

CHECKLIST FOR NEW INTERNATIONAL MASTER'S STUDENTS

Dear prospective students in the international Master's programs,

There are a lot of things to do before your Master's program at TUHH starts in October 2024. This guide will inform you about the important things you need to get done before the start of your program.

If you have further questions after reading this information, please don't hesitate to contact us by email (study@tuhh.de). Please understand that we can only answer questions sent by email which are not already answered in this guide or on our websites.

1. ADMISSION LETTER

You can download your certificate of admission from the application portal. TUHH doesn't send hardcopies of the certificate of admission by post mail. You can find a confirmation concerning study and living expenses on page 2 of the admission letter.

2. START OF YOUR STUDIES AND PERSONAL PRESENCE IN HAMBURG

The winter semester 2024/25 starts on October 1 and the lecture period starts on October 14, 2024. The lectures at TUHH will take place in presence! We strongly recommend to be present in person from October 1 onwards, as various introductory events (preparatory German course, Welcome Weeks and maybe, introductory meetings of the course coordinators) will take place from 01.10. onwards.

3. CLARIFY MONEY-RELATED QUESTIONS (AS SOON AS POSSIBLE!)

Proof of Financial Resources

For your visa application (and also later on for your residence permit) you will need a proof of financial resources which shows that you can finance your studies and daily living costs in Germany. Students must prove that they have at least €11.208 per year at their disposal. To get further information and the exact amount for the financial proof please contact the German embassy in charge directly: <https://www.auswaertiges-amt.de/en/about-us/auslandsvertretungen/deutsche-auslandsvertretungen>

Costs of Living and Semester Contribution

The costs of living in Hamburg are rather high. Students should count a minimum of €950 per month including accommodation, semester contribution and health insurance!

Each semester students have to pay a semester contribution of approx. €350. A ticket for public transport (valid for 6 months throughout the public transportation network in Hamburg) is included within the semester contribution. New students will get the payment details after they have completed all the enrolment formalities. Especially at the beginning, students might be required to spend more than €950 in a month (e.g. to pay a deposit when renting a room, for the semester contribution and the fees for your residence permit). It is therefore highly recommended to make sure that you have access to sufficient financial means.

4. APPLY FOR A STUDENT VISA (AS SOON AS POSSIBLE!)

International students need a student visa to enter Germany! Visa application may take several months' time, for this reason you should apply for the student visa immediately! TUHH cannot accelerate the visa procedure. The enrolment deadline at TUHH cannot be extended due to a missing student visa!

Students from the European Union (and some other countries) are exempted from this requirement. To check if you need a student visa and to get further information about the visa application, please check the website of the German Embassy in charge of your place of residence or use the visa navigator: <https://digital.diplo.de/navigator/en/visa>

If you need the name of a contact person to complete your visa application form please check:
<https://www.tuhh.de/tuhh/en/education/contacts/admission-registration-office>

Do not enter Germany with a tourist visa or a national residence permit issued by a Schengen country! If you do so, you have to leave Germany after 90 days and after that you cannot re-enter the country!

5. FINDING ACCOMMODATION

In Germany, public universities do not offer rooms in a student hall on campus and students do not automatically receive rooms when accepted by the university. They have to find accommodation by themselves! In Hamburg, the accommodation situation for students is extremely difficult, as cheap accommodation is hard to find. It is very important to start the search for accommodation as soon as possible! **You have to arrange accommodation prior to your arrival. Do not trust on finding accommodation after your arrival, this will be almost impossible!**

The following institutions help you to find accommodation, but even there the supply is very limited:

Studierendenwerk Hamburg: <https://www.stwhh.de/en/accommodation-for-students-and-trainees>

TUHH: Accommodation Office: www.tuhh.de/rooms

6. ARRANGING A GERMAN HEALTH INSURANCE

Students in Germany are obliged to be insured at a German statutory health insurance company (costs: app. €110 per month). Students with a DAAD scholarship also need a German statutory health insurance! Students older than 30 years of age cannot sign up for a statutory health insurance, but have to apply for coverage with a private German health insurance.

Only students from EU member countries, Iceland, Liechtenstein, Norway or Switzerland, who are able to present a valid European Health Insurance Card (EHIC), don't have to arrange an additional German health insurance. The EHIC is valid all-around Europe. However, students with an EHIC cannot take up a student job or a paid internship in Germany. Students who are planning to do so should arrange a German statutory health insurance.

You can at least start to arrange your health insurance from abroad. Please contact the German health insurance of your choice directly! Before you sign your health insurance contract, please make sure that it is a German statutory health insurance, not an international or private insurance!

Some statutory health insurances that you may find in Hamburg:

- AOK: <https://www.aok.de/pk/leistungen/studium-beruf/information-for-international-students/>
Schlossmühlendamm 30 – 32, 21073 Hamburg
- Barmer GEK: <https://www.barmer.de/en>
Scheller Damm 3 – 10, 21079 Hamburg
- DAK: <https://www.dak.de/dak/english-2167614.html#/>
Schlossmühlendamm 8 – 10, 21073 Hamburg
- TK: <https://www.tk.de/en>
Kasernenstraße 12, room 1.12, 21073 Hamburg
(situated in building F on university campus)

You can find a complete list of all the German statutory health insurance providers on this website:
<https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/>

The health insurance company will arrange for TUHH to receive a notification of the insurance status online. The TUHH-sender-number "Absendenummer" is H0002497. A copy of your health insurance contract is not sufficient for enrolment. If you managed to arrange German health insurance before the enrolment, please submit the proof of health insurance upon enrolment.

A few weeks after arranging statutory health insurance and submitting all the required documents (German address, bank details, photo etc.) to the health insurance company you will get a health insurance card which you need to take with you when you visit a doctor. If you have a statutory health insurance medical treatment is free of charge, however, some special treatments e.g. tooth replacement must generally be paid for in full. When in doubt please contact your health insurance beforehand.

7. FIRST CONTACT TO TUHH SENIOR STUDENTS + INFORMATION FROM TUHH SENIOR STUDENTS

For first contact with TUHH senior students please feel free to contact the General Students' Committee (AStA) or one of the International Students Associations at TUHH.

AStA – Department for International Affairs:

<https://www.asta.tuhh.de/en/members/international-affairs/internationales@asta.tuhh.de>

International Student Association:

- African Student Association: asto-ag@tuhh.de
- Indian Student Association: isatuhh@tu-harburg.de, <https://www.tuhh.de/isatuhh/>
- Latino AG (Latin American students): hola@tuhh.de
- Pakistan Student Association: psa@tu-harburg.de
- Student Association Bangladesh: sab@tuhh.de

Booklet "Your First Steps in Hamburg":

The AStA has published a booklet "Your First Steps in Hamburg" for new incoming students". In this booklet, the AStA has compiled his own information for new students. You can download the booklet on this website:

<https://www.asta.tuhh.de/suche/?q=Your+First+Steps+in+Hamburg>

On page 23 of this booklet you can find the contact details of all the International Student Associations at TUHH. Please note that the AStA is solely responsible for the content of this booklet!

Interpreter Service:

The AStA also offers an interpreter service for new students. For details please check page 1 of the booklet mentioned above.

8. ENROLMENT AT TUHH (BY OCTOBER 1, 2024)

On September 1, 2024 we will activate the enrolment-tool in the application portal: <https://tune.tuhh.de/>
Before you can start the online-enrolment you have to submit the declaration of acceptance in the application portal,

You should do the online-enrolment with a computer, doing it with a smart phone might cause problems!

After you have submitted the online-enrolment, you will find the "Application form for enrolment" in the application portal! **Please print the complete enrolment form with all additional documents and don't forget all the required signatures!** An application for enrolment with missing sheets or missing signatures is not valid and cannot be considered!

With the completed and signed application for enrolment we need the documents listed below.
Deadline for submitting all the required documents is October 1, 2024!. We need to receive your documents by that date, the date of the postmark is not sufficient to meet the deadline! Submitting all the documents by email is also not sufficient!

Required documents:

1. A copy of your passport
2. Officially certified copies of your university degree certificate(s) and German or English translations.
If your final degree certificate is not yet available, you need to submit an official provisional degree

certificate or an official letter of your registrar, dean or academic supervisor, confirming that you have completed the bachelor's degree programme by September 30, 2022!

3. Officially certified copies of your complete university transcript(s) of records (semester mark sheets) and German or English translations. **If your final year transcripts are not yet available, you need to submit official provisional transcripts!**
4. A copy of your secondary school leaving certificate
5. A copy of your TOEFL or IELTS score report
(We can only verify all IELTS score reports and the TOEFL score reports with institutional code 8165 online. If you have another TOEFL score report please submit an original.)
6. A proof of valid German statutory health insurance ("Bescheinigung zur Einschreibung bei der Hochschule"). For further information please check the information on page 4.
7. If previously been enrolled at a university in Germany: copy of the certificate of deregistration ["Exmatrikulationsbescheinigung"] of your previous university and the final transcript of records
8. Applicants from China, India or Vietnam must additionally submit an original APS-certificate of the "Akademische Prüfstelle" or a simple (not authenticated) copy of an digital APS-certificate upon enrolment.

Translation

If the documents are not in German or English, officially authenticated translations of a sworn translator have to be added. The authentication itself, too, must be performed in English or German. The translation must be attached to the photocopy of the original document.

Certifications

Certifications will be accepted only if performed by the institution that has issued the original documents, the sworn translator who has translated the originals or by the German embassy or consulate in your home country. In Germany authentication can also be performed by the respective Customer Service Center ("Kundenzentrum") or a notary public!

Deadline for submitting all the required documents is October 01, 2024!

We need to receive your documents by that date, the date of the postmark is not sufficient to meet the deadline! Submitting all the documents by email is also not sufficient!

Unfortunately, it is not possible to submit any documents in person!

Please send all the documents to: TUHH
STUDIS - Studierendenservice
21071 Hamburg
Germany

or put them in person in our letterbox: TUHH, Am Schwarzenberg Campus 3, Building E, Entrance 1

Campus map: <https://www.tuhh.de/tuhh/tu-hamburg/campus.html>

If your application for enrolment is incomplete we will inform you about it in the application portal!
We will not send emails, so please check the information in the application portal on a regular (daily) basis!
As long as your enrolment documents are incomplete, we will not register you!

9. RECEIVING THE CONFIRMATION OF ENROLMENT AND TRANSFERRING THE SEMESTER CONTRIBUTION

A few days after you have submitted your complete application for enrolment you can download the confirmation of enrolment and the payment demand for the semester contribution in the application portal. The semester contribution for the winter semester 2024/25 is payable within 14 days after the enrolment deadline.

**Please do not transfer any money before you have received the confirmation of enrolment!
Only transfer the semester contribution if you are sure that you want to start your studies at TUHH,
because a refund of the semester contribution at a later date is not possible!**

When transferring the semester contribution, do not forget to indicate the exact purpose of use (“Verwendungszweck”), which you will find on your payment demand! Without this purpose we cannot assign the payment!

We recommend to transfer the semester contribution from a German bank account, because international money transfer is more expensive and more prone to error.

10. RECEIVING YOUR TU-ACCOUNT AND YOUR STUDENT ID, APPLYING FOR THE SEMESTER TICKET (DEUTSCHLANDSEMESTERTICKET)

The students section of the TUNE-portal will be activated as soon as we have received your semester contribution. By that date you will also receive your login and password for the student section in the TUNE-portal.

You can download your student ID and confirmations of enrolment in the TUNE portal: <https://tune.tuhh.de/>
To get further information please check this website: <https://www.tuhh.de/tune/en/manuals/students/reports>

To get your semester ticket please follow the instructions on this website:
<https://www.tuhh.de/tuhh/en/education/students/organisational-details-about-your-studies/translate-to-english-deutschlandsemesterticket>.

11. REGISTRATION IN HAMBURG (WITHIN TWO WEEKS AFTER YOUR ARRIVAL)

Within two weeks after your arrival you need to register as a resident in Hamburg. You can do that in one of the Customer Service Centers (“Kundenzentrum”) or at the Hamburg Welcome Center.
To do so you need an appointment. You should arrange the appointment well in advance! Booking the appointment is sufficient to meet the two-week deadline.

On the following website you can check how to get an appointment for the registration, you can find a complete list of all the required documents and you can download the required registration form:
<https://www.hamburg.com/welcome/entry-residence/general-regulations/11725242/registration/>

After the registration you will get a confirmation of registration (“Meldebestätigung”). Keep this document safe. You will need it for opening a bank account, for your health insurance and for your residence permit.

12. OPENING AN ACCOUNT AT A GERMAN BANK

While studying in Hamburg you will need a German bank account. Many banks offer free bank accounts for students. You can open a bank account at any bank in Hamburg. Several banks are located near TUHH. Usually you don't have to make an appointment to open a bank account:

Some banks that you may find in Hamburg-Harburg:

HASPA:	Alter Postweg 29, 21075 Hamburg
Hamburger Volksbank:	Lüneburger Tor 2, 21073 Hamburg
HypoVereinsbank:	Lüneburger Straße 3, 21073 Hamburg
Deutsche Bank:	Harburger Rathausstraße 44, 21073 Hamburg

What to take along for opening a bank account?

- Passport
- Confirmation of registration (“Meldebestätigung”)
- Certificate of admission issued by TUHH

If you have a blocked bank account you have to activate it after your arrival in Hamburg in order to access your money. To do so you have to contact the bank where you have opened the blocked account.

13. APPLICATION FOR THE RESIDENCE PERMIT (BEFORE YOUR STUDENT VISA EXPIRES)

Students from non-EU countries need a residence permit for their stay in Hamburg. It can take up to eight weeks until you get your electronic residence permit, for that reason you have to apply for the residence permit in time before your student visa expires. You can apply for the first-time issue of the residence permit at one of the locations for Foreigners' or at the Hamburg Welcome Center. To get further information please check:

<https://welcome.hamburg.com/entry-and-residence/forms-and-checklists>

You can find detailed information about residence permits and work permits for students in Hamburg in the booklet "Information for International Students":

<https://www.hamburg.de/resource/blob/17538/f737302a571146d62b86b06b4a6c1e1e/amt-m-m31-informationen-fuer-auslaendische-studenten-2024-englisch-pdf-data.pdf>

USEFUL WEBSITES

Accommodation Office:

<https://www.tuhh.de/tuhh/en/international/incoming-and-integration-services/accomodation-office>

Campus map: <https://www.tuhh.de/tuhh/en/tu-hamburg/campus>

Examination office:

(information about examinations, examination regulations, study plans, modul manuals etc.):

<https://www.tuhh.de/abteilung-studium-und-lehre/en/service-fuer-lehre-und-studium/examination-office-office-of-the-doctoral-degree-committee-s6l>

General Student Counseling and Psychological Counseling:

The Student Counseling Service provides general student counseling and psychological counseling (also in English language) for TUHH students throughout their studies:

<https://www.tuhh.de/tuhh/en/education/contacts/student-counseling-center>

German Language Courses for Master Students:

<https://www.tuhh.de/tuhh/en/studying/during-your-studies/learn-a-language-at-tuhh/master-deutschkurse>

Important dates:

<https://www.tuhh.de/tuhh/en/education/students/organisational-details-about-your-studies/dates-respites>

Information for new students (New@TUHH):

<https://www.tuhh.de/tuhh/en/education/newtuhh>

International Office:

<https://www.tuhh.de/tuhh/en/international/incoming-and-integration-services>

Organizational details about your studies:

(deregistration, financing your studies, renewal of registration, replacement of certificates, sabbatical semester, self service functions, semester documents, semester ticket)

<https://www.tuhh.de/tuhh/en/education/students/organisational-details-about-your-studies.html>

Service portal for studying in Hamburg /Studierendenwerk Hamburg:

<https://www.stwhh.de/en/>

Services provided by the TUHH Computer Center:

<https://www.tuhh.de/rzt/beratung/usc>

Student Jobs:

International students from non-EU-countries (with exception of students from Norway, Iceland, Liechtenstein and Switzerland) as well as students from Croatia are only allowed to take up a limited amount of paid employment (a maximum of 120 days per year, alternatively 240 days part-time up to four hours per day). For

any work that exceeds your 120-days account and that is not a compulsory part of your studies you need a work permit. Jobs as a “Studentische/Wissenschaftliche Hilfskraft” (teaching or research assistant) within the university can be exempted from the work permit requirement if the majority of performed tasks has a scientific character. Further information is given here:

<https://www.daad.de/deutschland/in-deutschland/arbeit/en/9148-side-jobs/>

STUDIS-Studierendenservice / Admission and Registration:

(Admission, enrolment and student administration)

<https://www.tuhh.de/tuhh/studium/im-studium/ansprechpersonen/studis-studierendenservice>

TUNE:

In the TUNE-Portal you will find all applications related to student and examination management. There you can change your address or phone number, download certificates of enrolment and academic records, register for and withdrawal from examinations and check the admission to examinations:

<https://tune.tuhh.de/>

Instructions on how to use TUNE: <https://www.tuhh.de/tune/en/manuals/student>

University library (TUB):

<https://www.tub.tuhh.de/en/>

Welcome weeks for international students:

The Welcome Weeks Program is focused on the special situation of being new at TUHH. Our team will be able to assist you on your arrival in Hamburg and to help you get off to a good start on your study courses.

<https://www.tuhh.de/tuhh/en/international/incoming-and-integration-services/welcome-weeks> |

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