

WELCOME AT THE FACHHOCHSCHULE POTSDAM

* FAQ / LINKS / INFORMATION FOR INCOMING STUDENTS

* PRE ARRIVAL



<p><u>GENERAL CONTACT INFORMATION</u></p> <p>Erasmus ID-Code <u>University</u></p> <p>Address City Code Country web-site</p> <p><u>International Coordinator/</u> <u>International Office</u> <u>Address</u></p> <p><u>Room</u></p> <p>Phone Fax e-mail</p> <p>Consultation times regular Special consultation time to the begin of term(first week of October)</p>	<p>D POTSDAM03 Fachhochschule Potsdam University of Applied Sciences Potsdam Pappelallee 8-9 14467 POTSDAM Germany http://www.fh-potsdam.de</p> <p>Dr. Uta Kotulla</p> <p>14469 Potsdam Pappelallee 8-9,</p> <p>New Main building Kiepenheuerallee 5 (in front of tram station "Campus Pappelallee" HG.0.22</p> <p>+49.331.580 2010 +49.331.580 2019 kotulla@fh-potsdam.de</p> <p><u>regular</u>: Tuesdays 9:00-11:30 12:00 - 15:30</p> <p>Mo – Thursday. 9-15:00 Fr. 9-12</p> <p>Please send me an Email latest two weeks before you arrive Potsdam with your arrival date.</p>
<p><u>Academic Calendar</u></p> <p>Winter-Term Summer-Term</p>	<p>http://www.fh-potsdam.de/semesterzeit.html</p>
<p><u>Holidays</u></p> <p>Christmas Easter other</p>	<p>http://www.fh-potsdam.de/semesterzeit.html</p>
<p><u>Application</u></p>	<p><u>Before your stay</u> <u>Send to FHP your Application Form</u> with Photo for Erasmus-/or Guest-Students or at first an E-Mail information to our International Office, we will forward to you the application forms</p>

<p>deadline of application</p> <p><u>Enrolment</u></p> <p>Health insurance documentation</p> <p>Public Traffic Ticket</p> <p><u>Web-Site Semtix</u></p> <p>Amount: Payment:</p> <p>Bank transfer details:</p> <p>Further information:</p>	<p>Deadline 30.06./ 20.12.</p> <p><u>At the beginning of stay</u> Enrolment/Inscription when the student arrives FHP at the begin of stay. <u>FHP- Student Admission Office:</u> Ellen Gersdorf, Andrea Voigt Room HG 0.16</p> <p>Consultation times: Tuesdays and Thursdays 9.00-12.00 am and 1- 3.30pm; By enrolment you need an certificate of your health insurance !</p> <p><u>It's possible for Erasmus-Students to get a Public Travel Ticket for Students under special conditions</u> (valid for one term, usable in Potsdam and Berlin and the region around for public traffic- TRAM, Train, Bus)</p> <p>Amount per term: 146,90 € If you want this Ticket: You have to pay at begin of stay before enrolment via bank payment (+ bank-fees) in Germany <u>or better before arrival of Germany via international bank transfer ,</u></p> <p>We need a confirmation of your payment to the begin of enrolment-procedure for getting Semesterticket</p> <p><u>Name of Bank</u> Landeshauptkasse Potsdam-Germany WestLB Düsseldorf <u>Bank Account.:</u> 7110 4028 85 <u>Bank Number :</u> 300 500 00 IBAN DE66300500007110402885, BIC WELADEDxxx <u>Bankinstitut:</u> WestLB Düsseldorf Amount: 146,90 € Code: Kz. 1006600001867/ your Name /ERASMUS <u>(please don't forget code- it's important!!)</u></p> <p>Further Information by Admission Office studan@fh-potsdam.de</p> <p>http://forge.fh-potsdam.de/~asta/semesterticketallgemein.htm</p>
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	You need two Photos for your Identity card of Semtex to the begin of stay for getting ticket.
Preferred period of stay here at FHP	whole academic year or one semester(Winter term preferred)
<u>ACCOMMODATION POTSDAM</u> Address POTSDAM Phone Information on web-site <u>You have to apply online in time !!!!!</u> Online Application <u>BERLIN</u>	We don't have student housing at the FHP It is possible to apply/to use the follow addresses STUDENTENWERK POTSDAM Friedrich-Ebert-Str. 4 14467 Potsdam Postanschrift: Postfach 60 13 53 14413 Potsdam Tel.: 0331/3706-0 http://www.studentenwerk-potsdam.de http://www.studentenwerk-potsdam.de/wohnen.html#platz http://www.studentenwerk-potsdam.de/formulare/wohnheimantrag.html Studentendorf Berlin-Schlachtensee http://www.studentendorf.com/
<u>Language of Courses, Programs, Exams at the Fachhochschule Potsdam</u> -Test your actual German	German (!) No courses, no lectures, no project-work in English It means: You need German knowledge to the begin of your exchange period (A1-Level EuroCert is recommended, In the Faculty of Design A2 -Level is a condition of acceptance !) You have to prepare your German before your stay here, we don't have a language centre at the FHP. Without knowledges in German we can't accept exchange-students !!

<p><u>Interactive Online Language Course</u></p>	<p>DEUTSCH-UNI-ONLINE http://www.duo-erasmus.de http://www.deutsch-uni.com/gast/duo/info/duo-kurse.do?do=index&lang=en</p>
<p>Department Information</p>	<p>http://www.fh-potsdam.de/index.php?id=28&type=1 click the Department-Buttons</p>
<p>Course Catalogue update Summer term 2011</p>	<p>http://www.fh-potsdam.de/index.php?id=27&type=1 available end of February 2011</p>
<p><u>City of Potsdam</u> <u>citymap-online</u></p>	<p>http://www.potsdam.de/ http://www.potsdam.de/cms/ziel/26838/EN/ http://speedmap.maerkischeallgemeine.de/MAZ/potsdam/cgi-bin/perl/seite.pl</p>
<p>Arrival Location Location of FHP-Pappelallee 8-9 Campus Pappelallee Campus Friedrich-Ebert-Str. 5</p>	<p>http://www.fh-potsdam.de/lageplan.html http://www.fh-potsdam.de/campus.html</p> <p>Architecture, Cultural Work, Restauration, Design, European Media Studies, Civil Eng. International Office, Enrolment Office</p> <p>Social Sciences, Information Sciences http://www.fh-potsdam.de/fes.html</p>