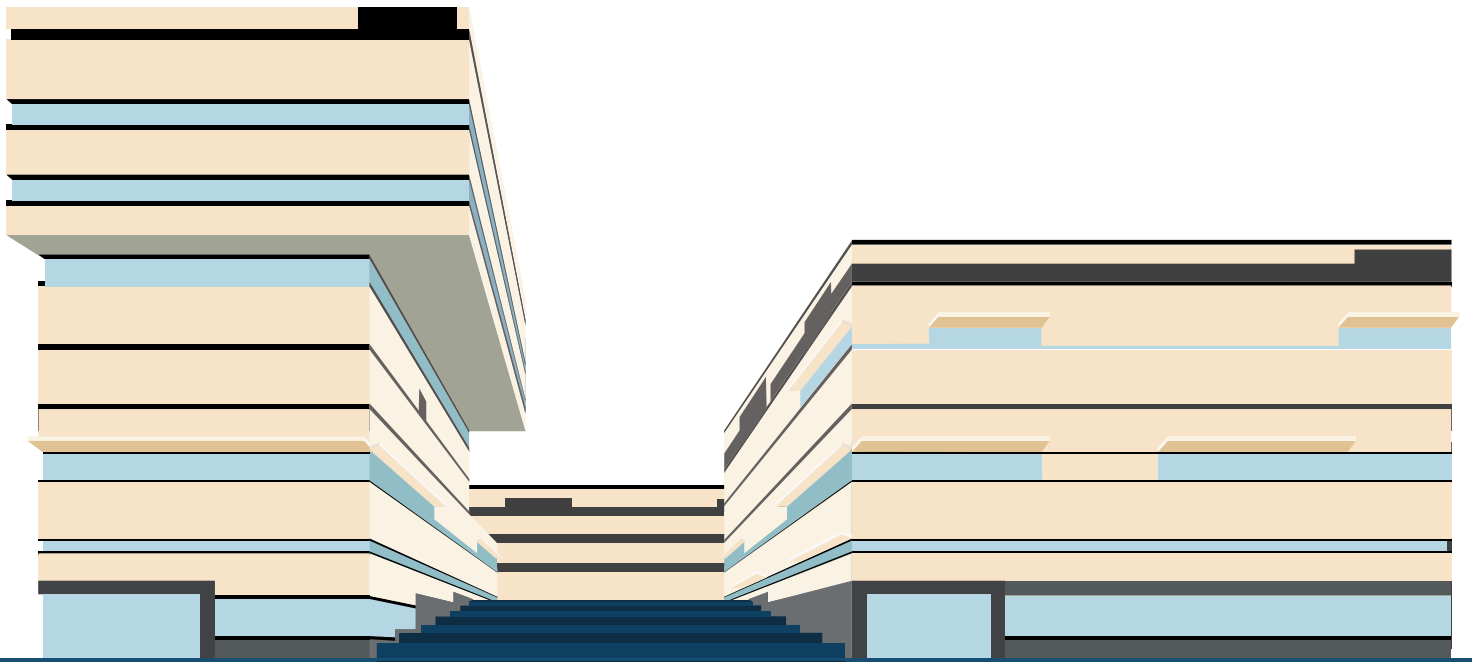


Heidelberg Campus





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 SCHILLER 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 and a library with study spaces.

Besides, a student lounge, faculty and administrative offices. Walking distance from the campus are Europe's dormitory modern facilities: Micro-apartments, each with their own bathroom and kitchenette. Wi-Fi access is available throughout the campus.



Campus Hours

The Campus hours are from 8:30 to 21:00 Monday through Thursday, 08:30- 17:00 on Friday. The Campus is closed on Saturdays, Sundays and German holidays. We recommend to make an appointment via email when needing to speak to an administrator.



Schiller Heidelberg Campus is located in the first floor of Skylabs building. To access the building, you can ring at the main entrance at Zollhorgarten 1. Or, preferably as student, go the open stairs up and turn right, where you will see Schiller's Student Lounge.



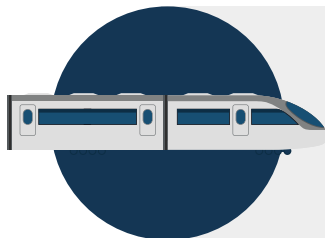
ARRIVAL TO HEIDELBERG AND CAMPUS

The closest **airports** from Heidelberg are Frankfurt International Airport, and Karlsruhe Baden-Baden Airport.

Taxis at the airport are rather expensive in Germany, and sometimes only accept cash payments. At arrival in either of these airports, it is recommended to take **public transport or TLS shuttle**. In both of these airports, there are connecting trains or buses which take you to different cities within Germany. Like in Frankfurt Airport, where you can find a train station in the heart of the building!



Download the Deutsche Bahn (DB) (German Railway) App in your phone !
Here, you can purchase any transport ticket within Germany.



We recommend purchasing the "German Ticket", a monthly transportation ticket which allows you to travel in all transports Germany-wide (except ICE trains), for cheap. More information and purchase here.

If you choose to live in another German city and commute to campus, you'll be glad to know that Heidelberg Campus is just a 5-minute walk from the main train station (*Hauptbahnhof*). If you live in the city of Heidelberg, note that all neighborhoods are well connected via trams, included in your "DB tickets".



CAMPUS SECURITY

Security exits are indicated by signals around campus, and will be reviewed during your on-campus orientation. In case of evacuation of the building, the meeting point is in front of the main access to Zollhofgarten 1, by the gardens.



112



Is the emergency number in Europe. It is **free of cost to use and you can call in English**. The emergency number is for when you need urgent help, for instance when your life is in immediate danger, or if someone is seriously injured and needs prompt medical attention, or if you have witnessed a serious crime like assault, murder, robbery or a break-in.

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), as well as access to the Heidelberg City Library.

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 open access computers for students to use (Library)
- 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.

IT Helpdesk at campus provides in-person support to our students with issues such as:

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

[See List of Libraries](#)



Book lending:

It is possible to borrow printed books at the Library. Just be mindful of the opening times so that you can sign up and notify the librarian.

AT YOUR ARRIVAL

Visa-Related

If you are EU-citizen, you can enter Germany without border control. If you come from other country, be aware that you must have applied and been granted a student visa for Germany. It is also required to enter the country in possession of a blocked bank account. Click [HERE](#) for a **checklist of requirements and documents needed to apply and at arrival for a study visa to Germany**.

If you plan to study in Heidelberg and have any issue or question with your visa, you can visit the Immigration Office's website. Here you can also find useful welcome guides made by the city.



[Click here to Immigration Office Heidelberg](#)

At your arrival in Heidelberg, you will have to register (Anmeldung) yourself in the city once you have an address, in the first two weeks. You will receive help and instructions from our responsible for housing and insurances on campus.

Student Job / Work Permit

With the regular study visa, all students are allowed to work part-time. In Heidelberg, you can easily find English-speaking mini jobs and internships. Regardless, **German language skills might be necessary!**

International students with a residence permit in Germany can work up to **20 hours per week during the semester**. Alternatively they can also work **140 full days or 280 half days per year**.



BANKING & MONEY

TRANSFER

What to consider:



>Germany is a **cash country**, so it is important to always have some euros on you when at a restaurant, cafe, or shopping.

>If you need to open a bank account at your arrival, some German banks offering benefits to students opening accounts are Volksbank eG or Sparkasse. You can also opt for online banking, a popular option, like the bank N26, which allows you a German IBAN number.

>Some shops in Germany will only accept EC-Karte, a especial credit card that you can obtain in physical banks in Heidelberg. Please bare in mind some commerces will not accept VISA cards or other type of card payments.

>Apart from ATM at the banks, in Germany you can withdraw money at supermarkets, at the cashier.

>Special tip: banks close at 12:00 on Wednesday.



DATA AND MOBILE PHONE

If you come from an EU-country, you can use your roaming for free. If you however just arrived to Heidelberg and need urgent data for calls and Internet access, we recommend buying an **Aldi Talk SIM Card** (very cheap and lasting for a month). You can buy this at any ALDI supermarket.

Additionally, if you are looking for a long-term phone contract, you may go to O2 or Vodafone stores in Heidelberg.

*Tip: if aged under 27, we recommend a two-year contract for 13,99 €/mes with Vodafone.



English Speaking Doctors

In Germany, go to a hospital for an urgent medical emergency. If you just need a regular check, if you feel sick but do not see your life at risk, go to a *Praxis* (doctor's office according to the medical specialty). If you require of medical assistance, and need help language-wise in German, ask please our on-campus responsible colleague for health insurances.

Close to campus, a recommended English speaking first-hand doctor for general medicine and diagnosis is HAUSARZTPRAXIS BAHNSTADT Drs. Hestermann & Menzer .

With your insurance, you will be considered in Germany a *privat* (private) patient. You will receive an insurance ID number.

HOSPITALS

Universitätsklinikum
Im Neuenheimer Feld
06221 560

St. Josefskrankenhaus
(Weststadt), Landfriedstr.
06221 52688

HEALTH INSURANCE

Health Insurance is obligatory. In Germany, when attending to a private university, it is mandatory to have a private health insurance. State insurances, such as AOK, Techniker, etc. are not allowed.

Schiller International University offers insurance policies which can be purchased during registration. Please ask Student Services and our on-campus responsible for insurances for more information.



Emergencies

Local Police

 **110**

Fire Emergency

 **112**

Ambulance

 **19 22 2**

Medical Emergency

 **116 117**

HOUSING GUIDE

Heidelberg Campus offers help with three housing options:

1) Dormitory

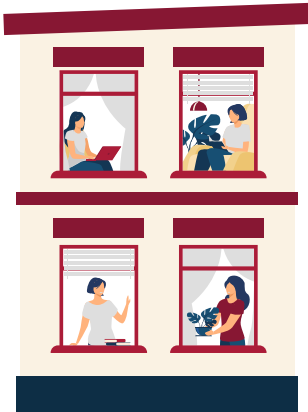
Heidelberg Campus has an agreement with Campus Viva Dorms, located right next to campus, to host Schiller students.

Location: Zollhofgarten 8, 69115 Heidelberg Bahnstadt

Huge student lounge – room for silent studying –
roof terrace – big common kitchen -laundry facilities.

Option a) Fully furnished one room apartments with a small built -in kitchen with microwave oven and a small fridge and a bathroom with a shower.

Option b) One apartment for 2 students available with 2 separate rooms, one common kitchen and a common bathroom.



2) Shared Flats from University

Location: Ringstrasse 37 and 41, 69115 Heidelberg – within walking distance – approx. 1000 m - Heidelberg Weststadt.

Fully furnished rooms in shared apartments (3 apartments with 5 rooms and 1 apartment with 4 rooms).

Common kitchen and 2 bathrooms in each apartment.

Laundry facilities in the basement.

Interested in booking a place? Contact our housing responsible Mrs. Weuster (monika_weuster@schiller.edu)

3) External Housing Market

In popular German cities, like Heidelberg, the housing market is very competitive. If you are looking for accommodation outside university, we will also help you navigate in the private market. Some platforms where to start looking are: ImmobilienScout24 and WG-Gesucht.





WHAT SHOULD I KNOW FROM ACADEMICS BEFORE LANDING AT CAMPUS?

STUDENT ACCOUNTS:

Firstly, you will receive an email by Schiller Notifications to your personal email with instructions to activate your student platforms. Please follow the instructions to set up your Outlook (student email, accessed via <https://www.office.com/>)

Secondly, once your Outlook is operative, please log in to Blackboard, your courses platform (<https://learn.schiller.edu/ultra/institution-page>)

Thirdly, please access to your Student Portal, where you can see your future grades and current scheduled courses (<https://portal.schiller.edu/cmcpportal/>)

WORKING IT DEVICES:

Respondus LockDown Browser, mandatory for examinations at Schiller, is compatible with the following devices and operating systems:

Windows: Versions 10 and 11. It supports 32-bit and 64-bit x86 processors, as well as 64-bit ARM processors using x86 emulation. However, Windows 10/11 "S" and "SE" modes are not supported.

Mac: macOS versions 11 through 15.0 or later.

ChromeOS: Requires at least the version of ChromeOS that Google provides through its Long-Term Support (LTS) channel. It is recommended to keep Chromebooks updated to the latest version available in the ChromeOS "Stable" channel.

iPad: iPadOS 12.0 or later. A compatible integration with the Learning Management System (LMS) is required. Note that the LockDown Browser app for iPad is not compatible with Sakai LMS servers; in such cases, a computer with a supported operating system must be used.

It's important to note that devices such as Android tablets or ChromeOS tablets **are not compatible** with Respondus LockDown Browser

Welcome to the Schiller International University Download Center

This is where you'll find links to all the important documents you may need at different points during your time as a student at Schiller International University.

STUDENT DOWNLOAD CENTER

The Download Center at Schiller International University serves as a centralized repository for essential documents and forms that students may require throughout their academic journey. The resources available include:

Catalog: Access to the university's academic catalog detailing programs, courses, and policies. Schiller International University

University Calendar: Important academic dates and deadlines.

General Documents: Various forms and information pertinent to student administration.

Student Forms: Key forms such as Course Change Request, Change of Degree Program, FERPA Waiver, Grade Appeal, Leave of Absence (LOA), Notice of Withdrawal, Satisfactory Academic Progress (SAP) Appeal, Student Letter Request, and Incomplete Grade Request.

Transcripts, Verifications, and Diplomas: Instructions for requesting official transcripts, duplicate diplomas, education verifications, and apostille services. Notably, transcript requests are processed digitally via Parchment, with specific guidelines for those who attended or graduated prior to January 1, 2009.

Campus Safety: Information and reports related to campus security and safety protocols.

Accommodations Policy: Guidelines and procedures for students seeking accommodations.

Payment: Details regarding tuition payment processes and options.

Graduation Documents: Forms and information necessary for the graduation process.

Find your required information before your arrival **HERE**
(<https://www.schiller.edu/download-center/>)



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 DM, H&M, Douglas, and New Yorker 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. **If you need some last-minute groceries on a Sunday, there are some 24/7 gas stations and some shops open until mid-day in the train station, like Rossman.**

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

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 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.



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 Spring Ball.

The Student Council, as well as other student groups, will organize all these events for you, covered by the activity fee.

For city activities, do not forget to show the student ID you will be given during your first week on campus.

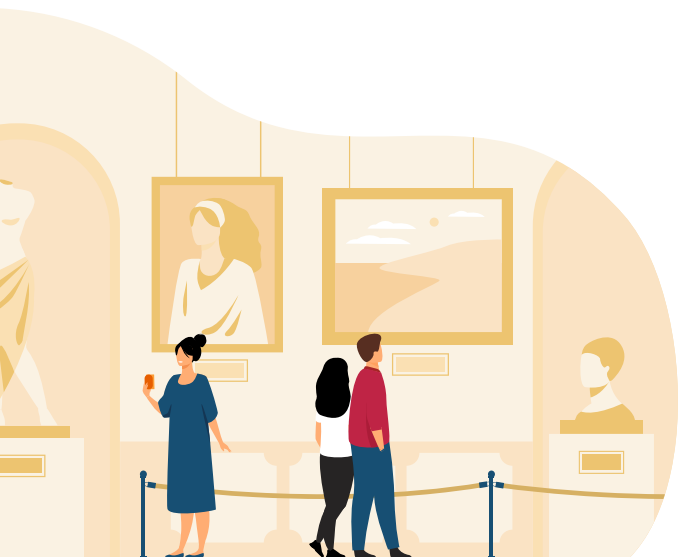
You may wish to check upcoming events in the city [HERE](#) and events by Student Council [HERE](#).



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.**





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; or join the SIU Running Club.

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.

DISCOVER MANY ENGLISH-SPEAKING EVENTS AT THE GERMAN-AMERICAN INSTITUTE IN HEIDELBERG!

<https://dai-heidelberg.de/en/events/>

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.**



