To-dos for new students

☑ Housing

☑ Health insurance

☑ Residence permit

☑ Semester documents
I am new in Hamburg ✓

Found accommodation? □

Registered in Hamburg? □

Opened a bank account? □

Taken out health insurance? □

From a non-EU country? Applied for a residence permit? □

I am new to the University ✓

Enrolled? □

Got your semester documents? □

IDs and supporting documents ready to go? □

Noted important first-semester dates and events? □
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SPECIAL HOUSING OFFERS FOR ERASMUS AND CENTRAL EXCHANGE STUDENTS

Erasmus and central exchange students may also seek private housing on their own. However, we strongly recommend you apply for one of the rooms reserved for Erasmus and central exchange students in the student dormitories as soon as possible as finding affordable housing in Hamburg on your own is very difficult.

HOW DOES IT WORK?
Please contact your program coordinator in Hamburg and request a housing application form. Please note that as an exchange student, you may not apply directly to Studierendenwerk Hamburg for a dorm room. Please also note that the deadline for Erasmus and central exchange student housing offers is approximately three to four months before the semester starts.

CONTACT AND INFORMATION:
For information on Erasmus and the Central Student Exchange Program as well as further important documents and the contact details of your program coordinators, please see the Department of International Affairs website.

www.uni-hamburg.de/erasmus ➔ Erasmus Incomings
www.uni-hamburg.de/zentralaustausch ➔ Central exchanges – Incomings
FINDING HOUSING IN HAMBURG

WHERE CAN I LIVE?
• a room in a dormitory run by Studierendenwerk or another organization
• a room in a shared apartment
• apartments rented by private landlords or housing companies

WHAT SHOULD I KEEP IN MIND?
Hamburg is a beautiful city, but unfortunately it is not easy to find suitable, affordable housing here in time for the start of the semester. Expect it to take some time to find an apartment or room. At the beginning, it helps if you make some compromises. After you become familiar with Hamburg, it will be easier to find an apartment.

If you are a student without your own income, you should be prepared to show your landlord proof that a parent or relative is acting as a guarantor.

There are waiting periods for dormitories. Studierendenwerk Hamburg recommends you inform yourself and start looking for housing even before you have received a letter of admission.

Please note: Beware of fraud! There are fake offers on the Internet. Never transfer money in advance for an apartment sight unseen or without having signed a contract. You can always view an apartment for free.
ROOMS IN DORMITORIES

Studierendenwerk Hamburg has 25 dormitories with a total of 4,350 beds. A furnished room in one of these costs approx. €250 to €370 per month. A security deposit of €300 or more is also payable when you move in. Students have their own furnished rooms, generally measuring 10–13 m². The kitchens, common rooms, and sanitary facilities are shared.

HOW DOES IT WORK?

- Website: [www.studierendenwerk-hamburg.de](http://www.studierendenwerk-hamburg.de) ➔ Accommodation ➔ Online application
- Please complete the online application form (Erasmus students must contact their program coordinator in Hamburg and request an Erasmus application form).
- Dormitory rooms are very popular. Applicants will be added to the waiting list three months before the semester starts at the earliest. Submitting an application for all dormitories will increase your chances of being assigned a room more quickly.

CONTACT AND INFORMATION:

Beratungszentrum Wohnen
Grindelallee 9, Second Floor
20146 Hamburg
Tel: +49 40 41902-268
Email: wohnen-beratungszentrum@studierendenwerk-hamburg.de
[www.studierendenwerk-hamburg.de](http://www.studierendenwerk-hamburg.de)
ROOMS IN DORMITORIES

Apart from Studierendenwerk Hamburg’s dormitories, there are additional student residences offered by other organizations. Please apply directly to the respective residence. Room fees are equivalent to those of the Studierendenwerk (roughly €230 to €350 per month).

HOW DOES IT WORK?
Website: www.studierendenwerk-hamburg.de
➔ Accommodation ➔ Student residences run by other landlords
This contains addresses for and further information on the 12 student residences run by other providers. You must contact the individual residences directly to reserve a room.
FIND YOUR OWN ROOM, APARTMENT, OR SHARED HOUSING

WHAT IS A “WG?”
As housing in Hamburg is expensive, many students live in a Wohn­gemeinschaft or WG, which simply means a shared apartment. You have your own room but share a bathroom and kitchen.

WHAT IS A “ZWISCHENMIETE?”
If students do not need their room for a short period (for example, if they are going abroad), they can temporarily lease it to someone else. Subletting is a good way to find a temporary apartment in Hamburg while looking for long-term housing.

WHERE CAN I FIND A ROOM OR APARTMENT?

Bulletin boards at the University: The University’s major buildings and smaller institutes all have bulletin boards that students can consult to find private housing offers and requests. It is definitely worth taking a look.

Online housing exchanges: Enter the search words “WG Hamburg” (housing share Hamburg), “Hamburg Wohngemeinschaften” (Hamburg housing shares), or “Wohnungssuche Hamburg” (housing search Hamburg) in a search engine for a list of links to online housing exchanges. Alternatively, enter “Kleinanzeigen Hamburg” for links to classified ads for private housing.
FIND YOUR OWN ROOM, APARTMENT, OR SHARED HOUSING

WHERE CAN I FIND A ROOM OR APARTMENT?

Social networks: You can also often find offers for apartments and shared apartments on social networks such as Facebook. Simply enter “WG Hamburg” in the search field and select a group. You can directly answer an offer or post your own request with a short text about yourself.

Useful links for your housing search:
www.studierendenwerk-hamburg.de ➔ Accommodation ➔ Private rooms

SAGA GWG housing search:
The SAGA GWG is a municipal housing provider with 130,000 apartments. Do not wait to apply!
www.saga.hamburg ➔ Immobiliensuche (at “Suchagent anlegen” you can add you search and receive an offer by email)

The semester start is looming and you still haven’t found a room?
Studierendenwerk Hamburg: www.studierendenwerk-hamburg.de ➔ Accommodation ➔ Private rooms ➔ Other short-term housing options
Youth hostels: www.jugendherberge.de
Hamburg tourist information: www.hamburg-tourism.de
Internet platforms for private overnight accommodation: Couchsurfing, Airbnb, TrustedHouseSitters, and others
RENT, INCIDENTALS, TV AND RADIO LICENSE FEES, SECURITY DEPOSIT

WHAT COSTS DO I HAVE TO COVER?

Expect incidental expenses (*Nebenkosten*) in addition to basic rent (*Kaltmiete*). The landlord receives the *Warmmiete*, meaning basic rent plus a few incidentals; for other incidentals, one apartment resident needs to sign a contract with the provider. Below is a list of possible incidentals:

- running costs (such as garbage collection and janitorial services; these are included in rent)
- heating (may be included in rent or may be payable directly to gas provider)
- electricity (resident signs contract independently with provider)
- gas (for stove or oven; resident signs contract independently with provider)
- telephone and Internet (resident signs contract independently with provider)
- state TV and radio license fees (mandatory fees for every apartment: €17.50 per month)

In a WG, one person pays the rent, electricity, Internet, TV, and radio license fee; the other residents give this person their respective shares. To avoid conflict, agreements should be put in writing before everyone moves in (at least per email).
RENT, INCIDENTALS, TV AND RADIO LICENSE FEES, SECURITY DEPOSIT

Information about TV and radio license fees
Especially for students: www.studierendenwerk-hamburg.de
➔ Accommodation ➔ FAQ
General information: www.rundfunkbeitrag.de

Security deposit
Landlords may request up to three months of rent (*Kaltmiete*) as a security deposit. Providing that there are no damages, you get the security deposit back after you move out.

Please note: Beware of fraud! Never transfer money in advance for an apartment sight unseen or without having signed a contract. You can always view an apartment for free.
APPOINTMENTS AND DOCUMENTS

MAKE AN APPOINTMENT WELL IN ADVANCE.
Whether you are from Germany or abroad, you must register or at least make an appointment to register within two weeks of your arrival in Hamburg. You can register at a registration office (see p. 27) without making an appointment, but the wait may be very long.

INTERNATIONAL STUDENTS
You will need a registration certificate (you will receive this when you register) to open a bank account, extend your visa, use the libraries, and conclude agreements (e.g., for a cell phone).

WHAT DO I NEED TO BRING WITH ME?
• identification card or passport
• application form, completed and signed
• landlord’s confirmation, completed and signed
• both forms can be found at:
  www.english.welcome.hamburg.de/forms
  ➔ Forms for registering, changing, or deregistering residence
• rental contract (if already available)
• administrative fee: €12

WHAT IF I DO NOT YET HAVE ACCOMMODATION?
You must still register the address where you currently live (e.g., with relatives or at a hotel). Once you find accommodation, you will then need to reregister.
WHERE CAN I REGISTER MY ADDRESS?

HAMBURG WELCOME CENTER
for international students new to Hamburg
The Hamburg Welcome Center offers a special service for international students new to Hamburg. You can register your address here and obtain your first residence permit.

Contact, information, and appointments:
Hamburg Welcome Center
Adolphsplatz 1
20457 Hamburg
Email: info@welcome.hamburg.de
Arrange an appointment via email four to six weeks in advance. Out of fairness to others, please cancel your appointment if you cannot keep it.
www.english.welcome.hamburg.de
WHERE CAN I REGISTER MY ADDRESS?

DISTRICT REGISTRATION OFFICES
for all those new to Hamburg or who move within the city
You can register your address at any of the district registration offices, regardless of where you live. We recommend making an appointment in advance.

Appointments and further information:
Appointments must be arranged online in advance. You can usually get an appointment more easily at customer centers outside the central districts!
Online: www.hamburg.de/kundenzentrum
• 1. Click “Online Terminmanagement.”
• 2. Select the service “Anmeldung bei Zuzug nach HH” and then at the bottom click “Weiter.”
• 3. Now select “Kundenzentrum.”
• 4. Select the “Datum.”
• 5. Enter the date and appointment.

Information can be found in the municipal authority search engine: www.hamburg.de/behoerdenfinder ➔ Enter the search term “Anmeldung Hauptwohnsitz.”
OPENING A BANK ACCOUNT

You can open a bank account at a bank in Hamburg. An everyday bank account in Germany is called a “Girokonto.” It allows you to do everything you will need to do as a student: receive wages, transfer money online, take out cash at an ATM, and pay for items with your card in stores. As a student, you generally do not have to pay any account fees. Several banks are located near Universität Hamburg.

WHY DO I NEED A BANK ACCOUNT?

- to pay your rent
- to pay your health insurance fees
- to pay your semester contribution to the University
- to obtain a bank card; unlike credit cards, bank cards are accepted almost everywhere

TO OPEN A BANK ACCOUNT, YOU WILL NEED THE FOLLOWING:

- your passport or identity card
- your registration certificate (see p. 23)
- proof of enrollment at Universität Hamburg (Semesterbescheinigung), available in your STiNE account
TAKing OUT INsurance — How and Where?

How am I insured?

German students are usually insured under their parents’ policies until the age of 25. Subsequently, they must take out their own insurance.

Students from EU countries can normally keep their foreign health insurance if they have been issued a European Health Insurance Card (EHIC). Make sure you find out in advance from your health insurance provider at home what treatments and medications are free in Germany and which ones you would have to pay for. The European Health Insurance Card (EHIC) does not ensure free health services.

Students from non-EU countries: Health insurance from non-EU countries is generally not accepted, and travel insurance will not cover time spent studying in Germany. For this reason, non-EU Students normally need to take out German health insurance.
**TAKING OUT INSURANCE—HOW AND WHERE?**

**WHERE CAN I TAKE OUT INSURANCE?**
You can take out insurance with a German health insurance agency. Two main types of health insurance coverage are available in Germany:
- coverage under the state health insurance scheme (*Gesetzliche Krankenversicherung, GKV*)
- coverage under the private health insurance scheme (*Private Krankenversicherung, PKV*).

Students with **state health insurance** pay the standard basic fee plus an additional contribution depending upon provider:
- monthly basic fee (including long-term care insurance) for students under 30: €81.58 plus additional contribution
- monthly basic fee (including long-term care insurance) for students over 30: €158.33 plus additional contribution
- The additional contribution is roughly 9% of the basic fee.

If you opt for **private health insurance coverage**, please note that you will not be able to switch to state health insurance coverage in Germany at a later date. Please make sure that you take out sufficient insurance coverage for the duration of your studies.

A list of all state and private health insurance providers in Germany can be found at: [www.krankenkassen.de](http://www.krankenkassen.de)
REQUIRED DOCUMENTS

To take out health insurance, you need the following:
• passport or identity card
• registration certificate (*Meldebescheinigung*) confirming you are registered as a resident in Hamburg
• proof of preliminary enrollment at Universität Hamburg (provisional semester documents); your acceptance letter may also be sufficient depending upon your health insurance provider
• your bank account information (usually required)

ARE YOU STILL ABROAD?
Contact a health insurance provider via email. It is often possible to send forms with your scanned signature and your acceptance letter as an attachment. Shortly thereafter, you will receive confirmation of your insurance coverage. Once you arrive in Germany, you can present your passport at one of your provider’s local offices.

Please make sure that you have received confirmation of your health insurance coverage (*Krankenversicherungsnachweis*).

INFORMATION AND ADVICE:
• [www.krankenkassen.de](http://www.krankenkassen.de) ➔ Meine Krankenkasse ➔ Studenten
• Counselling Centre – BeSI: [www.studierendenwerk-hamburg.de](http://www.studierendenwerk-hamburg.de) ➔ Social Counselling ➔ Counselling Centre – BeSI
RESIDENCE PERMITS FOR STUDENTS FROM EU COUNTRIES

International students from EU countries enjoy freedom of movement and can enter Germany without a visa. As of 29 January 2013, authorities no longer issue freedom-of-movement papers for EU or EEA citizens.

Instead, the registration certificate serves as proof that EU and EEA citizens are residing in Germany and exercising their right to freedom of movement here (see p. 23).

Family members who are not EU or EEA citizens but from a third country must apply for a residence card (Aufenthaltskarte) from the registration office for foreigners (Ausländerbehörde). Family members from third countries need to prove their family status as well as demonstrate that they have the means to support themselves. This includes proof of health insurance. They subsequently receive a residence card within six months.
RESIDENCE PERMITS FOR STUDENTS FROM NON-EU COUNTRIES

Students from non-EU countries must apply for a residence permit for academic purposes in the first few weeks after arriving in Hamburg. The residence permit is valid for up to two years and must be renewed regularly during your period of study.

WHERE CAN I APPLY FOR A RESIDENCE PERMIT?
• At the Hamburg Welcome Center or at your local registration office for foreigners (see p. 41 for addresses)

WHICH SUPPORTING DOCUMENTS MUST I PROVIDE?
• completed application form (available in many languages): www.english.welcome.hamburg.de/forms
• passport
• biometric passport photo (max. six months old)
• valid registration certificate (*Meldebescheinigung*) or the completed registration form with landlord’s confirmation, should you wish to simultaneously register your address and apply for a residence permit at the Hamburg Welcome Center
• proof of health insurance coverage
• current proof of studies
• proof of financing, information: www.uni-hamburg.de/residence
• rental contract or other proof of accommodation
• fee for the electronic residence permit: €110
ADDRESSES, INFORMATION, AND ADVISING

HAMBURG WELCOME CENTER
Make an appointment four to six weeks in advance to apply for a residence permit simply and without long waits.
Adolphsplatz 1, 20457 Hamburg
Make an appointment via email: info@welcome.hamburg.de
(Please cancel your appointment if you cannot keep it.)
www.english.welcome.hamburg.de

MUNICIPAL AUTHORITY SEARCH ENGINE
If you would like to apply for a residence permit (Aufenthaltserlaubnis) at your local foreigner’s registration office, please see:
www.hamburg.de/behoerdenfinder
Enter “Elektronischer Aufenthaltstitel”—a new page will open. Enter your street. The address and opening hours of your local registration office will appear.

INFORMATION BROCHURE FOR INTERNATIONAL STUDENTS
This brochure contains useful information on visas and residence permits: www.uni-hamburg.de/residence ➔ Download ➔ Information for international students: visa and residence permit

PIASTA—INFORMATION AND ADVISING
This website contains helpful information and contact details/addresses for individual advising available to international students at Universität Hamburg: www.uni-hamburg.de/residence
PROCEDURE FOR ERASMUS AND EXCHANGE STUDENTS

Erasmus and exchange students enroll at Universität Hamburg by completing the online application process on the STiNE portal.

HOW DOES IT WORK?
• Read the instructions for the online enrollment application: www.uni-hamburg.de/enrollment-exchange-students
• Set up an applicant account:
  • www.uni-hamburg.de/online-bewerbung Bewerberaccount anlegen
    You can apply from 1 December for the summer semester and from 1 June for the winter semester.
• You will then receive an email with your user details.
• Log into the same website and select the application procedure for international students: “Gastprogramme für internationale Studierende (Erasmus).”
• Complete the application form and submit it electronically.

To get your provisional semester documents, you need the following:
• a print-out of the online application form
• proof of health insurance; international students only able to take out health insurance upon arrival in Germany must submit this proof immediately after arriving. Further information: www.uni-hamburg.de/kv
• Please send these two documents to your coordinator, who will then forward them to the Application and Admissions Team in the Campus Center along with papers from the coordinator. They will put together your semester documents and send these back to your coordinator.
PROCEDURE FOR ERASMUS AND EXCHANGE STUDENTS

Your provisional semester documents:
• will be sent to you by mail at the address in Germany specified in your online application—if you do not have a German address, you can have the documents sent to your program coordinator at Universität Hamburg.
• include a semester public transport pass for one month: April (for summer semester) or October (for winter semester).
• include your STiNE login details.

You will only receive your permanent semester documents when you have paid the semester contribution (see p. 51). If your address has changed, you must provide the Application and Admissions Team with your new address.

You still haven’t received your semester documents? Please see p. 55.

CONTACT AND INFORMATION:
Campus Center
Alsterterrasse 1, 20354 Hamburg
Service hotline (Services for Students from Students):
+49 40 42838-7000
The Campus Center has special opening times for the enrollment of Erasmus and exchange students: Tue–Wed, 9–10 am
For the online contact form, please see: www.uni-hamburg.de/zul
STEP 1: SUBMITTING AN ENROLLMENT APPLICATION

HOW DOES IT WORK?
• If you receive an offer of admission, we will send you an acceptance letter (Zulassungsbescheid).
• If you would like to accept, you must send confirmation of this to Universität Hamburg. Send your completed enrollment application to the Application and Admissions Team by the deadline.

CONTACT AND INFORMATION:
Campus Center
Team Bewerbung und Zulassung
Alsterterrasse 1 (Third Floor)
20354 Hamburg
Opening hours: Mon–Wed, 9–10 am; Thu, 5–6 pm
For the online contact form, please see:
www.uni-hamburg.de/zul
Service hotline (Services for Students from Students):
+49 40 42838-7000

MORE INFORMATION AND CHECKLISTS FOR ENROLLMENT:
www.uni-hamburg.de/admission-enrollment
STEP 2: PROVIDING PROOF OF HEALTH INSURANCE

HOW DOES IT WORK?
• Please note: You must submit proof of health insurance to Universität Hamburg to complete enrollment.
• If you are privately insured, you must submit proof of exemption from state health insurance together with proof of private health insurance coverage.
• Students with a European Health Insurance Card can submit a copy as proof that they have health insurance (see p. 31 for information).

IS THERE A DEADLINE?
• You can provide proof of your health insurance up to ten days after submitting your enrollment application.
• If you are currently still in your country of origin and have not yet been able to take out German health insurance, you may also submit your proof of insurance immediately after arriving in Germany. However, you can often take out health insurance while still abroad (see p. 35).
• Please note: If you fail to submit proof of health insurance coverage, proof of exemption from state health insurance, or a copy of your European Health Insurance Card (EHIC), you will not be issued your permanent semester documents (semester public transport pass and student ID). Furthermore, Universität Hamburg will not be able to certify your academic achievements.

Further information: www.uni-hamburg.de/kv
STEP 3: PAYING YOUR SEMESTER CONTRIBUTION

SEMESTER CONTRIBUTION
The semester contribution (Semesterbeitrag) amounts to €328 and is not the same thing as a tuition fee. For example, the contribution also includes a semester public transport pass for the city of Hamburg (www.hvv.de). International guest students (e.g., Erasmus) pay a reduced semester contribution.

PAYING YOUR SEMESTER CONTRIBUTION
Details of how to make a bank transfer are available in your STiNE account at: ➔ Studium ➔ Dokumente. Make a note of Universität Hamburg’s bank details, or print out and complete the online remittance slip for the semester contribution. You can also transfer the contribution from abroad. For the IBAN and BIC, please see the site below.

FURTHER INFORMATION:
www.uni-hamburg.de/semesterbeitrag
STEP 4: RECEIVING YOUR SEMESTER DOCUMENTS

Provisional semester documents will be sent by mail to the German address you provided about four weeks after you submit your enrollment application.

If you do not yet have an address in Germany, you can pick up your provisional semester documents at the Service Point in the Campus Center once you arrive in Hamburg:
Campus Center, Service hotline (Services for Students from Students)
Alsterterrasse 1, 20354 Hamburg
Opening hours: Mon–Wed, 9 am–12 pm and Thu, 2–6 pm;

Provisional semester documents are only valid for four weeks from the start of the semester.

You will receive your permanent semester documents when you have:
• submitted proof of health insurance,
• paid the semester contribution, and
• depending on your secondary school leaving certificate and degree program, submitted proof of language proficiency. International students must submit proof of German proficiency before the deadline.
www.uni-hamburg.de/admission-enrollment
www.uni-hamburg.de/german-language

If you complete everything on time, you will receive your permanent semester documents at the latest before your provisional semester documents become invalid.
YOU HAVEN’T RECEIVED YOUR SEMESTER DOCUMENTS?

You’ve submitted all the paperwork on time but have not received your semester documents? Please purchase a weekly or monthly travel pass from the Hamburg Public Transport Association (HVV). The pass must bear your name and may only be used as of 1 April (summer semester) or 1 October (winter semester) respectively. Once you have received your semester public transport pass, you may be reimbursed for these passes only.

Please note: Never take public transportation without your pass; passengers caught traveling without a pass or ticket must pay a €60 fine.

WHERE CAN I PURCHASE A WEEKLY/MONTHLY TRAVEL PASS?

At any HVV service center or sales point (be sure to bring a passport photo along with you):

www.hvv.de/fahrkarten/service-verkaufsstellen

WHERE CAN I GET A REFUND?

S-Bahn Hamburg Fahrgeldstelle
Hühnerposten 1 (access via Altmannbrücke)
Entrance B, Sixth Floor
20097 Hamburg

www.s-bahn-hamburg.de ➔ Fahren ➔ Fahrkartenkontrolle

FURTHER INFORMATION

www.uni-hamburg.de/semesterticket

➔ Reimbursement for semester public transport pass contribution
IDS AND SUPPORTING DOCUMENTS FOR YOUR STUDIES

UNI USERNAME (FORMERLY STINE ID)
All new students receive a uni username and password with their provisional semester documents by mail or email (if you do not yet have an address in Germany). Every uni username is linked to an email address and mailbox:
• email address: firstname.lastname@studium.uni-hamburg.de
• web access: https://surfmail.rrz.uni-hamburg.de

Your uni username is valid throughout your studies and need to:
• organize your studies (e.g., print out proof of studies);
• register online for modules and classes;
• register online for examinations;
• gain online access to course materials;
• gain Wi-Fi access on the Universität Hamburg Campus;
• use computer pools and printers;
• access UHHDisk (online storage); and
• access library research computers.

IT instructions for your STiNE and Universität Hamburg IDs:
What do I need to do first? For an explanation, please see: https://uhh.de/uk-iteinstieg
IDS AND SUPPORTING DOCUMENTS FOR YOUR STUDIES

Do you need help with lost login details or a blocked password or iTAN list? Please contact: Regional Computer Center (RRZ), Schlüterstraße 70, Mon–Fri, 9 am–6 pm (Remember to bring your passport or identity card with you.)

STiNE support service:
• STiNE-Direkt: Schlüterstr. 70, Room 121 (First Floor),
  Mon–Fri: 9 am–5 pm
• STiNE student helpline: Tel: +49 40 428 838-5000, Mon–Fri: 9 am–6 pm
• STiNE support form in the area for logged-in users: around the clock.

Tip: Set up your account to automatically forward messages to your private email address.
As important information is sent to your STiNE account, you should forward these STiNE messages to your University email account. You can set up your University email to have messages automatically forwarded to your private email account (not possible directly from STiNE).

Information and questions:
www.rrz.uni-hamburg.de → Zielgruppen → Studierende
IDS AND SUPPORTING DOCUMENTS FOR YOUR STUDIES

ACADEMIC REGULATIONS
The academic regulations contain key regulations about things such as program structure and content. They form the basis for organizing your studies. They are available from your academic office or online:
www.uni-hamburg.de/campuscenter
➔ Organizing your studies ➔ Academic regulations and bylaws

COURSE CATALOG
A detailed course catalog for each subject is available at:
www.stine.uni-hamburg.de ➔ Vorlesungsverzeichnis
Your course plan is based on the academic regulations and course catalog. New students will learn how to prepare a course plan and register in STiNE during the orientation module (OE). Please see p. 65.

FORMS FOR ERASMUS AND EXCHANGE STUDENTS
• Learning Agreement for Studies (Part 1: Before the mobility)
• Learning Agreement for Studies (Part 2: During the mobility)
• Confirmation of Study Activity Period
All forms and further information are available at:
www.uni-hamburg.de/erasmus ➔ Erasmus Incomings
FIRST-SEMESTER ACTIVITIES AND DATES

ERASMUS WELCOME TO YOUR DEPARTMENT
Most faculties organize a special welcome ceremony and induction for Erasmus students. Detailed information is available from your program coordinator.
Contact: www.uni-hamburg.de/programmbeauftragte

BEFORE STUDIES BEGIN:
WELCOME WEEK & WELCOME DAYS AT PIASTA
The Welcome Week always takes place before the winter semester starts and the Welcome Days before the summer semester. Both events offer a lively program. They provide valuable information about starting your studies and give you an opportunity to get to know the campus, Hamburg, and other students new to Hamburg. The program includes:

• information events on the first steps for new students. What do I need to do? Where can I find what I’m looking for?
• tours of the campus and city districts;
• information on offers such as language courses, sports, advising and service centers, and much more;
• cultural and sightseeing offers (e.g., harbor, Alster, Warehouse District, and the Elbe beach).

www.uni-hamburg.de/welcome
www.uni-hamburg.de/piasta
FIRST-SEMESTER ACTIVITIES AND DATES

ONE WEEK BEFORE THE SEMESTER STARTS: ORIENTATION MODULE (OE)
The orientation module for your department will take place one week before the semester starts.

You will receive help and information on topics such as:
• using STiNE to register for events;
• specific degree program requirements;
• structure and academic regulations for your studies, course plans, and examinations;
• possible minors.
You will also meet other students from your department.

The orientation modules are run by experienced students (tutors) and offer new students the perfect opportunity to obtain all the important information for their respective subject. Don’t miss your department’s orientation module!

Further information: www.uni-hamburg.de/oe

BEFORE COMMENCING YOUR STUDIES OR DURING THE FIRST SEMESTER: UNIVERSITÄTSGOLLEGE
The Universitätskolleg offers first-year students crash courses, study groups, and other helpful activities. You can find all opportunities in the program at: https://uhh.de/uk-kvv
INFORMATION AND ADVISING

STUDENT ADVISING

PIASTA tutors
PIASTA’s tutors will also be available via email throughout the semester and are always on hand to assist.
Contact and information: www.uni-hamburg.de/piasta

Student center—Department of Education
Advice, events, and information on education programs at Universität Hamburg are offered at the student center.
Contact and information: www.ew.uni-hamburg.de
➔ Studium ➔ Studierendenzentrum (SZ)

Departmental student representative committee
There is a link to the departmental student representative committee (Fachschaftsrat, FSR) on your department’s homepage. The FSR comprises students who help other students with academic and social matters and who organize both the orientation modules for new students and parties.
See some additional information on the Internet:
www.uni-hamburg.de/campuscenter
➔ Service and advising ➔ Further advising bodies
INFORMATION AND ADVISING

ADVISING AT UNIVERSITÄT HAMBURG

Academic offices
The departmental academic offices are responsible for entering the results of your completed coursework. They are your first contact point for questions related to modules, completed coursework, examinations, and much more. A list of all academic offices at Universität Hamburg is also available at: www.uni-hamburg.de/campuscenter ➔ Service and advising ➔ Further advising bodies

Center for Academic Advising at the Campus-Center
If you have any questions about academic matters, you can also take advantage of the advising services and seminars offered by the Center for Academic Advising.
Contact and information: www.uni-hamburg.de/studienberatung

Academic advising in your department
Check your department’s homepage or with the academic/front office to find out who in the department can best advise you. A list of all academic offices at Universität Hamburg is also available at: www.uni-hamburg.de/campuscenter ➔ Service and advising ➔ Further advising bodies
ABBREVIATIONS

Locations on the main campus
AP 1 (“Pferdestall”) → Allendeplatz 1
AP 2 → Allendeplatz 2
Audi I + II → Auditorium maximum (Audimax), Von-Melle-Park 4
Erzw → Department of Education building, Von-Melle-Park 8
ESA A/B/C/H/J/K/M → Lecture halls A–M in the Main Building
    Edmund-Siemers-Allee 1
ESA W → West Wing of the Main Building, Edmund-Siemers-Allee 1
ESA O → East Wing of the Main Building, Edmund-Siemers-Allee 1
Phil A/B/C/D/E/F/G (“Philturm”) → Lecture halls A–G in Von-Melle-Park 6
RRZ → Regional Computer Center, Schlüterstraße 70
VMP → Von-Melle-Park
WiWi (“WiWi-Bunker”) → Department of Economics building,
    Von-Melle-Park 5

Further abbreviations and acronyms
ASTA → Allgemeiner Studierendenausschuss
    (student council)
c.t. → cum tempore/academic hour: a quarter of an hour after stated time
    Classes begin fifteen minutes later (2 pm c.t. is actually 2:15 pm)
SZ → University Language Center
KVV → Annotated Course Catalog
OE → orientation module
PIASTA → International Program for all Students and Alumni
SoSe → summer semester
s.t. → sine tempore/on the hour
SUB (“Stabi”) → State and University Library
SWS → credit hours
VHS → Hamburg adult education center (offers language courses)
WiSe → winter semester
PIASTA

INTERKULTURELLES LEBEN UND STUDIEREN
INTERCULTURAL LIVING AND LEARNING

PIASTA | Rentzelstraße 17 | 20146 Hamburg
www.uni-hamburg.de/piasta

Universität Hamburg
Universitätskolleg | Abteilung Internationales

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