

PIASTA Welcome Week

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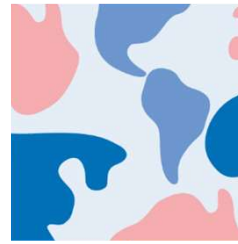
# To-Dos for New Students

# To-dos for new students



## To-dos in Hamburg

- Find accommodation
- Register with the city of Hamburg
- Open a bank account
- Apply for health insurance
- Apply for a residence permit



## To-dos at the University

- Enroll
- Get semester documents
- Have IDs and supporting documents on hand
- Take note of first-semester events and dates
- Be informed about planning and starting studies



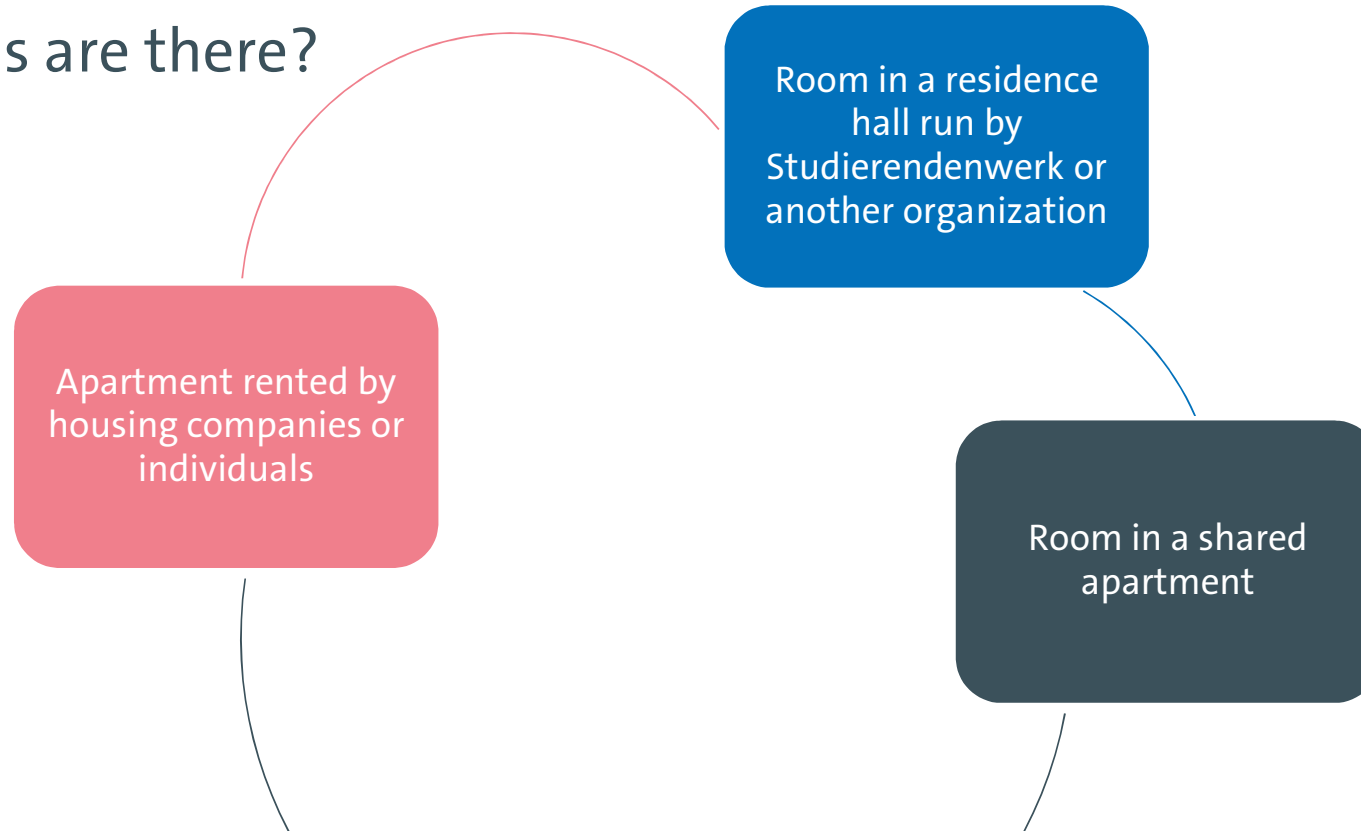
Universität Hamburg  
DER FORSCHUNG | DER LEHRE | DER BILDUNG

# To-dos in Hamburg

28.09.2023

# Accommodation found!

- What options are there?



# Residence halls

## Information

- Studierendenwerk Hamburg has 26 resident halls with a total of 4,400 beds.
- A furnished room costs approx. €330–€440 per month plus a security deposit of €400.
- You have your own room (10–13 m<sup>2</sup>) and a shared kitchen, common room, and bathroom.
- Rooms are for students younger than 36.

- Submitting an application for all residence halls will increase your chances.
- Rooms are very popular, so expect waiting times.
- Complete the online application at [www.stwhh.de/en](http://www.stwhh.de/en).
- The website also has an overview of student residence halls run by other providers with **an additional 1,600 beds**. (Apply directly to each individual residence hall.)
- Erasmus students must have an Erasmus application.  
→ Wohnen für Studierende und Auszubildende (housing for students and trainees)

# A room in a shared apartment or your own apartment

- A lot of students live in **shared apartments**.
  - A sublet (Zwischenmiete) is a good possibility for a room at short notice.
  - To find a room in a shared apartment, use Google, social networks, newspapers, and Internet housing exchanges.
  - Tip: Create a profile on [www.wg-gesucht.de](http://www.wg-gesucht.de) to publish your own request ad.
- **Apartments** are rented by individuals or housing companies.
  - If renting from an individual, make sure there is a written rental agreement and a handover certificate that describes the condition of the apartment.
  - To find an apartment, use Google, social networks, newspapers, and Internet housing exchanges.
  - Tip: Use Saga ([www.saga.hamburg](http://www.saga.hamburg)) to find an apartment.

# Semester start is looming and you still have not found a room?

Studierendenwerk (Central Short-Term Rental Office)	Youth hostels	Hamburg Tourist Information
<ul style="list-style-type: none"><li>• Tel: +49 40 4190-2287</li><li>• <a href="mailto:kurzzeitvermietung@stwhh.de">kurzzeitvermietung@stwhh.de</a></li><li>• <a href="https://www.stwhh.de/en/counseling/counselling-centre-accommodation-bewo">https://www.stwhh.de/en/counseling/counselling-centre-accommodation-bewo</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="http://www.jugendherberge.de">www.jugendherberge.de</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="http://www.hamburg-tourism.de">www.hamburg-tourism.de</a></li></ul>

Important: Never transfer money in advance before having signed a contract! You should always be able to view a flat without paying.  
**BEWARE OF FRAUD!**

# What costs do I have to cover?

- Basic rent (Kaltmiete) and incidental expenses (Nebenkosten)
  - Running costs (e.g., garbage collection and janitor)
  - Heating (may be included in rent or may be payable directly to gas provider)
  - Electricity and gas (residents sign contracts independently with provider)
  - Security deposit (max. three months rent)
  - Telephone and internet
  - State TV and radio license fees (mandatory monthly fee per apartment: €18.36)
    - [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)
    - → “Informationen für Bürgerinnen und Bürger” → “Studierende, Azubis und Schüler”



## Registered in Hamburg!

- **Important:** Make an appointment online well in advance!
- You must register with the city or change your registration within two weeks (or at least make an appointment to do so).
- **Bring your** identification card or passport, completed registration form, and completed landlord's confirmation → [www.welcome.hamburg.de/formulare](http://www.welcome.hamburg.de/formulare).
- Fee: €12
- International students will need the registration certificate for lots of things (e.g., to open a bank account, extend your visa, and get a library card). You will receive this certificate when you register in Hamburg.

Tip:

Book at any customer service center that has available appointments; it does not have to be your local customer service center.

# How do I make an appointment?

- [Digitales Terminmanagement \(hamburg.de\)](https://hamburg.de)
- Click “Einwohnerwesen” and accept the terms of service and privacy details.
- Provide your contact details.
- Select “Hauptwohnsitz anmelden”
- Make an appointment.

## Digitales Terminmanagement

### Dienstleistungen

#### Einwohnerwesen

Die Kundenzentren sind für Melde- und Ausweisangelegenheiten zuständig. Viele kannst. Hier können Sie auch Ihren Wohnsitz melden und Verpflichtungserklärungen die Standorte City, Altona, Barmbek-Uhlenhorst und Harburg Kirchnaustrißterklä

Terminvergabe - Einwohnerwesen

#### Über mich ?

##### Kontakt

Vorname

Nachname

E-Mail

Telefon

Weiter >

### Meldewesen

1



Hauptwohnsitz anmelden ?

0



Wohnsitz Ummeldung innerhalb Hamburgs ?

0



Nebenwohnung abmelden ?

## Opened a bank account!

- Open a **bank account** at a bank in Hamburg or with an online bank.
- They are usually free of charge for students but credit cards aren't typically free.
- **Important for** paying rent, your health insurance payments, your semester contribution to the University, and credit card payments (credit cards are not accepted everywhere).
- **You will need** your passport or identification card, registration certificate, and proof of enrollment (from your STiNE account).

# Got health insurance!

German students	Students from EU countries	Students from non-EU countries
<ul style="list-style-type: none"><li>They are usually insured under their parents' policies until the age of 25.</li></ul>	<ul style="list-style-type: none"><li>They can keep their foreign health insurance if they have been issued a European Health Insurance Card (EHIC).</li><li>The EHIC <b><u>does not ensure free health services</u></b>. Be sure to get accurate information!</li></ul>	<ul style="list-style-type: none"><li>Foreign health insurance is often not recognized, and travel insurance is not enough.</li><li><b>You will need to take out German health insurance!</b></li></ul>

# Got health insurance in Germany!

- Students with **state health insurance** pay the standard basic fee plus an additional contribution depending upon provider.
  - Students under 30: approx. €115–125 monthly fee
  - Students 30 and over: approx. €210–220 monthly fee
  - List of statutory health insurance companies: [www.gkv-spitzenverband.de](http://www.gkv-spitzenverband.de) → “Service > Krankenkassenliste”
- If you opt for **private health insurance coverage**, in most cases, you will not be able to switch to state health insurance coverage during your studies! Private health insurance is usually necessary for international students 30 and over. Make sure the plan you choose provides sufficient coverage. Seek advice from an independent advisor.

# Applying

- In most cases, you can apply for health insurance and upload your documents online.
- You will need a photo and your proof of enrollment.
- **Counselling Centre for Social and International Affairs (BeSI)**
  - Advising by telephone and email as well as detailed information on health insurance
  - Tel: +49 40 4190-2155 (Mon, 12 noon–3 pm; Wen 1.30 pm – 3.30 pm)
  - Personal consulting hours: Tue, 1 pm-4 pm; Thu, 10 am-12 noon)
  - Mail: [besi@stwhh.de](mailto:besi@stwhh.de)
  - <https://www.stwhh.de/en/counselling/counselling-centre-for-social-international-affairs-besi>



## Applied for a registration certificate (EU students)!

- International students from EU countries do not need a visa.
- A **registration certificate** serves as proof that EU and EAA citizens have the right to reside and travel in Germany.
- However, family members from third countries must have a residence card from the immigration authorities (proof: family status, sufficient funds to cover costs of living, health insurance).



## Applied for a residence permit (non-EU students)!

- **Entry visas** are valid for three or six months.
- **Subsequently, apply in good time for your residence permit** (valid for a maximum of two years, must be extended on a regular basis, and costs €110).
- **Where?** Your local immigration authority
- **When?** In a timely fashion; book an appointment online to apply. **The waiting period for an appointment with the authorities can take anywhere from several weeks to two months.**





## Applied for a residence permit (non-EU students)!

- **How?**
- Make an appointment online at [Residence Permit Hamburg - Online-Dienst Einstiegsseite - HamburgService](#)
- **The waiting period for an appointment can take anywhere from several weeks to two months.**
- You can pick up your residence permit (similarly to your personal ID) four weeks after your appointment at the earliest.
- You will receive a letter, after which you must book your own appointment online to pick up the permit.

# What you will need

- Completed application form (available in many languages at [www.welcomehamburg.de/formulare](https://www.welcomehamburg.de/formulare))
- Passport and biometric passport photo (max. six months old)
- Current registration certificate
- Proof of health insurance coverage
- Current proof of enrollment
- Proof of financing (bank deposit of €931 per month for the entire period of the residence permit) or submission of a declaration of commitment

# Advising

- **Advising for international students at Universität Hamburg**
  - Advisor: International student support
  - [international.student.support@uni-hamburg.de](mailto:international.student.support@uni-hamburg.de)



Universität Hamburg  
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# To-dos at the University

28.09.2023

# Enrolled!

## 1. Application for enrollment online before the deadline

- The acceptance letter includes the enrollment deadline. If you do not meet the deadline, you will lose your place at the University.
- Click on “Application > Online-enrollment” in your application account.
- **Take note** of the enrollment deadline and multiple documents.

## 2. Provisional semester documents

- These include the provisional semester public transport pass and the login details for STiNE.
- You will receive them via mail four weeks after the enrollment deadline.
- If you have not entered an address in Germany, you will only receive your STiNE login details via email.
- Register your new address at [www.uni-hamburg.de/studium](http://www.uni-hamburg.de/studium).



You should take care of everything no later than two weeks before the provisional semester documents expire.

### 3. Transfer of semester contribution

- The contribution is not a tuition fee: it covers your semester public transport pass and services offered by the Studierendenwerk (cafeterias, housing, advising, etc.).
- It is €339.90 per semester.
- In your STiNE account under “Studying > Documents,” you will find the amount you have to pay as well as Universität Hamburg’s account details.
- [www.uni-hamburg.de/semesterbeitrag](http://www.uni-hamburg.de/semesterbeitrag)

### 4. Proof of health insurance

- Universität Hamburg requires confirmation of your health insurance status from a German public health insurance provider (GKV).
- **Students with German public health insurance:** The provider must inform Universität Hamburg of the student’s status.
- **Students with a EHIC or private insurance:** The provider must notify Universität Hamburg that the student is exempt from German public health insurance.
- This is possible after the enrollment deadline, but important for permanent semester documents.



## Got your semester documents!

You will receive the **permanent** semester documents only after

- you pay the semester contribution
- Universität Hamburg receives proof of your insurance coverage from your provider
- you upload all required documents. Make sure you submit proof of German/English language proficiency by the deadline!
  - [www.uni-hamburg.de/einschreibung](http://www.uni-hamburg.de/einschreibung)
  - [www.uni-hamburg.de/deutschkenntnisse](http://www.uni-hamburg.de/deutschkenntnisse)

**If you move, remember to register your new address at [www.uni-hamburg.de/studium](http://www.uni-hamburg.de/studium).**

Procedure for Erasmus and exchange students:

Enrollment: Apply online via STiNE; pick up semester documents from your coordinator.

# No semester public transport pass at the beginning of the semester?

You can purchase a travel pass yourself and you will be reimbursed later.

## What do I need to keep in mind?

- Only weekly or monthly passes from the Hamburg Public Transport Association (HVV) that bear your name will be reimbursed.
- Single tickets will not be reimbursed.
- The weekly or monthly pass may only be valid as of 1 April (summer semester) or 1 October (winter semester), respectively.

Buy a weekly or monthly pass in the online shop, with the app, or in the service centers at the larger train stations.

## Apply for the costs to be reimbursed as soon as you have received your semester public transport pass.

- Email a scanned copy of your semester public transport pass to the S-Bahn Fahrgeldstelle at [info@sc-fahrpreisnacherhebung.de](mailto:info@sc-fahrpreisnacherhebung.de).
- You will have to enter the email address you used to buy your online ticket.



# IDs and supporting documents on hand!

- You will receive a **uni username** and a one-time password by post or email.
- Set a new password! (Tip: Enter your phone number as well.)
- Change your password at [www.bv.uni-hamburg.de](http://www.bv.uni-hamburg.de).
- Do not worry — your uni, STiNE, and OpenOlat usernames are the same.
- You will need your uni username to access STiNE and all IT services provided by the Regional Computing Center (RRZ).



# IDs and supporting documents on hand!

- Login: <https://surfmail.rrz.uni-hamburg.de>
- You will receive two email addresses for your **University email account**:
  - [firstname.lastname@studium.uni-hamburg.de](mailto:firstname.lastname@studium.uni-hamburg.de)
  - userID@studium.uni-hamburg.de
    - e.g., [baq0815@studium.uni-hamburg.de](mailto:baq0815@studium.uni-hamburg.de)

**STiNE**  
Das Studien-Infonet



Mobile Version Kommunikation  

Anmelden Passwort vergessen  English

 OpenOlat  
 eLearning



Surfmail



Webmail



Exchange

## STiNE

- Not an email system—an internal news portal run by the University
- Linking to Surfmail: STiNE portal → Account → Forward messages to uni-mail-account → Change

UHH > STiNE - Das Studieninfonetz

Startseite Termine Nachrichten Bewerbung Studium Benutzerkonto Vorlesungsverzeichnis FAQ Service Kontakt

Mobile Version Kommunikation

ITAN-Manager

Passwort ändern

Name: Nils Land de Souza Rêgo am: 21.02.2023 um: 17:44 Uhr

**Persönliche Daten**

Nils Land de Souza Rêgo

Bitte prüfen Sie regelmäßig, ob Ihre hier hinterlegte Anschrift noch aktuell ist und geben Sie die Daten sorgfältig ein. Eine aktuelle Adresse ist wichtig, damit Ihnen die Post der Universität Hamburg (z.B. die Semesterunterlagen mit Studierendenausweis und Semester ticket) zugestellt werden kann. Bitte beachten Sie, dass Sie nur eine Anschrift in Deutschland hinterlegen können.

Adressänderung bei Anschrift im Ausland: Befinden Sie sich noch in der Phase der Einschreibung und haben daher noch eine Anschrift im Ausland, ist die Adressänderung nicht in Ihrem STiNE-Account, sondern nur über das Team Bewerbung, Zulassung und Studierendenangelegenheiten ([www.uni-hamburg.de/kontakt-cc](http://www.uni-hamburg.de/kontakt-cc)) möglich.

Information		Ändern
Matrikelnummer		
Vorname	Nils	
Nachname	Land de Souza Rêgo	
Messages an Uni-Mail-Adresse weiterleiten?		<input checked="" type="checkbox"/>

20 March 2023

## Surfmail

(@studium.uni-hamburg.de)

- All students have their own University email address
  - [Instructional video to set up your student email address \(DE/EN\)](#)
- **Important!** When communicating with teaching staff, academic advisors, classmates, and any other university staff, **you should always send mails using your uni-hamburg.de email address.** This is to ensure you are who you say you are.
- Linking to your private email address:
  - Surfmail → Filters → Forward → enter desired email address → Save

# Informed about planning and starting your studies!

Academic regulations and subject-specific provisions (FSBs)	Course catalog	Forms for Erasmus and exchange students
<ul style="list-style-type: none"> <li>• <a href="http://www.uni-hamburg.de/campuscenter">www.uni-hamburg.de/campuscenter</a> → “Organizing your studies &gt; Regulations, information sheets, forms &gt; Exam and academic regulations”</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.stine.uni-hamburg.de">www.stine.uni-hamburg.de</a> → Course catalog</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.uni-hamburg.de/en/internationales/studierende/incoming/austausch-gaststudium/erasmus-incoming.html">https://www.uni-hamburg.de/en/internationales/studierende/incoming/austausch-gaststudium/erasmus-incoming.html</a></li> </ul>



# Taken note of first-semester events and dates!

- **Erasmus welcome**

- <https://www.uni-hamburg.de/internationales/studierende/outgoing/austausch-gaststudium/erasmus/ansprechpartner.html>

- **PIASTA Welcome Week for new students**

- Varied program, information, getting to know the University and other students
- [www.uni-hamburg.de/welcome](http://www.uni-hamburg.de/welcome) and [www.uni-hamburg.de/piasta](http://www.uni-hamburg.de/piasta)

- **Orientation module**

- One week before the start of your studies, you will learn how your program works and get to know your fellow students.
- Most degree programs email new students an invitation.
- [www.uni-hamburg.de/oe](http://www.uni-hamburg.de/oe)

### Information session: Who, where, what? A short guide to the University

- Wednesday, 10:00 am (German)
- Wednesday, 11:30 am (English)
- Register via UHH Join!

## Who can help me further?

### IT questions

- I cannot log into my University email account.
- How can I get Wi-Fi on campus?
- STiNE problems

**Regional Computing Center (RRZ)**

### Administrative questions

- How do I pay the semester contribution?
- I need a new semester ID
- I have a new address. What should I do?

**Campus Center**

### Subject-related questions

- How do I register for a module?
- What courses do I have to take?
- Transcript of records

**Your faculty's academic office, departmental student rep committee (FSR), and teaching staff**

### Non-subject-specific questions and help with your studies

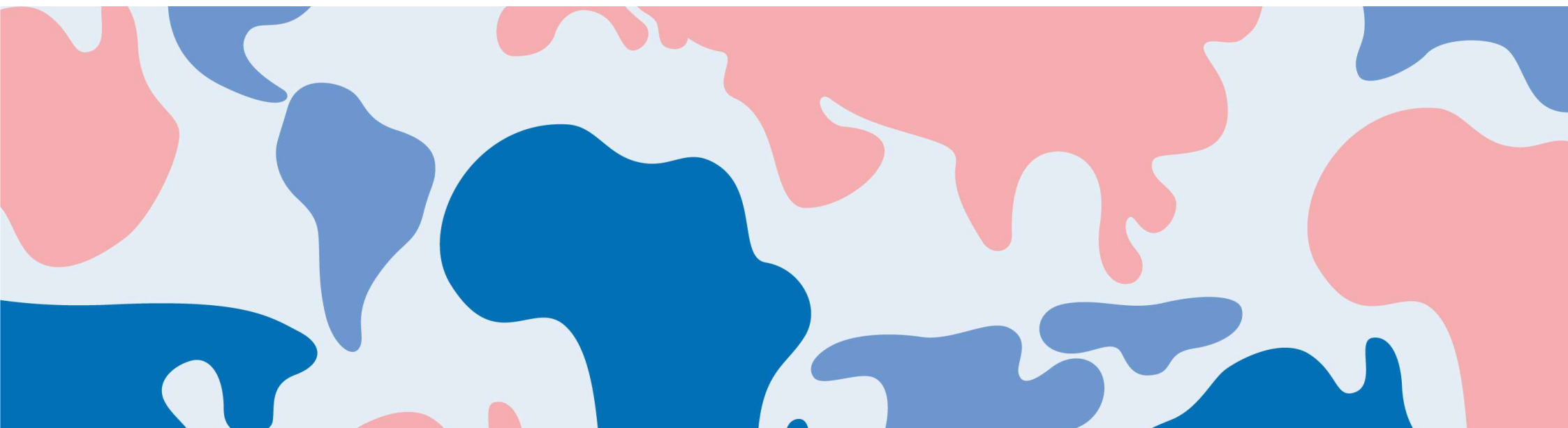
- I want to change subjects
- Mental Health support
- Workshops and writing consultations
- How do I launch a career?

**Campus Center, PIASTA, Writing Center, and Career Center**

# Online survey about Welcome Week

- We work hard to plan events and activities and would love to get your feedback.
- Our team will hand out a QR code for a questionnaire at in-person events. After you have taken part in your last event of the week, let us know how the week went for you.
- No QR code? No problem. At the end of Welcome Week, we can also give you an email link for the online questionnaire.
- After your last event at the end of the week, take a few minutes to answer the questions.

Thank you!



Thank you for your time!

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**Time for questions😊**