



Augustana Guide to the

University of Passau Exchange Program



This guide is to help you better prepare for your time in the University of Passau exchange program. It will help you answer any questions you may have about particular steps in the process and give you contact information for those questions that are not answered. This guide will make the process of preparing to go abroad much simpler and lead you in what to do up until the point of departure.

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I. Basic Information and Application Process for Augustana Exchange Programs

Exchange programs differ from other study abroad programs due to the make-up of the trip. An exchange program allows students to travel more independently, without a large group of American students creating a bubble effect. There will be no Augustana professor or advisor to guide you along the way, but the local university has offices dedicated to assisting international students like you to become a part of their campus community. The chance to branch out and become immersed in the Swedish culture is what this experience offers. It is an opportunity to study across many fields of study, in English or in the local language, and to become part of a new campus, a new culture and a new educational model.

Basic Program Information

SCHOOL	TERMS	LANGUAGE	LOAD	NOTES
U. of Passau	Spring March-July	German, English	12 Credits	German 101 prior to departure is recommended but not required.

Some prior study of the host country language is recommended but not required. It is recommended that at least one course in the exchange be taken in the host country language (basic skills or higher).

A short Orientation and German language program in March precedes the start of the Spring Semester in April.

A. Exchange Program Application Instructions

Participation on an exchange program involves working with both Augustana offices and parallel offices at the host university, thus can involve various stages and requirements.

STEP ONE: Applying and qualifying at Augustana

1. Apply for the exchange program on Augie Plus by following the standard study abroad application instructions. Applications for each year's programs are due in January of the prior year (ex. Jan 2014 for a 2014-2015 program.) A deposit will be required at the time of application.
2. Students must have a 2.50 GPA for any exchange program. All students will be reviewed by the Dean of Students Office. This office can approve or deny any student from participation due to academic or other disciplinary issues.

3. Students are notified by email when approved for an exchange program. At this point a meeting will be scheduled with the International & Off-Campus programs staff to discuss the program. Your name will be sent to the International Office of the host university so that they are ready to hear from you.

STEP TWO: Applying at the host university

Every university is different, but all have offices to assist with international and exchange student applications. You should visit the U. of Passau International Office website, notify the school of your intention to apply and complete the online application materials. The University may request that the International & Off-Campus Programs office at Augustana also contact the school to verify that you have been approved for the program. The website for the Passau International Office is: <http://www.uni-passau.de/en/international/>

Follow all instructions from the university. They will require documentation from Augustana and may ask for forms which duplicate those which Augustana requires. You must fill out all required forms for both Augustana and the host university.

Application Deadlines can vary, but typically applications for Fall semester or full year are due in April, while applications for Summer semester (our Spring Term) are due in October.

STEP THREE: Enrolling in the program with Augustana

All students who travel on an Augustana program must register with our online paperless Studio Abroad database program. This program includes electronic copies of all of the forms and documents which Augustana requires of students who study, intern, or travel with groups off campus, and this includes all exchange students.

You will be sent instructions on how to apply through Studio Abroad when you are accepted into the exchange program by Augustana. Once you get the approval email, you should set up your Studio Abroad account as soon as possible and then complete the required documents found there.

STEP FOUR: Course Approval

1. Notify International & Off-Campus Programs when you have been accepted into the host university.
2. IOP will provide you with course transfer sheets. These are very similar to the sheets used when a student wishes to take courses at another school and then transfer those credits in, which is essentially what you will be doing with the exchange program.
3. Download course descriptions or syllabi from the host university for TWICE (or more) the number of courses you think you will take. For example, in a semester you might take 4 courses, so get documents from the 8 courses you are most likely to choose. Since you don't know the class schedule yet, you need a lot of alternate courses in case your top choices are closed, not offered in the term you will be in Passau, or conflict with each other.

Course descriptions and catalogs are typically available from the International Office website at U. of Passau. If you have difficulty finding course descriptions, ask the IOP Director at Augustana. For some syllabi it may be necessary to contact the department which offers the course at the host university to ask for electronic copies. If syllabi are not yet offered, Augustana will work with you to try and dictate appropriate action for each course based on situational circumstances.

4. You will need to seek approval from your academic adviser, from IOP, and from the department for each course you wish to take. Some departments will ask for syllabi, others may not. You should be prepared to provide each department with a course description and syllabus for each course upon request.
5. Once completed, these forms are turned in at the Registrar's Office. When you leave, your transcript will state only that you are taking generic credits at the host university (12 credits of PASS [Passau], for example). Only upon your return and the delivery of a transcript to Augustana's Registrar will those generic credits be transformed into the course titles and equivalents which you took. Grades are not included, only transferred credits. All courses taken at U. of Passau will be treated as pass/no credit and will not alter your GPA. Credits will be earned but no letter grades will be reported. **Since all exchange courses are treated as pass/no credit, you must receive the equivalent of a C in any course to pass the course and earn credit or there will not be any credits earned for the course.**

STEP FIVE: Billing, housing and payments:

Remember that for any exchange program you will be billed tuition & fees as if you were at Augustana, on the same calendar you would normally be billed. While all of the host universities offer housing options, you do not pay for housing through Augustana. This housing option is included as part of your tuition payment to Augustana for the program in Passau. You do not pay Augustana or Passau for housing. Housing is simply included as part of the exchange. However, there may be a housing deposit, similar to a damage deposit in the U.S. which you will be asked to pay when you arrive in Passau.

Students are also typically responsible for their own meals. With all exchange programs travel to and from the country, and any additional travel you might opt to do, are not covered by the program and are the responsibility of the individual participant.

These five steps are essential to a smooth enrollment process for any exchange program. Of course you will want to speak with each program's campus contact person to find out more about the university and the location. These liaisons are listed on Augustana's exchange program website and able to answer any potential questions you may have about your interested program.

You can also bring questions to the International & Off-Campus Programs Office. You may also be given some student contacts who have participated in the program in prior years, they are a great resource to answer any questions pertaining to the experience, what to pack, cost questions, etc. They can help answer some of your questions from a student perspective and give you more specific answers based on their own experiences.

B. Costs & Payment

The chart below details which program costs are paid to Augustana College and which are paid at the host university. In all cases supplemental health insurance is highly recommended and transportation costs are out-of-pocket.

PAYMENT & EXPENSE PLAN FOR AUGUSTANA EXCHANGE PROGRAMS

	PAID TO AUGUSTANA			
	Tuition	Fees	Room	Meal Plan
Passau, Germany	YES	YES	NO	NO

Housing is arranged through the University at no charge to you. Meals are typically out of pocket but the UP has several cafés and student cafeterias on campus offering very low cost meals. Other out-of-pocket expenses include transportation to/from and within Germany, student visa, health insurance and discretionary spending.

Students on Augustana Exchanges are eligible for the same financial aid they would receive on campus as well as Augie Choice (if eligible) and Freistat Center funds (requires at least 6 credits of language study be included in your coursework abroad). Other grants and scholarships students have individually earned may also be applicable.

Somewhere to start looking for additional study abroad and exchange student scholarships would be http://www.isep.org/students/Programs/financial_aid_scholarships.asp

C. Augustana Contacts

You might wish to speak to these campus contacts prior to completing either your Augustana application or your host university application. Once accepted into both parts of the program, it is recommended that you work with the faculty contacts in order to select courses which are appropriate for your time abroad.

Allen Bertsche, Director
International & Off-Campus Programs
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German Studies
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II. Universität Passau



A. University of Passau in Brief

The University of Passau is a state-run Ph.D. granting university located in the city of 50,000 along the Danube river. Unlike most European universities, the UP has a self-contained campus, with all university buildings located in and around its riverfront hub. Student housing is off-campus and located throughout the old city and more modern neighborhoods. The campus has multiple libraries, a central Mensa (cafeteria) and state-of-the-art classrooms and educational spaces. Enrollment at UP is approximately 12,000 students, predominantly undergraduates. They have strong programs in the Liberal Arts, Business, International Studies (Culture & Business), Law and Business Computing.

Passau is located along the eastern border between Germany (Bavaria) and Austria, and is close as well to the border with the Czech Republic, making this city a great jumping-off point for visits to other German cities (Munich, Regensburg, Nurnberg, Frankfurt, Berlin) and regional cities such as Viena or Salzberg in Austria or Prague in the Czech Republic. For more information on Passau, visit <http://tourism.passau.de/Tourist-Information.aspx>

B. Exchange Program Basics

Augustana College and the University of Passau have formed an agreement through which students from one school may attend the other for a full year or for a portion of the year. Typically Augustana students travel to Passau for their Summer Semester (April – July) as well as a pre-semester orientation period in March. Students from Passau typically come to Augustana in August and remain through the end of our Winter Term in February.

Students traveling to Passau pay Augustana tuition & fees. Housing is included in Passau at no additional charge (though a security deposit may be required.) Students have all the rights and privileges of U. Passau students, including access to a wide range of courses in English and German, computer use, library access and use of the on-campus cafeterias.

The typical Augustana student will enroll in 4 courses while in Passau, allowing them to earn 12 credits of coursework at Augustana. All courses should be pre-approved by Augustana before a student departs for Germany (more on this later in the document.)

Students are responsible for arranging their own transportation to/from Passau for this program. Instructions and recommendations are included in this document.

C. Application Process

The Augustana application process is listed above in the first section of this document. You will need to follow the instructions on the Augustana website for the payment schedule. Remember, the application MUST be turned in by the January deadline for the following year's exchange. This means you must have your plan early.

Passau University

Contact Info: <http://www.uni-passau.de/en/international/international-office/>.

Application: <http://www.uni-passau.de/en/international/>.

When applying, be sure you fill out all paperwork for the program, including the housing form.



D. Course Selection

While you will not officially register for courses until you arrive in Germany, you should review the courses available for the semester you will be at Passau and seek approval from Augustana departments for courses in preparation for enrollment. In order to ensure that you will receive full credit for courses taken in Germany, you should plan to do the following:

1. Speak with your advisor about courses and Gen Ed requirements you might try to fill while in Germany. You should plan to participate in the pre-semester intensive German and Orientation program in March, before the semester starts in April. We would also recommend that you consider taking at least 1 course of German during the semester in Passau so that you can better acclimate to the culture of the region. If you have never studied German before, you can start with a basic introductory course. If you have studied German, you will want to speak with the German Studies faculty to determine which course at Passau is the best match for you.
2. Review the list of courses offered in English at Passau. Unless you are a German Studies major you are likely to select most of your courses from this list. The list of courses taught in English is produced by the university each year. Each department at UPassau provides their own list of courses in English, though they do not always indicate if courses are available in Summer Semester or in Winter Semester. For this reason you will need to have a list of courses approved with multiple alternatives. You can view each department's list of English taught courses here: <http://www.uni-passau.de/en/study/study-options/course-catalogue/english-taught-courses/> You may also want to read the information about the different course structures. Passau courses are designated as Lectures, Seminars or Tutorials, and each has its own structure and expectations.
3. Select twice as many courses as you actually plan to take. Basically you want backup options if a course is not offered, is closed by the time you register, or is in conflict with another course. By getting twice as many courses approved as you need, you can register at Passau without fear that some of your courses will not transfer back to Augie.
4. In order to get courses approved by Augustana you will need to pick up the yellow course transfer sheets from the IOP office and get signatures from your advisor, the appropriate department chair at Augustana and the IOP Director. In most cases you will need to download either a course description or a copy of the syllabus in order to get approval from a department chair. They are the gatekeepers for all courses and it is their job to ensure that the course you want to take in Passau is a good equivalent for

something you could study at Augustana. Expect them to ask questions about the class and to be skeptical at first.

5. Once you have all of the signatures for the courses you have selected, make a copy of the forms for you to take with you and turn in the original yellow forms to the Registrar in Founders Hall. This should be completed BEFORE you leave for Germany.
6. Once you arrive in Germany your course schedule will be finalized by the staff of the international Office. Because you will not be guaranteed all your top choice courses, it is important that you have pre-approval for more courses than you plan to take, to have alternates ready to go if you cannot get into one of your top choices.

E. Housing

Passau: If you are going to Passau, you need only fill out the housing sheet as part of your application process in order to obtain housing. It will not cost you anything for housing because you will pay it as part of your program payment for Augustana. This does not mean you will not need to open a German bank account. There are still standard monthly fees in Passau you may need a German bank account in order to pay. You will need to inquire about that upon arrival. Internet access should be included in your housing assignment.

Additional Housing Issues:

1. **Media Fee:** There is a set media usage fee for all German homes, including apartments like yours. This fee is about 18 euro per month.
2. **What does furnished mean?:** Linens will be provided with very few exceptions. Cookware will not be provided.
3. **Laundry:** There will be laundry machines in your building. Ask other students for help before using the laundry machines, especially if you can't understand the German instructions. German washers and dryers do not always function the same way American machines do. You will also need to buy detergent and such at a drug store, such as DM or Rossmann.

F. Health Insurance

It is required that you have German health insurance while in Germany or an equivalent health insurance plan. This will cost about 80 euro per month. It is not possible for you apply for your residence permit if you do not have the correct health insurance. Upon arrival, students will help you fill out the proper paperwork for the health insurance and will help you find the appropriate office to turn this into. More information the health insurance policies can be found on the university's website. You should read through this information.

It is recommended that you obtain travel health insurance for the time between leaving America and when you begin to be covered by the German health insurance. We recommend purchasing an ISIC card (International Student ID Card) and obtaining the "Explorer" package of travel insurance. This provides excellent coverage for emergency medical care as well as offering, as an ID Card, discounts on travel within Europe and for entry to most museums and historical sights as well.

G. Visa/Residence Permit

It is vital to note that you **MUST** enter Germany with a student visa. If you enter under a travel visa, you will not be able to apply for a residence permit, which will be necessary. Students at the University will help you fill out the forms for a residence permit. Turn your residence permit application in as soon as you can. You will need several important documents in order to apply for your residence permit. You can find a list of these items on either University website. Also, note whether you will need original copies of such documentation or if they can be photocopied versions, you do not want to be put in a tight spot with serious documentation that might cut the duration of your trip short.

H. Courses & Credit Transferring

A list of courses can be found on the University website. You will also find information on how to schedule your courses. You don't need to worry about signing up for classes until you are actually at the University, however, as part of the Augustana application process, you must have a list of courses you would like to sign up for. This list should include at least double the class load you would like to take because you will probably not be able to sign up for all of your preferred classes, just like at Augustana. Some classes may not be offered every semester, or they may be closed before you can sign up for classes. You will need to work with Dr. Seidlitz to

obtain course approval for any German class, or another professor for other subjects. You must have course approval for all classes you wish to take abroad and want transferred.

When you are done with your semester or year in Germany, you will need to have your transcript sent back to Augustana. It is essential for you to have the host university send your transcript to Augustana because Augustana will not accept any transcript not sent from the host university.

In order to receive credit for the courses you take in Germany, you must receive a grade of a “C” or higher. The grading system is a little different in Germany; however, the host university will send your transcript back with letter grades when asked. You may wish to talk to your professors about this or someone in the International Programs Office at your University.

I. Food

A meal plan is not included in the cost of the Passau exchange programs. That being said, there are several options for meal in both cities, but you will need to make sure you plan to have money for meals.

Mensas (cafeterias) and cafes are located throughout the UP campus. A mensa provides various hot meal options like the CSL at Augustana. These options are very reasonable. They are not set up like a buffet, like the CSL. You pay only for what you purchase. If you wish to eat the mensa, which is recommended, you will need to purchase a mensa card, which can be done easily in both cities. You will also need to be aware of the balance on your mensa card so that you can add money to it when needed. Ask a student what the mensa hours are and where it is located. Mensas are a great way to meet and hang out with friends, while practicing your language skills.

There are several cheap meal options for eating out in Passau. Döner stands are very cheap and provide a well-balanced, filling meal. Asian stands are also pretty cheap and filling. Pizza can be another cheap, fast meal option at some restaurants. There are many nicer restaurants in Passau. These can range from being a reasonable meal option to being quite expensive, so be careful and plan accordingly.

There will also be a kitchen in your apartment building where you can cook. Try to find friends to cook with. It is a great way to develop your language skills outside of the classroom in a practical manner.

If you do not wish to purchase a cooking set, you might ask a neighbor or a friend if they would let you borrow something on occasion. We recommend that you buy a few utensils like a knife, spoon, and fork, a plate, a bowl, and a mug/glass to make simple foods like sandwiches, soup, to eat take-out food, or simply get a drink. These can be found very cheaply in discount stores or elsewhere. You may find it helpful to ask where the best place to do this would be.

J. Culture

It is recommended that you try as many new cultural experiences as you can. Try new foods, attend festivals, talk to the locals and see what they might have to recommend. There will be several free concerts and other activities you can attend as well as others you may need to pay for, generally prices for specific events can be found online with a simple search. Do not be afraid to try new things. It is the best way for you to get the most out of your exchange experience and to grow as a person. Fully immersing yourself so that you have no regrets when you come back to the United States is what the ultimate goal should be. Leave nothing behind because this experience will teach you about culture as well as yourself likely more than you will realize while it is happening; make new friends, try new things and enjoy every second of a different way of life!



III. Pre-departure Information for German Programs

A. Money Matters

1. Using a debit card at ATMs when traveling is recommended. ATMs are prevalent throughout all of Europe, so cards are easy to manage. Set up an online banking system with your bank so that you can check on your account standings as you travel. Rather than using a debit card within establishments, use ATMs and take out Bargeld (cash), as Europe still uses its monetary paper system more than plastic. Some stores may not take credit at all and Bargeld may be your only option. Taking out cash prior to departing for Europe may be a recommended idea. Take out larger sums of money at a given time; it saves on making multiple stops to the bank and it avoids paying multiple service fee charges. However, you must be very careful about carrying all of your cash on your person.
2. Have a credit card in case of emergencies or for larger purchases. They are the best option should problems arise. Credit cards can also be used for large charges in many places but be careful of the service charge. Getting a credit card with a chip in it might be a worthwhile option to consider. Abroad they use the chips to enter into machines when using credit cards instead of swiping your card. Obtaining a card with such a chip should be easy to do if you go into your bank and ask about the chip card for international travel.
3. Do not use a credit card at the ATM unless it is an emergency because the charge will be significant. Some charges also apply for simply using credit cards at stores. For example, purchasing a train ticket using a credit card may be more expensive than if you had purchased it at the exact same time with your euros.
4. Prior to departure call your bank and credit card providers and inform them when and where you will be traveling, otherwise your cards may be deactivated if the company assumes that they have been stolen. Call them again shortly before leaving to ensure they are informed.
5. Make sure to note how much you can withdraw at one time.
6. Have the bank and credit card provider's phone number while abroad, should you need to inform them of additional information (using 1-800 numbers on Skype is free and an easy option).

7. Do not exchange money before traveling, but you may choose to purchase Euros from your bank pre-departure. Most banks can provide Euros on a couple of days' notice. The other obvious option is to use an ATM upon arrival at the airport or in your first destination. ATM rates for currency exchange tend to be better than those found in exchange houses or at the airport.
8. One great option is to open a checking account online with a bank that does not have ATM fees in Europe. A quick Google search will bring up some options. This eliminates the worry about transaction fees for credit and debit so long as an ATM is handy.
9. For longer programs, such as Passau, you may be required to open a German bank account. Student volunteers or advisors can help you with that when you arrive.
10. You may need to wire money to Germany as part of the application process. International wire transfers can be quite expensive at banks. Check out the price for an international wire transfer at your bank and at stores like Walmart and Target before going through one or the other.

B. Entry to Germany and your Passport

1. **Passport:** The first thing you will need whenever you travel is a valid U.S. Passport. You must ensure that your passport is valid 6 months after you plan to return. Most nations will not let you enter if your passport will expire within a six month window after your declared exit date.

To get a passport you will need:

- a copy of your birth certificate
- present identification (driver's license, previous passport, or gov't. I.D.)
- two passport pictures (obtainable at any drugstore that has a photo desk.)
- complete a DS-11 application (obtainable at the post office, courthouse, or online)
- provide an application and executive fee (subject to change)

Take everything to the local post office or courthouse. Make sure all information is printed neatly and filled out completely. It takes about 4-6 weeks to come in the mail, but do not plan for a last second arrival. Request your passport as soon as possible. If you must, you can ask for options regarding faster service, but keep in mind that there will be an additional fee for express service.

Keep your passport in a safe place at all times. When you are traveling within the town you are living in, carrying a copy of your passport will suffice. It is recommended that you bring 2-3 copies of your passport with you and that this is what you ordinarily carry on you. Keeping it in your wallet is a smart idea. Outside of the town you are living in keep your passport in a SECURE location on your person. In a youth hostel where you often share a room with others you do not know it may be a good idea to keep your passport, along with other possessions, locked while sleeping. You should always have with you some kind of ID, be it a driver's license, student ID, etc.

Should problems arise with your passport, the U.S. embassies are located in Berlin, Düsseldorf, Frankfurt, Hamburg, Leipzig, and München. If lost on a train, tell Deutsche Bahn officials immediately and they can phone the train you were on to try to find it.

- 2. Student vs. Travel Visa:** While your passport grants you 3 months of entry into Europe, which is enough for the Eichstätt summer program, if you are studying in Passau you must enter the country on a student visa! If you enter on a travel visa, you will NOT be able to convert it to a student visa. You must have a student visa in order to obtain a residence permit, which you will need to obtain within the first three months of living in Germany.

Both Universities will be able to help you with this paperwork during the orientation. The process is pretty straight forward, but it has some quirks, so be sure to read the university webpage about visa's and residence permits BEFORE you leave. For more information see the university website.



C. Recommended Packing List

Important Documents

- Passport
- Driver's License
- Augustana I.D. or ISIC ID Card (for student discounts in museums)
- Airline Tickets
- Train Tickets
- Eurail Pass
- Debit/Credit Cards
- Other banking info (contact info for lost cards)
- Health insurance cards

Luggage: Regulations regarding overseas luggage allow for one large suitcases at about 50 lbs. —but you will need to be under or a surcharge will occur—and one carry-on bag (potential to vary with different airlines, but this is standard). This must be under a certain size. You may wish your carry-on bag to double as a weekend bag. Do not take more than what is necessary, as it will only be more you will have to lug around with you. Most students do fine with one large suitcase and a smaller second suitcase with a carry-on bag. Regulations regarding luggage restrictions vary from airline to airline, so check with your airline as these are subject to change! Most students discover that they don't end up wearing everything that they pack. Keep in mind that extra space in your luggage going over is not necessarily a bad thing because it can be used to bring back souvenirs, books, etc. It is very expensive to ship packages back to the States.

Carry-on notes: When packing your carry-on, make sure to pack your important documents, purse/wallet, a change of clothes, some underwear, bras, all electronics, all prescription medicines, a few toiletries, and contacts and/or glasses. If you wear contacts full time, bring a bottle of lens drops for the plane (and regular use.) Basically, pack anything that you may need for 2-3 days should your suitcase get lost. Remember that certain items are not allowed in your carry-on luggage. This includes razors, scissors or knives of pretty much any size as well as most liquids or gels. You are allowed to have some liquids in clear 3 oz. bottles in a quart-size zip-lock bag for most airlines. Again, check the airline regulations before packing. Plan to pack larger quantities of shampoo, toothpaste, and other toiletries which are liquids and gels in your large suitcase.

Weather: The average temperature in January is 3°C (38°F), July is 22°C (72°F). Extremes can get down to -10°C (5°F) in winter and up to 35°C (95°F) in the summer months. The seasons in Germany as a whole are much like that of Illinois with the coldest temperatures in December and January and the warmest temperatures in July and August. Though snow in Germany is more minimal with combinations of rain and snow flurries that melt upon touching the ground. More information on weather can be obtained in the clothing section.

Clothing: The temperature in Bavaria during is about the same as in Illinois. Evenings and summer days are usually a bit cooler and milder. It is highly recommended that you carry a small umbrella or rain jacket around town, the weather changes frequently in the valley. If you have a smart phone with a weather app, you could check the weather daily in Passau to get a better feel of what you will need to take.

- It is recommended that you pack in color schemes so that you can wash laundry easier. For instance, take black and blue clothing that can be washed together or colors that can be washed together – remember to pack smart and layer, that way you can utilize items in any type of weather and keep your packing light and efficient and make sure you are packing all the right items so you are not over your 50 lb. limit, but are still prepared for any type of weather thrown your way.
- Take clothes that do not need special treatment – you do not want to go through the hassle of trying to dry clean, wash separately, etc. Try thinking as if you were going to just throw everything from your suitcase directly into the washing machine, if it cannot all go in there, you may want to reconsider.
- Avoid clothes may easily shrink. German washers and dryers are not the same as in America, and if a German washes your clothes, they may not understand when you tell them something needs to be washed or dried on cold. This applies to wool sweaters and such. If you really want to take something that does not fit in any load, keep in mind that you may have to wash it by hand for the duration of your trip.
- The temperature usually ranges between 12 Celsius and 30 Celsius in the summer. That is roughly 55 Fahrenheit to 85 Fahrenheit. Winter weather is usually milder than in Rock Island. If you will be going for Fall Semester, you will need a winter coat, hat, gloves, and scarf. If you are going to the mountains, remember that there may be snow on the ground in the summer, so bring appropriate clothing.

- It is best to pack in layers and to dress in layers. Feel free to add to the list below, but pack lightly – remember you can and will have to re-wear and mix and match clothing items.

When it comes to packing bulkier items such as towels, sweatshirts, and sweaters, using space saving bags is convenient. They can be purchased at a variety of stores and come in handy. You do not need a vacuum in order to use them. Simply roll the air out. Remember, this saves on space, but not on weight. Recommendations: If you are going in the fall, pack these as well.

1-2 pairs of jeans	1-2 Dress shirts	4-5 T-Shirts/Tank-tops	Bras
2-3 pairs of shorts	1-2 Sweatshirts/hoodies	Socks (week's supply)	Rain Jacket
Dress outfit	1-2 Long sleeved shirts	Underwear (week's supply)	Sandals
Dress Shoes	Tennis Shoes	Athletic Clothing	Sleepwear
Swimwear	Umbrella (small)	Bath & Hand towels	Belt
Watch	Sunglasses	Wallet	Hangers

Toiletries: Generally, do not pack toiletries in your carry-on except for allowed sizes of toothpaste, etc. At the time this was written, any liquids in a carry-on must be in 3 oz. clear bottles. Put these small containers of liquids together in one one-quart zip-lock and have ready to go through security. But check the TSA website before departure for the most current regulations.

It is best to take only what you need for a couple of days and to buy toiletries when you arrive in Germany. You never know, you may find products that you prefer in Germany. For women it is recommended to pack feminine hygiene products. While they obviously carry these products in Germany, it is easier not to have to search for the right product. Plus, these products will be used up and give you space in your suitcase on the return flight. Deodorant is found in Germany, but it is recommended that you take your own. For a few months ahead of your departure, pay closer attention to how much you use of each product you wish to take with you. For instance, if you use eye drops and you use a whole bottle in three weeks, make sure you take two bottles.

Toothbrush/toothpaste/floss	Deodorant/Anti-Perspirant	Shaving supplies
Soap	Shampoo/Conditioner	Lotion
Sunscreen	Brush/Comb	Hair Gels/Sprays
Contacts/Solution/Drops *	Feminine Products **	Nail Clippers/File
Band-Aids	Prescription Medicines ***	Tissues
Aspirin/Ibuprofen/Tylenol	Neosporin/Cortisone	Vitamins
Allergy/Sinus/Cold Medicine	Make-Up	Aloe

*Think about getting daily contacts, which save on solution and hassle. Both contacts and products for contacts are more expensive in Europe so it is advised that you take enough for your entire stay. Keep a copy of your glasses/contact prescription with you. It has been noticed that the price for contact solution has decreased in the last few years. It is now more close to the American price.

**Might not be the same as in the US, pack accordingly.

***Put together in a zip-lock but always pack them in their original prescription bottles, not loose or combined into one container. Make sure these go in your carry-on! Take with you a copy of all prescriptions with the chemical name, not just the brand name. Make sure you alert your insurance company about any travel several months in advance and keep on them. If you do any travel before or after Eichstätt, you may also need to be on top of the insurance company. They do not like issuing multiple months of some prescription drugs, even with notes from a doctor

Miscellaneous:

Camera/Charger	Batteries (if necessary)	iPod/MP3 Player/Headphones
Small Flashlight	School Supplies *	Dictionary/Translation Book
Travel Alarm Clock **	Journal (track experiences)	Adapter for Electric Devices
Cords for electronics/Computers	Eyeglasses Kit	Earplugs
Laptop/Tablet/Chargers	Toilet Paper***	Pillow

*2 notebooks, 2 folders, pens, pencils – also available in shops in Germany. Buying supplies in Passau may be more practical.

**Remember, your phone may not work as your alarm clock in Germany.

***You may wish to bring a roll of toilet paper. Depending on your location and date of arrival, you may not have toilet paper in your room and may not have the chance to buy any. Germany does not have a 24 hour Walmart. You may have to be prepared for a weekend without toilet paper.

D. Travel

It is best to buy your airline tickets at least 2 months in advance to secure a seat (earlier if possible to ensure lower pricing). If others will be attending the same program, arranging to fly together is the best option. Flights are usually overnight, so plan accordingly when determining what day you want to arrive- consider time change. Arriving one day in advance is the safest bet, but you must arrange early arrivals with the university you will be attending, and you want

to factor in jet lag for your first day or so. You should notify the University of Passau of your arrival-date, but may need to stay in a youth hostel on that first night, depending on the day or time you arrive in Passau.

Seriously consider arriving in Europe early to travel. You will probably fly into München (Munich) if you are traveling directly to Passau, so why not spend a couple of days in München seeing some sites and museums? Otherwise, travel in Europe is easy, much easier than in America. It is very easy to catch a flight to another country/city or take the train/bus (Mega Bus is a cheap option that offers bus services going to many popular destinations around Europe). Hostels are cheap and a great way to meet new people. Keep in mind that German trains will not wait for anyone and are almost always punctual! However, always allow extra time when going to the airport.

To purchase tickets, students can use on-line agencies, such as Expedia, Travelocity, etc., students discounters, a local travel agent, or the airline directly, such as Lufthansa, United, etc. These sometimes have cheaper fares than those posted on Expedia, etc. Discount websites such as Kayak, CheapTickets, and Expedia do occasionally have good deals; however, their fares may often include inconvenient connections, times, and are sometimes higher than published fares on the carrier's website. The best way to ensure that you are getting the best deal is to comparison shop. You have to weigh cost and convenience with possible cheaper fares and inconvenience and make the call. It is recommended that you take a direct flight because the more connections you have, the higher the chance of losing baggage and running into further complications.

As a college student you are actually entitled to special discounts because of your "student status". StudentUniverse and STA Travel offer students very competitive discounts on fares that other carriers do not offer. Discounts can range from a few dollars cheaper to several hundred. However, to purchase tickets through STA Travel you must possess a valid ISIC (International Student Identification Card).

The ISIC card is valid for one year and costs under \$30. The value/use of this card does not stop with booking plane tickets. It is a guaranteed way to ensure discounted admittance to museums and other things all over the world, hence the reason why it is an International Student ID. We recommend that you get one, but it is not mandatory. Just remember that an Augustana student ID will often serve the same purpose. More information about this card and purchasing information can be found at <http://www.isic.org/get-your-card/>.

As always, comparison shopping is the best way to ensure the best fare. Typically, fares ranging from \$900-\$1,200 are common for most US-European routes, especially when departure is still during the summer high season. Booking well in advance is advised, and is usually cheaper. Remember, however, that these tickets are usually non-refundable and come with a steep price for making any changes. Be sure your travel dates are firm to avoid penalties – check and double check. It is also recommended that you buy travel insurance when purchasing your ticket, should an issue arise. If something happens and you need to change your flight, it is much cheaper and easier to do with the flight insurance than if you had not purchased it.

Plane Tickets within Europe: Air travel is often cheaper and more convenient throughout Europe than in the United States. Several discount carriers exist in Europe and can offer fares that are often lower than rail tickets, and, with Munich being so close to Eichstätt, it can be faster and easier than using the train. Websites that may be helpful for this include www.easyjet.com and www.ryanair.com.

Please note that the above-listed carriers are traditionally more “discounted” but often charge many additional fees on top of your airfare, so make sure to read the fine print. Once again, comparison shopping is the ideal method. Occasionally, train travel will be less expensive, especially if you are using something like Eurail or a weekend train pass. Be sure to check DB (Deutsche Bahn) for ticket deals. Taking the Mega Bus if interested in travel among Europe is also a good option if you are looking to cut costs, but you have to be willing to sit on a bus (much like that of the Burlington Trailway buses in terms of comfort and size). Knowing your travel plans well in advance and booking ahead will ensure the best deals for either plane or train tickets.

Arrival: Before leaving, be sure you know which university building you will need to go to upon arrival, and write down the address and some instructions on how to arrive. Do not rely on the map on your phone; it may not load if you do not have an international data plan. When you land, you have two good options to get to your destination city. You can take a train or a bus.

TRAIN: The train is the easiest way to go and generally connected to the airport. If you are positive of you will not miss that particular train, you can also purchase at the time of arrival. Purchasing a ticket early can save money; however, if you don’t make the train, you may have to purchase a new ticket. You can purchase a ticket ahead of time on the Deutsche Bahn website, <http://www.bahn.de/i/view/USA/en/index.shtml>. To avoid stress and hassle, look into trains before your flight, take down information on the train you think will be the best fit, as well as a train earlier and a few trains afterwards, then buy your ticket when you arrive at the train station.

For Passau, trains leave the main train station in Munich very regularly. Some will be direct and others will require a change of trains in Regensburg or Plattling, but these changes are easy to manage as the departures are clearly listed at each station so you can easily find the correct platform.

It will take time to move from the Munich airport to the main train station (Hauptbahnhof) in the city center. You can get to the central station on one of 2 train lines (S-Bahn) from the airport. Either one (S1 or S8) takes about 45 minutes. So if you are not planning to stay overnight in Munich, plan on at least 2.5-3 hours between the time your flight is due to arrive in Munich and the time your train is due to depart. You want plenty of time to get your luggage, pass through customs and passport check, take the train to the main station and find your regional train to Passau.

If you plan on traveling before or after the program, one option is to purchase a Eurail pass, especially if you plan on going to other countries; check the cost of the Eurail pass first to make sure purchasing will be worth it based on your ideal travel plans. It is convenient and will save you money based on how much travel you are anticipating among Europe. Just remember to sign and date it every day you travel before boarding the train. Some areas in Europe are very strict about checking tickets.

BUS: The bus is also a good option, though planning and locating the proper bus station or stop may be more complex. Before leaving you will need to write down the address of the University building you are to arrive at, as well as directions to that building via bus or walking. Directions, or at least an address, can be found on the University's webpage.

Train Tickets in Europe and Travel: Deutsche Bahn is Germany's flagship rail provider. Again, the website for DB is <http://www.bahn.de/i/view/USA/en/index.shtml>. A simple way to remember is to think of bahn.de. There you can easily see what train times are and get prices. A credit card is necessary for purchasing tickets online. You can also use cash in the machines located within most stations.

It is recommended that you spend some time on the DB website looking into the best deals. There are several ways to save on the DB website or at the ticket machine, however you need to be aware of what kind of ticket you wish to purchase before buying at the ticket machine. If you go to the officials in Germany they will not always give you the best deal.

DB tickets also function similar to airline tickets, fluctuating from day to day. Planning up to a week in advance can ensure the best rates (the sooner the better). Seats tend to sell out quickly to some destinations, especially for weekend trips. Remember that buying a round-trip ticket online or at the Bahnhof is often not cheaper than two one-way tickets, but it is more convenient since you will not have to get a return ticket at the Bahnhof when you are ready to come back.

Ticket insurance can also be purchased. Tickets are generally non-refundable. Always consider taking overnight trains, especially for longer trips, for this will save you the expense of a room and can get you to your destination very early in the morning such that you have a full day. You can sometimes reserve seats that roll out. Seat reservations for weekend trips, especially in August and early September and on holidays, are highly recommended and can be had for a nominal fee.

When traveling it is important to know what the different types of transportation are. For this information, these websites can be helpful:

<http://www.gettingaroundgermany.info/stadt.shtml>

<http://www.lonelyplanet.com/germany/transport/getting-around#97969>

Some tickets can be used for multiple forms of transportation, but you need to know what they work for and what they don't work for. If you hop on the wrong kind of train, it could cost you a lot of money and a lot of stress communicating with Deutsche Bahn officials.

Youth Hostels: Youth hostels (*Jugendherbergen*) are convenient, often centrally located, relatively inexpensive, can be booked online, but they do have disadvantages, so be advised. A simple online search for the best hostel is a good idea, especially looking at pictures (if available) and previous traveler's comments. Usually breakfast is included, although if you look online it should tell you. If you travel with several people you may be able to get a room for only your group with the bathroom with a shared bathroom just for that room. This is nice if it is your first time staying in youth hostels. Usually, however, you will be rooming with random people.

Be advised that bathrooms are sometimes shared by an entire floor. There are male only rooms and female only rooms; however, they fill up faster than co-ed rooms. If you are traveling alone, especially as a female, be careful, as always. Bringing a lock like you may have had on your middle school lockers is advised as many will have lockers for you to put your belongings in. If you are traveling with 1-3 other persons, you might want to consider getting a room or

rooms in a *Pension*. These too can be found online and often do not require a deposit. If there are a large number of travelers, you might consider renting an apartment or house, especially in larger cities such as Prague, Munich, or Vienna. This, however, usually requires a deposit.



E. Plan Ahead

You will get the most enjoyment out of traveling by planning ahead and learning about the destinations you are going to visit. Be informed. Find out all you can about a city or place. This might be your only visit there, maybe for the near future or forever, so get out of it everything that you can. Use the internet and travel guides.

To avoid frustration, plan travel before you go. Determine how many people would be traveling, how long you plan to stay, where to go, and what to see. There are luggage storage lockers in most train stations, including small towns. They are helpful for those who have a lot of bags. They are cheap and items can usually be stored for 24 hours. There are many deals on train tickets from the Deutsche Bahn website and tickets can be bought at a maximum of 90 days in advance. If you plan far enough in advance, you could get a ticket that would cost 120 Euro for as little as 40 Euro. Online tickets can be mailed to you in America. They can also be printed in the main train station in a town. This option is a good bet if you want to travel, but not enough for a Eurail pass to be worth it. This website gives information on Eurail passes and allows you to purchase directly on the site: <http://www.eurail.com/eurail-passes>. There are also other websites where you can buy a Eurail pass. It is up to you to comparison shop and to decide whether or not you need one.

F. Safety & Security:

You need to be cautious and well aware of your environment when you are traveling. Don't leave a back pack or suitcase unattended in order to go to the bathroom. If you plan to sleep some while on a train, and you are traveling alone, you need to make sure your belongings are secure. It is not a bad idea to have your suitcase lock(s) with you to use if you do not feel safe. When traveling, be extra careful regarding your wallet or backpack or wherever you carry your ID, money, credit cards, and other hard-to-replace items. In your suitcase, in your room or in your backpack should be a second photocopy of your passport, contact information for your credit cards, and emergency contact numbers. You have to be prepared for the worst, like a backpack being stolen. Be smart, travel safe. But enjoy! Traveling, seeing new places is one of the best experiences you will have while abroad, so take advantage of it.

G. Cell Phones and Internet:

Cell phones are an integral part of society today. You will need to give a cell phone number to the Office of International and Off-Campus Programs before you leave or as soon as you can when you arrive. There are several options and each need to be considered. It is possible now to use most smart phones in Europe; HOWEVER, this gets very expensive if you use your plan. Data, calling, and texting charges add up very quickly. If you are going to be bringing your smartphone overseas you want to remember to turn the data roaming off, as that can begin to add up over time as well if you forget.

Skype can be used for regular calls home or to friends. It has been noted by prior students that the internet is not very reliable in some areas. Some students suggest getting a German SIM card for your American smart phone to have unlimited data for a set fee, or even a pay as you go phone. Several months ahead of time you should look this up online for the best deal. It may take a month or more if something is being shipped from Germany, so be sure to order a SIM card with plenty of time to receive it in America. Asking your cell phone provider more about how to go about all of this and your best deal may also be helpful.

It is possible that your phone company does not use SIM cards, however. In this case, it is recommended that you go to a German cellphone store (T-Mobile, O2, etc.) to obtain what is called a "WLAN (V-pronounced as vei in vein-Lan) Stick." This stick plugs into any USB port and will give you internet access almost anywhere. Since you will only be in Germany for a month, this should be pretty reasonable. This stick does not have a standard fee, but works like a pre-paid cellphone.

It is also possible to purchase a pre-paid cellphone for the month. It is worth it to some, but not necessary. When you go to the cellphone store, ask about an international pre-paid plan if your intention is to primarily call home. It will cost more to call friends in Germany with an International plan. If your intention is to communicate with others in Germany, the international plan is not as ideal for you and you should get a normal plan. International calling with an international pre-paid plan is very cheap.

Pre-paid phone cards may be found in most drug stores (DM, Rossmann, etc....), grocery stores (Aldi, Edeka, etc....), post offices, etc.... Keep in mind, pre-paid phones are more commonly used in Germany because phone plans in Germany and throughout Europe are more expensive. As always, comparison shop for the best phone and internet deals.

If you are going to Passau you will probably need a German cell phone. You may wish to invest a little more money in a pre-paid phone and get a smart phone for the data advantage. You may also need to find a source for internet. You will need to determine what the best plan is for you. Research the best options for cell phones and internet access in Germany before you leave. The best thing to do is to ask where you will have internet access on campus and in your apartment/dorm when you arrive, then determine whether or not you need an internet plan.

H. Note on German Classes

Students should note that German classes are a little different than American classes. Unless noted by the Professor, you are expected to attend all class periods. Students are expected to be on time; however, Professors may run slightly late. When you address anyone in German, use the formal "Sie" until you know the person very well and they have given you the "O.K." to call them by the informal "du." This especially applies to professors and other professionals older than yourself, as well as those working in food service anywhere. With students, the atmosphere is more relax. It is considered an insult to address someone with the informal "du" until you know them quite well.

After a lecture or class, students traditionally knock with the knuckles of a fist on a desk to applaud a professor. Students also do this after a presentation, like clapping. German Universities are becoming more and more Americanized, so don't be surprised if you hear clapping instead of fist-knocking. In general, act professionally.

As far as classes, you should be aware that German universities give fewer chances to see how you are doing academically. Instead of assignments, participation, papers, tests, and quizzes, you may only have a midterm and a final. You are also more responsible for your own learning.

You may be tested on material that was not discussed during class. This is not the normal Augustana class model, so make sure you take the responsibility for your education. You will be expected to act as an independent and self-motivated scholar more than in the United States, and you will be expected to receive the equivalent grade to a C or higher in order to transfer work back to Augustana.

I. Other Suggestions:

Most Germans speak English pretty well, but consider using Mango, Rosetta Stone, or other language tools which can be found on the Augustana Library website, to learn some simple phrases in the languages you will encounter just to be on the safe side. An excellent online German-English dictionary can be found at: <http://www.dict.cc/>. There is also an app for this website, so before you go it may be a good idea to download it. Make sure you research any countries you might visit before assuming which language the people speak. For instance, if you go to Switzerland, you may encounter French, Swiss German, Romansch, or Italian in certain parts. Simple phrases you may wish to learn include:

Do you speak English?

Please/Thank you

Hello/Goodbye

Do you have a room free?

How much does ____ cost?

I would like _____. (Ordering meals and buying items.)

Take advantage of your leisure time in Germany. You will get the most out of your experience if you are active. Exploring other countries is a great idea, and suggested, but remember to spend time exploring your local neighborhood too. There will always be places and things you wish you had time for, prioritizing a list of these things may be helpful to try and determine what are must do's and what you could live without. Having a plan and being prepared are never bad ideas!