

Applying as a guest student at the HAW Hamburg for the summer semester 2019 - What to expect and when?

Dear applicant,

We are very happy that you chose the University of Applied Sciences Hamburg for your semester abroad. The process of moving to a foreign country and starting at a new university can be full of uncertainties.

With this timeline we want to give you an idea of what to expect and when to expect it*:

Before you come to Hamburg	1. September 2018 – 30. October 2018	Application period	During that time you need to submit all of the required application documents.
	1. November 2018 – 20. November 2018	Application revision	The student exchange coordinators at HAW Hamburg will revise your application. You will be informed about their decision by eMail.
	20. November 2018 – 30. November 2018	Acceptance	If you have transferred the semester contribution, you will receive an official acceptance letter by eMail or post (for students needing a visa).
	20. November 2018 – 1. December 2018	Visa Application	After you receive your acceptance letter you can apply for a visa (in case you need one). For students from China: You will be given an ASP-Number for your visa application.
	23. November 2018 - 8. December 2018	Health Insurance	Only relevant for students who need a visa: If you filled out and uploaded the AOK form you will get a confirmation of health insurance. This you can submit to the German consulate if asked.
	In December	Payment semester contribution	If you have been accepted you have to pay the semester contribution of about € 290 by the 20th December order to ensure your place for the exchange semester at HAW Hamburg. The bank details you will receive by eMail.
	4. December 2018 – 20. December 2018	Housing	During that time you will be informed whether you get a room at a student's residence hall (if you applied for one). Please mind that we are unfortunately not able to provide rooms for all of our guest students. If you cannot be provided with a room, please start looking for an accommodation as soon as possible as this can take some time.
	January 2019	Buddy	A student from the HAW Hamburg will be assigned as your Buddy. He/she will contact with you, help if you have any questions and usually pick you up from the airport when you arrive.

your stay in Hamburg	1. March 2019 – 31. August 2019	Summer Semester 2019	The winter semester at the HAW Hamburg stretches from March to the end of August. Your semester ticket for the public transport is valid as long.
	1.-3. March 2019	Arrival	We suggest you to plan your arrival in Hamburg in the first days of the semester.
	4. March 2019 – 10. March 2019	Welcome Week	We are organizing a Welcome Week for our international newcomers. During this week there are lots of fun events where you get to know your fellow students and the city of Hamburg.
	March 2019	Address Registration	Everyone who moves to Hamburg has to register with the local authorities.
	Within three months after arrival	Residence Permit	Students, who are not EU citizens or who were not given a six-month visa by the German embassy, also need to apply for a residence permit within 3 months of arriving in Germany.
	Middle of March 2019	Health Insurance Appointment	Relevant only for non-European students: You have submitted the AOK form or the AT11 form (if you come from Turkey) when you have applied for your guest semester at the HAW Hamburg. In order to finalize your health insurance you will have to go to the AOK appointment. You will be informed about the date and time in the next couple of months.
	11. March 2019 – 13. July 2019	Classes and exams	The classes are running during that time, the final exams typically take place during the last two weeks.
	Up to 4 weeks after the classes start	Finalizing Learning Agreement	You can discuss your choice of classes with your HAW Hamburg professors and coordinators and finalize your learning agreement.
	July 2019	Examination Period	The dates for the exams will be announced by your professors.
	4-6 weeks after the examination period	Transcript of Records	Your transcript of records will be send to your home university.
	15. July 2019 – 31. August 2019	Preparation for departure	You will have to deregister from the city of Hamburg and return the key to your room to the landlord. If you decide to stay for a second semester, please inform us as soon as possible and transfer the semester contribution after consulting with us.

We would kindly ask you to keep this timeline in mind. Please do not send us eMails with matters that are yet to come in the timeline. You will be informed about each step when the time comes.

In case you have urgent questions about your application or choice of courses, please contact your student exchange coordinators at HAW Hamburg or your home university. If you have any urgent questions to acceptance letters or health insurance confirmations, semester ticket or buddy programme, please contact studyabroad@haw-hamburg.de.

Kind regards,

Your International Team
HAW Hamburg

* Please mind that some of the dates might change due to unforeseen circumstances. In that case you will be informed by eMail.