

# Study Abroad at HAW Hamburg

## 3 Steps for a Successful Exchange Semester

We are very happy that you want to spend your exchange semester at Hamburg University of Applied Sciences (HAW Hamburg)! We know that you need to organize a lot for this exchange and we will help you as much as we can with that. But remember that you are responsible for your own success. To keep track on what has to be done and when, just follow the blue thread.



## Step 1 How to apply

### Nomination

We will inform the exchange coordinators at your university as soon as we start with the application process for the next semester. Then they will get the chance to nominate you for an exchange semester at HAW Hamburg. As soon as you are nominated you will receive access to our application platform (Mobility Online).

### Application

To apply you need to upload your portrait picture, transcript of records, learning agreement, language certificate, health insurance confirmation, and if you are a design student also your portfolio. When uploading each document in Mobility Online, check the guidelines marked with a **blue question mark (?)**, as they will give you detailed information on what you need to do. To choose your courses, check out the list on our website:

<https://www.haw-hamburg.de/studyabroad>

### Application Deadline

You have to submit all of the required documents by 30th April.

**After submitting the application** the student exchange coordinators (SEC) at HAW Hamburg will revise your application. This might take **up to three weeks** so please be patient. You will be informed about our decision by email.

Check your eMails and Spam !

Pay special attention to everything marked with a dark blue dot.  
The light blue dot marks the time when something is happening.  
Tick of when a step is done to keep track of your progress.

Deadline 30.04.

We will answer your questions if you have any. Check the contact details on the last page.  
You have to submit all of the necessary documents on time.

# Step 2

## Before you come to Hamburg

You have been accepted? Congratulations! Before you can buy your ticket and pack your bags there are still a few more things you need to do. Just follow the next steps.

### Visa and Residence Permit

Make sure you check if you need a visa or not. Generally if you are citizen of an EU country, EEA country or Switzerland you don't need a visa to enter Germany. Also you don't need a visa if you are from Australia, Brazil, Canada, Israel, Japan, Republic of Korea, New Zealand or the USA. But you need to apply for a residence permit within 90 days after entering the Schengen area. If your country wasn't already mentioned, then you need to apply for a visa. You can find more information here: <https://www.haw-hamburg.de/english/studyabroad/visa-residence-permits.html>

### Health insurance

The health insurance laws for students in Hamburg are very strict and we cannot enrol you without a proper health insurance. The rule is: **Students who do not have a European Health Insurance Card (EHIC) have to register for a German health insurance.** Students from Turkey can bring an AT11 form from their home health insurance. We offer help in registering for a German health insurance. Just fill out, sign and upload the health insurance form provided in Mobility Online. The health insurance costs about 100€ per month so please plan it in your budget.

### Semester contribution

This is not a tuition fee. It must be paid by all students and includes contributions to the Students' Union and the Students' Welfare Fund. Most importantly you will get a semester ticket which allows you unlimited travel on Hamburg's public transport system (HVV) for the whole semester. The current amount is 289€ and we will send you the bank details by email at the beginning of June. You have to transfer the contribution by **30th June**.

### Housing

We are provided with a limited number of rooms and we **cannot** accommodate all our exchange students. During the application you need to cross of if you want to apply for one of those rooms and fill out the housing form. Please mind that it is not possible to choose or switch the residence if you have been assigned to one. If you are coming with a classmate, please don't be mad if we cannot put you in the same residence. If we cannot provide you with a room you need to search for accommodation on your own. Make sure to start with this as soon as possible.

### Buddy

If you want we can match you up with a buddy (a HAW student from a higher semester). Your buddy will help you if you have any questions and ideally pick you up from the airport when you arrive. We will send you the registration form for that in a few months.

Check  
your eMails  
and Spam  
!

Until  
end of  
May

Until  
end of  
May

Deadline  
30.06.

Until  
end of  
June

in  
August

We will provide you with an official acceptance letter and will give students from Shanghai an APS number for their visa application.

You have to get information about the legal requirements, collect the documents and apply for a visa as early as possible.

We will help you get a health insurance confirmation, which you need for your enrolment and your visa application.

You need to make sure you have a valid EHIC, an AT11 or have filled out the health insurance form during the application phase.

We will provide you with a semester ticket for the public transport.

You need to make sure to pay the right amount to the right account on time.

We will assign you with a room if we have one available and send your application to the housing provider.

You need to follow the instructions, mind the deadlines and search for accommodation on your own if you don't get a room.

# Step 3

## While at HAW Hamburg

Welcome to Hamburg! Here is what awaits you.

### Arrival

Make sure you arrive in the first days in September.

### Welcome Week

We are organizing international welcome weeks for our newcomers which we recommend you to attend. There will be many fun events, that will help you settle in and get to know your new university and new home better.

### Semester dates and holidays

Officially the semester continues from 1st September until 28th February. The classes usually start in mid-September and the examination phase will be at the end of January. The university will be closed from 21st December until 1st January for the Christmas holidays. 3rd and 31st October are also a holidays.

### Address registration (obligatory for everyone)

Everyone who moves to Hamburg must register with the local authorities (Einwohnermeldeamt).

### Residence permit (obligatory for some)

Students, who don't have a passport from an EU or EEA country or a visa for Germany, also have to apply for a residence permit within 90 days after entering the Schengen area. Make an appointment at the Hamburg Welcome Center or the foreigner's office (Ausländerbehörde) as soon as possible after coming to Hamburg.

### Opening a bank account

Non-EU students should open bank account as it makes payments (e.g. rent, health insurance fee) much easier. Credit cards are not accepted everywhere and you should always carry some cash with you.

### Health insurance appointment (obligatory for some)

There will be a special appointment at the health insurance company for all who registered for a health insurance (check previous page). Then you can pick up your health insurance card.

### Class schedule and learning agreement

You will receive the final class schedule when you arrive in Hamburg. As soon as classes start you can make adjustments to your learning agreement.

### weBuddy programme

Throughout the semester we will offer you and your buddies a fun cultural programme. There will be trips, parties, sport events and presentations of nations (with your help). You will get the chance to meet people from all over the world, practice languages and discover Germany. We hope you enjoy it!

1<sup>st</sup> – 3<sup>rd</sup>  
September

3<sup>rd</sup> – 13<sup>th</sup>  
September

1<sup>st</sup> Sept. –  
28<sup>th</sup> Feb.

Within  
two weeks  
of  
arrival

Within  
90  
days

Especially  
important  
!!!

mid-  
September

mid-  
September

in  
September

You've  
made  
it :)

We will prepare the welcome week programme.

You need to plan your stay accordingly.

We will instruct you about all of those procedures.

You need to follow the instructions and ask your buddy for help if necessary.

Check  
your eMails  
and Spam  
!



# Info



## Costs

Hamburg is the second biggest city in Germany and one of the most expensive ones. Please plan your budget accordingly. Here is an estimate of the monthly expenses:

- **Accommodation** – 300 – 600€/Month
- **Living costs** – 200 – 350€/Month
- **Health Insurance** - up to 95 €/Month
- **Residence permit** – up to 100€/Semester
- **Study materials / books** – 0 – 50€/Semester
- **Transportation** – 289€/Semester (included in the semester contribution)

## Finding accommodation

The main dormitory provider is Studierendenwerk. Their rooms for exchange students are distributed by the International Office so we will apply for you. **Please do not apply at Studierendenwerk directly!** Here you will find some general information about the dormitories and the contact details of the welcome tutors, who will assist you when you move in: [https://www.studierendenwerk-hamburg.de/studierendenwerk/en/wohnen/aktuelle\\_infos/](https://www.studierendenwerk-hamburg.de/studierendenwerk/en/wohnen/aktuelle_infos/)

Another favourite option is to live in a shared apartment. Many offers can be found here: <https://www.wg-gesucht.de/> We will inform you about other options later by email.

## Language

Hamburg is a very international city so you should manage well with English. But in some everyday situations and especially when you have to go to some offices, knowing some German would be very useful. Throughout the semester we will be offering German and other language courses.

Depending on the programme you choose the language of instruction will be either English or German. We recommend having a level of at least **B2** (according to CERFL) in that language. Here you will find our choice of programmes:

In English: <https://www.haw-hamburg.de/english/studyabroad/programmes-in-english.html>

In German: <https://www.haw-hamburg.de/english/studyabroad/programmes-in-german.html>

## Transportation

The nearest airport is Hamburg Airport. With line S1 you can get from there to our main campus (Berliner Tor) or to the main train station (Hauptbahnhof) within 20 min. **HVV** is the public transport provider in Hamburg. They have a very useful app so we recommend to download it. With your semester ticket you can travel within the whole **HVV** area.

## Safety

Hamburg is a safe city but still you should be careful at all times. The emergency number is 112.



# Contact

Your contact for university and learning agreements:



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Your contact for enrolment, health insurance, accommodation, and weBuddy:



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