



ESB Business School, Reutlingen University

Fact Sheet for the Academic Year 2024/2025





Three good reasons to be an exchange student at ESB Business School:

- **AACSB accredited** and **top-ranked** school of International Business and Administration and International Operations Management
- **Truly international spirit** with over 50 years' experience in offering international degree programmes - students from over 70 countries, internationally experienced faculty and intercultural work groups
- **Practice-oriented curricula** with excellent connections to corporate partners - located in the heart of Baden-Württemberg, the region with the highest level of innovation within the EU

GENERAL INFORMATION

Address	ESB Business School, Reutlingen University, 72762 Reutlingen, Germany
Website	https://www.esb-business-school.de/en/international/student-exchange/
Virtual Campus Tour	https://www.esb-in-360.com/
Email Contacts for incoming student exchange	ESB.Incomings@Reutlingen-University.DE
Facebook	https://www.facebook.com/esb.businessschool
Instagram	https://www.instagram.com/esb.business.school/
Tiktok	https://www.tiktok.com/@esb.business.school
LinkedIn	https://www.linkedin.com/school/esb-business-school/
YouTube	https://www.youtube.com/c/ESBBusinessSchoolIRT

CONTACTS FOR INCOMING STUDENT EXCHANGE

Email:	ESB.Incomings@Reutlingen-University.DE	
	<p>Jula-Marei Finger</p> 	<p>Frauke Greiner</p> 

ACADEMIC INFORMATION	
Full-time workload	30 ECTS per semester
Course lists	Course List for Exchange Students It is also possible to participate in courses taught in German. Contact your exchange coordinator for details of courses available.
Languages of instruction	English and German The language of instruction of each module is stated in the respective course lists.
Language requirements	English: B2 level for courses taught in English. German: B1 - B2 level for courses taught in German.
Additional language courses and workshops	A wide range of language courses and intercultural workshops is offered by the Institut für Fremdsprachen (IfF) including a pre-semester language and culture course. Intensive pre-semester German courses are also available for the Winter Semester. Link to German language and culture course website
Course registration	The respective Exchange Coordinators will contact students regarding course selection and registration prior to arrival.
Transcripts	The transcript of records will be available on the university information portal (HIP) two weeks after the official examination period.

KEY DATES		
	Winter semester 2024/25	Summer Semester 2025
Nomination deadline	1 st May 2024	1 st November 2024
Application deadline	15 th May 2024	15 th November 2024
Acceptance letters	Two weeks after application deadline	Two weeks after application deadline
Intensive German language course	02.09. - 13.09.2024 or 19.09. - 30.09.2024	none
Welcome session	17.09.2024	early March (tba.)
Start of classes	18.09.2024 (-30.09.2024, depending on course selection)	03.03.2025 (-10.03.2025, depending on course selection)
Public holidays	Link for 2024	Link for 2025
Examination period	Late Dec. 2024 – early Feb. 2025 (depending on course selection)	Mid-June – mid July 2025 (depending on course selection)

ARRIVAL SERVICES	
Pre-semester language Courses & Language tandem programme	The university offers intensive pre-semester German courses and a language tandem program for learning and improving skills in different languages. Link to the intensive pre-semester German course website
Welcome session	Before lectures begin, exchange students will be invited to an official Welcome Session. Here you will meet the staff responsible for student exchange. Attendance by all new exchange students is essential.
Student 'buddy' programmes	Each programme offers student mentoring 'buddy' programmes whereby Reutlingen students help new international students settle into life on campus. You



	will receive further information in our Welcome Guide upon acceptance to the exchange programme at ESB Business School.
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APPLICATION PROCESS	
Application form	<p>Students receive a link to the MoveOn online application form via email where they can complete the online application form and upload the following documents:</p> <ul style="list-style-type: none"> • CV (in English or German) • Transcript of records • Passport photo • Copy of passport • Current certificate of enrolment • Proof of health insurance (can be provided at a later point)

PRACTICAL INFORMATION	
Facilities	International office, library and learning center, widespread computing facilities, sports on campus, cafeteria, career services, center for entrepreneurship
Inclusion and accessibility	Link to contacts for students with disabilities
Accommodation	<p>Halls of Residence or private accommodation. Rent: approx. €290 (single room); €400 (apartment) plus a deposit of approx. € 600</p> <p>Link to accommodation information</p>
Insurance	<p>All students are required to be covered by health insurance during their stay in Germany.</p> <p>Link to health insurance information.</p>
Fees	Semester contribution: € 97.30 (Social fee for student services and fee of constituted student body)
Living expenses	€750 - €1,000 per month (including rent)
Visa to Germany	<p>Non-EU citizens should check whether a visa is required for your country of origin. Link to Federal Foreign Office.</p> <p>Supporting documentation for visa application will be provided by your exchange coordinator if required.</p>

