



# BuddyGuide

Wintersemester 2019/2020

**Caution: There are no current data available for the OW yet.**

last update 07.06.2019

BuddyProgramm

## WHY SHOULD I BECOME A BUDDY?

Just imagine, you arrive in a foreign country, not for vacation, but instead you've decided you want to study here for the next half of the year. That means, there is no travel itinerary and no parents to accompany you, or to help you with the necessary documents and registrations or be there to provide support. All you have is a list of things that need to be done and you need to figure it all out on your own.

So now you're standing at the airport, you don't speak the language, and you've never even been to this city before. You're completely nervous and there are thousands of thoughts racing through your mind: "Where do I begin? Will they understand me? What if things don't go as planned?"

If only there were someone who speaks the native language to help you and guide the way – That's where the Buddy-Programme comes in! You will accompany the students, support them, inform them, and show them the many cool places that they don't yet know about.

With this guide we want to ease the Buddy process by giving you instructions and tips, tell you what needs to be done and how to go about it. Regardless of what your motivation is, don't worry about unfamiliar things and mistakes – we are always available with help and advice! And your new friend will soon be thankful that they don't have to do everything on their own.

If this guide hasn't answered all your questions, or if you have suggestions for improvement for the guide then please let us know! Simply send an E-Mail to: [buddyprogram@faranto.de](mailto:buddyprogram@faranto.de) and we will answer you as soon as possible.

## ADVANTAGES OF BEING A BUDDY

Meet new people

Experience different cultures

Improve your language abilities

Fun and many new experiences at difference faranto events (to which you will also be given a discount)

## YOUR TASKS AS A BUDDY

Help incoming international students (from now on referred to as “Internationals”)

Contact person for fundamental questions about the study process, exams, etc.

Help the Internationals orient in terms of showing them the campus, introducing them to Studentenwerk, AAA, Prüfungsamt, Vertrauensdozent, etc. As well as help them with some formalities, such as moving in to their dorm, city registration, getting SIM card, etc.

If you get along well with your partner then feel free to get together and do something fun (show them the city, go for a beer at your favourite bar, workout together, etc.)

## PROCEDURE FOR BUDDIES

Get in contact with the Internationals

Help them with their arrival (Studentenwerk/Student residence)

Help them obtain a student card and show them how to pay the semester fee

Accompany them during the Orientation Week

Do some activities together throughout the semester

## ESTABLISHING CONTACT

### a. Write an E-Mail to your International (get to know each other)

Please keep the E-Mail address confidential and don't share it with other people or companies!

When writing an E-Mail to several people/Internationals, always write the E-Mail addresses in the "BCC", and leave "To/An" and "CC" empty.

We provide the Internationals with only essential information, so that you have enough leeway to get to know each other. The following are some tips for how you can first get into contact:

Begin by introducing yourself

Continue with your tasks/duties as a Buddy by explaining what encouraged you to become a Buddy

Describe the process your International must undergo and how you can be helpful to them (more information in next chapter)

Ask your International what their reasons are for coming to Germany to study and why they chose Dresden

Ask them if they've already done a semester abroad in Germany or if they've ever come to Germany for vacation.

### b. Inquire whether you need to pick them up from the train, bus, etc (in the Dresden area)

We've already obtained the important information about the Internationals when they registered. But you should ask them again when and where they will arrive and where they will live, in case something changes.



**c. Exchange of further information for the arrival of Internationals (arrival, whether they've registered for residence, etc)**

Residences are quite rare in Dresden and are quickly filled up, many Internationals underestimate this. Please let your International know they need to apply as soon as possible (in case they haven't already done this) so that they can avoid problems later on!

For study visits up to 3 months there is the possibility of accommodation at the International Guesthouse (Internationalen Gästehaus des Studentenwerks).

[www.studentenwerk-dresden.de/wohnen/gaestehaus.html](http://www.studentenwerk-dresden.de/wohnen/gaestehaus.html)

If they need an accommodation shortly upon arrival, the International could stay in a Hotel or a Hostel. The A&O Hostel/Hotel near the HTW Dresden is only 500m away from Dresden's main train station (Hauptbahnhof Dresden).

[www.german.hostelworld.com](http://www.german.hostelworld.com)

[www.aohostels.com/de/dresden/](http://www.aohostels.com/de/dresden/)

In case the International would rather live in a shared apartment (WG), they could check in Facebook groups or on the following websites:

[www.wg-gesucht.de](http://www.wg-gesucht.de)

[www.cybersax.de/plaza/kleinanzeigen-online/biete-wg-zimmer/](http://www.cybersax.de/plaza/kleinanzeigen-online/biete-wg-zimmer/)

[www.cybersax.de/plaza/kleinanzeigen-online/biete-wohnung/](http://www.cybersax.de/plaza/kleinanzeigen-online/biete-wohnung/)

<https://studenten-wohnheim-dresden.de/>

However, inform them that it's not that easy to find living accommodations for themselves in Dresden. It is usually advisable to resort to a dormitory.

## HELP AT ARRIVAL

**a. the pick-up**

Please only pick up your International from the Dresden area! We won't refund any costs if you pick them up from outside of Dresden!

If your International arrives before the orientation week then advise them to purchase a week-card (Wochenkarte) for public transport. During the semester we will refund one week-card (Wochenkarte) from Tarifzone 10 (Dresden), we will give the International further details about this later on.

**b. Conclusion of the rental agreement**

Once your International arrives in Dresden, you should first go together to the Studentenwerk to finalize the rental agreement. Please take note of the opening hours of the Studentenwerk! The Studentenwerk is normally closed on Fridays and weekends.

Should the employees have different opening hours, please inform your international directly.

For the rental agreement, the International needs a copy of their passport (can be done at the Studentenwerk) and cash/Visa card. The necessary matriculation certificate and bank information from a German bank can be submitted within the **following 14 days**.

If the International arrives outside of the opening hours of the Studentenwerk then you should get into contact with us or the Studentenwerk beforehand!

It is possible to pick up the key from the housemaster/janitor but you will first need to get the approval of the Studentenwerk.

Two different **Starter-Kits** can be acquired from the Studentenwerk when you conclude the rental agreement.

- A. Bedding (blanket, pillow), bed linens, cleaning supplies (45 €)
- B. Pot, pan, utensils, plates, coffee pot, glass, bowl (25 €)

## c. Room transfer and internet access

### Room transfer

It would be nice if you could accompany your International to their residence, in order to answer any possible questions or alleviate any problems. It could also be that there might be communication problems with the residence employees – therefore it's important that you're present so you can mediate.

The residence caretaker will do a quick tour through the residence, and will hand over the room and key and will provide some documents that need to be signed.

### Internet access

Since April 2018 the AG DSN of the TU Dresden has been responsible for Internet access. Registration documents and information where you can find Service Points can be found at the respective caretakers or on the homepage, because there are different administrators responsible for this.

## d. Wohnungsgeberbestätigung (apartment confirmation)

### §19 Absatz 3 Bundesmeldegesetz (§19 paragraph 3 federal registration act)

Please keep in mind when concluding the rental agreement, that the signature of the responsible residence caretaker is required on the apartment confirmation (Wohnungsgeberbestätigung). This document will be required when your international registers at the citizen office (Bürgeramt).

## e. additional advice regarding living in Dresden

### Radio/television fee (Rundfunkgebühr)

When the Radio/Television company (ARD/ZDF Rundfunkservice) contacts your international, the following points are important:

every person that lives in a room/apartment of the Studentenwerk which has one mailbox is responsible for paying the fee.

Only those who are part of BAföG are exempt from having to pay the fee. Receiving an ERASMUS scholarship does not exempt you from paying the fee.

We advise the internationals to do a group application (WG).

### SIM-card/cell phone/ mobile internet

We recommend that your International obtains a prepaid card which can be recharged if necessary. There are many cheap providers (Lidl, Aldi, etc.) that offer rates with free minutes and a flat rate for internet. Since roaming charges have been removed within the EU, it is no longer necessary to get an extra German SIM card. There are also loopholes that should be made note of. Also, many Internationals already have a contract from their homeland that offers an international option. Discuss with your International what they require.



A stable Internet connection is required to activate the SIM card! For the confirmation of the person ID, we recommend the procedure via the Deutsche Post branch, because for the online comparison a camera is needed.

## f. Bürgerbüro

The next important thing is to visit the civil office/city hall since the students need to register in the city of Dresden within 14 days after their arrival.

Recommendation: Book an appointment online, then the wait time won't be as long ([http://www.dresden.de/index\\_en.php](http://www.dresden.de/index_en.php) 2)

you can go to any civil office within the city, regardless of the residential address (except for Radebeul)

### Required documents:

apartment confirmation (Wohnungsgeberbescheinigung; acquired when moving into residence; needs to be signed by the residential caretaker)  
Passport with valid student visa (non EU) oder ID Card (EU)

## g. German bank account

Students who do not come from the European Union must have a German/European account in order to apply for a visa.

Depending on their country of origin, they open an account (Blocked Account) when applying for a visa and only have to activate it in Germany. International students from the Schengen member states have the advantage that they have to apply for their visa here in Germany and therefore have a free choice of bank.

Since January 2019 it is no longer necessary for EU students to open a German bank account in order to pay their rent at the Studentenwerk. Further information is available when registering with the Studentenwerk.

Banks that open accounts for international students:

Postbank (only two branches in dresden)

Sparkasse (no german SIM-Card required, personal Service & advice)  
requires an appointment with a consultant: +49 (0)-351-455-0

Deutsche Bank (partners with most embassies for blocked accounts, german SIM-Card required)

In case your international has a blocked account please fill in this document:

<https://www.deutsche-bank.de/dam/deutschebank/de/shared/pdf/ser-ord-er-activate-blocked-account.pdf> (Stand 05.01.2019)

if not available use the Branch number '710'

print the document and take it to a Deutsche Bank branch

### Required documents:

Copy of confirmation of registration (Meldebestätigung); received by the Internationals at the time of registering at the civil office (Bürgerbüro)

Passport with valid student visa (non EU) oder ID Card (EU)

Tax identification (Steueridentifikationsnummer)

→ **Tip:** Unfortunately, the Deutsche Bank has greatly decreased in terms of service quality. You might receive inaccurate answers. With Sparkasse you don't need a German SIM card, therefore we greatly recommend Sparkasse.



## h. German health insurance (only for non-EU students)

There are currently three health insurance providers with the lowest price and the offers differ minimally for students: AOK, BARMER, and TK.

We have a contract agreement with AOK and BARMER. We receive a bonus which is then used for events. Therefore it is **important** to let them know that you were referred to by faranto if your international closes a contract with them!

Responsible for the **AOK**:

Benjamin Jeschke  
Sternplatz 7, Eingang Josephinenstraße  
01069 Dresden  
(<https://goo.gl/maps/znzQj4X1SU92>)

Mail: [benjamin.jeschke@plus.aok.de](mailto:benjamin.jeschke@plus.aok.de)  
Mobil: 0152 01571344  
Gesch: 0800 10 59 01-2006  
Website (up to 7 different languages):  
<https://foreignstudents.aok.de>

Responsible for the **BARMER**:

Stefan Wacker  
Budapester Straße 5  
01069 Dresden  
(<https://goo.gl/maps/qNfqW7h4hXq>)

Mail: [stefan.Wacker@barmer.de](mailto:stefan.Wacker@barmer.de)  
Mobil: 0160 90456466  
Gesch: 0800 33 30 04 10-6201  
Website (up to 12 different languages):  
<https://www.jetzt-zur-barmer-wechseln.de/>

We generally recommend you to go to either one of these branches, since in the past many problems arose when Internationals went to other branches of these health insurance providers. – **But** in principle you are free to choose your health insurance provider.

Both health insurance providers will participate at the Orientation Week. There your International can asked them directly and you don't need to take them to the branches.

### Erforderliche Unterlagen:

Copy of confirmation of registration (Meldebestätigung); received by the Internationals at the time of registering at the civil office (Bürgerbüro)  
Passport with valid student visa (non EU) oder ID Card (EU)  
Passport photo (can be send via E-Mail as well)

## i. How to get along in everyday life

Please help your International settling in a little and getting along in everyday life. A few examples what is important in the beginnig:

Where is the next bus/tram/train stop?  
Where can I go grocery shopping?  
When are shops open?  
Why is it important to air the room? (avoid mold growth)  
How to separate trash

## STUDENT-ID / SEMESTER FEE

### a. Registration at the international office (Akademisches Auslandsamt)

#### Contact for the international office:

Ms. Hammermüller-Sweeney and Ms. Wunderlich (Z232), as well as Ms. Jentzsch (Z233a)

If your International has already paid their semester fee, has a European health insurance card (with EU logo) and is registered at the HTW International Office, then they can receive their student-ID card right away. (Except in the case that the card is not yet printed or there is missing information).

Feel free to come to the AAA to fill out the necessary paperwork anytime between Mo-Fr 8:00 – 15:00 (except during the lunch break between 11:00 – 12:00).

### b. Semester fee

EU students always transfer the money in advance (not possible to pay in cash). Students from outside of the EU need to pay the amount in cash during the orientation week in order to avoid high bank charges.

This can be done by Ms. Liska in Z822 (Note: unfortunately she doesn't speak English)

Work hours: Mon, Tues, Thurs, and Fri between 9:30-11:30. Closed Wednesdays.

## MORE TIPPS

The AAA has put together an informational leaflet that should be read by not just the Internationals. You may read it directly online<sup>1</sup> or download it as a PDF<sup>2</sup> (under 1. Application for admission).

Faranto organizes several events which you will also be invited to. Feel free to join these events and encourage your International to come along (registration counts equally for you and your international).

**PLEASE** do not comment on our events to the Internationals, they should decide for themselves whether or not they like it. If you have something to criticise, then please inform us directly, or join the club in order to improve our events.

Throughout the semester, your International will often ask questions, either over Facebook, WhatsApp, E-Mail, or some other form of communication. We ask you to respond to them as soon as possible. If you don't have time or don't know the answer to their question, then please let them know and tell them to get in contact with us.

Each semester, groups among the Internationals form and there are always some "Group motivators/Pack leaders". If you noticed that please inform us. We would like to avoid that some people withdraw from events simply because not many others are interested or think the event will be small.

In the case that the Internationals use Google, there might be some communication problems since Google is always looking for information in the system language. The information, which is often in German, is not displayed accordingly in other language queries.

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<sup>1</sup> <https://www.htw-dresden.de/en/international/coming-to-htw-dresden/practical-information.html>

<sup>2</sup> <https://www.htw-dresden.de/en/international/downloads.html>

## ORIENTATION WEEK

In cooperation with the International Office, faranto e.V. organizes the Orientation week for Internationals (30.09.2019-06.10.2019).

The idea is to reduce the bureaucratic duties of our guest students (registering in the city of Dresden, signing up for health insurance) and give them a good start in Dresden.

You may find the itinerary for the Orientation Week in the Appendix.

## WIE DU DICH ANMELDEN KANNST

You can sign up to the Buddy Program by filling out a registration form which is found on our Promo Page: <https://goo.gl/SGpbbK>



### **Aktuell?**

By signing up, you are agreeing to be a Buddy and that you will free willingly help out your assigned International(s).

There is no guarantee that we may fulfill your desired country, since we are notified of our receiving internationals with short notice.

### **What happens with my personal information?**

The information you submit will only be used to provide you with information about the Buddy program and our events. We do not pass on this data to HTW or other third parties. After the semester your data will be deleted. If you want to be a buddy again, you have to sign up again during the registration phase.

## FAQ

**a. As a buddy, am I automatically a member of faranto e.V.?**

No, since duties are mainly distributed before the “unofficial” start of semester, so no one has to pay membership fees or sign any other documents for registration.

The Buddy Program is mainly a “taster course” in the work of faranto e.V. and every buddy has the right to a Buddy certificate, which is also signed by the AAA.

We also often receive help from members of the TU's ERASMUS initiative.

**b. When do I receive my Buddy-Certificate?**

Normally after the Orientation Week. It depends on when the person in charge is able to complete the certificate and when the head of the AAA is able to sign it.

The requirement for the Buddy certificate is the complete presence during the Orientation Week and commitment in helping your Buddy.

**c. How can I become a member of faranto?**

Come by to one of our meetings and fill out the registration form. There is a small membership fee of 5 € per semester. If you have questions, write us on Facebook, Instagram, our Homepage or per Mail. Please write us an E-Mail when you want to come to our meeting at “vorstand@faranto.de”

Get involved with organizing, preparing, and hosting events with our support.

If you would like to be even more engaged: you are welcome to apply for a specific “position”, for example PR-Coordinator, Party leader, member of the board, etc.

## ABOUT US



**„Many small people, in many small places,  
who do many small things,  
will change the face of the earth“**

(African proverb)

Since 2001 we are a student initiative, who look after International students at the HTW together with the International Office. Since joining the Erasmus Student Network (ESN), we are part of one of the biggest student networks in the world.

Together we stand and work towards:

Unity in diversity, diversity in unity. Because we have different backgrounds, but have a common purpose and common goal.

Students who help students because we are passionate about volunteering for the good of others.

Enjoy friendship and respect, since we enjoy relationships that are based on respect.

International dimension of life, because we are open-minded, mobile, like to explore and discover, cooperate, integrate, all in order to break boundaries.

And above all for the love of Europe  
As a place of freedom!

## APPENDIX

### Abbreviations and names that we use internally

AAA .....	Akademisches Auslandsamt (international Office)
Incoming .....	international student
Outgoing .....	Student of HTW who studied abroad or is about to
StuRa .....	Studentenrat (student council)
ESE .....	Erstsemestereinführung (OW for german students)
OW or Orientation Week	Week to introduce new international students at HTW

### Programm der Orientierungswoche

Teile der Orientierungswoche sind nach Möglichkeit auch für Dich *Pflichtprogramm*. Bitte unterstütze deine Schützlinge oder helfe, wo Hilfe gebraucht wird.

Termine, an denen wir euch bitten da zu sein, sind mit einem roten Punkt gekennzeichnet, für euch optional sind die, mit den grünen Punkt.

#### Montag 11.03.2019

9:00 - 12:00 Uhr	Anmeldung im Akademischen Auslandsamt Die Incomings müssen mitbringen: Nachweis EU Krankenkasse (falls vorhanden) gültiges Studentenvisum (non EU) Nachweis der Einzahlung Semestergebühr ggf. Passbild (falls noch nicht zugeschickt)	Z232
9:30 - 11:30 Uhr	Bareinzahlung Semestergebühren für Studenten die nicht in der EU studieren (ist auch noch im Laufe der Woche zur gl. Zeit mgl.)	Z822
13:30 Uhr	Offizielle Begrüßung Herr Prof. Stenzel, Rektor Frau Terpe, Leiterin AAA Herr Dang, Vorstand faranto e.V.	Z312
14:00 Uhr	Rundgang durch die HTW	Z312
15:30 Uhr	Kennenlernnachmittag	S327

## Dienstag 12.03.2019

7:30 Uhr	Anmeldung im Bürgerbüro	Treff Foyer Z-Gebäude
13:00 Uhr	Studienorganisation und Serviceangebote Die Anmeldebestätigung der Stadt und eine Kopie des Reisepass wird benötigt! Krankenkasse: AOK ESN Cards: faranto Studentenwerk Herr Anatrella	S325/S329

## Mittwoch 13.03.2019

12:00 Uhr	Mensa Reichenbachstraße	Platz vor der Bib
13:00 - 15:00 Uhr	City Rallye	Platz vor der Bib
19:00 Uhr	Pub Crawl	Platz vor der Bib

## Freitag 15.03.2019

13:00 Uhr	IKEA Tour	Treff Foyer Z-Gebäude
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## Samstag 16.03.2019

8:00 Uhr	Wandern Sächsische Schweiz	vor BurgerKing Hbf
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### Legende:

■ Pflichtprogramm  
□ Optional



## Lageplan Z-S Gebäude, 3. Etage

A - Z-Haupttreppenaufgang

B - Z312

C - S327

D - S325/S329

