



Getting Started @ SAP

THE BEST-RUN BUSINESSES RUN SAP™





- 1. General Information**
2. Organizing your stay
3. Spending your free time

- Monthly Salary: 800 EUR gross
- Students who have to pay for two apartments (one near SAP – one near campus/home) can obtain a double housekeeping allowance of up to 300 EUR per month. Up to decision of manager – need copies of both rental contracts.
- Accident Insurance paid by SAP for private and professional life
- Free lunch, coffee, tea, water
- Free use of recreational facilities (gym, sauna, tennis, volleyball) - 24/7
- Great SAP-community of international Students you can easily join for activities, lunch etc.
- Working time: 40 hours per week – no time recording – very flexible working time
- Huge E-Learning-Portal “Skills on Demand” with thousands of courses, e-learnings, webinars etc. for free use
- Buddy helping you during the onboarding phase

■ VISA

- For stays in Germany **up to** three months no separate VISA needed
- For stays in Germany for **more than** three months you need to apply for a VISA at the german embassy/consulate

■ Work permit

- SAP takes care of that

■ Residence permit

- Needs to be obtained by you at the respective foreign office of the city in which you will live during your stay

■ Tax

- You don't need to pay tax however you need to obtain a tax card in the citizens office of the city you will live (can be done right after you have obtained the residence permit... same building, different room)

■ Health Insurance

- For **mandatory** internships please make sure you have a **travel health insurance** in the US that covers the whole time period of your stay in Germany
- For **voluntary** internships you must pay contributions to the german social insurance (appr. 160 EUR/month)



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Where to live close to SAP in Walldorf



- If you want to get to work by public transport or car, it will be easy to reach SAP in Walldorf from places such as **Heidelberg**, **Mannheim**, **Ludwigshafen**, **Wiesloch**, **Leimen**, **Sandhausen**, **Hockenheim** or **Schwetzingen**.



How to find a room or an apartment close to SAP in Walldorf



- For **temporary furnished apartments** in mostly shared flats, find postings for cities on:

- <http://www.wg-gesucht.de>
- <http://www.wg-welt.de>
- <http://www.studenten-wg.de>
- <http://www.wggruendung.de>
- <http://www.wg-klick.de>



- For **furnished apartments in Walldorf** for a limited period of time you can have a look at <http://www.bedbox.de>
- The **University of Applied Sciences in Heidelberg** of the SRH group also offers **furnished rooms** to students (usually, they do not need to study in Heidelberg): <http://web.fh-heidelberg.de/en/fh-heidelberg-en/12345.html> or <http://www.fh-heidelberg.de>

Contact Person: Andrés Hippel
SRH Holding

Bonhoefferstraße 1
69123 Heidelberg
Tel.: 0 62 21 8223-33
andres.hippel@srh.de

How to find a room or an apartment close to SAP in Walldorf



- For furnished apartments in Wiesloch in cycling distance to **SAP** you can contact: Stephanie Bezler / landlord Michael Bezler
Schlossstraße 16
69168 Wiesloch
TEL 06222/51870 (working days after 7 pm)
s.bezler@web.de

- Further help and postings you will find on:
 - http://graduateacademy.uni-heidelberg.de/sliffe_housing.html
 - <http://www.wohnheim-heidelberg.de>
 - <http://www.zimmer69.de>
 - <http://www.vierwaen.de>
 - <http://www.keller-thoma.de/wohnen.html>
 - <http://mannheim.homecompany.de>
 - <http://www.immobilienscout.de>
 - <http://www.quoka.de>
 - <http://www.alles.quoka.de/>
 - <http://www.rnz.de>
 - <http://www.wochen-kurier-online.de/>
 - <http://www.morgenweb.de/>

How to find a room or an apartment close to SAP in Walldorf

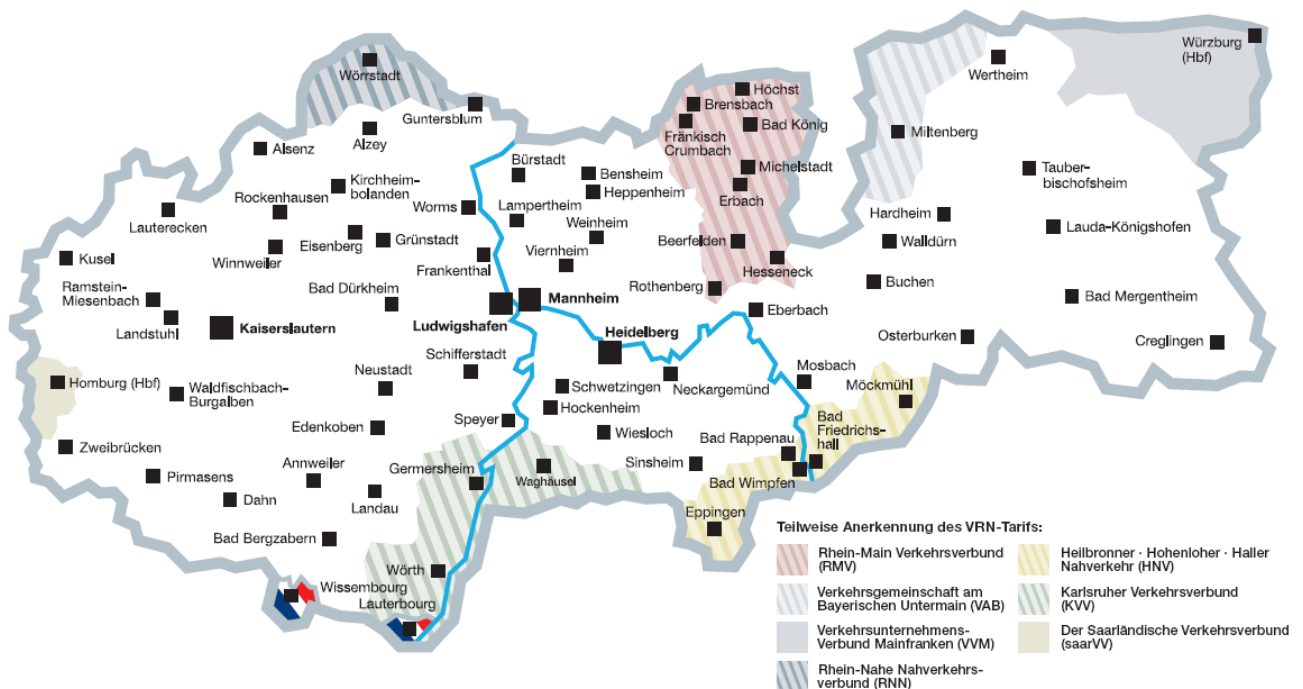


- If you haven't been successful in finding a room or apartment, please contact your internship coordinator and ask him or her whether he or she can send you a copy of current flat postings out of the Bulletin Boards in the **SAP Corporate Portal** (SAP's intranet).
- Students who have to get an additional apartment because of their internship at SAP can obtain a **double housekeeping allowance**. SAP might pay the costs for your apartment up to 300 Euro. Please talk to your manager as he has to approve your application.

Public transport & the Semesterticket



- The transportation association in the area in and around Walldorf is the VRN **Verkehrsverbund Rhein-Neckar**: <http://www.vrn.de>
- The VRN offers you the **“VRN-Anschluss-Semester-Ticket”** if you are a student of a German University doing an obligatory internship or writing your thesis at a company in the VRN area. With this ticket you can travel for half a year at low cost through the whole VRN area (includes also Mannheim, Heidelberg, Ludwigshafen – see below). Please consider the VRN website for further information and conditions.



How to reach SAP by public transport

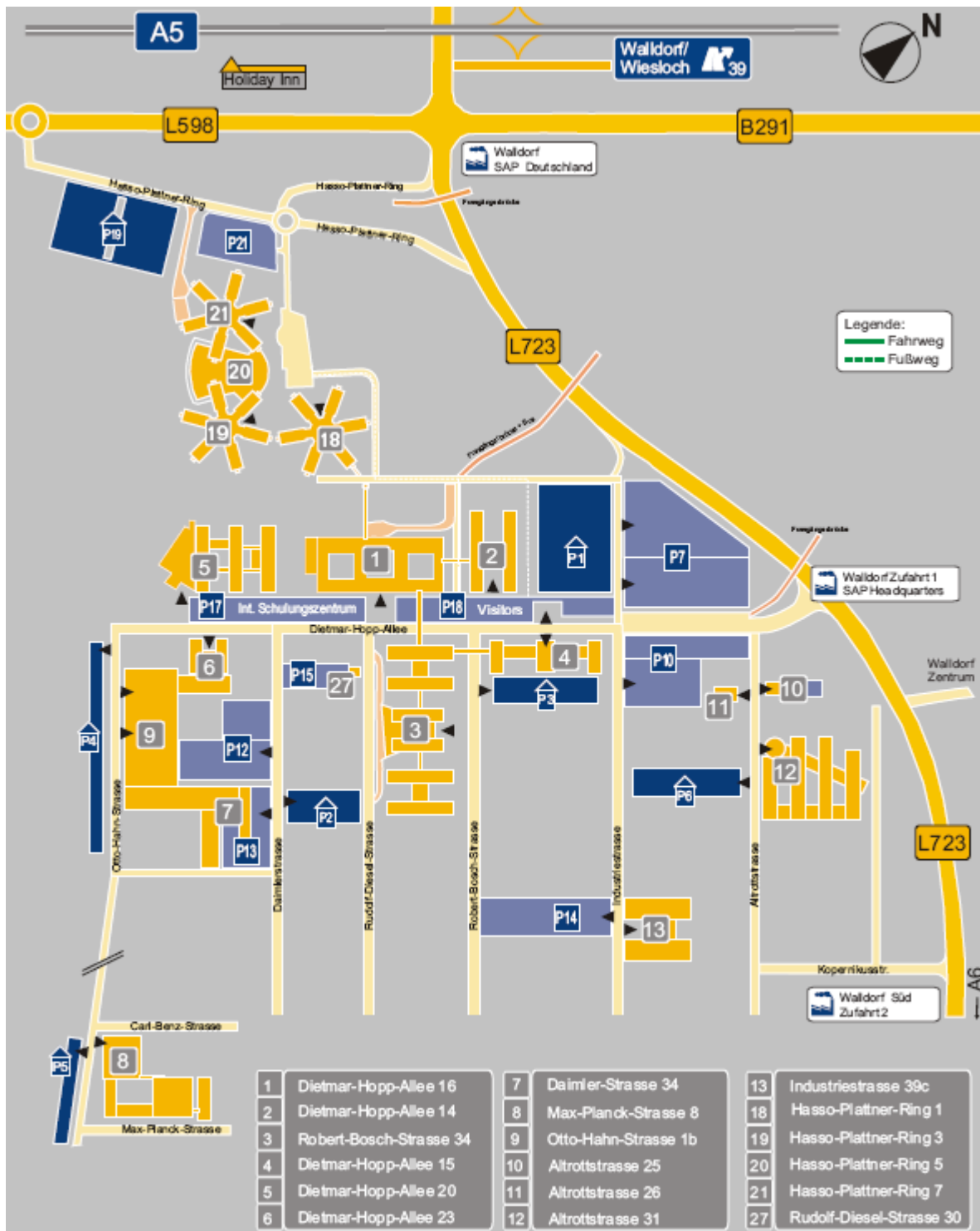


- The bus stop at SAP in Walldorf is called „**SAP Headquarters**“ and served by the **bus number 707**. From the station „Bahnhof Wiesloch-Walldorf“ to SAP the bus runs every 15 minutes (direction Industriegebiet Walldorf, SAP Campus).
- If you have your introduction days at **SAP University** in **St.Leon-Rot** (ROT03), you have to get off the train at the station „Rot-Malsch“. From there you can either walk or wait at the bus stop in front of the station for the SAP bus.
- SAP operates a bus running between the SAP locations in St.Leon-Rot and Walldorf. For departure times and places, please have a look into the SAP Corporate Portal.

How to get to SAP by car



The SAP Location in Walldorf



The SAP Location in St. Leon-Rot



- Please feel invited to the regular **weekly student's lunch** of the students here at SAP. You have the chance to meet each other personally exchanging experience, making party dates or just having a good small-talk.

When: every Friday 12.30 pm – 1.30 pm

Where: in front of the cafeteria of
building 1 in Walldorf (WDF01)



- You can register for the **SAP student's portal** Alumni and More with the following link: <http://alumni.wdf.sap.corp:1080/>
- To visit the **SAP student's forum** go to: <http://sap-students.wip-it.de/>
- There is also a **SAP student's gallery**: <http://zenphoto.1.de1.cc/04/>
- The **SAP enterprise social networking tool „Harmony“** can be accessed via the link below. Once you get there, enter your SAP_ALL username and password. After logging on, you can create a profile, view profiles of others in Harmony, invite a colleague to connect with you as well as browsing, joining or creating Harmony groups.

<https://harmony.sap.corp:8443/LogOn.hry?nodomainlogin=1&ReturnUrl=%2fharmony.hry>



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Suggestions for short trips around Walldorf



Schwetzingen (12 km from Walldorf)



Schwetzingen is a nice place for warmer months to sit outside – there are a lot of cafés and bars. The top attraction are Schwetzingen castle and above all the internationally famed castle garden. Hundreds of thousands come to visit the castle garden of 72 hectares (178 acres) every year. For opening hours and for further information see:

http://www.schwetzingen.de/servlet/PB/menu/1137678_I2/index.html

Hockenheim (13 km from Walldorf)

On the Hockenheimring (Motodrom), a Formula 1 racetrack, you can also go Inline-Skating from April to September.

<http://www.hockenheimring.de>



Suggestions for short trips around Walldorf



Heidelberg (16 km from Walldorf)



With its glorious natural setting, the harmonious ensemble consisting of castle, old town and river set in the midst of hills, Heidelberg is regarded as one of the most beautiful cities in Germany.

http://www.heidelberg.de/servlet/PB/menu/1090707_12/index.html

Heidelberg Castle: <http://www.schloss-heidelberg.de>

opening hours:

Big Vat and Courtyard 8 am – 5.30 pm

Pharmacy Museum 10 am – 5.30 pm

Interior only with a guided tour, for example:

<http://www.heidelberg-schloss.de>

Speyer (19 km from Walldorf)

The imperial Cathedral of Speyer, the foundation of which is in the form of a latin cross, is one of the largest and most significant Romanesque edifices in Germany.

opening hours:

1 Apr - 31 Oct 1 Nov - 31 March

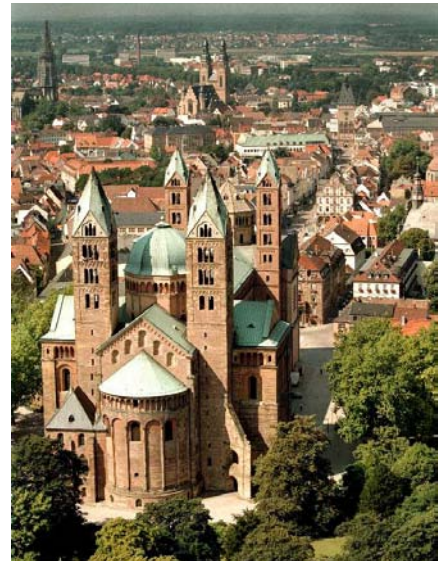
Mo - Fr 9 am – 7 pm 9 am – 5 pm

Sat 9 am – 6 pm

Sun 1.30 pm – 6 pm

No sight-seeing permitted during services.

<http://www.speyer.de>



You can also visit the Technical Museum with aircrafts and helicopters, locomotives, a submarine U9 with walk-in facilities and the IMAX DOME giant-screen movie theatre. Open 9 am – 6 pm 365 days a year.

<http://www.technik-museum.de>

The Sea Life Speyer offers you an impression of the underwater world's flora and fauna.

<http://www.sealifeeurope.com>

Suggestions for short trips around Walldorf



Mannheim (31 km from Walldorf)



With 318,873 inhabitants it is the second largest city in the state of Baden-Württemberg after the capital Stuttgart. Mannheim is situated at the confluence of the Rhine and Neckar rivers, in the northwestern corner of Baden-Württemberg.

<http://www.mannheim.de>

Karlsruhe (43 km from Walldorf)

Having once dozed off in the depths of the Hardt forest, the margrave at the time is said to have dreamt of a city laid out in the shape of star at the centre of which his palace stood: Karlsruhe. The construction of the palace is very closely linked to the founding of the city by Karl Wilhelm in 1715. Karlsruhe is pure shopping pleasure set in the midst of Baden's famously warm friendliness.



<http://www1.karlsruhe.de/Tourismus/>

Portal for the whole region Rhein-Neckar:

<http://www.rheinneckarweb.de>

A lot of information for young people in the region Rhein-Neckar you can find at StudiCom, the Student's Portal of BASF

<http://www.rheinneckarweb.de/studicom/>

■ **Television tower Stuttgart:** <http://fernsehturm-stuttgart.de>

■ **Stuttgart Zoo:** <http://www.wilhelma.de>

■ **Mercedes Benz Museum Stuttgart:**

<http://www.museum-mercedes-benz.com>

■ **Worms Dome:**

<http://wormser-dom.de>

■ **Holidaypark Hassloch:**

<http://www.holidaypark.de>



Dome in Worms

Luxor Filmpalast Wiesloch-Walldorf

Impexstraße 1, 69190 Walldorf

Films, dates and times you'll find on:

<http://www.luxor-filmpalast-walldorf-wiesloch.de>

Every two weeks on Thursday the Filmclub Wiesloch shows non-mainstream films in the Luxor Filmpalast Wiesloch-Walldorf. For dates, films and prices see:

<http://www.filmclub-wiesloch.de/>



Session Kulturwerk Walldorf

Wiesenstraße 6, 69190 Walldorf

Every Wednesday: The performance of the group „Me and the Heat“ has meanwhile gained cult status and attracts more and more people on Wednesday evenings to the Session Kulturwerk in Walldorf. The music of „Me and the Heat“ is multifaceted, they play Rock and Pop as well as Soul, Calypso and Reggae.

Opening hours: Wednesday & Friday starting at 8 pm

<http://www.session-kulturwerk.de/>

<http://www.steinmann-walldorf.de/no1/>

Going out in Heidelberg – Restaurants



For all its romanticism and tradition, Heidelberg is lively and animated. The city offers socialites and night owls numerous enjoyable places to meet both day and night.



For further information please have a look at:

<http://www.heidelberg-aktuell.de>

<http://www.heidelberg-marketing.de>

<http://www.highdelberg-online.de>

Restaurants

	Name	Address	Link / Phone
①	Café Rossi	Rohrbacher Str. 4, 69155	http://www.caferossi.de
②	Kulturbrauerei	Leyergasse 6, 69117	http://www.heidelberger-kulturbrauerei.de
③	Le Coq	Brückenstr. 17	06221 - 41 11 33
④	Coyote Café	Hauptstr. 130, 69117	http://www.coyote.de
⑤	Palmbräu-Gasse	Hauptstr. 185, 69117	http://www.palmbraeu-gasse.de
⑥	Da Mario	Rohrbacher Str. 3, 69155	06221-18 35 91

Pubs & Bars

In the "Untere Straße" you find one pub next to the other (Destille, i-Punkt, Goldener Reichsapfel, Moor, Betreutes Trinken). The Untere Straße is parallel to the Hauptstraße in the upper part, close to the Heiliggeist Kirche (Church) and market square.

Other nice bars you will find in this table:

	Name	Address	Link / Phone
①	Bar 1	Kettengasse 6-8, 69117	http://www.bar-1.de
②	Coyote Café Bar, Café	Hauptstr. 130, 69117	http://www.coyote.de
③	O`Reilly`s Irish Pub	Brückenkopfstr. 1, 69120	06221 – 41 01 40
④	Café/Bar Extrablatt	Hauptstr. 53 and 212	http://www.cafe-extrablatt.de
⑤	Café/Bar Medoc	Sofienstr. 7B, 69115	http://www.gastroturn.de
⑥	Café/Bar Gekco	Bergheimer Str. 8, 69115	http://www.cafe-gekco.de
⑦	Grey Stones	Steingasse 16a, 69117	http://www.grey-stones.de
⑧	Pepper Bar	Heugasse 1, 69117	http://www.pepperbar.com
⑨	Skylounge/Der Turm*	Alte Glockengießerei 9, 6911	http://www.gastroturn.de
⑩	Print Media Lounge*	Kurfürstenanlage 60, 69115	http://www.printmedialounge.de

*Locations with a star are drawn in the second map on page 23.

Going out in Heidelberg – Clubs & Cinemas

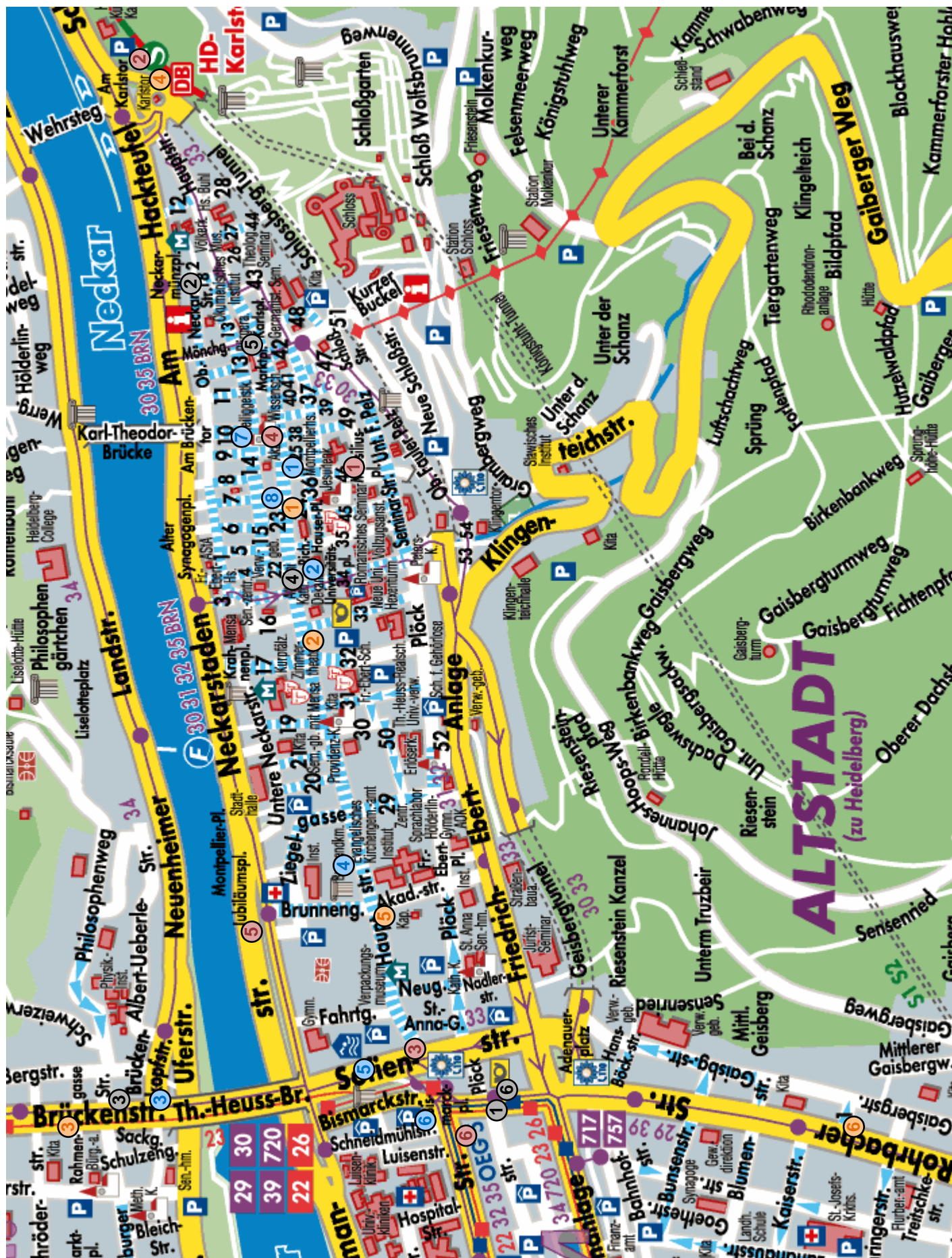


Clubs

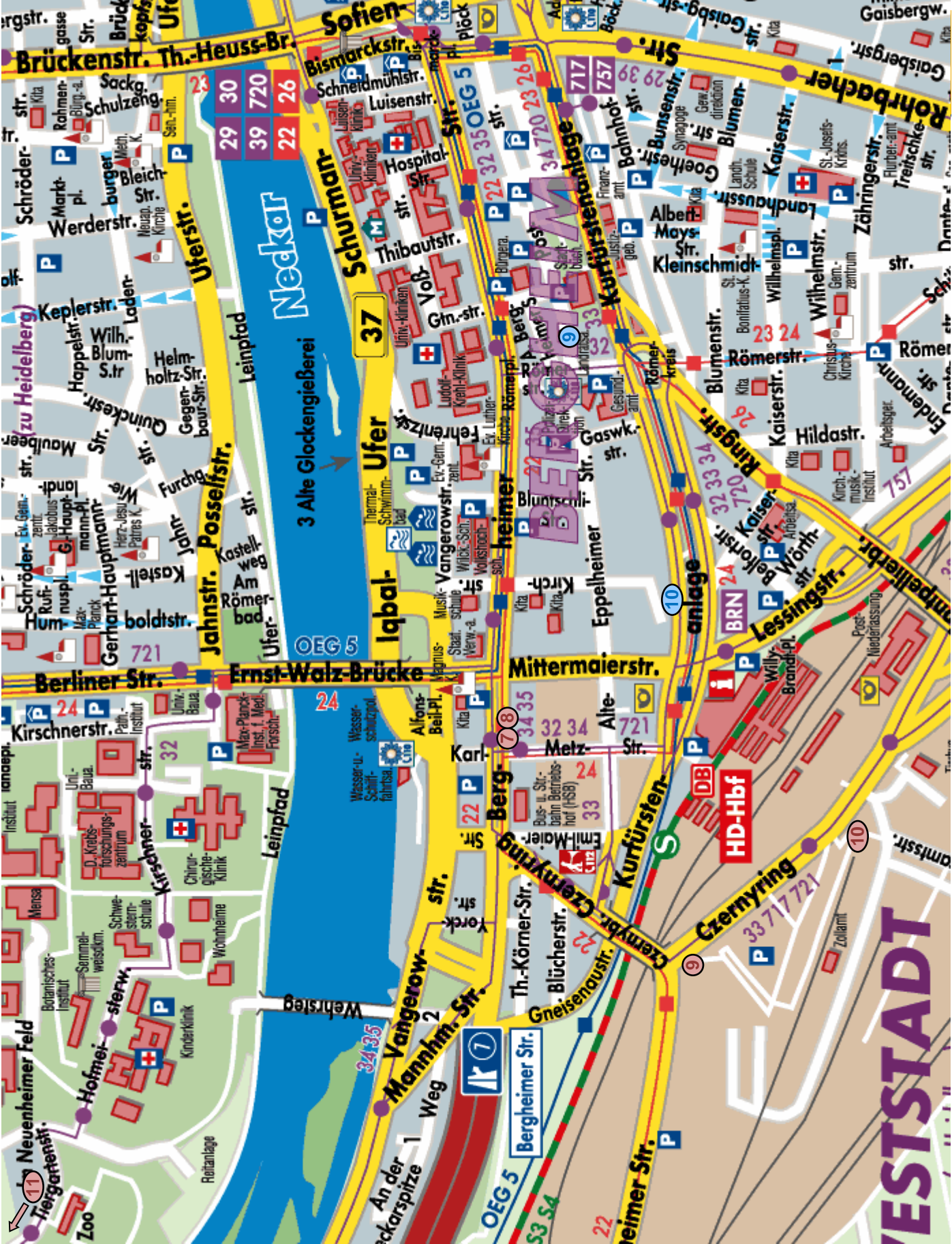
	Name	Address	Style of Music / Theme	Link / Phone
①	Tangente	Kettengasse 23, 69117	Pop, House	http://www.t-club-hd.de
②	Karlstorbahnhof	Am Karlstor 1, 69117	80s, Elektro, Techno, Pop, Jungle, Jazz	http://www.karlstorbahnhof.de
③	Deep	Hauptstr. 1, 69117	House, Hip Hop, Techno	http://www.deep-club.de
④	Cave 54	Krämergasse 2, 69117	Rock, Pop, Old Hits, Jazz	http://www.cave54.de
⑤	Havana	Neckarstaden 24, 69117	Salsa, Pop, House	http://www.havanarestaurants.de
⑥	Billy Blues	Bergheimer Str. 1b, 69115 (behind Restaurant Ziegler)	Pop, House, R'n'B, Funk, Soul, Live Music Wednesdays: Latin Music	http://www.billyblues.de
⑦	Acht grad° *	Bergheimer Str. 147, 69115	ü30, ü40, Candy Club	http://www.achtgrad.com
⑧	Musikfabrik Nachtschicht*	Bergheimer Str. 147, 69115	Crossover, Black Music, 70s and 80s, Clubsound, After-Work-Parties	http://www.nachtschicht.com
⑨	Beach*	Eppelheimer Str. 1, 69115	House, Pop	http://www.bahnstadtbeach.de
⑩	Halle 02 / Zollhofgarten*	Güteramtsstr. 2, 69115	Drum'n'Bass, Reggae, Indie, House, Elektro, Funk	http://www.halle02.de
⑪	Schwimmbad-Musik-Club*	Tiergartenstr. 13, 69121	Party Hits, Pop, Rock, Black Music	http://www.schwimmbad-musik-club.de

Cinemas

	Name	Address	Link / Phone
①	Gloria Heidelberg	Hauptstr. 146, 69117	06221 – 25 31 9
②	Harmonie-Lux-Kinocenter Cinestar Heidelberg	Hauptstr. 110, 69117	http://www.cinestar.de
③	Kamera Heidelberg	Brückenstr. 26, 69120	06221 – 40 98 02
④	Karlstorkino Heidelberg	Am Karlstor 1, 69117	http://www.karlstorkino.de
⑤	Schloss-Kinos Heidelberg	Hauptstr. 42, 69117	http://www.kinotainment.de
⑥	Studio Europa Heidelberg	Rohrbacher Str. 71, 69115	http://www.kinotainment.de



ALTSTADT (zu Heidelberg)



Going out in Mannheim – Restaurants, Pubs & Bars



For further information please have a look at:

<http://www.mannheim.de/>

<http://mannheim.eins.de/>

<http://www.godelta.de/> (Stadtmagazin Meier)

Restaurants

	Name	Address	Link / Phone
①	Onyx Bar & Restaurant	Friedrichsplatz 12, 68165	http://www.onyx-mannheim.de/
②	Hemmlin	S 2 2, 68161	0621 - 24125
③	Bootshaus Café & Restaurant	Hans-Reschke-Ufer 3, 68165	http://www.bootshaus.net/

Pubs & Bars

	Name	Address	Link / Phone
①	Café Prag	E4, 17 , 68159	http://www.cafeprag.de/
②	Palm's Pacific Lounge	P6, 25, Plankenhofpassage, 68161	http://www.palms-ma.de
③	Enchilada	S4, 17-22, 68161	http://mannheim.enchilada.de
④	Bistro Binokel	07, 1, 68161	http://www.binokel-mannheim.de
⑤	Star's Cocktailbar	Stadthaus N1, 68161	http://turmcafe-stars.de
⑥	Café Journal	H1, 15, 68159	http://cafejournal-mannheim.de
⑦	Onkel Otto Bar	Jungbuschsstr. 8, 68159	http://www.onkelottobar.de
⑧	Barrios	Q5, 4, 68161	http://barriosmannheim.de

Going out in Mannheim – Clubs & Cinemas



Clubs

	Name	Address	Style of Music / Theme	Link / Phone
①	Zapatto	Willy-Brandt Platz 17, Hauptbahnhof , 68161	Various Styles depending on party	http://www.zapatto.de/
②	Zimmer	Q5 Passage 14-22, 68161	House, Techno	http://www.daszimmer.com/
③	Soho	J7, 16, 68159	House, Funk, Soul,	http://www.soho-club.de/
④	Tiffany	O7, 25, 68161	House, Disco, Techno, R'nB	http://www.tiffany-mannheim.de/
⑤	Schneckenhof	Universität Mannheim / Schloss, 68131	sommerliche Studentenparties im Innenhof des Mannheimer Schlosses	http://www.schneckenhof.de
⑥	Kulturzentrum Alte Feuerwache	Brückenstr. 2, 68167	Jazz, also: Theatre, Caffè, Bar	http://www.altefeuerwache.com
⑦	Hafenstrand	Hafenstr. 49, 68159 (im Musikpark Mannheim)	im Sommer Stadtstrand im Restaurant kocht die Mutter von Xavier Naidoo,	http://www.hafenstrand.de http://www.musikpark-mannheim.de

Cinemas

	Name	Address	Link / Phone
①	Cinemaxx	N7 17, 68161	http://www.cinemaxx.de/
②	Cineplex	P4 13, 68161	http://www.cineplex.de/
③	Odeon	G7 10, 68159	http://www.atlantis-kino.de/web/main/default.htm
④	Atlantis	K2 32, 68159	http://www.atlantis-kino.de/web/main/default.htm



JUNGBUSCH

(zu Mannheim)

Luisenring

- 1 Grillparzerstr.
- 2 Chamissostr.
- 3 Obere Clignetstr.

Neckar

Goethestr.

MA-Hbf

DB

710

64

63

53

62

61



Further activities in Mannheim



Nationaltheater Mannheim: <http://www.nationaltheater-mannheim.de>

- Monday: everybody gets a discount on ticket prices of 50% on all seats (except bank holidays, special events and already reduced tickets)
- discount for pupils and students up to 30 years of 50%
- Last-minute tickets for students and pupils

opera: 12,00 Euro on all seats

theatre: 9,00 Euro on all seats



Kulturzentrum Alte Feuerwache:

<http://www.altefeuerwache.com>

- theatre, readings, jazz sessions, ...

Luisenpark Mannheim:

<http://www.stadtpark-mannheim.de>

Wasserskibahn Mannheim:

<http://www.wakeboarding-mannheim.de>

