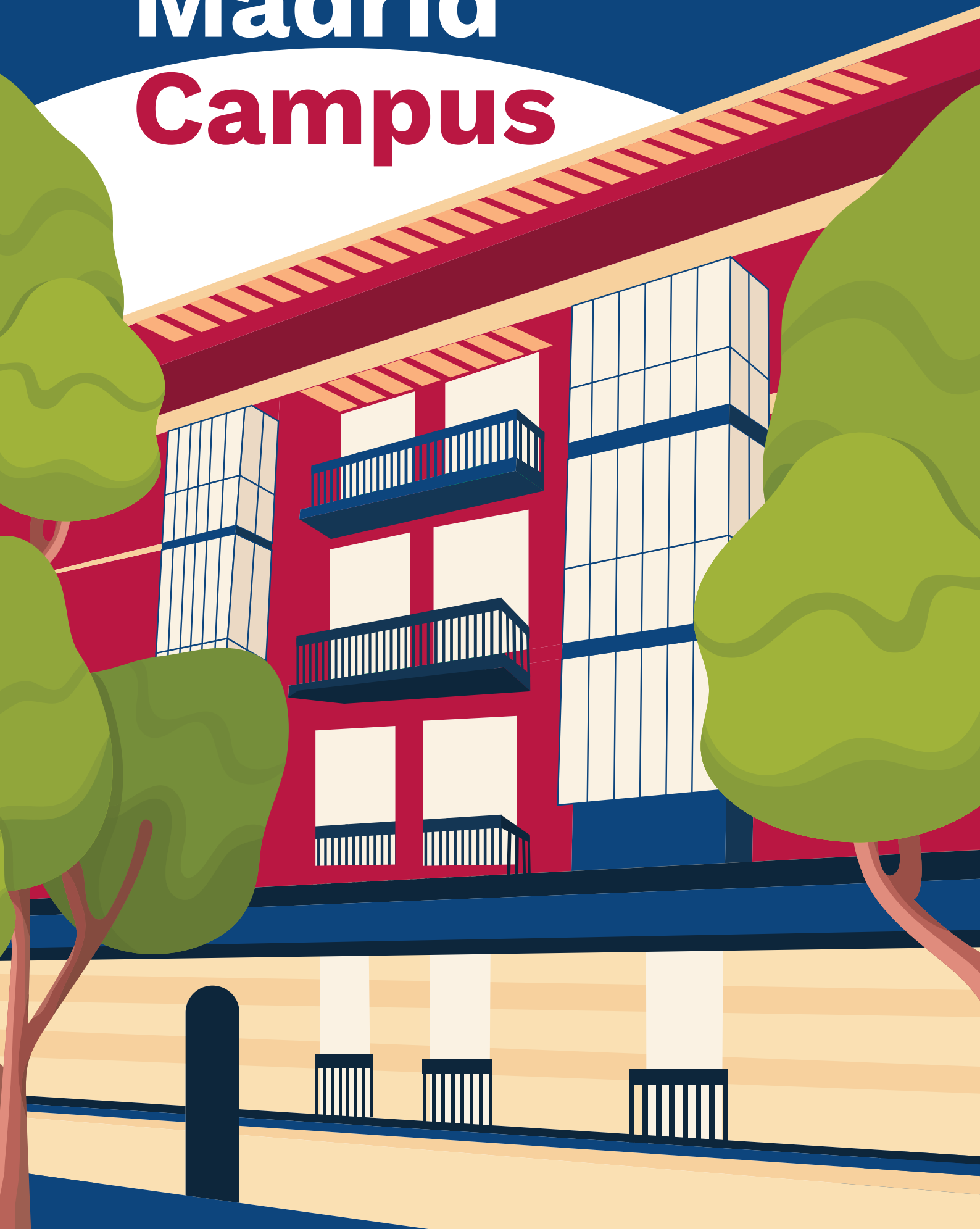
**With more than 50 years of history, the Schiller Global community has a growing network of more than 20,000 graduates of 130 nationalities. Their unique learning experience at Schiller unites them and has helped them to become what they are today. Professionals leading and achieving success for a wide variety of companies and institutions around the world.**

At Schiller, we are devoted to our mission and values and we believe that our Students/Alumni are some of our greatest assets.

With the purpose of promoting the welfare of the University by cultivating a mutually beneficial relationship within our growing worldwide community of Alumni, we have reactivated the Schiller Alumni Association. Through activities, programs, and opportunities, we want to inspire and support our Alumni in their lifelong learning and personal development while engaging and connecting them back to their Alma Mater, so together we can perpetuate a sense of pride and commitment.



# Madrid Campus







## Dear Student,

On behalf of The Global American University, Schiller, we would like to welcome you to the Madrid Campus and to the vibrant city of Madrid. Starting a new Degree or Master is always a challenge and an adventure. The Madrid team is here to assist you to anything you may need regarding registration, designing the academic course and improving your employability.

At The Global American University, Schiller we prepare students to become global citizens employable anywhere in the world. Our goal is to make our students curious and innovative, critical thinkers capable of embracing diversity to become engaged leaders in an international environment.

We believe education is the most powerful tool to make the world a better place. We encourage you to take the most of this opportunity and be conscious that learning happens everywhere. Thus, we strongly encourage you to be part of the student community by participating in the different activities organized for you.

The purpose of this handbook is to guide you with the university policies, regulations and procedures as well as to provide you with useful information to get around Madrid. We are looking forward to welcoming you to the Madrid Campus and hope you have an enjoyable and rewarding time as a student!

Carmen Alba Ruiz-Morales, PhD  
**Campus Director – Madrid**

# WELCOME TO SIU CAMPUS MADRID

Schiller's Madrid campus, a beautiful late 19th century stately building, enjoys a privileged location on **Paseo de Recoletos 35, in the heart of Madrid's cultural, social and business district.**

The campus is surrounded by numerous local and international restaurants, and within walking distance of Puerta de Alcalá, Retiro Park and Paseo del Prado, providing an immersive learning cultural experience from the very beginning.

Easily accessible by bus, metro and commuter train, its more than 3,000 square meters include modern learning spaces adapted to Schiller's experiential methodology and digital educational technology, a large and bright library, and a student lounge with a food and beverage corner where students can relax and grab a bite to eat between classes.

**SCHILLER**  
INTERNATIONAL  
UNIVERSITY



**citylife**  
madrid

Madrid Campus works hand in hand with **CityLife**, an international community that helps you prepare for your trip, settle in smoothly and enjoy your time in Spain to the fullest.



Hi! **Welcome**  
to **Madrid!**

# STUDENT VISA

**All students must be legally residing in Spain.** Remember that the Spanish police can and do ask you to identify yourself and to demonstrate your right to be in Spain. Applying for a student visa to come to stay in Spain for longer than 90 days is usually a very standard process. You simply need to **collect the required documents**, head to the nearest consulate and submit the paperwork.

[Free e-mail Consultation](#)

**Note:** It is a good idea to **scan your documentation** and email it to yourself, that way you will always be able to access a copy in case of loss or theft.

# HEALTH & SAFETY

Understanding the Spanish healthcare system or finding the right doctor can be stressful, especially if you do not speak Spanish yet.

**Make sure to be informed on how the Spanish healthcare system works.** To help you familiarize with the Spanish public & private healthcare system, we offer you this comprehensive **healthcare in Spain guide** that will help you navigate the Spanish healthcare system.

[The Spanish Healthcare](#)



## English Speaking Doctors

If you are looking for an English speaking doctor in Madrid it can get tricky as many Spanish doctors within the public system do not speak the best English, if at all.

[READ MORE](#)

[Check for Doctors Here](#)

## Pharmacies in Spain

You will recognize most pharmacies in Madrid (and Europe, for that matter) by the **large green cross above their entry** door which makes them easy to spot. Pharmacies operate on a rotating system remaining open at night and during holidays. Some are open 24-hours. You will find a list posted on the door of every pharmacy showing the nearest pharmacy open.

[24H Pharmacies](#)

## Psychological Care

If you're studying or living abroad you might find that you need someone to talk to. Maybe you need support adjusting to a new culture, need a refill for your prescriptions, maybe the stress of moving abroad has snuck up on you, or maybe you would just like to reduce your accent when speaking Spanish.

[Multilingual Therapy](#)



### Emergencies

 **912**

### Local Police & SAMUR Ambulances

 **092**

### 24h Pharmacy

 **913 664 616**

### 24h HM Hospitales

 **+34 629 823 493**

## Health Insurance in Madrid & Spain

**All students are required to carry their own health care insurance and accident insurance.** Coverage is required from the date of departure from their country of residence until their return there. The coverage must meet the requirements established by the Spanish government and Spanish consulate.

E.U. nationals may use the Spanish Seguridad Social through agreements with their social security services at home. The Admissions office will be pleased to help you choose the best type of insurance for your needs. **The University cannot assume responsibility for students who fail to take out adequate medical insurance.** [READ MORE](#)

Best Private Health Insurance in Spain

## Hospitals in Madrid & Spain

Hopefully, you will not need to worry about visiting any hospitals during your time in Spain. But if the situation arises and you find yourself in need of medical attention, **it's important that you know which hospitals you can visit and how the visit will work.**

Your decision to visit a **public hospital** versus a **private hospital** depends on the type of insurance you have. If you have access to the public system then you can make use of the public hospitals and public doctors / healthcare centers, however if your treatment is not an emergency then you will need to get a referral from your general practitioner (médico de cabecera) before you can get treated by a specialist. If you have access to the private system via a private insurance then you can make use of private hospitals and private doctors at no extra cost – so long as your insurance covers the treatment that you're interested in.

Public Hospitals in Madrid



# HOUSING GUIDE

We know that figuring out how to start your housing hunt can be quite confusing. To make it easier for you, **we have compiled a list of the most important information as well as hints & tips below.**



## Shared Apartments

The two most popular options to rent a room in Madrid are: Renting a room in a shared apartment or renting an entire apartment in Madrid together with friends.

[Popular Rental Agencies](#)

## Student Residence

You usually have the choice to either rent a single bedroom or share with someone else in a double bedroom. Living in a student residence is more costly than sharing an apartment but it puts you in contact with many other like minded peers. Also many student residences will have a library to study, a gym to work-out and chill-out areas to hang out with your friends.

[Popular Residences](#)





## Homestay

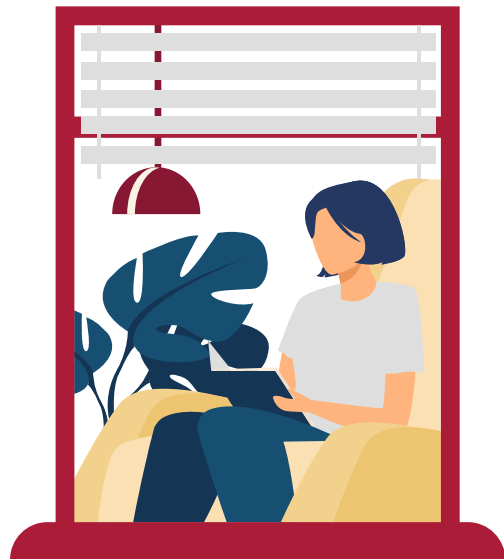
With homestays you'll have a chance to **practice your Spanish**, to try traditional Spanish foods and to experience other important aspects of Spanish traditions throughout the year. On the other hand, living in a homestay will most likely result in **less independence**. You will need to follow the rules of your host family, which may include curfews or restrictions when it comes to friends visiting.

[Learn about Homestays](#)

## Studio Apartments

If you prefer living alone because you enjoy a more quiet atmosphere and independence, then a studio apartment in Madrid for rent might be an option for you. It will however be more costly than sharing a flat and you will have less social connections especially at the beginning. Do keep in mind that these 1 bedroom apartments are not so common in Madrid, making the hunt a bit more complicated.

[Find a Studio Apartment](#)



Our recommendation is to rent a room with a **rental agency**. This way, everything is official, organized and most importantly, you will have a **reliable contact** in Madrid in case you have any questions.

# GETTING LEGAL

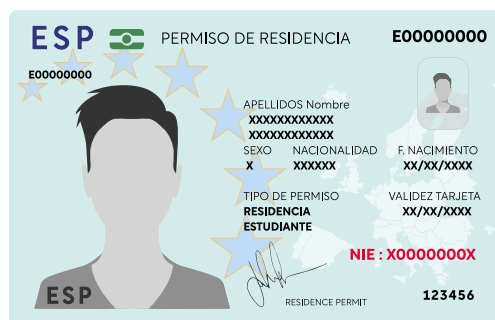
## NIE, TIE, EMPADRONAMIENTO

The NIE card and the TIE card are the most common legal documents that are required by both **EU citizens (NIE)** and **Non-EU citizens (TIE)** who plan to move to Spain. In combination with other documents like the **Empadronamiento** and the **Social Security Number**, the NIE card and the TIE card are important documents that verify your legal status in Spain and should be applied for very early into your time here.



### NIE (EU citizens)

The NIE card is officially known as the “Certificado de Registro de Ciudadano de la UE”. As its official name suggests, this is the document that citizens of the European Union (or equivalent) will apply for when moving to Madrid **to work or study for longer than 3 months**.



### TIE (Non-EU citizens)

The TIE card is officially known as the “Tarjeta de Identidad de Extranjero”. This is the document that all Non-Europeans who are **staying in Spain for more than 6 months** will need to apply for. The card classification will differ depending on the type of visa the applicant applies with – the most common being the student TIE.

**You can only apply for the NIE or TIE Card from Spain**, however you can start looking for appointments dates and collecting the required documents from home. [READ MORE](#)

That **NIE Number** you will get on both cards will act as your foreigner’s ID number and will be your key to life in Spain as it will be used when applying for nearly anything. For example, you need a NIE number in Spain for the following:

- **To work**, to be self employed or to start a business
- **To open a Spanish bank account** as a resident
- **To study long-term** in Spain (more than 3 months)
- **To contract internet** or a Spanish SIM card (that is not prepaid)



# Empadronamiento

The Empadronamiento is officially known as the **“Padrón Municipal de Habitantes”** and is also commonly referred to as just the **“Padrón”**. It’s a general census record of habitants in the city, which allows the municipal government to allocate the right amount of funds and community services to a particular region or neighbourhood of the city (healthcare centres, police, maintenance, etc.). **Once a person is registered, they will officially become a member of the community and their presence in Spain will be verified.** The Padrón has no real effect on a person’s legal status, however the document is required for many subsequent documents that might be required when moving to Spain or to extend time in Spain.

The image shows a sample of a 'PADRÓN MUNICIPAL DE HABITANTES VOLANTE DE INSCRIPCIÓN PADRONAL' form from Madrid. The form is divided into three main sections: 1. DATOS DEL PADRÓN MUNICIPAL (Municipal Data), 2. DATOS DEL / DE LA TITULAR DEL DOCUMENTO (Data of the Holder), and 3. DATOS DE LAS PERSONAS QUE FIGURAN CON EL TITULAR (Data of Persons with the Holder). It includes fields for district, address, name, sex, date of birth, and current registration status. At the bottom, it indicates it is a 'VOLANTE INDIVIDUAL' and includes a small table for the number of persons on the form.

[How to apply?](#)

# Social Security Number

The Social Security number is officially known as the **“Número de Afiliación de la Seguridad Social”**. Having it means that you are officially registered as a part of the tax & social security system in Spain and thus you will gain access to many benefits that are a part of the Spanish social system. These benefits include healthcare benefits, social benefits, security and disability benefits, unemployment benefits and other resources that might support you in times of difficulty.



The Social Security number in Spain is required when a person legally living in the country intends to earn money in an official capacity. **You will always need a Social Security Number if you intend to participate in any of the following situations:**

- Being employed at a company
- Being self employed (autónomo)
- Being a student taking on a professional, paid internship
- Being a business owner or business partner

# TRANSPORTATION IN THE CITY

Madrid has a very efficient system of both subway and bus lines and you can find full information [HERE](#).

Buses and subway are **less expensive if you buy a 10-ride ticket**. These can be found in the Metro or at the newspaper kiosks. Special discount monthly passes are available for those under 26. If you use public transportation **more than 4 times a day, it is worth your while to invest in the monthly unlimited-use transportation pass**.

There are trains, called “**Cercanías**” that circulate in Madrid and go to suburban towns outside, and interesting places such as El Escorial, Segovia, Toledo and Ávila, with schedules throughout the day. The main stations are **Atocha, Sol, Nuevos Ministerios, Chamartín and Príncipe Pío**.



Although gasoline prices have gone up considerably in the past few years, **taxis** continue to be reasonable and you can also use apps such as **Uber, Cabify** or **FreeNow**.

We recommend that you order your personal public transport card online – **ideally about 3-4 weeks before your arrival**. It will save you time, money and hassle. Read the **following guide** to know all the details and order yours.



# SIM CARD & INTERNET

In general, **getting a SIM card for Spain with one of Spain's mobile operators is quite easy.** You'll also find that it's usually more affordable in comparison with other countries. The hardest part is actually selecting the right SIM card and best Spanish mobile phone operator. The first thing to get clear right away, is to determine whether or not you really do need a SIM card for your time in Spain.

Much like cell phones, Internet at home is a must have for everyone. If you are still on the hunt for a new place to live in Spain, make sure to check if Internet is established before renting a room or apartment. **As contracting Internet for your new home is a big hassle, it's recommendable to look for flats with Internet already established and ideally included in your rent.**

Learn more about SIM Card Providers in Spain

Learn more about Internet Providers in Spain

# BANKING & MONEY TRANSFER

If you are an international student who is only staying for a few months you might not necessarily need to open a Spanish bank account. That being said, **Non-EU citizens will always save costs by opening one,** as they won't have to deal with all the fees that come with using a foreign card abroad.



**Sending money to/from Spain to/from an account outside the European Union can be inconvenient and costly.** But if you have no other choice, there are great alternative options to tradition bank transfers that will save both money and time. Learn more about it [HERE](#).

Open a Spanish bank account

# CULTURAL LIFE

## General Information

As the capital city, a cosmopolitan city, a business center, seat of government, Spanish Parliament, and residence of the Spanish monarch, Madrid is also the political centre of Spain. The city is characterized by intense cultural and artistic activity and a very lively nightlife.

## Tourist Information

In addition to its famous museums, busy streets dotted with all kinds of shops, restaurants with world cuisine or unbeatable nightlife, Madrid will surprise you with its charming, tranquil historic spots, with traditional and family-run century-old bars where friends meet up for a drink, all kinds of neighbourhoods, and cultural centres that offer an alternative type of tourism. Madrid has an authenticity that is hard to match. It is welcoming and diverse. Madrid is, without a doubt, one of Europe's most interesting cities.

## Activities

Throughout the semester SIU-Madrid offers a variety of academic, cultural and social activities. These entail visits to places of interest in Madrid and other cities in Spain, field trips to multinational companies, lectures on business and political issues by outside speakers, sports activities and our traditional end of semester graduation ceremony.

Madrid is a vibrant city that boasts tons of fun things to do day and night. From Spanish wine tasting and flamenco shows, to salsa classes and language exchanges you can find anything you seek in Madrid.



**You will find all details about our events in the Reception area.** The cost of these activities is covered partially by the University and partially by the students. For every event, students signing up must pay a deposit to reserve a place which will be refunded once the student attends and the activity has taken place. Deposits will not be refunded for students who do not show up.

## Trips

In addition to the excursions you will be taking with the University as a group, all students are encouraged to travel on their own, taking advantage of all that Spain has to offer.



Studying abroad in Europe will give you the opportunity to explore several countries over the course of just a few months. The cost of air fare ([CLICK HERE](#) to read our travelers guide to booking flights around Europe) **from one European country to another is extremely cheap**, especially if flights are bought a month or two in advance.

The most popular destinations from Madrid are Morocco, Portugal, the Andalucía Region, the Basque Country and the East Coast in general. If you wish to travel as a group in organized trips you can visit the [following page](#).

## Eating out in Madrid

Eating out in Madrid is a real advantage and adventure that you will come to appreciate during your stay in Madrid. **Meal time is a very important time of the day for a Spaniard.**



Normal Spanish meal hours don't even begin until 1:30pm for lunch and 9pm for dinner, so you should attempt to gear your stomach accordingly.

The “Menú del Día” is a fixed price which includes 3 courses, beverage and bread. Inexpensive restaurants are found on streets parallel and perpendicular to the general university and downtown areas. Suggested restaurants and cafeterias are included in the [www.guiadelocio.com](http://www.guiadelocio.com)

## Sports

Madrid is a passionate city and fitness culture is no exception! Madrid offers a large amount of sports activities both indoor and outdoor, which you can do on a daily basis or whenever it best fits your schedule. **Don't skip your routine during your stay abroad – motivation will get you started and habit is what will keep you going.**

Learn more about  
Sports in Madrid



## Museums

- **The Prado Museum:** This is one of the most outstanding art galleries in the world. The collection, which includes canvases by important Spanish painters of the period from the 12th to the 18th century, such as El Greco, Velázquez, Ribera, Murillo and Goya, of Italian painters such as Fra Angelico, Rafael and others of the Venetian School, as well as Flemish painters like Bosch, Rubens and Van Dyck.
- **Fundación Thyssen-Bornemisza:** Spain's most outstanding recent museum, consisting of a historically broad range of art purchased by the late Barón von Thyssen, whose wife is Spanish.
- **Centro de Arte Reina Sofía:** This newly established museum is the place to see 20th century art. Special shows are constantly rotated. This is the new home of Picasso's "Guernica".
- **El Palacio Real (The King's Palace):** Though the King no longer lives here, the Palace is one of the finest to be seen in Europe. It contains a magnificent display of porcelain, carpets, furniture, weapons and paintings.
- **El Museo Español de Arte Contemporáneo:** Paintings and sculptures created in present day in Spain and abroad.

Students can usually visit these places for free with a student ID, we recommend however, that you always check the exact free visiting hours for students online!



## Parks

- **The Retiro Park:** Gardens, expositions, boat, and bicycle rentals, outside cafes and even mimes and other free performances on Sunday mornings. Entrance by the Plaza de la Independencia (Puerta de Alcalá), or the following streets: Alcalá, O'Donnell, Alfonso XII. You can take the Metro to Retiro and there is a direct exit to the park.
- **Casa de Campo:** Trails, zoo, Parque de Atracciones (which is a large amusement park). Great for a picnic, horse rental, boat rentals, etc. Entrance below Plaza de España or take the Metro to Batán. You can also take a cable car (teleférico) which leaves from Paseo de Rosales (at the end of Marqués de Urquijo).
- **Parque del Oeste:** Beautiful gardens including an Egyptian Temple, extending behind the Plaza de España to Moncloa.



# Paris Campus







## Dear Student,

Schiller Paris is a fully accredited institution of higher education in the USA and in Europe through the dual degree in cooperation with the University of Roehampton. The campus is situated in the 8th arrondissement of Paris, a few steps from the Champs Elysées, right in the heart of the city of lights! Our mission is to provide students an excellent academic grounding in fields that prepare them for international careers. The community of students and scholars that is Schiller Paris helps students grow intellectually without neglecting to provide an unparalleled learning experience that allows them to grow as persons prepared to assume tomorrow's leadership roles.

Now is the time for you to make the most of this once in a lifetime opportunity of living and studying in Paris!. Welcome aboard and see you soon!

Aude Prebay  
**Campus Director – Paris**

# WELCOME TO SCHILLER INTERNATIONAL UNIVERSITY

The Paris campus of SIU is located in the 8th arrondissement. Paris campus resources **include a student study area, a student lounge and other facilities.**

As an independent, international and American university in Paris, SIU offers students a multicultural environment with faculty that

encourages diversity, leadership and global understanding.

Studying in Paris is a great opportunity for students to be immersed in **one of the most important political, diplomatic, economic and cultural capitals in the world.**



## Emergency Services

Students are encouraged to take precautions to safeguard their persons and their valuables. **The University is not responsible for lost, damaged or stolen items left unattended.**



## Campus Security

**The University is not responsible** for lost, damaged or stolen items left unattended in the campus or outside.

**17** ☎

Police

**18** ☎

Fire

**15** ☎

Ambulance

# CAMPUS LIBRARY

The local library of the Paris Campus **holds a collection of more than 4,700 documents**. Your librarian will help you to find the documents you need for your studies. Please **schedule an appointment** for any question on information resources during the office hours. The library department (or “digital library”) on your Blackboard provides you with many digital resources including lists of useful open access sources and the **four campus library catalogs online**. It also gives access to LIRN (Library and Information Resources Network), which enables you to search among thousands of full text printable documents from **more than 120 databases**.



## The Library is

**Library:** from 10:00 to 17:00 Monday to Friday.

**Librarian's office:** from 10:00 to 16:00 Tuesdays, Thursdays and Fridays.

# LIBRARIES & BOOKSHOPS IN PARIS



Libraries and Bookshops in Paris

# BEFORE ARRIVAL

## Student Visa

In order to enter France as a student, non EU-candidates must go to the French consulate of their country and present all required documents included admission letter from Schiller International University to apply for the student visa. For information on the necessary documents that students have to present upon request of a student visa for France, as well as the exact address of the nearest French Consulate from the student's country go [HERE](#). Students can also contact their own embassy in France.



France Visas  
Find Out More Here

**Please note** that students who come to France on a short-stay (tourist) visa, cannot change this to a long-stay visa while in France. **Get your student visa before arriving in France (for non-EU citizens)!**

## In Paris



Once you have arrived in France and within 3 month, students are required to **validate their student visa by completing registration process at the French Office** of Immigration and Integration (OFII). The procedure is entirely online:

Click Here

Renewing your visa and getting a “titre de séjour” 3 month prior to the expiration date of your visa, you should connect to the Prefecture website to book an appointment to renew your visa and get a “titre de séjour étudiant” which will be valid 1 year as well.

# GUIDE TO PARIS

## Student Identity (“I.D.”) CARD

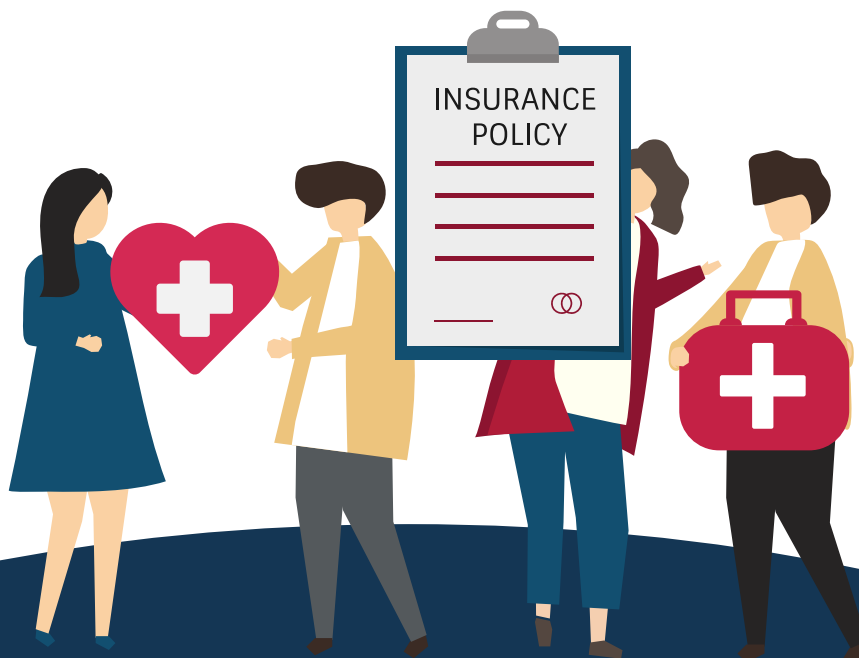
All students are advised to request a student “I.D. “Card at the time of registration. The student should have this card available for presentation upon request by members of the Schiller International University Administration.

A student “I.D.” Card permits reduced entry into museums and other Cultural Centers.



## Insurance

In order to obtain your residence permit (“Carte de Séjour”), you must produce proof that you are either **covered by the French Social Security system or that you have arranged for individual medical coverage**. This is called “couverture sociale”. The documentation required is a certificate from the insurance company which sets forth: – the company’s name and the fact it is an insurance company (“raison sociale”) – your name and civil status (“état civil”) – the duration of the insurance policy – the risks covered (your insurance policy must cover at least doctor and hospital bills).



# BANKING

Students staying in France for more than 3 months are advised to open a bank account. Students staying for less than 3 months may open an account at a savings bank (Caisse d'Épargne) or at the Post Office (La Poste).

The savings banks have a large network of branches and most post offices have a banking service. Savings bank and post office accounts are managed in exactly the same way as accounts at commercial banks.

**To open a bank account, students need to show the 3 following documents:**

- Valid passport
- Carte de Séjour
- Student card or enrollment certificate
- Proof of address: telephone or electricity bill, rent receipt, “certificat d'hébergement” (official document stating that you are staying with a private resident, obtained by your French host from the local townhall “mairie”), etc.
- Approximately 10 days after opening the account, students receive a checkbook and/or a credit card. Checkbooks are usually free of charge. Credit cards, which are valid for two years, cost between € 15, 24 to 30, 50 per year, depending on the bank and the type of card.

## Credit Cards

**With any valid credit card, you can withdraw cash from any automated teller machine (ATM) at any bank, savings bank or post office** (not necessarily the bank where you have your account). **ATMs are open 24 hours a day** and take several types of credit card (Visa, Eurocard, etc.).

Most shops accept payment by credit card for purchases above a minimum amount (usually € 15). There is usually a minimum purchase amount for checks as well. Each shop has its own policy, there are no fixed rules.

If you have an international credit

card, it is valid in most European countries, including France.

You can also use your credit card to make phone calls from **selected public telephone booths.**

If your credit card is lost or stolen, **call the 24-hour telephone number (given to you when you receive your card and indicated on all ATMs)** to make a stop-payment order.

This will normally prevent anyone from using your card. However, you should confirm the stop payment order in writing at your bank.

# POSTAL SERVICE

The main function of the French Post Office (La Poste) is to convey letters (though La Poste also provides banking services, and you can open an account there). Letters for destinations within France usually arrive the next day, for EU countries 2-4 days and for USA up to 7 days.

**In many post offices, you will find automatic stamp machines, telephone booths and photocopiers.**



## Postcodes

**An essential part of all addresses in France is the five-digit postcode that identifies the commune.** The postcode immediately precedes the name of the town or village, on the last line of the address for all mail within France.

The first 2 digits of the postcode indicate the number of the department; and the last 3 digits identify the commune (for example, 56470 is the postcode for the town of La Trinité-sur-Mer in department number 56, i.e. Le Morbihan). For large cities with arrondissements -districts- like Paris, the last 2 digits of the postcode indicate the arrondissement; for example: 75006 PARIS means “Paris, 6ème arrondissement”. Post offices are usually open from 8 am to 7pm Monday to Friday and from 8am to 12pm on Saturday.

**Exact hours may vary from office to office. In Paris, the post office on Rue du Louvre (2ème arrondissement) is open 7/24.**



**Office Hours:** Monday to Friday 8:00 to 19:00  
Saturday 8:00-12:00

# POLICE

## Lost and Stolen Property

**All thefts and major losses should be reported to the police as soon as possible.** Each of Paris twenty districts (arrondissements) has three or four police stations (commissariats); train stations also have one. You should go to the one which has jurisdiction over the area where the theft or loss occurred unless you were robbed in the subway.

In that case, you can go to any police station including **the one located near the American Embassy at 31, rue d'Anjou 75008 Paris (phone: 01 42 65 23 13)**. The police will give you a "cépissé de déclaration de perte ou de vol" (receipt for declaration of loss or theft).

If you have **lost your passport**, identification documents and other papers as well as personal effects, you will receive separate receipts, one for your papers

(pieces d'identité) and one for your valuables.

### **The report must be made in person.**

The police will not accept a report by telephone or from someone else on your behalf. Most police stations have English-speaking personnel; if you have difficulty making yourself understood in English, call the Embassy's Office of American Services (phone no.: 01 43 12 45 18) to obtain a translator to help you.

While it is unlikely that the thieves will be arrested as a result, **it is important that you report this to the police.** The police receipt is helpful and sometimes necessary in applying for the replacement of airlines tickets, EURAIL passes, passports, traveler's checks, etc. It is also useful for supporting insurance claims.

## How to replace certain lost or stolen items

### Airline Tickets

Report the loss or theft immediately to the Paris office of the airline company. **It is left to the discretion of each airline company whether or not to replace a ticket.** In any case, replacement tickets are issued only after verification of the initial purchase of the tickets has been obtained by telex from the airline's home office. **Credit Cards Notify the Paris office of the issuing firm immediately.**



**0142652313**

**Police Station**



# EMERGENCIES

In extreme cases which require immediate hospitalization or are life threatening, Ambulances de l'Assistance publique (**01 43 78 26 26**) will ensure the rapid transport of any sick person to the nearest French hospital. You can also call the SAMU at **01 45 67 50 50**

For transportation to the American Hospital, call the hospital at **01 46 41 25 25**.

## Health Care

Students are required to carry their own health and accident insurance ("couverture sociale") or be covered by the French Social Security system. Coverage is required from the date of their departure from their country of residence until their return.

**All EU citizens staying in France must obtain the form E111 before leaving their country.** They are entitled to use the French Social Security system, which refunds up to 70% of medical expenses. Nationals of non-EU countries should take out health insurance before leaving home. **Consultations and prescriptions have to be paid for in full, and are reimbursed, in part, on receipt of a completed form.**

If students undergo treatment while in France, the doctor will give them a prescription and a feuille de soins (statement of treatment). The doctor's consultation fee is about 30 Euros for a general practitioner ("médecin généraliste") and as of 80 Euros for a specialist. The medication will carry vignettes (little stickers) which you must stick onto your feuille de soins. Send this, the prescription and form E111, to the local Caisse Primaire d'Assurance Maladie (CPAM, in the phone book under Sécurité Sociale). Refunds can take over a month.



Pharmacy



Hospitals



SAMU

15

Police

17

Fire & accident

18

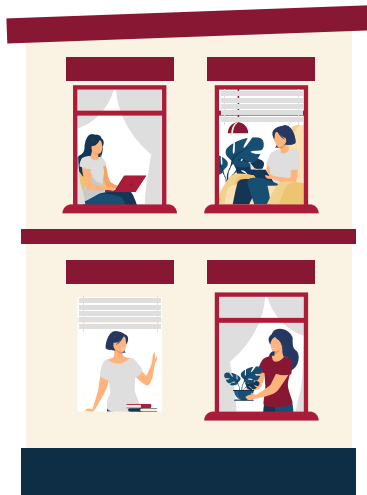
European SOS

112

SOS – all service

114

# HOUSING GUIDE



The Paris Study Center does not have a student residence. However SIU Paris has partnerships with two housing agencies:

Les Estudines

Atome

# TRANSPORTATION



## Metro - Bus - RER

**The usual mean of transportation within Paris is the Metro.** Its network covers the whole of Paris and it usually has very good and reliable service. Students can buy their tickets at every metro station. [\*\*CLICK HERE FOR MORE INFORMATION\*\*](#)

## TAXI

Taxi ranks are found on numerous major roads and at stations. Taxi charges are based on area, time, and pieces of luggage. **Most journeys in central Paris average € 10-20, whereas taxi rides from/to the Paris airports average € 40-50.**



**To request cab service, call:**

**Taxi G7:** 01 47 39 47 39

**Taxis Alpha:** 01 45 85 85 85

**Taxis Bleus:** 01 49 36 10 10



## Train

**Several attractions in the suburbs, such as the Versailles Castle or Disneyland Paris, are served by the RER local train network.** However, most locations farther away from Paris are served by the SNCF (the state railway). The TGV (Train à grande vitesse) is a high-speed train which has revolutionized journey times and is gradually being extended all over France. Travellers have to pay a supplement and book in advance though.

[SNCF Information](#)

Students under 26 benefit a 25% reduction on all the trains in blue periods (except from TGV's). Students planning to stay for at least one year should buy a year reduction card (Carte 12/15) to benefit a 50% reduction on all the trains (25% for TGV's) in blue periods (specific dates and hours) or a 25% reduction (for the rest of the time). Important discounts for international journeys are also made.

[Paris Train Stations](#)

## Rent a Car

To hire a car, you must be 25 or over and have held a license for at least one year. However, some agencies accept drivers aged 21-24. **You should have your driving license and passport with you.** You can find most international rent-a-car companies, such as Avis, Europcar, Hertz or Ada in Paris and its airports.



## Plane

**ROISSY-CHARLES DE GAULLE** - Most of the international flights arrive at the Roissy airport, 30 km north-east of Paris. Its two terminals are some way apart, so students should check which the right one for their flight is. **24 hr. information service in English: 01 48 62 22 80** Transportation to **Paris: RER B (the quickest and most reliable way to get to Paris which costs € 7.62)**, taxis, the Air France buses, the Roissy buses and some other airport shuttles to different points in Paris. There is also a SNCF train station at Terminal 2.

**ORLY AIRPORT** - French domestic and several international flights use Orly airport, 18 km south of the city. It also boasts two terminals: Orly-Sud (international flights) and Orly-Ouest (domestic flights). Information service in English: 01 49 75 15 15 Transportation to Paris: Orlyval and RER B (which also connects to Roissy airport), taxis, Orlybuses and Air France buses.

**BEAUVAIS TILLÉ AIRPORT** - 70 km from Paris, with a bus link to Porte Maillot. For flights from/to Ireland and Scotland.

**Vélibe Bike Rentals**

[Check Out Bike Rentals](#)



# CULTURAL LIFE

Paris regards its vibrant cultural life and its many artistic activities as proof of its legendary quality of life. Paris is truly a city of culture and unrivalled arena for any kind of artistic expression: **3 opera houses, 141 theatres, 17 music conservatories, 343 cinemas, many concert halls and more than 200 museums and 1000 art galleries entice visitors with events, performances and exhibitions.** Paris is a city of both the old and the new, and in its cultural activities the voices of traditionalists and experimentalists find expression – and eager audiences. From one historic and artistic extreme to the other, and at all the points in between, there is an exciting variety from which to choose. To know what is going on in Paris in terms of cultural events, you may find information **HERE** or buy the weekly Pariscope, Figaroscope (a supplement of Le Figaro newspaper) or L'Officiel des Spectacles at a kiosk or in a book store.

There are also some monthly publications, such as Paris Nuit, the Paris Free Voice and the booklet “Saisons de Paris” published by the Paris Tourist Office. You can also get an insight into the cultural life in Paris with the magazines Fusac, Time Out or Paris voice for English-speaking Parisians. You can find them on campus.

## Cultural Affairs

The University has a Cultural Affairs Program. Throughout the semester there will be **several trips to museums, plays, ballet, and concerts.** Overnight trips and special dinners are sometimes planned. The students can always approach the Dean of Students or the Cultural Affairs Coordinator with any ideas and preferences and are encouraged to participate in cultural affairs activities, to enrich their life at the Campus.



## Tourist Information

L'Office de Tourisme et des Congrès de Paris: 127 avenue des Champs-Élysées, 8th District

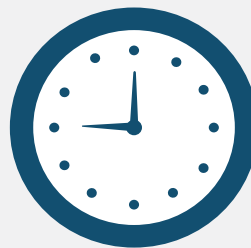
**(01) 08 36 68 31 12.**

**[www.paris-touristoffice.com](http://www.paris-touristoffice.com)**

**[info@paris-touristoffice.com](mailto:info@paris-touristoffice.com)**

Information in English:

**01 47 20 88 98**



Opening Hours

**Summer daily**

**9:00-20:00**

**Winter:**

**Sun 11:00-18:00**

Tourist offices located

**Gare de Lyon (Mon-Sat 8:00-18:00)**

**Eiffel Tower (May to Sep 11:00-18:00)**



## Museums in Paris

### CHURCHES

Churches in Paris are predominantly Catholic. For other faiths:

- **American Church,**  
65 quai d'Orsay – 75007 Paris  
phone no.: **01 47 05 07 9**
- **American Cathedral in Paris,**  
23 avenue George V – 75008 Paris  
phone no.: **01 47 20 17 92**
- **Christian Science,**  
36 bd. St Jacques - 75014 Paris  
phone no.: **01 47 07 26 60**
- **St George's (Anglican),**  
7 rue Auguste Vacquerie – 75016 Paris  
phone no.: **0147202251**



[Click Here For More](#)

### PARKS

- **BAGATELLE**
- **BOIS DE BOULOGNE**
- **LUXEMBOURG GARDENS**
- **PALAIS ROYAL GARDENS**
- **MONCEAU PARK**

[Click Here For More](#)



# SPORTS

The sports venue for everything from ballroom dancing to judo is the Palais Omnisports de Paris- Bercy (POPB), 8 boulevard Bercy, 12th district (phone no.: 0 1 4002 6060). The major horse-racing events take place in October in the Bois de Boulogne – the Prix de la République and the Grand Prix de l'Arc de Triomphe. L'Officiel des Spectacles details sports events and Le Guide du Sport à Paris, available at tourist offices, book stops and town halls, lists sports facilities. Allo Sports (phone no.: 01 4276 5454), Direction Jeunesse et Sports, 25 boulevard Bourdon, 4th (phone no.: 01 4276 2260), offers information on municipal facilities.

## Golf

Golf Disneyland Paris (phone no.: 01 6045 6890), 77 Marne-la-Vallée, 32km (20 miles) east of Paris, has a 27 hole course open year round from 0830 in summer and 0900 in winter.

## Gyms/health clubs

A number of companies (such as Moving, Gymnasium and Gymnasium Club) dominate the gym scene in Paris but these tend to be open to members only. Gyms open for one-time visits are listed in the Squash section. Club Med Gymnase Club: 1 year EUR 460,00 (www.clubmedgym.com). This special rate is offered ONLY for students enrolled at Schiller Paris with a Schiller student I.D. card.

## Squash

Squash Montmartre, 14 rue Achille Martinet, 18th district (phone no.: 01 42 55 38 30), has four courts, saunas, fitness equipment and restaurant. The charges are € 13 per person per hour. Club Quartier Latin, 19 rue de Pontoise, 5th district (phone no.: 01 5542 7788), charges € 14 for a day-pass.

## Swimming

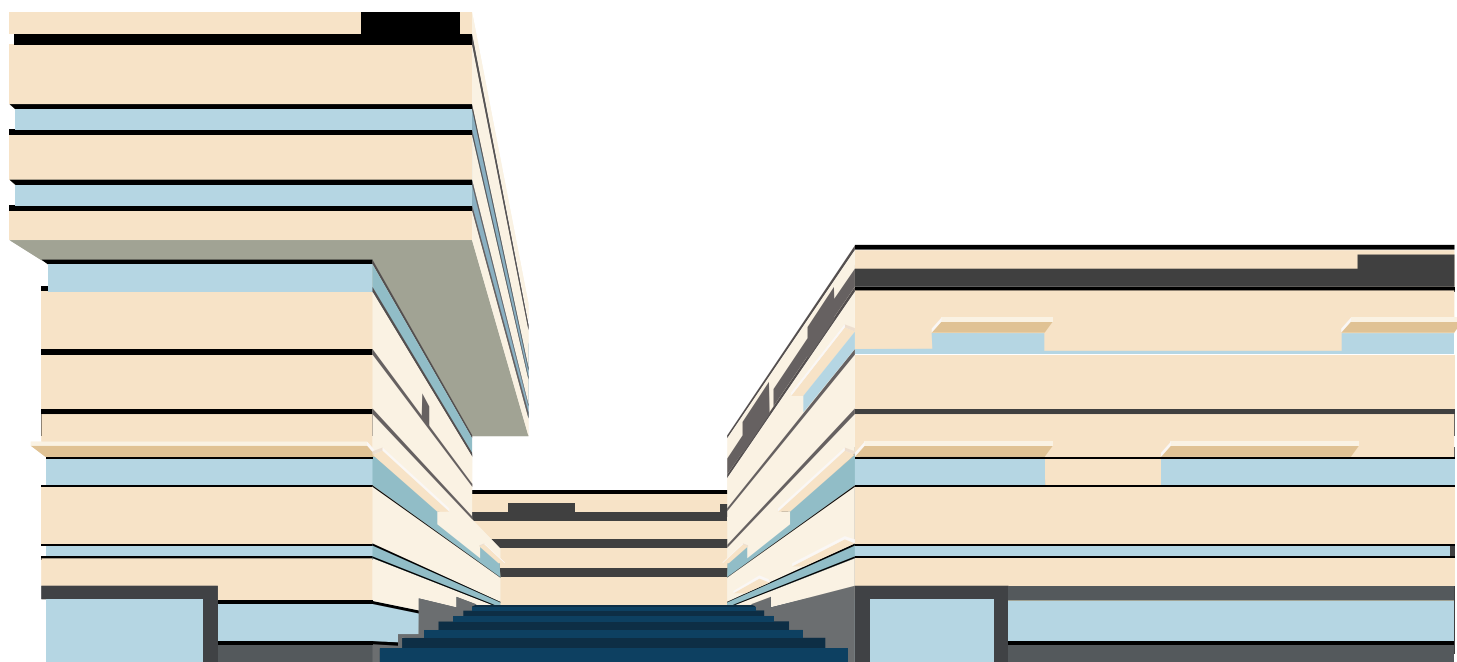
The underground Piscine Suzanne-Berlioux, Les Halles, 10 place de la Rotonde, 1st (phone no.: 01 42 36 98 44), is extremely central and open daily. Aquaboulevard, 4 rue Louis-Armand, 15th (phone no.: 01 40 60 15 15), has a selection of indoor and outdoor swimming pools open daily. Admission costs € 12 (concessions available).

## Tennis

To play on municipal courts, application for a Carte Paris-Tennis should be made at the Mairie; alternatively simply turn up and hope for the best. Either way, the price is € 6 per hour. There are also private clubs which often charge high membership fees. Forest Hill Tennis at Aquaboulevard (see above) charges € 23-30 per visit and is open daily.



# Heidelberg Campus







## Dear Student,

On behalf of the Heidelberg Campus administration and faculty, I would like to welcome you to the first campus of Schiller International University, that was founded nearly 60 years ago.

We are proud to offer you a truly international experience and a personalized service that will help you adapt to your new environment. My personal belief is that we need to educate both heads and hearts, to prepare you for your future work and life challenges that lie ahead. The educational journey you are about to begin will shape your future, and my team and I are committed to preparing you for that future both academically and professionally. Your own initiative and interests will determine the benefits you take from this experience.

We have compiled this handbook for you as a reference of academic regulations, policies and procedures. If you are new to Heidelberg, the second half of the book will provide you with practical information on getting in and around Heidelberg, so that you can make the most of your academic and personal growth whilst studying at Schiller. We look forward to welcoming you to our Heidelberg Campus and hope you will have an enjoyable and rewarding time as a student studying in Germany.

Sanja Stevic, MBA  
**Campus Director – Heidelberg**

# WELCOME TO SIU CAMPUS HEIDELBERG

The Campus is located in **the Skylabs building**, which is the landmark structure of Heidelberg's newest urban development - the Bahnstadt. **In a state of the art facility, that carries the distinction of being one of the world's largest zero-emission communities**, the Heidelberg campus has seven classrooms, a library with study spaces (including 5 open access

PCs and printing facilities), a student lounge, faculty and administrative offices.

**Walking distance from the campus are Europe's modern dormitory facilities:**

Micro-apartments, each with their own bathroom and kitchenette. Wi-Fi access is available throughout the campus and internet connections are



## Campus Hours

The Campus hours are from 8:30 to 17:00, Monday through Friday. The Campus is closed on Saturdays, Sundays and German holidays. We recommend to make an appointment (online) when needing to speak to an administrator.

## Student Council

The student body will be called to elect representatives for a Student Council (SC). The Council will meet periodically with representatives of the Administration, and will make proposals to the Administration concerning extra-curricular activities and the organization of student life at campus.

**Elections are usually held in fall.** Core positions as President and Treasurer are filled by a voting process. Vice-President is filled by the runner-up from the President vote. Secretary, Marketing and Activities Coordinator are appointed by the newly elected Student Council.



## Activities Coordinator

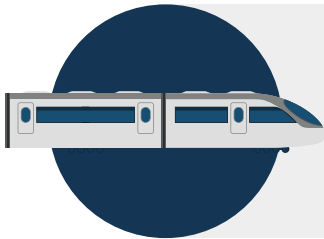
The activities coordinator will be responsible to organize and oversee all activities sponsored by the SC.

## Useful Numbers & Contact information



### ADAC

Automobile roadway repair service  
**0180- 222 2222**



### Deutsche Bahn (DB)

German Railway Train Assistance  
**For English: 030 3116 82904**  
**For German: 030 2970**

## CAMPUS SECURITY

Students are encouraged to take precautions to safeguard their persons and their valuables. The University is **not responsible** for lost, damaged or stolen items left unattended.



**112** 

Police, fire, or ambulance

# LIBRARIES & BOOKS

## Campus Library

The Heidelberg Campus Library contains a collection of 8054 academic print materials and a fiction and biography/autobiography collection to encourage reading for pleasure. Students have access to the library of the DAI (German-American Institute) and all German University Libraries for free as well as access to the Heidelberg City Library as a member of the public.

We have an Inter Library Loan agreement with SWB (The South Germany Library Network) which includes 115 libraries and Subito (the document delivery service of academic libraries in Germany, Austria, and Switzerland). As well as an extensive physical collection and partnerships we offer online resources for students via the LIRN platform. This collection includes research resources from database Gale-InfoTrac, ProQuest, and others.

## Academic Support

The Heidelberg Campus library offers academic support workshops to all students. These include:

- DISSERTATION: Literature Review / Formatting and Referencing
- Search Skills
- Critical Thinking
- Referencing & Formatting
- Writing for University
- Reading and notetaking

Alongside these campus-specific workshops, we also run a monthly APA Drop-In session and arrange in-class sessions for each course run on campus every month.

## IT Facilities and Support

- There are five open access computers for students to use.
- A central black and white printer for printing.
- Scanning can be done in consultation with the Librarian.
- Loanable projectors for presentations and/or dissertation defense.

Our Librarian is also part of the IT Helpdesk team so provides in-person support to our students with issues such as:

Password resets / Accessing our digital platforms / Software training and support / eBook support

Contact info:  
**john.sturm@schiller.edu**  
+49 (0) 42 64 74 13



## Opening hours:

Mon – Thu: 8:30 – 16:45  
Fri: 9:00 – 16:00

[See List of Libraries](#)

Any changes in these hours will be posted on the library door, via student email and Heidelberg Virtual Campus.

# AT YOUR ARRIVAL

## German Residency

**The German Police can ask for ID document** and for demonstrated proof of one's right to be in Germany. Students should carry identification at all times, **failure to properly identify oneself could result in legal detention.**

After your arrival you should talk to our residency support as soon as possible.



[Click here to make an appointment](#)

## Student Job / Work Permit

To apply for student jobs you can contact the **Agentur für Arbeit Heidelberg** (Labor Office); **German language skills might be necessary!**

Studenten-Service: Kaiserstrasse 69-71,  
Phone: 06221-524- 443

The Student Academic and Career Services Officer at SIU will also assist you in finding a student job.

## Studying and Working in Germany

For more information about legal requirements of residence for third-country nationals:

[Click Here](#)



# BANKING & MONEY TRANSFER

Germany is a cash country, so it is important to always have some euros on you when at a restaurant, cafe, or shopping. Many places do accept credit cards/ EC – Karte now such as Aldi, Lidl, Rewe, Galeria Kaufhof, and departmental stores. Bank transfers and Paypal are also common online methods of transferring money/paying.

# HEALTH & SAFETY

## Healthcare

**In case of medical emergencies please call 112. For Police please call 110.**



## English Speaking Doctors

There are a number of doctors and nurses who can assist you in English. During the weekends you can also contact the Ärztlicher Bereitschaftsdienst from Friday 19:00 till Monday 7:30, on Wednesdays from 13:00 till Thursday mornings 7:30, and on German holidays till the next morning at 7:30.

[Check for Doctors & Dentist Here](#)

## Pharmacies in Germany

The pharmacies are open from Monday until Friday from 9:00-18:30, on Saturdays from 9:00-13:00. In the evenings and during holidays they operate on a rotating system, with one pharmacy open in each area. **Each pharmacy posts information on its door showing the nearest pharmacy open.**

## Hospitals

Universitätsklinikum  
Im Neuenheimer Feld  
**06221 560**

St. Josefskrankenhaus  
(Weststadt), Landfriedstr.  
**06221 52688**

[Emergency and other Numbers](#)

Accidents that occur on the premises must be reported immediately to the staff.



## Emergencies

### Local Police

 **110**

### Fire Emergency

 **112**

### Ambulance

 **19 22 2**

### Medical Emergency

 **116 117**

# HEALTH INSURANCE

Health Insurance **is obligatory**. Schiller International University offers insurance policies which can be purchased during registration. **Please ask in the Student Services Coordinator for more information.**

# HOUSING GUIDE

We know that figuring out how to start your housing hunt can be quite confusing. To make it easier for you, **we have compiled a list of the most important information.**



## Dormitory

**Our student dorm rooms feature:** 21–25m<sup>2</sup> modern studios with built-in kitchen and en-suite bathroom, free WiFi, gym and laundry facilities available.

[More Information Here](#)

## Accommodation

If you are looking for accommodation in Heidelberg or somewhere else, **you should contact the Student Services Coordinator for assistance.** Our Student Services Coordinator can provide you with information about our campus dorms and assist with scheduling appointments with landlords and checking the rental contracts. In case of issues with the landlord/landlady please contact your Student Services Coordinator.

Additionally, they can help you if you choose to live elsewhere, such as a shared flat (WG) or finding your own apartment. Useful apps to use in your accommodation search is WG-Gesucht, Immoscout24, and Immowelt.

[Students Services Office](#)







## Hotels & Accommodations

[See Hotels Here](#)

### Electrical current

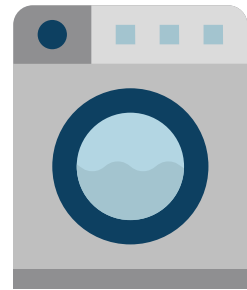
Voltage and cycles differ with countries. Germany specifications for electrical appliances are 230 supply voltage and 50 Hertz. Germany uses two plug types, types C (older type) and type F (newer type).

**You can use a travel adapter but please be cautious with what appliances you use your travel adapter for.** Travel adapters are great for when you need to charge your phone, laptop/tablet when you do not have the same power outlet specifications, but **you should not use a travel adapter for appliances such as a hair dryer.** For this it would be better to buy the appliance in Germany that has the correct power outlet specifications.

### Laundry Service

Waschtrommel, Rohrbacher Str. 10 (not far away from Bismarckplatz)

[More Options Here](#)



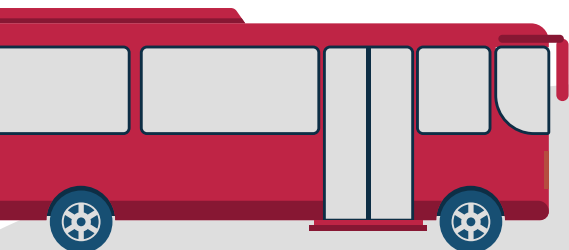
## TRANSPORTATION

### Bus & Streetcars

A cheap way to travel to other cities is taking a long distance bus. Both the **Europabus (Eurolines)** and the **Flixbus** are leaving from a bus stop at the main train station.

**Heidelberg has a very efficient system** of both streetcars and bus lines.

Heidelberg has a very efficient system of trams and buses. **Useful travel apps to have are the DB app (Deutsche Bahn), VRN, FlixBus, where you can get up to date information on which train/tram/bus to take, timetables, and purchase tickets online**

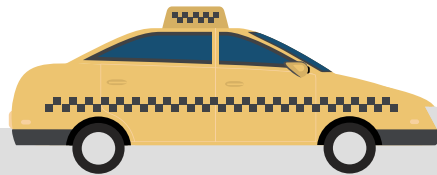


[Click Here for Info & Prices](#)

## Taxi

Transportation with taxis can be very expensive. You can get into an available taxi at your location, call to order a taxi, or order a taxi online. Most taxis only accept cash. There are special night taxi services for women only that are offered at a discounted price. If you call to order a taxi, it is useful to know German. **Phone: 06221-30 20 30**

Additionally, you can order a taxi via the “FREENOW” app. You can pay for the ride ahead of time via the app through credit card or PayPal.



## Flights



The nearest airports are located in Frankfurt, Stuttgart and Baden-Baden.

You can search online through the airport's or airline's website, or use a search engine such as [www.skyscanner.com](http://www.skyscanner.com) to find the

best deals on flights. Some airlines offer discounts for students. The savings are as much as 50% and all you need is the International Student Card available online at [www.isic.de](http://www.isic.de)

## Car Rental

Europcar, Bergheimer Str. 159  
Hertz, Czernyring 26  
Sixt, Eppelheimer Str. 10  
AVIS, Karlsruher Str. 43



# GOOD TO KNOW

## Shopping Hours

Most grocery stores such as Aldi, Edeka, Rewe, and Lidl **open between 7:00-8:00 am Monday to Saturday and close between 8:00 -10:00 pm** (depends on the specific store). Most shops and department stores such as Galeria Kaufhof, H&M, Douglas, and Primark open at 10:00 am until 8:00 pm Monday to Saturday. Smaller shops may close earlier at 6:30 pm Monday to Friday and 1:00 pm on Saturdays. Most Bakeries are open everyday from 6:00 am to 6:00 pm Monday to Friday and 7:00 am – 1:00 pm Saturday and Sundays. **Please check online for specific stores/shops/bakeries' hours as they are subject to change.**

## Mail at Schiller

Students are welcome to have their mail addressed to the Campus to avoid any later inconveniences should they change their place of residence.

**Mail should be addressed as follows:**

**Herrn (Mr) or Frau (Ms) (Name)  
Schiller International University  
Zollhofgarten 1  
69115 HEIDELBERG  
Germany**



**Price Info**

Stamps may be purchased at the post offices located throughout Heidelberg. (Main post office opposite of the Main train station and in Sophienstr. 8, near Bismarckplatz) Packages take from 3-4 months to arrive in another continent by surface mail. **Those sent by air mail take approximately 2 weeks.**

It is also possible to purchase stamps online at [www.dhl.de](http://www.dhl.de) or through the DHL app. Through the app or online portal, DHL offers many services for tracking and sending packages, purchasing stamps, letters, and boxes.

## Telephone Calls

Long distance calls can be made from every public phone either by using coins or telephone cards. **Telephone cards are available at the post office for either 5 €, 10 € or 20 €. Information within Germany is 11833, for all other countries 11834.** The minimum costs for a local phone call are 20 Cents. Most of the public phones use phone cards only. You might want to buy a mobile phone. Recommendable is a prepaid card for the mobile phone without any contract.

The staff at the reception can help students who wish to apply for a mobile phone plan and/or sim card. If you wish to keep your current mobile phone, you can purchase a German sim card to use. Popular providers that offer cellphones, contracts, sim cards, and monthly plans are Telecom, Vodafone, and O2.

# CULTURAL LIFE

## Activities

Throughout the semester, our Campus offers a variety of academic, cultural, and social activities. These entail visits to places of interest in Heidelberg and other cities in Germany and Europe, field trips to multinational companies, lectures on business and political issues by outside speakers, sports activities, our traditional graduation ceremony every year in May, and our annual Student Ball which occurs either in the winter or the spring of that year.

**The cost is covered either totally or partially by the Activities Fee.** For every activity, students signing up must pay a deposit to reserve a place which will be refunded once the event has taken place. Deposits **will not be refunded** for students not showing up.



## Eating Out

Heidelberg has more than 250 restaurants with many of them in the old part of town. There are all types of restaurants in the city: **German, Spanish, Italian, Chinese, Indian, Thai, Turkish, Greek and Mexican.**

Also the department stores, “**Galeria Kaufhof**” at Bismarckplatz and the “**Kaufhof**” in the Hauptstrasse have restaurants and offer fast food.





## Museums & Parks

There are several public parks in Heidelberg, where you can rest or enjoy a Saturday afternoon. Most popular under students is the Neckarwiese, the Banks of the Neckar river. Other highlights are the world-famous Philosopher's Way and the Gardens of the castle.

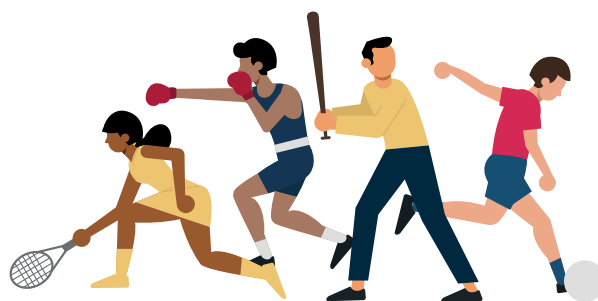
[Click Here For More](#)

## Sports & Fitness

Students may also take part in the **University Sports program** (Hochschulsport) at Heidelberg University.

For more information, please contact the SIU administration.

[Closest Fitness Studio](#)



## Theatres

Students, who feel comfortable with German or would like to practice listening to it should go to the theater. There is a wide variety of plays, during the regular semesters.

**Theater und Orchester Heidelberg**

**Emil-Maier-Strasse 16  
69115 Heidelberg**

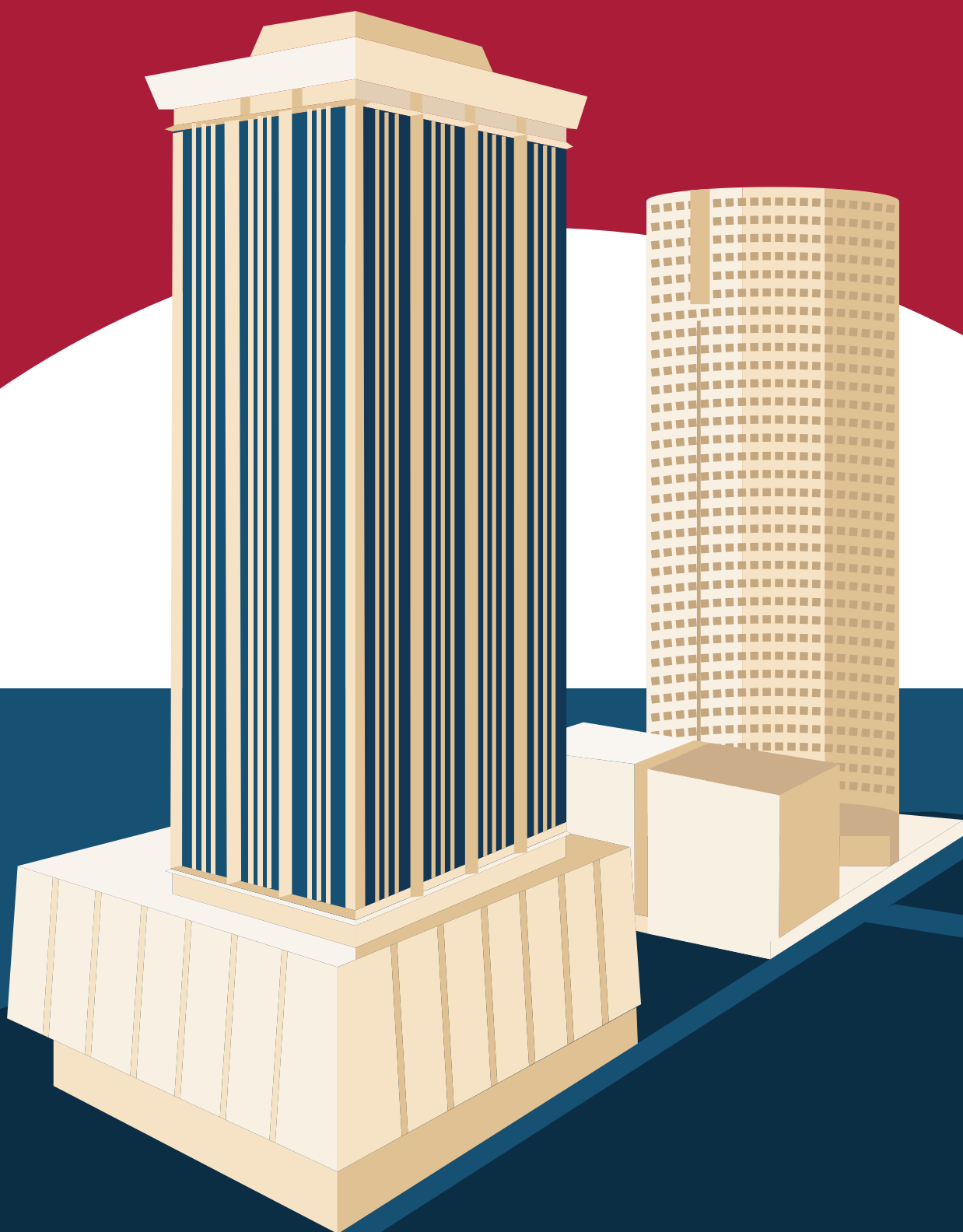
<http://www.theaterheidelberg.de/>

## Movies

There are occasionally movies in English playing at the movie theatres in Heidelberg. You can check the local newspaper or the movie theater's website for program times and display titles (OV = language is in the original version). The city of Mannheim's movie theater offers many movies in English. You can check online or through their Cineplex app for movies, times, and/or to purchase tickets. **Mannheim is a 15-minute train ride from Heidelberg main station, and the Cinemaxx movie theatre is a 7-minute walk from the Mannheim main station.**



# Tampa Campus





## Dear Student,

On behalf of Schiller International University, we welcome you to the Tampa Campus. We are delighted you have made the decision to join our community and are looking forward to getting to know you better. We all know it can be very challenging and exciting at the same time when leaving home, friend, and family but the fun has just begun.

We are here to assist you with registration, help you understand our curriculum, and design an appropriate academic course of study given your goals and interests. We are pleased and appreciate that you have chosen a unique time to study and live in Florida, as events in the surrounding community and business environment will enhance your educational and cultural experience.

The Tampa campus of Schiller International University consists of a modern and inviting building structure. Our modern facilities include a library, computer lab and wireless internet available throughout the campus. A large student lounge allows for studying, relaxing, and socializing on campus. Several housing options, shopping, supermarkets and numerous restaurants are located in close proximity to the campus.

We are certain you will find the information in this booklet useful. Schiller International University proudly awaits your arrival.

Allan Alvarez  
**Campus Director – Tampa**

# WELCOME TO SIU CAMPUS TAMPA

Our campus, located in Tampa, Florida, measuring 6,831 square feet, offers **spacious classrooms equipped with the necessary technology**, a library, two student lounges, spacious administrative and faculty offices, and available parking.

Accessible to public transportation and all major highways, and neighboring Tampa Riverwalk, parks, restaurants, museums, monuments and the beautiful Tampaskyline. **Tampa International Airport is approximately 8 miles from the campus.**

## Useful Numbers & Contact information



Main phone  
**877-298-9078**



Address  
**400 N. Tampa  
St, Tampa,  
Florida 33602**



Office Hours  
**Mon-Thu  
8:30-17:30  
Friday  
8:30-15:00**



Library Hours  
**Mon-Thu  
8:30-17:30  
Friday  
8:30-15:00**

## CAMPUS SECURITY

**The University is not responsible** for lost, damaged or stolen items left unattended in the campus or outside.

**911** 

Police, fire, or ambulance

[See Report](#) 

Annual Campus Security  
Report and Fire Safety Report





# BEFORE ARRIVAL

## Temporary Housing

You may want to secure a temporary stay (up to a week) at a short-term facility prior to or upon arriving in Florida while you visit the local complexes in person before engaging in a lease.

[Find Out More Here](#)

## Health Insurance

The University does not provide any type of insurance coverage for students. **Students are encouraged to maintain personal health and accident insurance through an employer or independent provider.**

Sample websites with different plans that may be available online.

[Click Here for More Info](#)



\* Schiller International University does not endorse and/or recommend any specific website and/or business.



## Estimated Cost of Living

\$2330.00 is just the Estimated total monthly cost. This does not include furnishing the apartment (bed, sofa, TV, etc.)

[Find Out More Here](#)

# UPON ARRIVAL

## Arrival Procedures

Please note that we need to know your arrival details:

- Airport destination name/code
- Flight arrival time in the U.S.
- Flight number
- Country and city you are flying from
- Hotel/Apartment where you will stay
- Phone Number where you can be reached



## Transportation from the Airport

**UNIVERSITY PICK-UP:** The University can arrange airport pickup (Tampa International Airport-only); however, this needs to be arranged with your **Admissions Representative** at least **3 business days before you leave your country/state**. Students arriving at night, during the weekends or on national holidays should be aware that SIU staff may not be available, and those students will need to return to the campus during regular business hours.

**TAXI:** Taxi service by Yellow Cab and United Cab is available at the curbside outside the Baggage Claim Level.

**Yellow Cab** [\(813\) 253-0121](tel:813-253-0121) **United Cab** [\(813\) 777-7777](tel:813-777-7777)

**SHARED PASSENGER VAN SERVICE:** Airport limos and shared passenger van services are available **through advance reservation** or walk-up booking. Please contact the following: **SuperShuttle** [\(800\) 282-6817](tel:800-282-6817) or [\(727\) 572-1111](tel:727-572-1111)

**UBER:** Drivers are ready to pick you up at the airport. Just log in [HERE](#) on your smart phone and follow 3 simple steps to get on your way.

# GUIDE TO TAMPA -HOUSING

Schiller International University- Tampa campus **does not provide student housing facilities**; however, students can choose from a variety of housing options in the Tampa area.

## Short-Term Housing for Students

We recommend that you **contact the hotel/all complexes of your choice directly before arriving** at the Tampa Campus. Florida is a major tourist destination; therefore, housing availability may be **from May until September**. Listed below are local hotels with Schiller agreements:

[Click Here](#)

**SHERATON TAMPA RIVERWALK HOTEL**

[Click Here](#)

**THE BARRYMORE HOTEL TAMPA RIVERWALK**

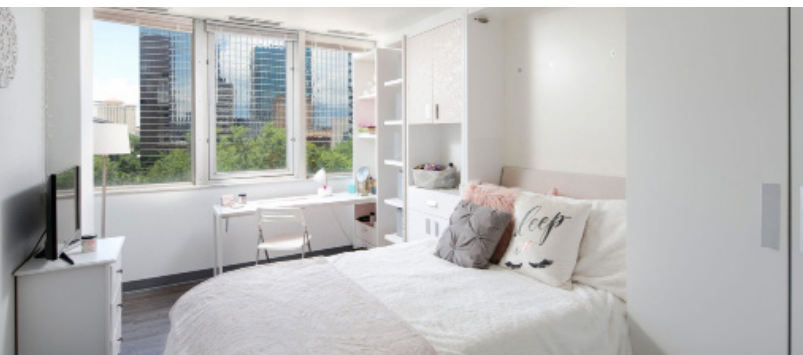
[Click Here](#)

**HYATT PLACE TAMPA DOWNTOWN**

## 220 Madison Student Residence

Is a Student Residence located across from our campus, housing students from various campuses **in the downtown Tampa area**. Each apartment houses 2-4 students with each student having their own bedroom. The apartments are **fully furnished and all utilities**, cable and high-speed internet are included in the cost of rent. Each apartment has a smart tv.

The residence has laundry facilities, a home movie theater, a tanning bed, massage chair, gym, free bicycle usage, and a huge fellowship area. **Rents are about \$1300-\$1500 per month**. The management works with international students so the normal requirements for state ID is not required. **This facility is 2 minutes from our school.**



**Christin L. Hillis**  
Community Manager

[Contact 220 Madison](#)

## Leasing other housing



In order to rent housing, a student will need a **valid state ID or passport with student VISA and I-20 for an international student, and a Schiller student ID for select locations.** Depending on the facility selected, pre-payment in full or evidence of sufficient funds to cover the entire rental agreement might be required.

[Needed Documentation](#)

## Cable TV/ Phone/Internet

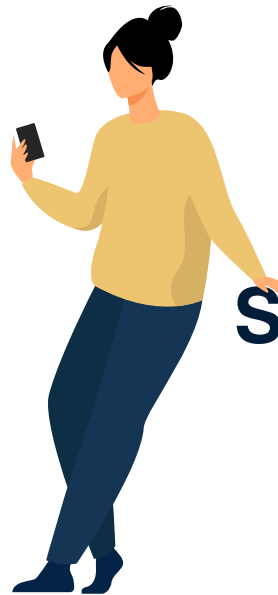
Both companies provide:  
TV, Internet, Phone services.

**Spectrum: 1-844-343-2015**

**Wow!: 1-877-490-8235**

[Visit Spectrum Website](#)

[Visit WOW! Website](#)



**Spectrum**  
**WOW!**

# GUIDE TO TAMPA -TRANSPORTATION

## Owning a Car

For many students owning a car brings **many advantages**. Owning a car could be extremely convenient, permit you to take trips that otherwise would be impossible and making traveling to the campus and recreational activities easier.

There are also significant responsibilities and obligations. As an international student you need to be sure you **learn about the US Federal laws** and the state laws that pertain to owning a car and driving in Florida.

### New Car

Although a new car will most likely give you fewer problems than a used one, it will also prove to be more expensive. **If you buy a new car and sell it 12 months later, you can expect to face a rather substantial loss.**

### Used Car

While there is some risk in buying a used car, **its value decreases far less** than that of a new car over the same period. However, if you are fortunate to find a good one, you will have dependable transportation.

[See Car Dealer List](#)



\*Schiller International University does not endorse and/or recommend any specific website and/or business. Although you may save money buying directly from an owner, we would suggest that you consider purchasing your car from a reputable dealer who will give you a full guarantee on the car. Thus, if anything goes wrong, the dealer will repair it potentially at a minimal cost to you.

# Car Insurance

## With International Driver's License or Origin Driver's License

International students who want to drive a car while attending a college or University in the United States will have to purchase an **International Auto Insurance policy**.

Most major insurance agencies, such as **Geico\*** or **State Farm\*** offer auto insurance for international students who have obtained an international driver's license from their country of origin and show it the insurance agent handling their policy.

**The amount of a short-term policy for someone who is not an American citizen could be costly** since the insurer does not know anything about the applicant's prior driving record.

*\*Schiller International University does not endorse and/or recommend any specific website and/or business.*

## With Local Driver's License

State of Florida law requires all automobile owners to have car insurance with **a minimum of at least Personal Injury Protection (PIP) and property damage**. Florida has a "no-fault" insurance law; it is your responsibility to get informed regarding the insurance laws and regulation, property damage insurance, liability insurance, collision insurance, and comprehensive insurance.

Many private companies offer automobile insurance at different rates. Insurance rates vary with the company; these depend on the value of the car, the age of the driver, and past driving records of the driver. There are a number of different insurance policy options available to help you get the complete auto insurance coverage you need.

## Insurance policy options

- Geico
- Allstate
- State Farm
- Esurance
- Amica
- USAA Auto Insurance
- American Family Auto Insurance
- Liberty Mutual
- Progressive
- AAA

*\*Schiller International University does not endorse and/or recommend any specific website and/or business. Failure to have the minimum insurance requirement is against the law, and leads to fines, possible imprisonment, and having your driver's license revoked or suspended.*

## Car Registration

- Visit a Florida DMV (Department of Motor Vehicles) office.
- Bring your title, proof of ID, and car insurance card.
- Have the VIN (Vehicle Identification Number) and odometer reading handy.
- Pay your initial vehicle registration fee, title fees, plate fees, and taxes.

## The DMV Test

### For individuals that have their country's Driver's License

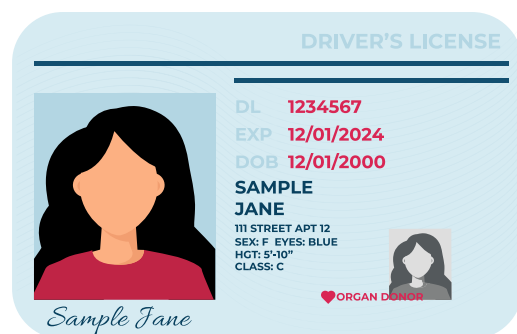
Drivers who hold only international driver's licenses, or who move to Florida and will drive a car or moped, must obtain a Florida State driver's license **within 30 days of arriving in Florida** issued by the Florida Department of Highway Safety Motor Vehicles (DMV). Drivers who receive a driver license for the first time must take a written test, a road test, and a vision test.

Florida Non-immigrants renewing or applying for a new driver license or identification card will be required to submit:

- Primary identification document –valid passport
- F-1 and M-1 classification must be accompanied by an I-20
- Two proofs of residential address (i.e. lease, utility bills, etc.)
- Original Driver's License (for their country)
- Form I-94 which can be downloaded online

### For individuals that don't have their country's Driver's License

All drivers getting their first driver's license in Florida are **required to complete certain steps by Florida Law**. The DMV Test (also known as the Permit Test) is now being offered online.



Applicable Websites

Permit Test Steps

