

Student Buddy Program
„WIR – Weingarten International Relationships“
Information for students



As of winter semester 2012/2013, the International Office of Hochschule Ravensburg-Weingarten is running a Student Buddy Program with the aim of providing better support for the international students in particular in the English speaking study programs.

What is a Student Buddy?

A student buddy is either a German or an experienced international student in his/her second or an advanced semester who voluntarily helps freshers settle down in Weingarten and organize their everyday life. The buddy takes care of one or more students of preferably mixed nationalities.

Since there will be personal contact right from the beginning, i.e. when you arrive in Weingarten or even before that, the buddy will contribute considerably to ensuring a smooth beginning of your studies and thus enhances your satisfaction and success rate.

What are typical tasks of a Student Buddy?

- Answer questions which you might have concerning the preparation of your stay here;
- If needed, provide support with finding accommodation;
- Pick you up at the train station in Ravensburg and accompany you to your accommodation;
- If required, organize the hand-over of keys for your accommodation;
- Help you find your way in the town (important public authorities, stores and shops, University institutions, public transportation etc.);
- Accompany latecomers to the Residents' Registration Office (*Einwohnermeldeamt*), the bank and the Foreigners Registration Office (*Ausländerbehörde*);
- Provide support with the installation of the internet, with the purchase of a SIM card etc.;
- Assist you in the organization of your everyday life as a student (registration for courses and exams, re-registration for the next semester etc.).

Please note that the Student Buddy Program is in addition to the Welcome & Orientation Program (for those who will be here in time) and to the offers of the International Office in general. It's more on the informal side and aims at answering your questions regarding your daily life as a student here. For official paper work and processes, you still refer to the university, please.

For those who will miss the Welcome Week, your buddy will help you with administrative tasks as well.

However, what exactly the buddy does together with you and how much time he or she spends with you is up to him or her. There is no required number of hours or specific tasks to be done. But they should support you during at least your first semester. And who knows, maybe you become good friends.

When and how do I sign up for the Buddy Program?

You will receive the application form from Frau Herrmann via e-mail once you have been admitted to study at our university. You can also find it on our website: <http://www.hs-weingarten.de/en/web/international-office/buddy-programm>.

Please fill it in the form on your PC and send it to Frau Lea Fischer, our student assistant, via e-mail (fischele@hs-weingarten.de). The registration deadline is June 15.

If you are already in contact with a student from our university and he or she agreed to take care of you, please indicate his or her name in the registration form.

How do I get in contact with my Student Buddy?

After having registered and been assigned a buddy, you receive his or her contact details and he or she gets yours. Your buddy should contact you via e-mail first, so please answer him or her and without delay. Of course, later on, you can use any other means of communication among you as well. If you don't hear from your buddy within two weeks, please inform Frau Herrmann.

Note, please, that it is also very important to inform the buddy and Frau Herrmann as soon as you know that you are not taking the offer to study in Weingarten any longer or if you could not obtain visa. As there might not be enough buddies for all new students, your buddy can then be assigned to another student on the waiting list.

What do I need to do at the end of our "international relationship"?

If you and your buddy want to end your common time in the Buddy Program because one of you is leaving Weingarten, for example, fill in a report sheet together with your buddy. This sheet can be obtained from Frau Herrmann at the International Office and should be returned there, too. You can also get download it from our website: <http://www.hs-weingarten.de/en/web/international-office/buddy-programm>.

With the signatures of everybody involved, you will confirm the accuracy of the statements made. After that, the report sheet will be checked by the International Office for plausibility.

Further questions?

Should you have any further questions concerning the buddy program "WIR", feel free to contact Frau Herrmann:

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*Convinced? Then sign up. We are looking forward to welcoming you in the program!
Your International Office*

Ramona Herrmann/08.05.2018