GUIDE FOR INTERNATIONAL STUDENTS

YOUR PERSONAL GUIDE TO HAMBURG
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The University of Applied Sciences Europe – Iserlohn, Berlin, Hamburg educates the designers and decision-makers of tomorrow in the three faculties of Business & Psychology; Sport, Media & Event; and Art & Design.

The synergy of creativity, entrepreneurial digital thinking, and internationality enriches the faculties and leads to new perspectives in teaching and research, meeting the needs of the job market in the 4.0 era.

At our university you complete a globally-orientated program that offers far more than a semester abroad and foreign language courses. Even on your campus in Germany you are globally connected, be it through international projects, innovative digital learning formats (for example cross-border lectures), or in direct exchanges with your international fellow students from over 90 countries on our three campuses. In addition, our lecturers have access to the newest teaching content and research from our university network, thus keeping you up-to-date in your area of expertise.
At the University of Applied Sciences Europe (UE), located in Berlin, Hamburg, and Iserlohn, you’ll explore new paths. We offer you international programmes that prepare you for the demands of tomorrow’s job market through our innovative teaching formats and programmes of study. Our global network, that embraces all cultures and continents, is the gateway to an exciting career in a global, digitalised workplace – whether as a manager or in your own company.

We offer courses in business, media, communication, and sports and event management, as well as in art & design, new media, and new technologies. We combine entrepreneurial, creative, digital and international thinking under one roof – important skills that are in high demand in the workplace, whether for managers, consultants, entrepreneurs, designers or artists. Take advantage of this interdisciplinary exchange and let yourself be inspired on campus.
OUR ACADEMIC CALENDAR

IN GENERAL

**Summer Semester**

- March – July: Lecture Period
- 31. January: Deadline for study contract cancellation
- 31. January: Deadline for applying for a leave of absence
- Last two weeks of lecture period: Exams

**Winter Semester**

- Sept. – January: Lecture Period
- 31. July: Deadline for study contract cancellation
- 31. July: Deadline for applying for a leave of absence
- Last two weeks of lecture period: Exams

For exact dates, please visit:

SUPPORT FOR STUDENTS

ADMISSIONS OFFICE
Advises you about our programmes and guides you through the application process.

STUDENT SERVICES
Support you with your day-to-day administrative queries and enrolment at University of Applied Sciences Europe.

INTERNATIONAL OFFICE
Coordinates your semester abroad. Upon arrival they also assist you with your registration and residence permit (visa extension).

IT
Offers help with our in-house systems and computers.

EXAMINATION OFFICE
Assists with questions on courses, coordinates exams and takes care of issuing certificates.

CAREER SERVICE
Assists you in finding an internship and student jobs.

FINANCE DEPARTMENT
Answers your questions regarding your invoice and payment methods.
FIVE REASONS TO STUDY IN GERMANY

Germany is the third most popular destination among international students in the world. More than twelve percent of students at German universities come from abroad – just like you. Germany is an attractive place to study and German university degrees are highly respected by Employers worldwide.

1. TOP QUALITY

German universities offer excellent teaching and research, ranking among the best in the world. You will earn an internationally renowned degree, giving you excellent prospects on the global labour market.

2. GEARED TO PRACTICE

German universities of applied sciences offer a range of attractive, practice-oriented options. Many study programmes combine theory and practice. This will greatly facilitate your career start.

3. POTENTIAL UNLOCKED

In Germany you can develop your intellectual abilities and personal skills freely and reach your full potential. If you are out to achieve great things, you will need determination, motivation and commitment – both during and after your studies.
4. SAFE COUNTRY

In comparison with other countries, Germany is a safe country. In town or in the countryside, by day or by night, you can move around freely here. Germany offers economic and political stability, which makes it an ideal place for you to study.

5. DIVERSITY

Discover the beauty and diversity Germany has to offer! When you take time off from your studies, there are 1001 ways of exploring your host country. Visit a museum, the cinema or theatre or enjoy the weather in a beer garden. If you’re into being outdoors, swim in a lake, climb a mountain or visit an old castle. More and more young people are choosing to study in Germany for many different reasons. These include the social security being one of the best in the world and the unemployment rate being at the lowest in Europe.

It’s definitely worth exploring the country, while you’re here.
OUR CAMPUS IN HAMBURG

The Campus Hamburg is located in Altona, and therefore in one of the liveliest districts of Hamburg. Here students find themselves in the heart of the traditional business- and media city and close to both professional application and real life right from the start. Almost 2 million people live in Hamburg and are spread over several neighborhoods such as Eimsbüttel, Ottensen, Sternschanze, St. Pauli, Neustadt and Rotherbaum.

For more information on the city, you can visit: www.hamburg.com/visitors

OUR FACILITIES

MODERN LECTURE ROOMS

<table>
<thead>
<tr>
<th>LABS</th>
<th>2 MAC POOLS</th>
<th>AUDITORIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>Microsoft-Office 365</td>
<td>For events, conferences, reading,</td>
</tr>
<tr>
<td>Screening labs</td>
<td>Adobe Creative Suite</td>
<td>with up to 200 seats</td>
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<tr>
<td>Photo lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editing suites</td>
<td></td>
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</tbody>
</table>

CO-WORKING SPACE

<table>
<thead>
<tr>
<th>STudios</th>
<th>LIBRARY</th>
<th>ARSENAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo studio</td>
<td>Media equipment rentals such as cameras,</td>
<td></td>
</tr>
<tr>
<td>Darkroom</td>
<td>lightning kits etc</td>
<td></td>
</tr>
<tr>
<td>Radio studio</td>
<td></td>
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<tr>
<td>Green screen studio</td>
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<tr>
<td>Silkscreen studio</td>
<td></td>
<td></td>
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<tr>
<td>TV studio</td>
<td></td>
<td></td>
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<tr>
<td>Animation studio</td>
<td></td>
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</table>

COURTYARD

<table>
<thead>
<tr>
<th>2 KITCHENS</th>
<th>PLENTY OF ROOM FOR</th>
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</thead>
<tbody>
<tr>
<td>Fully equipped with coffee and snack</td>
<td>BICYCLES</td>
</tr>
<tr>
<td>machine</td>
<td></td>
</tr>
</tbody>
</table>
HAMBURG

[ˈhæmboʊrɡ] | Airport code: HAM | Currency: €EURO | Time Zone: CET

"Gateway to the World" | "Venice of the North"

OFFICIAL LANGUAGE
DEUTSCH
(German)

71.4% OF THE CITY IS MADE OF GREEN AREA

POPULAR DESTINATION IN EUROPE
More than 6 million tourists per year

95 MUSEUMS
The second most important museum location in Germany

280m LANDMARK TELEVISION TOWER
One of the tallest buildings in Hamburg

Population
1.8 MILLION PEOPLE

15.1% ARE FOREIGNERS

GERMANY'S SECOND LARGEST CITY

HAMBURG IS THE THIRD LARGEST MUSICAL CITY IN THE WORLD

Average Temperature
-2-0 °C (28-32 °F)

People from over
190 DIFFERENT COUNTRIES ARE LIVING IN HAMBURG

There are 2500 bridges in Hamburg. That's more than in Venice and Amsterdam together.
AVERAGE WEATHER
Hamburg

Illustration: Jacob Ferguson

- **JAN**: max 2°C min -2°C
- **MAR**: max 8°C min 1°C
- **MAY**: max 19°C min 8°C
- **JUL**: max 23°C min 12°C
- **SEP**: max 19°C min 9°C
- **NOV**: max 7°C min 2°C
- **DEC**: max 4°C min -1°C

- **Earliest Sunrise**: 4:43 a.m.
- **Earliest Sunset**: 3:52 p.m.
Our Weather

Hamburg has an oceanic climate. It is a fairly wet and windy city, with prevailing westerly winds blowing in moist air from the North Sea. Summers are warm but rainy, with occasional dry, sunny spells. Winters are cold, sometimes chilling to 28°F (-2°C) in January, the coldest month, when the Elbe and lakes in the city centre have been known to freeze enough for ice-skating. Snowfall is usually light and Hamburg generally only experiences one or two heavy snowfalls a year, starting in early December, with icy sleet being the more common form of winter precipitation. Spring is very pleasant in Hamburg, when the city's thousands of trees come into bloom with a new cloak of green and the days start to warm up. In fact, despite summer being the most popular period for tourism, spring is the best time to visit Hamburg, not least of all because it is the season which shows off the city's numerous parks and gardens to their best advantage.

www.wordtravels.com/#ixzz5nzVtFVai
Since its opening on 11.01.2017, the Elbphilharmonie has been Hamburg's new landmark. The concert hall is the tallest building in the city and offers spectacular views of the harbor.

The Michel is one of the most beautiful baroque churches in Northern Germany and impresses with a splendid interior.

The Hamburger Dom is held three times a year and is the biggest festival of its kind in the region, featuring countless carousels, roller coasters, beer tents and candyfloss stands.

The Hamburg fish market is known beyond the borders. Every Sunday from sunrise there are fresh fish, vegetables and other delicious specialties from Hamburg.
5. The Hamburg City Hall (Hamburger Rathaus) is the seat of the citizenship and the senate of Hamburg.

6. Speicherstadt, an impressive complex of reservoirs, was declared a UNESCO World Heritage Site in 2015.

7. Germany's only private zoo, Tierpark Hagenbeck, attracts millions of visitors each year.

8. Known around the world, famous and notorious, you can celebrate at St. Pauli & Reeperbahn endlessly. The best night-clubs are next to the most famous bars, pubs and theaters.
PUBLIC TRANSPORT

Hamburg has different transportation options: suburban railway, subway, railway and buses. You need a valid ticket to use public transport in Hamburg. The price depends on the tariff zone and the ticket’s period of validity.

With your semester ticket you get access to all modes of transportation and zones. The tariff zones in Hamburg are divided in five zones: A, B, C, D and E. Tariff zone A and B includes the urban area to the city boundary. Zone C, D and E additionally includes Hamburg’s surrounding areas.

www.hvv.de/resource/blob/22142/79d42a5dee-6a01d769384dbac8c50fa2/usuario-plan-data.pdf

SPORT ACTIVITIES FOR STUDENTS IN HAMBURG

At Hochschulsport Hamburg, our students can take advantage of a wide range of sports courses. With more than 200 offers, such as basketball, yoga or ice-hockey, from weekly courses to workshops and travel to tournaments and competitions. The offer includes more than 80 different sport activities. You can find the costs for the individual course on the website:

hsp-hh.sport.uni-hamburg.de/sportangprogramm.htm
To study in Germany and to manage your everyday life in Germany, it is helpful to learn German. For most degree programs at our University the language of tuition is German.

There are many language schools around Hamburg:

TANDEM HAMBURG
www.tandem-hamburg.de/english/foreign_languages/FSkurse_en.php

DEUTSCHAKADEMIE
www.deutschakademie.de/hamburg-german-course/

BERLITZ
www.berlitz.de/en/hamburg/

GOETHE
www.goethe.de/ins/de/en/kur/ort/ham/kur.html
STUDY IN GERMANY
FIRST STEPS

Before you arrive

CHECKLIST:

STEP 1 – GERMAN VISA

STEP 2 – FINANCIAL PROOF

STEP 3 – HEALTH INSURANCE

STEP 4 – ACCOMMODATION

STEP 5 – FINANCIAL HELP

STUDENT PACKAGE.

OUR PARTNER SYMPATME

Our Partner SympatMe will support you with all the bureaucratic steps you must take when moving to Germany. Applying for a student visa, finding an apartment, registering your residence – on SympatMe you can do bureaucracy online! They will guide you through all the steps you need to take.

www.sympat.me
STEP 1 – GERMAN VISA

You will most likely be required to obtain a visa to enter Germany. If you have an EU/EFTA nationality, visa regulations do not apply to you. However, most non-EU/EFTA citizens will need to apply for a student visa. Please check in advance whether a visa is required for you. The Federal Foreign Office offers an overview of visa requirements for Germany:
www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node/staatenlistevisumpflicht-node

The visa application process can take several months and therefore we recommend that you make an appointment at the German diplomatic mission closest to you as early as possible. Beware of dubious online service providers that want to charge you for making an appointment at these places.
www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen

The visa you need to apply for should be for study/education, listed as a D visa (national visa). The study visa is typically valid for 90 days and can then be converted into a long-term residence permit once you have arrived in Germany (more info in the “Shortly after arrival” section).

If you are staying in Germany for less than 12 months (e.g. as an exchange student for one semester), you may ask the German diplomatic mission to issue a D visa for the entire duration of your stay. In this case you will not need to go to the Foreigners’ Registration / Immigration Office in Germany.

PLEASE NOTE: Do not apply for a Schengen visa (C visa), as this is only valid for a maximum stay of 90 days and cannot be extended or converted into a long-term residence permit.
STEP 2 – FINANCIAL PROOF

When applying for a visa (and again later when applying for the residence permit) you will need to prove that you have sufficient funding to support yourself during your studies. Visa applicants must prove that they have approx. 10,236 EUR per year (853 EUR per month). The form of the financial proof needed may vary depending on where you are applying from. As example:

- Commitment declaration by a relative (from the German diplomatic mission)
- Notarised confirmation plus documents certifying your parent’s income
- Blocked account
- Scholarship

In many cases, a German blocked bank account is required when applying for a visa. The most common (and visa approved) providers for a blocked account are Deutsche Bank and Fintiba. Please have a look at the website of the Federal Foreign Office for a list of accepted banks:

www.auswaertiges-amt.de/en/einreiseundaufenthalt/02-lernen-und-arbeiten/sperrkonto-seite

The process of opening a blocked account can take a few weeks and we recommend completing the application early. After your arrival in Germany, you need to make an appointment at the branch of your bank to start using it. Depending on the country, some international students may need to set up a German bank account.

OUR PARTNER FINTIBA.COM

Save time and open your Sutor Bank blocked account right now with our partner fintiba. Online and within minutes.

www.fintiba.com
STEP 3 – HEALTH INSURANCE

Health insurance is mandatory in Germany and you will not be able to enroll at the university without sufficient health insurance.

EUROPEAN STUDENTS

As a European citizen you should have a European Health Insurance Card (EHIC) which is also recognised in Germany. Once you have arrived in Germany you can get your coverage approved by a statutory/public health insurance provider here who will issue an insurance certificate.

Please ask your health insurance provider at home which documents you will have to take with you. If you are moving to Germany for a longer period of time, you might also require the S1 form prior to moving.

You can find more information on the following website:
ec.europa.eu/social/home.jsp?langId=en

NON-EUROPEAN STUDENTS

You can either apply for health insurance with one of the German statutory / public health insurance providers or with a private health insurance provider. The cover should not be limited to 30,000 EUR.

STATUTORY / PUBLIC HEALTH INSURANCE:

Only available for students below the age of 30 years and if you have not had a private insurance during your time of studies in Germany before. You can sign up with them online to ensure coverage from your first day in Germany. At the start of each semester, we invite one of the biggest statutory health insurance providers in Germany to our campus so that students may have the chance to speak to them and sign up if they wish.
Some of the largest providers in Germany are
TK → www.tk.de/en
Barmer: → www.barmer.de/en
and AOK: → en.zuwanderer.aok.de/home

PRIVATE HEALTH INSURANCE:
Depending on your age and length of stay in Germany, you might choose to opt for a private health insurance. In this case you are also required to get a waiver from the statutory insurance (can be done once in Germany) to confirm that you do not require statutory coverage.

IMPORTANT: Once you sign up with a private health insurance provider and get the statutory waiver, you will not be able to change back to a statutory insurance provider for the duration of your academic studies.

Some of the most popular private insurance providers are:
Mawista → www.mawista.com/en
Care Concept: → www.care-concept.de/index_eng.html?navilang=eng

TRAVEL HEALTH INSURANCE:
Some students prefer to obtain travel insurance that covers them during their first weeks in Germany – this is sufficient coverage while you are in the visa process. Once here, a more long-term insurance must be obtained with either a private or statutory provider.

OUR PARTNER FINTIBA.COM
Save time and get an insurance easily with our partner fintiba. You will receive an individually tailored insurance solution. Get your insurance now on www.fintiba.com
STEP 4 – ACCOMMODATION

FOR OUR CAMPUS IN HAMBURG

Hamburg, the so-called Pearl of the North! The beautiful inner city, the individual neighborhoods, the vibrant nightlife and the diversity of attractions make the hanseatic city one of the most attractive places to live in Germany.

The housing market in Hamburg is highly competitive, especially in popular areas, such as Ottensen, Neustadt and Rotherbaum. For better chances check out other areas as well like Sternschanze, St. Pauli or Eimsbüttel.
The average price for a room in a shared flat is 500 Euros. In order to give you an insight into what living in Germany will be like and what steps you need to take once you arrive, we have compiled this guide for you. Of course, it’s not exhaustive, but it will give you a good idea of what to expect. Where it is necessary, you will be given other sources for further information and guidance.

MONTHLY UNIVERSITY TUITION:

For further information please contact our International Admissions Office
international.admissions@ue-germany.com

MONTHLY LIVING COSTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing (shared flat)</td>
<td>€ 450 – € 550</td>
</tr>
<tr>
<td>Public health insurance</td>
<td>€ 80</td>
</tr>
<tr>
<td>Books, clothes, etc.</td>
<td>€ 100</td>
</tr>
<tr>
<td>Telephone, Internet, Radio and TV</td>
<td>€ 60</td>
</tr>
<tr>
<td>Food</td>
<td>€ 250</td>
</tr>
</tbody>
</table>

** Approx. living costs per month**: € 900 – € 1000

** The amounts given above are estimates only and the monthly budget is, of course, variable and depends on the needs and living standards of each individual student.
Also, always be sure to carry your documents with you when visiting apartments. Carry a digital version as well as a printed set of documents. Landlords usually request:

- Copy of ID (min. validity of 6 months)
- Positive financial bank certification
- Confirmation from your previous landlord that you have a history of paying your rent on time (no rent arrears)
- Income statement for the last 3 months or parent’s signature
- SCHUFA request (confidential information on a person’s credit rating) for privately owned apartments

Take part in a Facebook group for people who have just moved to Hamburg, or groups like “*your nationality* in Hamburg”. Don’t be shy to put your ad up! Get active. Do not only check listings, write your own ads and try to spread word as well as possible.

Student dorms often have waiting lists though and it is highly recommended to leave your name months in advance.

Shared flats (called WG in German from the word ‘Wohngemeinschaft’) often organize so-called “mass castings” where all applicants are invited at the same time and their preferred future flatmate is then selected. If you attend a mass casting, act natural and don’t be shy. If you don’t speak up at the casting, you might miss out on an opportunity to be selected. Another option is to be invited to a short, individual interview. Present yourself in the best way possible, but don’t hide your true personality.

If you are looking for an entire flat, there are basically these same two processes: mass viewings or individual appointments. Please find a summary of helpful links for your flat search below

OUR PARTNER UNIPLACES

Uniplaces is an innovative service for students like you that takes a fresh approach to booking student accommodation online. It’s fast to book, secure to pay and allows you to browse through thousands of trusted properties in the best student cities in Europe.

www.uniplaces.com/accommodation/hamburg
LONG-TERM ACCOMMODATION

Shared flats:
- WG-gesucht: www.wg-gesucht.de
- WG Company: www.wg-company.de
- WG Liste Studenten: www.wg-liste.de
- WG Studenten-Wohnung: www.studenten-wg.de

Your own flat:
- Immoscout 24: www.immobilienscout24.de
- Wohnraumkarte: www.wohnraumkarte.de
- Student Living: www.student.com
- Nestpick: www.nestpick.com
- Housing Anywhere: www.housinganywhere.com
- Immowelt: www.immowelt.de
- Immonet: www.immonet.de
- Ebay Kleinanzeigen: www.ebay-kleinanzeigen.de

Student Housing:
- Internationales Studentenwohnheim Hamburg: www.studentenwohnheimhamburg.de
- Stuwo.de: www.stuwo.de/wohnheim-region/hamburg
- Studierendenwerk Hamburg: www.studierendenwerk-hamburg.de/studierendenwerk/en/wohnen/aktuelle_infos/
- Uniplaces: www.uniplaces.com
- STUART Apartments: www.stuart-apartments.com/
- Neon Wood: neonwood.com/?s=hamburg
- The Fizz: www.the-fizz.com/studentenwohnheim/hamburg-altona
FACEBOOK GROUPS

WG-Zimmer & Wohnungen in Hamburg
www.facebook.com/WohnungenHH
Neu in Hamburg
www.facebook.com/Neu-in-Hamburg
WG-Zimmer & Wohnungen Hamburg
www.facebook.com/groups/wg.wohnung.hamburg
Wohnung frei in Hamburg
www.facebook.com/wohnung.frei.hamburg
WG-Zimmer Hamburg
www.facebook.com/WG.Zimmer.frei.in.Hamburg

SHORT STAYS (FOR YOUR FIRST WEEKS OR YOUR VISITORS)

Airbnb
www.airbnb.de
Hostelbookers
www.hostelbookers.com/hostels/germany/hamburg
Hostelsclub
www.hostelsclub.com/en/hostels/germany/hamburg
Backpackers St. Pauli
www.backpackers-stpauli.de
Hostel World
www.german.hostelworld.com
Superbude Hostel
www.superbude.com

HELPFUL TIPS

It is common to pay a deposit equal to 1-3 months' rent, which is returned when terminating the rental contract and if there is no damage to the flat. Be careful before you store the deposit and make sure you have a signed contract first and have checked the background of the landlord.

Watch out for apartment frauds - as a rule, do not transfer any money to the landlord before you have the contract, meeting him/her in person, or before you have seen the apartment.
STEP 5 – FINANCIAL HELP

As a private university, we are not funded by the state but by tuition fees. That is why our fees differ from those at a public university. We invest in our students through high-quality equipment, experienced teaching staff, and a constantly growing network.

SCHOLARSHIPS

There are plenty of scholarship offers to study in Germany. Please be aware, however, that it will be a time-consuming process that might require a lot of paperwork. Make sure to apply on time and hand in all required documents. We usually recommend our students to look at local scholarships from your country, nevertheless you can have a look at the following German institutions who accept international students.

Konrad-Adenauer-Stiftung [www.kas.de/wf/en/42.8/](http://www.kas.de/wf/en/42.8/)
Heinrich-Böll-Stiftung [www.boell.de/de/stiftung/stipendien](http://www.boell.de/de/stiftung/stipendien)
grant.at [grants.at/de/](http://grants.at/de/)

PART-TIME JOBS

Depending on your country of origin your visa might allow you to work up to 20 hours per week. With a study visa you can work up to work 120 full days or 240 half days per year.

A FEW HELPFUL SITES TO LOOK FOR A STUDENT JOB:

- [www.jobmensa.de](http://www.jobmensa.de)
- [karriere.unicum.de/](http://karriere.unicum.de/)
- [www.connecticum.de/jobboerse](http://www.connecticum.de/jobboerse)
- [www.jobteaser.com/de](http://www.jobteaser.com/de)
- [www.indeed.com](http://www.indeed.com)
- [www.glassdoor.de](http://www.glassdoor.de)
YOU
HERE
STUDY IN GERMANY – STEPS

Shortly after arrival

CHECKLIST:

STEP 1 – ADDRESS REGISTRATION

STEP 2 – BANK ACCOUNT

STEP 3 – RESIDENCE PERMIT

STEP 4 – LIABILITY INSURANCE

STEP 5 – COMMUNICATIONS
**STEP 1 – ADDRESS REGISTRATION/ANMELDUNG**

Within 14 days after your arrival, you must register with the local authorities "Einwohnermeldeamt". We can support you with this and help you register when you first arrive.

If you don’t want us to do it for you or you want to sign up earlier, you can book an appointment via the following website: [www.hamburg.com/welcome/entry-residence/general-regulations/11725242/registration/](http://www.hamburg.com/welcome/entry-residence/general-regulations/11725242/registration/)

You will need to find out which “Bürgeramt” is closest to you. It is possible to register to a “Bürgeramt” outside your neighborhood. you will need to bring with you:

- the registration document 'Anmeldung bei der Meldebehörde' which you can download at the above website
- a confirmation from your landlord
- your passport / ID

**STEP 2 – BANK ACCOUNT**

Setting up a German bank account might make it easier for you to handle financial matters. For students with a study visa, a bank account is often required in order to show proof of finances when applying for their residence permit.

A bank account is mostly free for students. Most banks require an ‘Anmeldung’ (registration of address) from you, together with a valid passport. The most common banks for international students are: Santander, Sparkasse, Volksbank, Commerzbank, and Deutsche Bank. Popular online banks are N26, ING and DKB. Search for the bank online to find opening hours, and then go to make an appointment. Bring your Passport and Student ID.

When you have set it up you will get an EC card (to pay and withdraw money in Germany) and an online account. The respective bank will guide you through the process.
STEP 3 – RESIDENCE PERMIT (VISA EXTENSION)

A visa in Germany is for entry into the country and short-term stays only, therefore you require a residence permit if your stay here is for more than 90 days. Residence permits are granted for a specific purpose and students usually apply for a residence permit for study (§16 of the Residence Act). The International Office will support you with your application for a residence permit after your arrival here in Germany.

NECESSARY DOCUMENTS FOR YOUR APPLICATION ARE USUALLY:

- Passport
- One biometrical passport photo (with name and date of birth on the back side)
- Filled out application form „Antrag auf Erteilung eines Aufenthaltstitels“ (only if it is your first application in this city)
- Copy of your enrolment (not acceptance) at University of Applied Sciences Europe
- Proof of funding (e.g. scholarship, bank statement, statement of earnings)
- Copy of your health insurance
- „Annmeldung“ / address registration

For further information, please also check the website of the Immigration Office (Ausländerbehörde) of your place of study.
Hamburg: www.hamburg.de/behoerdenfinder/hamburg/info/auslaenderbehoeerde/

STEP 4 – LIABILITY INSURANCE

The liability insurance is an insurance which can be taken out voluntarily. This covers you in situations where you might accidentally hurt someone or damage someone else’s property. This insurance is also a requirement for students who wish to borrow equipment (e.g. laptops, cameras etc.) from university.
STEPS 5 – COMMUNICATIONS

Staying in touch with old friends and family is just as important as finding new contacts in Germany. For both you need to have a mobile phone that allows you to surf online.

Most people decide to get a prepaid card for the first few weeks after arriving in Germany. Especially if you make lots of international calls, you may want to go for a free prepaid SIM that allows cheap international calls. If you intend to stay in Germany long-term, it’s advisable to get a 2-year mobile phone plan.

It sounds like a very long commitment but the majority of Germans have 2-year plans, as they are by far the cheapest and you get the latest smartphone on top of it. If you prefer to be more flexible, there are also phone plans which can be cancelled on a monthly basis.

PREPAID SIM CARDS

A pre-paid SIM card is convenient and cheap. It is usually 10-25 euros a month for internet, texts, and calls.

SIM CARDS

Get one on Blau: https://www.blau.de (order your SIM card online)
Vodafone: https://www.vodafone.de/freikarten/callya-special/ (order one online or buy it on one of the many Vodafone shops around)
Lebara: https://mobile.lebara.com/de/en/

You can also buy a SIM card in shops like LIDL, ALDI, or NETTO. They are usually very cheap and simple to use. The SIM card provider will inform you about how to top-up etc.

By law, all SIM cards need to be registered online before activation. Foreign addresses are usually not accepted so you will have to use your hotel address or your temporary residence address. Registration may take a few hours and in some cases, you will have to sign a verification letter or make a verification at one post office.
GERMANY – SHORTLY AFTER ARRIVE
LIFE IN BERLIN
STEP 1 – BROADCASTING LICENCE FEE (RUNDFUNKBEITRAG-(GEZ))

Every residence / household in Germany must pay public broadcasting fees and have a licence fee account. Fees are also referred to as “Rundfunkgebühren” (broadcasting fees), and currently amount to 17,50 EUR per month (as of 2017). This ensures that a diversity of programmes are available on television, radio and the Internet so that you are always up to date wherever you are. If you live in a shared flat or with your family, one monthly payment (i.e. one licence fee account) covers the entire household. It is not paid by person, but by each registered apartment / house.

WHO MUST REGISTER FOR A LICENCE ACCOUNT?

Everyone who lives in Germany must pay a monthly fee for this public broadcast. You must pay it regardless of whether you actually have a TV, Internet access, or a radio. Many people think that the monthly fee is very high and do not want to pay it. If you do not pay your contribution and you will be charged with fines. To get more information visit:

www.rundfunkbeitrag.de/welcome/englisch/index_ger.html
STEP 2 – SOCIAL SECURITY SYSTEM

In order to be part of the social security system in Germany, you have to get a social security card with a unique number. You only get a German social security number issued once in your life. If you have lost your card or number, or you need to apply for a new one, you can do this by contacting your public health insurance provider or going to the so-called "Rentenversicherung". If you want to apply for your German social security number (Sozialversicherungsnummer) you must be registered in Germany.

STEP 3 – TAX IN GERMANY

Everyone who is employed or works as a freelancer in Germany must get a Tax ID from the Central Tax Office in Germany. Your employer will ask you to provide them with your Tax ID before your first working day. Applying for your tax ID is very simple. All you have to do is register your address at the local registration office. Based on the information you provide during the registration, the Central Tax Office will send you a letter with your unique tax identification number about one week after you have registered.

FIND OUT YOUR TAX BRACKET IN GERMANY

INCOME TAX

In Germany, all tax payers are divided into so-called tax brackets (Lohnsteuerklassen) depending on their social situation, the amount of their income and so on. Your tax bracket will determine the amount of income tax you need to pay in Germany. All taxpayers including expats are divided into the following tax brackets (Lohnsteuerklasse), which determines the amount of income tax you need to pay. If you’re in tax bracket 3 or 5, or receive social indemnities, you are obliged to submit an income tax declaration.
FACTS AND FIGURES

Who must fill in the income tax declaration in Germany?
Everyone who works in Germany is eligible to get a tax refund. Expats are obliged to file a tax declaration, if they are in tax bracket 3 or 5, or if they received indemnities of more than 410 EUR (child benefit, unemployment benefit, etc.)

WHERE TO GET YOUR INCOME TAX DECLARATION FORM IN GERMANY?

You can download the tax declaration form online (www.elster.de) or get a print version at your local tax office (Finanzamt). Bear in mind that the form only exists in German.

FIND OUT YOUR TAX BRACKET IN GERMANY

TAX BRACKET 1:

If you are single, permanently separated, or divorced, then you are in tax bracket 1.

TAX BRACKET 2:

This tax bracket is for single parents who live alone and apply for tax relief.

TAX BRACKET 3:

Employees who are married or in a civil partnership can choose this tax bracket if one of the spouses does not work or earns considerably less than the other. The spouse or partner with less income then comes under tax bracket 5. Note that if the two spouses or partners earn about the same amount, tax bracket 4 is better for them.
**TAX BRACKET 4:**

Married couples/civil partners can apply annually for a factor to be applied. This considers the amount of income tax that is payable together under the income splitting system. Income splitting is a tax policy of fictionally attributing earned income of one spouse to the other spouse for the purposes of assessing personal income tax, thus reducing tax rates paid by the spouse who earns more and increasing rates paid by a spouse who earns less (or nothing).

**TAX BRACKET 5:**

Jobholders who are married/in a civil partnership are in this tax bracket if their spouse or partner comes under tax bracket 3.

**TAX BRACKET 6:**

This applies to all those who have a second job or additional income source.
TIPS AND ADVICES
DOCTORS AND EMERGENCIES IN GERMANY

Here are some typical expat questions regarding doctors and emergencies in Germany. Find out what to do if you feel sick on the weekend and why you have to call the fire brigade in order to get an ambulance in Germany.

“WHAT IF I DON'T FEEL WELL ON A SUNDAY OR AT NIGHT?”

Imagine: It's Sunday and all doctors are at home with their families. Where to go to? You are in urgent need of medical attention during the night or on the weekend? Then you can report to the Ambulanz or Notaufnahme ward (Accident and Emergency) at any hospital (Krankenhaus). For this just google "Krankenhaus + your city". There may also be weekend or emergency doctors who you could call at night. If it's very urgent call the emergency number 112. If it is not such a serious problem, you can call the nationwide 24-hour contact number 116, 117.

HERE IS A LIST OF ENGLISH-SPEAKING DOCTORS IN GERMANY:

www.dfa.ie/media/embassygermany/ourservices/Updated-2016-English-speaking-doctors-Germany.pdf
MENTAL HEALTH SUPPORT

The Sozialpsychiatrischer Dienst Hamburg provides professional assistance in cases of psychosocial crises and acute mental and psychiatric emergencies. Contact details and information on services is available at the website.

“EMERGENCY! WHO DO I CALL?!“

The emergency numbers in Germany are 110 (police) and 112 (fire brigade). Strangely enough, in Germany you call the fire brigade in case of health-related emergencies. They will ask you questions like where you are, what happened, and then forward your information to the nearest hospital. And if there’s a fire, then you don’t call the police, but also the fire brigade.

DETAILS FOR LAWYERS

Contact details for lawyers in Germany providing services in English are available on the www.anwalt.de website. Enter your city or state at the first search option, and then choose "Englisch" under "Sprache" (language) from the filtering options on the right. Embassies and consulates cannot provide legal advice, recommend individual lawyers, or pay for legal consultations.
EMBASSIES AND DIPLOMATIC MISSIONS

You find a list of the embassies and diplomatic missions in Hamburg here: www.consulby.com/embassies-in-germany/embassies-in-hamburg/all/

MY PASSPORT HAS BEEN STOLEN

In case your passport has been stolen or is lost you have to do the following:

1. You have to report the theft or loss at the nearest police station. The following link gives you the address of the police office in charge of your neighbourhood:
   www.hamburg.de/behoerdenfinder/hamburg/11262156/

2. You can then apply for a new passport at your embassy:
   www.embassy-worldwide.com/country/germany/
GERMAN ELECTRICAL SYSTEM

In Germany the standard voltage is 230 V and the frequency is 50 Hz. If the standard voltage in your country is in between 220 - 240 V, you can use electrical appliances in Germany. If the voltage and frequency for your device is the same as in Germany, then you only need to worry about the physical plug. The small difference between 110V and 120V is within the tolerances of most electrical devices (likewise for 220V and 240V). If the voltage for your device is not the same, then you will need a transformer or converter to convert the voltage. Giving a device a lower voltage than it was designed for is generally not dangerous; the device may not work correctly, but no dramatic failure is likely. Giving any device a voltage higher than it was designed for is dangerous and will very likely damage the device. If you put 230 volts into a device designed for 110 it may melt, catch fire, or even explode. For more information on electricity please refer to: wikitravel.org/en/Electrical_systems

WASTE SEPARATION IN GERMANY

Germany is a highly innovative country in terms of waste separation and recycling, and has one of the highest recycling rates in the world. To protect the environment, you should also separate your household waste during your time in Germany.

Glass:
Glass bottles (wine, juice, cooking oil, etc.) or any other glass articles must be thrown into the bottle bank. Please do not dispose of any pottery or porcelain articles here. Bottle banks can be found in any district.

Paper:
Newspapers, magazines, boxes, paper bags, books, or anything else made of paper have to be thrown into a paper container. Please do not dispose of dirty paper (e.g. pizza cartons, etc.), laminated carton, or any other paper treated with synthetics (e.g. milk cartons, etc.)

Residual waste:
Cold ash, cigars, hygienic paper, dirty paper, and any organic-waste must be thrown into the grey bin of your flat or house. Please do not put in special waste like broken electrical devices, batteries, and oil. For detailed information on waste separation, please click here: www.stadtreinigung.hamburg/privatkunden/abfallabc/
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