



Welcome Guide for International Researchers at TUHH

Welcome to the Technical University Hamburg!

Starting a research stay or a new position in another country can be challenging and involves many administrative steps. The TUHH Welcome Guide for International Researchers provides you with a step-for-step introduction on how to organise, undertake and conclude your stay at TUHH. The Welcome Guide offers important information on central topics such as orientation on campus, visa and residence permits, registration and onboarding, finding accommodation in Hamburg, and more. For any further question you might have, the Welcome Guide will point you to the right point of contact to turn to, at TUHH or externally.

The Welcome Service for International Scientists is located in the Department of International Affairs. We are here to provide information, advice, and practical support around organising a research stay or a new appointment at TUHH to both international researchers and research guests as well as their host institutes at TUHH. If you still have any questions after consulting the Welcome Guide, please do not hesitate to contact us.

Contact details

Clara Stecklum
Am Schwarzenberg-Campus 3
21073 Hamburg
Building E, Room 0.044

Telephone: +49 40 30601 4176

Email: clara.stecklum@tuhh.de

Office hours: Thursdays 1 pm – 3 pm

Virtual Zoom consultation room:

<https://tuhh.zoom.us/j/83579439489?pwd=RaOGfb9hWlZGuTOExt0fbVhh6lb9qM.1>

Last updated: September 2026

1 Important Contacts and Services.....	3
2 External Services and Information Portals.....	6
3 Routes to TUHH	7
3.1 As a Member of Staff	7
3.2 As a PhD Student	8
3.3 As a Guest Researcher	8
3.4 As a Student Guest	9
4 Funding Opportunities	10
4.1 Funding a Research Stay at TUHH	10
4.2 Programmes for Researchers at Risk	11
5 Before Arrival.....	12
5.1 Visa and Residence Permit	12
5.2 Certificate of Admission	15
5.3 Health Insurance	15
5.5 Housing in Hamburg	18
5.6 Financial Preparation	21
5.7 Checklist: Before You Travel	22
6 After Arrival: Your First Steps in Hamburg	22
6.1 Administrative Steps After Arrival	22
6.2 Transport in Hamburg	23
6.3 Healthcare and Emergencies	24
6.4 Checklist: Your First Week in Hamburg	24
7 Arrival at TUHH.....	25
7.1 Registration of Your TUHH Status	25
7.2 TUHH Account and Email	25
7.3 Human Resources	25
7.4 Checklist: Your First Week at TUHH	25
8 Life and Connections in Hamburg	26
8.1 Learn German	26
8.2 Networks and Community	26

8.3 Catering on Campus	27
8.4 Discover Hamburg	27
9 Family	29
9.1 Family Reunification	29
9.2 Pregnancy and Childcare	29
10 Before Leaving Germany	30
10.1 Checklist: Leaving TUHH and Germany	30

1 Important Contacts and Services

Several university units support international researchers at TUHH. The following overview introduces the most important support services and their areas of responsibility.

C

Computer Centre

The [Computer Centre](#) offers support with TUHH accounts, email services, Wi-Fi, VPN, software and technical support.

Contact: Service Desk | Email: it-servicedesk@tuhh.de | Phone: +49 40 30601 4444 | Building L, Room 3.024 | Monday–Friday | 9:00 am–12:00 pm & 1:00 pm–4:00 pm

Conflict Consulting

The TUHH [Conflict Consulting](#) provides confidential support for conflicts in the workplace or research environment.

D

Doctoral Affairs and Habilitation

The [Doctoral Affairs Office](#) is responsible for formal doctoral admission, enrolment and doctoral procedures as well as habilitation procedures.

Contact:

Friederike Freund (A – K) | Email: friederike.freund@tuhh.de | Phone: +49 40 30601 2808

Thouraya Sasi (L – Z) | Email: thouraya.sasi@tuhh.de | Phone: +49 40 30601 3742

Building E, Room 0.035a

E

Equal Opportunities Office

The [Equal Opportunities Office](#) provides advice on equal opportunity, diversity and inclusion matters.

Contact: Charlotte Droste | Email: astrid.kroschke@tuhh.de | Phone: +49 40 30601 4673

F

Family Office

The [Family Office](#) supports researchers with childcare, pregnancy, parental leave, work-life balance and family-related questions.

Contact: Heike Emdal | Email: familienbuero@tuhh.de | Phone: +49 40 42878 3968 | Building G, Room 2.07

G

Graduate Academy

The [Graduate Academy](#) is a central point of contact for doctoral and postdoctoral researchers. It offers onboarding activities, transferable skills training, workshops, networking opportunities, individual counselling and career development support.

Contact: Lara Walkling | graduiertenakademie@tuhh.de | +49 40 30601 3752 | Building B, Room 1.005

H

Host Institute or Research Group

Your host institute is your primary academic point of contact. It is responsible for your research project, supervision, workplace arrangements, laboratory and research infrastructure access, and day-to-day academic matters.

Contact: Your supervisor, institute administration or designated contact person.

Human Resources Department

The [Human Resources Department](#) supports TUHH employees with contract matters, salary payments, leave, social security matters and personnel administration.

Contact:

Lisa Müller (civil servants and professors) | Email: lisa.mueller@tuhh.de | Phone: +49 40 30601 3402 | Building A, Room 3.02

Sebastian Schwart (employees) | Email: sebastian.schwart@tuhh.de | Phone: +49 40 30601 3301 | Building A, Room 3.03

O

Occupational Health Management

The [Occupational Health Management](#) promotes employee health and well-being through health promotion programs, counselling and preventive services.

R

Representative for Employees with Disabilities

The [Representative for Employees with Disabilities](#) advises employees with disabilities or chronic illnesses on accessibility and workplace support.

Contact: Kerstin Ohlfest | Email: kerstin.ohlfest@tuhh.de | Phone: +49 40 30601 2115 | Building E, Room 1013

S

Staff Council

The [Staff Council](#) represents the interests of TUHH employees and advises on workplace-related matters and employee rights.

Contact: Email: pr_vorstand@tuhh.de | Phone: +49 40 30601 3732 | Building D, Room 1017 – 1020

Staff Training and Development

[Staff Training and Development](#) offers professional development opportunities for TUHH employees through workshops, training courses and continuing education programs.

Contact: Bärbel Urbanek-Urbach | Email: urbanek-urbach@tuhh.de | Phone: +49 40 42878 3424 | Building G, Room 1.06

STUDIS – Admission and Registration

[STUDIS](#) is responsible for the registration of guest researchers who require an official registration at TUHH because they are not enrolled as PhD students or employed by TUHH.

Contact: Vanessa Hennke | Email: vanessa.hennke@tuhh.de | Phone: +49 40 30601 2700 | Building E, Room 0.026

T

TUHH Library

The [TUHH Library](#) provides access to books, journals, databases, electronic resources and study spaces. It provides literature searches and research-related information services.

Contact: Email: bibliothek@tuhh.de | Phone: +49 40 30601 2845 | Building J

U

University Sports

[University Sports](#) offers a wide range of sports courses, fitness classes and recreational activities for students and employees, including a fitness studio on campus.

Contact: Phone: +49 40 428 38 54 54 | Building F

W

Welcome Service for Researchers

The [Welcome Service](#) supports international researchers before and during their stay at TUHH. It provides guidance on visas, residence permits, registration procedures, onboarding, settling in Hamburg and general orientation. It can also direct you to the appropriate university service or external authority for specific questions.

Contact: Clara Stecklum | Email: clara.stecklum@tuhh.de | Phone: +49 40 30601 4176

2 External Services and Information Portals

EURAXESS Germany

TUHH is part of the EURAXESS network. EURAXESS is a European network that supports internationally mobile researchers. It provides information on visas, residence, health insurance, taxation, social security, funding and research careers.

<https://www.euraxess.de>

Federal Foreign Office

The Federal Foreign Office is Germany's foreign ministry and provides official information on entry and visa requirements, German missions abroad and family reunification.

<https://www.auswaertiges-amt.de/en>

German Academic Exchange Service (DAAD)

The German Academic Exchange Service (DAAD) promotes international academic exchange from and to Germany and provides information and funding opportunities for students, doctoral researchers and academics.

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

Hamburg Service Portal

The Hamburg Service Portal is the City of Hamburg's online portal for public administrative services such as address registration and other administrative procedures.

<https://serviceportal.hamburg.de>

Hamburg Welcome Centre

The [Hamburg Welcome Centre](#) is a central service point for international professionals and newcomers in Hamburg. It is responsible for residence permits for international skilled workers, researchers, students, and their families who come to Hamburg to live, work or

study. Visit the HWC Welcome Centre website for entry and residence matters, residence permit applications, and general questions about settling and working in Hamburg.

Contact: Email: info@welcome.hamburg.de | Phone: +49 40 428 54 5001

Make it in Germany

Make it in Germany is the German government's official information portal for international professionals interested in coming to Germany. It provides information on employment, immigration, health insurance, social security and everyday life.

<https://www.make-it-in-germany.com>

3 Routes to TUHH

If you are interested in TUHH as a place of work, research or study, but have not yet found your route to us, you'll find here the most common ways for international talents to join our university.

3.1 As a Member of Staff

TUHH, as a public university, advertises all open positions for scientific staff publicly. Under the following links you will find all currently available positions for scientific staff (both pre- and postdoctoral) as well as open calls for professorships at TUHH:

[Job openings for scientific staff](#)

[Job openings for professorships](#)

To apply as scientific staff, you will typically be asked to submit a cover letter, CV, degree certificates, and references. If you are outside of Germany, conducting an interview virtually is often possible. Travel costs however usually cannot be covered by the university. The selection process is carried out by the respective academic department. Afterwards, the hiring process is conducted by the Human Resources department.

Scientific staff are employed according to the collective agreement for the public service of the German federal states. Employment begins at salary group E13 with [this corresponding salary](#). Instead of applying for an advertised position, you may also initiate preliminary discussions with the research group you are interested in joining to discuss the possibility of acquiring suitable funding or project grants to finance a future position.

If you are interested in pursuing a professorship at TUHH, please consult the following resources: [Hiring requirements for W2 and W3 professorships](#) and [Appointment Process](#)

or contact the advisor for academic recruiting: Jacqueline Pohl | Email: berufungen@tuhh.de | Phone +49 40 42878 4321

3.2 As a PhD Student

If you are interested in conducting your PhD at TUHH, the first step is to find an academic supervisor. Please consult the overview over TUHH's [institutes](#) to find the research group most fitting to your area of interest. We recommend contacting a prospective supervisor with your CV, academic qualifications and a short summary of your intended PhD project. To be accepted as a PhD student at TUHH, you will need a Master's degree certificate with an overall grade of "good" (2.5) or better and a CV, using the TUHH application system [TUNE](#).

During the time of their PhD, candidates will be provided with the facilities needed and will participate in the scientific discussions and may support the teaching activities of the faculty. In addition, PhD candidates are invited to participate in networking activities and workshops offered by the TUHH's [Graduate Academy](#). Candidate will present intermediate results in form of papers and on conferences as well as write a doctoral thesis. The standard duration for a PhD at TUHH is about 3–4 years.

Usually, candidates are not financially supported through their TUHH institute. There are several external foundations including the German Academic Exchange Service where you may apply for a PhD scholarship to cover your cost of living: [DAAD database of funding options](#). You may also work as academic staff at TUHH while completing your PhD (see [3.1 As a Member of Staff](#)). In some cases, TUHH institutes may offer financial support to candidates through industrial funding. For further information, please review [Research Funding at TUHH](#).

For more information on pursuing a doctorate at our university, go to [Doctoral Degrees and Habilitation](#) or contact the examination office:

Friederike Freund (A – K) | Email: friederike.freund@tuhh.de | Phone: +49 40 30601 2808

Thouraya Sasi (L – Z) | Email: thouraya.sasi@tuhh.de | Phone: +49 40 30601 3742

3.3 As a Guest Researcher

Research stays at TUHH are generally organised in a decentralised manner by the host institutes. If you are interested in a guest stay at TUHH and do not yet have an existing research collaboration, consult the overview of TUHH [institutes](#) to identify potential cooperation partners. As a guest researcher, you will be registered at TUHH and thereby gain access to central TUHH services, such as IT services. Further information can be found under section [6.1 Registration of Your TUHH Status](#).

The host institute will support you in organising and carrying out your stay. If you require any further support, f.i. on administrative questions such as visa, residence status, housing, health insurance, please contact the Welcome Service for International Researchers.

Contact: Clara Stecklum | Email: clara.stecklum@tuhh.de | Phone: +49 40 30601 4176

3.4 As a Student Guest

Please note that if you are a BA/MA student coming to TUHH as a research intern or thesis candidate, you will not be enrolled as an exchange student. Therefore, you will not be able to attend study courses and transfer credits points to your home institution.

You will be registered by TUHH as a guest researcher. For more information, consult [6.1 Registration of Your TUHH Status](#).

Thesis Project and Internship

If you would like to carry out individual project work within your thesis at TUHH or if you are interested in doing an individual internship at TUHH, contact your intended supervising professor directly in one of the [TUHH Research Institutes](#) according to your research subject. Individual internship projects as well as projects for completion of Bachelor or Master thesis are usually carried out at the TUHH or with co-supervision of an external institution or company. The supervising TUHH professor defines the required documentation and presentation of the student's project.

Erasmus Traineeship

Students coming to TUHH from partner universities are treated as regular interns at departments of TUHH, with the exception that they might receive a grant from their home university through the Erasmus student mobility for traineeship programme (SMP or SMT). No bilateral Erasmus agreement is needed. A Learning Agreement of Erasmus traineeship will be issued by the sending institution and has to be signed by the direct TUHH supervisor of the internship.

Erasmus traineeships must last at least 2 months in order to be eligible for funding. The working hours should correspond to the full-time hours customary in the respective country. Erasmus traineeship (SMP/SMT) is not to be confused with Erasmus student mobility for studies (SMS), also called Erasmus student exchange.

Internship Programmes with Partners

Students from the TUHH partner institutions University of Waterloo and University of Berkeley who come to TUHH for a research stay or internship are considered regular student assistants at the TUHH institute and are enrolled at TUHH as exchange students.

For further information, please contact the Institute of Mechanics and Ocean Engineering. The institute will support you with the application and enrolment process.

Scientific Coordinator: Prof. R. Seifried | Email: robert.seifried@tuhh.de

Programme Coordinator: Nathalie Bauschmann | Email: nathalie.bauschmann@tuhh.de |

Phone: +49 40 30601 2209

ECIU

The ECIU University is an educational network at the European level, supported by 12 partner universities. As part of the [European Consortium of Innovative Universities](#), TUHH offers students from the educational network diverse opportunities for challenge-based learning. Students may choose challenges or micro-modules as short learning units or individual courses within their study programme, without having to complete the entire module or programme. These can be credited with ECTS points according to their scope.

4 Funding Opportunities

4.1 Funding a Research Stay at TUHH

For your convenience we have compiled the most important funding organisations and programmes that support research mobility in Germany. For more detailed information, consult [EURAXESS'](#) extensive overview on research funding, mobility and careers in Europe.

PhD students at TUHH may be eligible for scholarships offered through the Department of International Affairs. Please see our [current calls for applications](#) for eligibility.

Programme	Funding	Duration	Target Group	Call Cycle
Alexander von Humboldt Foundation – Humboldt Research Fellowship	Fellowship for an independent research project with a host in Germany	Postdocs: 6–24 months; experienced researchers: 6–18 months;	Postdocs up to 4 years after PhD; experienced researchers up to 12 years after PhD	3 calls per year
Alexander von Humboldt Foundation – other programmes	Specialised fellowships, awards, and professorships; partly country- and discipline-specific	From 6–24 months for fellowships to up to 5 years for professorships	From postdocs to internationally leading/senior researchers	Programme-specific
DAAD – Research Grants in Germany	Scholarship, insurance and travel allowance for research stay	Doctoral candidates: 2–12 months; early postdocs: 2–6 months	International PhDs and early postdocs; country eligibility varies	Country-specific annual calls

DAAD – Doctoral Programmes	Full scholarship for doctoral programme in Germany	Up to 4 years	International graduates; country eligibility varies	Country-specific annual calls
DFG – Emmy Noether Programme	Funding for an independent junior research group	Up to 6 years	Early-career researchers, normally up to 4 years after PhD	Rolling application
DFG – Heisenberg Programme	Fellowship or position plus research funding	Up to 5 years	Advanced postdocs who meet the requirements for a professorship	Rolling application
Marie Skłodowska-Curie Actions – Postdoctoral Fellowships	Salary/living allowance for employment by German host	12–24 months	International postdoctoral researchers	Annual EU call
ECIU – Researcher Mobility Fund	Travel cost grant of up to €5,000	minimum of 5 days	Researchers and PhD candidates based at a member institution of ECIU	Rolling application

4.2 Programmes for Researchers at Risk

TUHH wishes to assist researchers at risk in continuing their research career and to provide support for researchers suffering persecution and oppression. The programmes listed below can provide funding to continue your doctoral studies or research at TUHH.

Programme	Funding	Duration	Target Group	Call Cycle
Alexander von Humboldt Foundation – Philipp Schwartz Initiative	Research fellowship at a German research institution	24 months, with an extension of up to 12 months	Researchers at risk from countries outside the EU with a PhD or equivalent research experience	Two cycles per year
DAAD – Hilde Domin Programme	Scholarship for doctoral studies in Germany	Up to 48 months	At-risk students whose right to education is denied in the country of origin	Two cycles per year
DFG – Walter Benjamin Programme	Funding for a postdoctoral research position in Germany	Up to 24 months	Refugee/at-risk researchers wishing to conduct an independent research project in Germany	Rolling submission
IIE – Scholar Rescue Fund	Funding of a temporary position at a German host research institution	1 year, with the possibility of applying for a second year	PhD holders facing threats to their lives, liberty, or academic careers worldwide	Rolling submission; applications reviewed at least quarterly

**Scholars at Risk–
Placement
Programme**

Facilitation of a temporary position at a SAR member institution

Typically, 6 months–2 years, often one academic year

Researchers facing serious threats because of their academic work, identity or circumstances

Rolling submission

5 Before Arrival

5.1 Visa and Residence Permit

Visa

If you require a visa to enter Germany, please apply as early as possible at the German embassy or consulate of your place of residence. Visa processing can take several weeks or, in some cases, several months.

Citizens of EU/EEA countries and Switzerland do not require a visa to enter Germany.

Citizens of certain other countries including Australia, Canada, Israel, Japan, New Zealand, South Korea, the United Kingdom, and the United States may enter Germany without a visa and apply for a residence permit after arrival. Please note that visa-free entry does not automatically permit you to begin working. Depending on your nationality and the purpose of your stay, you may need to obtain a residence permit before starting employment. Consult this [overview](#) to learn more about the visa requirements or possible exemption for entry for your nationality.

Researchers from non-EU countries may be required to demonstrate sufficient financial resources when applying for a visa or residence permit. The accepted documents and required amount depend on your nationality, funding source and visa status. For the current requirements, please contact the German embassy or consulate responsible for your place of residence or consult the [Federal Foreign Office](#).

For further information on visa requirements and application procedures, please visit:

- [Federal Foreign Office – Visa Information](#)
- [German Missions Abroad](#)

Short-term research stays (Schengen Visa – Type C)

This visa allows researchers to visit Germany and other Schengen countries for up to 90 days for academic purposes such as conferences, workshops, or short research projects. Applicants need an invitation from a German institution, proof of accommodation, travel insurance, and sufficient funds. It does not permit employment beyond research activities.

Please note that a short-term Schengen visa is generally not intended for conversion into a residence permit for a long-term stay. If you intend to stay in Germany for more than 90 days, make sure you apply for the appropriate visa before travelling.

Long-term Research Stays (National Visa – Type D)

Researchers: For research stays longer than 90 days, researchers may apply for a National Visa at a German embassy or consulate under Residence Act § 18d for Research. A hosting agreement with a recognised research institution is required. This visa permits research-related employment. For more information, visit: www.make-it-in-germany.com/en/visa-residence/types/other/research

PhDs: PhD students coming to TUHH as long-term enrolled students may apply for a Study Visa Type D under Residence Act § 16b for Studies. For more information, visit: www.make-it-in-germany.com/en/visa-residence/types/studying

Interns: Students coming to TUHH for a research internship or thesis project may apply for a visa under Residence Act § 16e for an EU-related internship. For more information, visit: www.make-it-in-germany.com/en/visa-residence/types/other/internship

EU Blue Card

The EU Blue Card is a residence and work permit aimed at highly qualified non-EU nationals who have a recognised university degree and a binding job offer or employment contract in Germany. To qualify, the offered position must meet a minimum salary threshold. The Blue Card grants the holder the right to live and work in Germany and also facilitates mobility within the EU. It offers a faster path to permanent residency compared to other permits and allows family members to join the Blue Card holder with simplified visa and work rights. The Blue Card is valid for up to four years or the duration of the employment contract plus three months. It is ideal for researchers who seek long-term career opportunities in Germany with strong legal and social security protections.

For more information, visit: <https://www.make-it-in-germany.com/en/visa-residence/types/eu-blue-card>

Researcher Mobility within the EU (REST Directive)

Researchers from non-EU states who hold a valid residence permit for the purpose of research issued by another EU member state may carry out part of their research project in Germany without applying for a new German visa or residence permit. This is based on the EU REST Directive (Directive (EU) 2016/801). Short-term researcher mobility is possible for up to 180 days within a 360-day period. For longer research stays, researchers must apply for a national visa for Germany. To use the REST Directive, your stay will be registered by TUHH directly with BAMF using to following documents:

- a residence title from the first EU State issued for the purpose of research
- a recognised, valid passport
- a hosting agreement or contract with the host research facility
- proof that you can support yourself (incl. proof that you have health insurance)

For more information, visit: [Researcher Mobility \(REST Directive\)](#)

Doctoral researchers from non-EU states who hold a valid residence permit for study purposes issued by another EU Member State are covered by the student mobility provisions of the REST Directive accordingly.

For more information, visit: [Student Mobility \(REST Directive\)](#)

To register your intended stay at TUHH under the EU REST Directive, please contact Clara Stecklum (clara.stecklum@tuhh.de).

Important: The REST Directive may only be applied if the purpose of residence remains unchanged. This means that for example a person holding a residence permit for studies in another EU state may not make use of the REST Directive to undertake a research stay in Germany. In such cases, a new visa for the appropriate purpose must be obtained.

Fast-track Procedure for Skilled Workers

The [fast-track procedure](#) for skilled workers can greatly shorten the administrative procedure in the period between an employment offer and the beginning of employment for international researchers coming to TUHH as staff and. At TUHH, the fast-track procedure for skilled workers is carried out by the Human Resources Department on behalf of the future employee and the employing institute. Please contact your responsible case officer within the department to carry out the procedure.

To apply for the fast-track procedure for skilled workers, a power of attorney for your future employee is needed. The following additional documents will also be required:

- A copy of foreign skilled worker's passport
- Proof of their professional qualifications

Hosting Agreement

Researchers from non-EU countries coming to Germany under Residence Act § 18d Research need a [Hosting Agreement](#) as part of their visa application.

A Hosting Agreement is an official document issued by TUHH to confirm the purpose and duration of your research stay. Please send the completed Hosting Agreement to Clara Stecklum (clara.stecklum@tuhh.de) so that it can be signed on behalf of TUHH. Please note that the hosting agreement must be signed by the university management rather than your scientific supervisor in order to be legally binding.

By contract, if you require an invitation letter for your visa application, please contact your TUHH supervisor or host institute for this purpose.

Residence Permit

Citizens of EU and EEA countries and Switzerland do not require a German residence permit. Most researchers from countries outside the EU, EEA and Switzerland require an appropriate residence permit if they intend to stay in Germany for more than 90 days or undertake employment or research in Germany. If your national visa does not cover the full duration of your stay, you must apply for a residence permit before the visa expires.

The immigration authority responsible for your residence permit depends on your place of residence. If you live in Hamburg, applications can be submitted online via the [Hamburg Service Portal – Residence Permit Application](#). If you live outside Hamburg, please contact the immigration authority responsible for your place of residence.

5.2 Certificate of Admission

PhD students may download their certificate of admission from the application portal. TUHH does not send hard copies of the certificate of admission by post. A confirmation concerning study and living expenses may be found on page 2 of the admission letter.

5.3 Health Insurance

Health insurance is mandatory for everyone staying in Germany. You must have adequate health insurance coverage for the entire duration of your stay.

Check whether your existing health insurance is valid in Germany. If necessary, arrange suitable private or international health insurance before travelling. Keep your insurance certificate, as it may be required for your visa or residence permit application.

EU/EEA and Swiss Citizens

Researchers who are covered by statutory health insurance in another EU/EEA country or Switzerland may be able to use a European Health Insurance Card (EHIC) during a temporary stay. The EHIC provides access to medically necessary treatment within the public healthcare system in Germany. However, it does not cover all healthcare services and may not be sufficient if Germany becomes your usual place of residence.

Services covered by the EHIC in Germany:

- Medically necessary treatment: Medical care required due to illness or accident, including both outpatient and inpatient treatments.
- Emergency treatments: Immediate medical assistance in emergencies.
- Medications and remedies: Necessary prescription medications and treatments.
- Pregnancy care and childbirth: Services related to pregnancy and delivery.

- Dental treatments: Necessary dental care, such as treatment for acute toothache.

Services not covered:

- Planned treatments: Prior authorization is needed for scheduled treatments.
- Private services: Treatments provided privately or billed privately.
- Repatriation: Costs for transportation back to the home country.
- Non-medical costs: For example, search and rescue operations.
- Cosmetic or aesthetic treatments that are not medically necessary.

TUHH Members (Staff and PhD Students)

Researchers employed by TUHH: Researchers employed by TUHH are covered by the German social security system. Employees are usually insured through a German statutory health insurance provider. Staff must choose a statutory health insurance provider before starting employment and provide the required insurance information to Human Resources. Your health insurance contributions will be deducted automatically from your monthly salary. Depending on your income and personal circumstances, you may also choose a private health insurance offering an equivalent coverage (see below).

If family members accompany you to Germany, they will also require health insurance coverage. As an employee, your family may be covered through your insurance.

PhD students: PhD students enrolled at TUHH must possess either statutory health insurance or an equivalent private German insurance from the beginning of their studies. For the duration from their entry to Germany to the begin of studies, a temporary incoming travel health insurance is often sufficient for the first few weeks or months.

- 4 Choose a German statutory health insurance provider. You can find a [list of all the German statutory health insurance providers here](#).
- 5 Contact the provider and apply for membership.
- 6 The provider will issue proof of insurance and notify your employer electronically.
- 7 Human Resources will use this information to complete your employment registration.

On-campus contact – Techniker Krankenkasse (TK):

Manuela Bartels | E-Mail: manuela.bartels@tk.de | Phone: +49 40 460 65 10 14 12

Private Health Insurance

Staff members with a salary of 66.600 € yearly or more as well as civic servants (Beamte) may chose a private insurance provider instead. The same applies to students over the age of 30 who are studying over the standard period of study. While access to health services is often listed as an advantage of private health insurance, it does not provide free family coverage; each family member must have a separate contract and pay

individual premiums. Bear in mind that returning to statutory insurance is often difficult. To choose a private health insurance provider, consult the following [list](#).

Guest Researchers

Guest researchers at TUHH need to arrange their own health insurance. Depending on their circumstances, this may be private or international health insurance. Your insurance must provide adequate coverage for the entire duration of your stay. Proof of health insurance may be required when applying for a visa or residence permit. Health insurance should therefore be arranged before travelling to Germany.

Please note that travel insurance is generally not sufficient for a stay in Germany, as it often does not provide comprehensive medical coverage or meet the visa requirements.

Short-term research stays (Schengen Visa – Type C)

For a Schengen visa, the following conditions for your health insurance apply:

- Minimum coverage: The insured amount must be at least 30,000 euros.
- Scope of validity: It must be valid in all member states of the Schengen Area.
- Duration of coverage: The protection must cover the entire duration of the intended stay (from entry to exit).
- Scope of services: Costs for emergency medical assistance, emergency room treatment in a hospital, as well as medically necessary repatriation (including repatriation in case of death) must be covered.

Consult the website of the German embassy responsible for your place of residence, as embassies often provide a list of accepted national health insurance providers.

Alternatively, you may choose a German travel health insurance provider specialised in Schengen visa compatible insurance packages, by searching for Schengen health insurance, incoming insurance, guest insurance, or similar.

Long-term research stays (National Visa – Type D)

For a national visa/stays over 90 days, the requirements towards your health insurance are higher and you will need proof of health insurance with a coverage equivalent to German statutory health insurance.

Researchers holding a residence permit under §18d Residence Act may voluntarily enrol in the statutory health insurance if even if they do not hold an employment contract with their institution. Registration must be completed within three months after entry. For more information on this option, visit the [EURAXESS website](#).

German Academic Exchange Service offers an affordable [combined health, accident, and personal liability insurance](#) for interns, doctoral students, or researchers supervised or

funded by programmes of the DAAD or the European Union, partner organisations (AvH, DFG, etc.) or member higher education institutions of the DAAD that you may choose.

Alternatively, use this [list](#) provided University of Heidelberg to choose a private insurance provider for your stay in Germany or search for expat insurance in Germany.

5.5 Housing in Hamburg

Finding accommodation in Hamburg can be challenging, particularly for short stays. Rental prices are comparatively high, and furnished accommodation is often in strong demand. We therefore recommend beginning your housing search as soon as your stay at TUHH has been confirmed. You may also wish to consider accommodation in other districts other than Harburg with good public transport connections to the TUHH campus.

If you have not secured long-term accommodation before travelling, consider booking temporary accommodation for your first weeks in Hamburg.

Avoiding fraudulent offers: When searching for accommodation, never transfer money before verifying the accommodation and the landlord, be cautious of unusually low rents, request a written rental agreement, check all costs carefully before making any payment.

Accommodation for Researchers

Please note that TUHH does not offer its own guesthouse.

There are two institutions in Hamburg catering specially to international scientific guests. Both have a minimum stay period of 6 months and offer one or two bed apartments.

[Europa-Kolleg Hamburg](#)

Europa Kolleg Hamburg is an advanced postgraduate institute specializing in European and international studies. It offers accommodation for international researchers and scholarship holders coming to Hamburg.

[University of Hamburg Guest House](#)

Please note that this guest house is intended for guests coming to University of Hamburg. However, depending on availability, the University of Hamburg Guest House may also accommodate researchers hosted by TUHH. Availability cannot be guaranteed.

Student Halls

PhD students enrolled full-time in Hamburg may apply for affordable accommodation provided by the Studierendenwerk Hamburg, which manages various student halls of residence across the city. These student halls offer furnished rooms or apartments with shared facilities, fostering a supportive community atmosphere. Priority is usually given to international and new students. It is advisable to apply early.

To apply for Hamburg's public student halls, visit

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

Alternatively, the following overview included private student halls as well, such as offered for instance by faith-based institutions: <https://www.stuwo.de/wohnheim-region/hamburg/>

Medium-stay Furnished Rentals

The following boarding houses offer furnished rooms with a minimum stay of 3 to 6 months. They are however normally not in the economy price segment.

https://www.the-fizz.com/en/student-accommodation/hamburg/
https://www.stuart-apartments.com/?lang=en
https://www.boarding-house-hamburg.de/en/
https://www.hhws.de/en/home/
https://zimmeri.apartments/en/
https://www.phnx.me/
https://www.urban-living-hamburg.de/en/
https://www.felixx-student.de/en/student-residences/hamburg-harburg/
https://www.stacey.de/hamburg
https://elevon-apartments.de/en/hamburg-furnished-apartments-2/

In addition, the following websites offer furnished housing in professionally run apartments:

https://housinganywhere.com/de/
https://www.homecompany.de/
https://wunderflats.com/de
https://joinlifex.com/hamburg/homes

Flatshares

Students and researchers living on a limited budget often live in privately organised flat shares. For those coming to TUHH for a limited period of time, it is worthwhile to check these platforms for sublet offers, as people regularly sublet their rooms when they go out of town. When applying to join a shared flat, it is important to include some personal information about yourself, such as your interests, hobbies, and what you will be doing in Hamburg in order raise your future flatmates' interest in you as a potential housemate.

Rooms in flatshares may be found on the following websites:

<https://www.wg-gesucht.de/>

<https://www.kleinanzeigen.de/s-auf-zeit-wg/c199>

Renting an Apartment

Various websites and apps for finding an apartment can offer a first insight into how much a suitable apartment will cost you. Many private landlords also offer their apartments online so that you can directly apply online. In addition, it is worth looking for accommodation on social media and messengers like Telegram. There are many groups there where people are looking for and offering apartments or shared apartments.

Rentals in Germany usually require a security deposit of up to three months' basic rent, which is refunded when you move out, provided there is no outstanding rent or damage.

Documents commonly requested:

- passport or identity card,
- proof of income, scholarship or financial resources,
- employment contract, invitation letter or hosting confirmation,
- completed application form,
- SCHUFA credit report (if available),
- previous landlord references (if available).

Newly arrived researchers may not yet have all of these documents. In such cases, explain your situation and provide alternative proof of funding or employment where possible.

Real estate portals: Some of the common websites used for real estate include

<https://www.immobilienscout24.de/>

<https://www.immowelt.de/>

SAGA: SAGA is Hamburg's largest municipal housing company and offers affordable and well-maintained rental apartments across Hamburg.

Look for available apartments: <https://www.saga.hamburg/>

Set up a profile for interested tenants under <https://tenant.immomio.com/>

Orchideenquartier: The [Orchideenquartier](#) in Buxtehude is a new real estate development offering available housing with a good connection to TUHH via public transport. From Buxtehude train station, take the S5 S-Bahn directly to Hamburg-Heimfeld.

Cooperatives: There are several housing cooperatives that own and rent out apartments. These housing cooperatives often work with a waiting list. You can contact them and ask

for a spot on the waiting list. In many cases, this can be done through their website. Finding an apartment through a cooperative usually takes longer than with other landlords. However, cooperative apartments are often cheaper.

Find an overview over Hamburg's housing cooperatives under:

<https://wohnungsbaugenossenschaften-hh.de/hier-sind-wir-zuhause/>

TUHH Bulletin Board

The TUHH offline housing exchange is located in Building I opposite Audimax II. It is worthwhile to check this board regularly for housing options offered by TUHH members.

Word of Mouth

This is possibly the most important strategy to find new accommodation, as it relies on personal recommendations from friends, family, or colleagues. Trusted sources often provide reliable information about available housing options that might not be advertised publicly. Additionally, word of mouth can help you learn about the reputation of landlords and neighbourhoods, making the search more efficient and trustworthy.

Do not be shy to ask your future hosts and co-workers for help in searching a room and ask them to let you know if they hear of any openings that might be of interest to you.

5.6 Financial Preparation

Even if your employment or funding has already been confirmed, you should have sufficient funds available for your first weeks in Germany. Your first salary or scholarship payment may not be available immediately, while several initial expenses may arise shortly after arrival.

Expense (Last updated: August 2026)	Hamburg
Rent (one bedroom, city centre)	€1,166
Rent (one bedroom, outside city centre)	€826
Meal for two people (mid-range restaurant)	€80
Meal for one at a cheaper restaurant	€18
Grocery bill	€33.37
Utilities (85m²)	€315
Taxi start, regular tariff	€6
Gym	€42.60

The costs of living in Hamburg are rather high. Here you can get a detailed up-to-date [overview of cost of living in Germany](#).

Broadcasting Contribution

Households in Germany generally have to pay the broadcasting contribution of €18.36 per month. The contribution is charged per household, not per person. In shared accommodation, another resident may already be paying it, so be sure to check before setting up an account. You can find the current contribution rate on the [official website](#).

5.7 Checklist: Before You Travel

- Find a supervisor or host institute
- Confirm your status (guest researcher, employee or doctoral researcher)
- Arrange health insurance
- Obtain a hosting agreement or letter of invitation (if required)
- Apply for a visa (if required)
- Find accommodation
- Prepare financial proof (if required)
- Prepare your travel documents

6 After Arrival: Your First Steps in Hamburg

6.1 Administrative Steps After Arrival

Registering Your Address

Anyone (EU and non-EU) who moves into accommodation in Germany for longer than 3 months must register their address with the local authority. In Hamburg, registration should generally be completed within two weeks of moving into your accommodation.

To register, you will usually need:

- your passport or identity card,
- a completed registration form,
- a confirmation from your landlord.

Appointments can be booked online via the [Hamburg Service Portal](#).

After registration, you will receive an official registration certificate. Registration is also required for many administrative processes in Germany, including:

- opening some bank accounts,
- receiving your Tax Identification Number,
- applying for a residence permit.

Important: If you live outside Hamburg, you must register your address with the municipality where you live.

Residence Permit

Researchers who require a residence permit but were able to enter Germany without a visa should apply for their residence permit as soon as possible after arrival. Please refer to [Section 3.2](#) for further information on residence permits and application procedures.

Tax Identification Number

After registering your address, you will automatically receive a Tax Identification Number by post. If you are employed in Germany, your employer will require this number for payroll and tax purposes. The Tax ID is issued automatically and remains valid for life.

Opening a Bank Account

If you will receive a salary, scholarship or other regular payments in Germany, opening a German bank account is recommended. It makes it easier to receive payments, pay rent and bills, and set up direct debits for recurring expenses such as health insurance.

Depending on your bank and residence status, you may also be able to use an account from another EU country or an international online banking provider. Please check with your employer, scholarship provider or bank whether this is suitable for your situation.

To open a bank account, you will usually need:

- a passport or identity card,
- proof of address or registration certificate,
- a certificate of enrolment (student accounts are often free), if applicable,
- a residence permit, if applicable.
- Requirements vary between banks, and some institutions may allow you to open an account before completing your address registration.

6.2 Transport in Hamburg

Public Transport

Hamburg has an extensive public transport network operated by the Hamburg Transport Association (HVV), including underground (U-Bahn), suburban (S-Bahn) trains, buses and ferries. Journey planning, timetables and ticket information are available via the [HVV website](#) and app.

Deutschlandticket

The Deutschlandticket allows unlimited travel on local and regional public transport throughout Germany (excluding long-distance and high-speed trains like IC, ICE).

Enrolled doctoral students receive a digital Deutschlandsemesterticket through their semester contribution. Click here for [Instructions for activating the ticket](#).

TUHH employees are eligible for the Deutschlandticket Job offered through the Free and Hanseatic City of Hamburg. With the Deutschlandticket Job, your employer contributes to your monthly subscription with an amount 15,75 € per month, making it cheaper for you to travel around Hamburg. [Register here](#) to use this option.

Guests who are neither enrolled students nor TU Hamburg employees can purchase the regular Deutschlandticket directly through HVV or another public transport provider.

Cycling

Hamburg has an extensive network of cycle paths and offers the [StadtRAD Hamburg](#) bicycle-sharing system for short-term bicycle rental.

6.3 Healthcare and Emergencies

Always carry your health insurance card or proof of health insurance, as it is usually required when visiting a doctor or hospital. For non-emergency medical issues, patients in Germany usually consult a general practitioner first, who can refer them to a specialist if necessary.

In medical emergencies, call 112 or go directly to the nearest hospital emergency department. For urgent medical problems that are not life-threatening and cannot wait until your doctor's office opens, contact the medical on-call service by dialling 116117.

Emergency Numbers

- Medical emergency / Fire brigade: 112
- Police: 110
- Medical on-call service (non-emergency): 116117

6.4 Checklist: Your First Week in Hamburg

- Move into your accommodation
- Register your address
- Apply for a residence permit (if required)
- Open a bank account (if required)
- Check whether you have received your Tax Identification Number
- Activate your public transport ticket (if applicable)
- Save emergency numbers

7 Arrival at TUHH

7.1 Registration of Your TUHH Status

If you are not an enrolled PhD student or employed at TUHH, to access university facilities and digital services, you will need to register with the university as a guest researcher.

This includes research guests as well students who come to TUHH as a research intern or for thesis work. The registration is carried out by STUDIS – Admission and Registration using a [form](#) that will ask your personal details, duration of stay and affiliation at TUHH. Usually, your hosting institute will assist you with filling out this form. Once your registration is completed, you will receive access to central TUHH services such as an IT account.

Contact: Vanessa Hennke | Email: vanessa.hennke@tuhh.de | Phone: +49 40 30601 2700 | Building E, Room 0.026

7.2 TUHH Account and Email

After your registration has been completed, your TUHH account will be activated. This provides access to your university email account and many digital services, including Wi-Fi, VPN and other IT systems. Official communication from TUHH is usually sent to your university email address, so you should check it regularly.

Further information: <https://www.tuhh.de/rzt/en/home>

7.3 Human Resources

Researchers employed by TUHH will be contacted directly by the [Human Resources](#) Department during the recruitment and onboarding process. If you have questions regarding your employment contract, salary or other personnel matters, please contact the responsible HR staff member.

7.4 Checklist: Your First Week at TUHH

Guest Researchers / Employees

- Complete guest registration (if applicable)
- Complete HR onboarding (employees)
- Activate your TU Hamburg account
- Set up your university email
- Connect to eduroam
- Meet your supervisor or institute
- Arrange workplace access

Doctoral Researchers

- Register through the PhD Office
- Activate your TU Hamburg account
- Set up your university email
- Connect to eduroam
- Download your student ID
- Activate your Deutschlandsemesterticket
- Meet your supervisor
- Get to know the Graduate Academy

8 Life and Connections in Hamburg

8.1 Learn German

German Courses

TUHH offers different [German courses](#) depending on your status and language level. TUHH offers language courses in cooperation with the Hamburger Volkshochschule (VHS). Doctoral students may participate in these courses, and TUHH employees may participate if places are available. Starting from fall 2026, TUHH will also offer German courses designed specifically for academic staff. More information can be found under www.tuhh.de/tuhh/en/international/campus-international/researchers.

Language Cafés and Language Tandems

In addition to formal courses, TUHH offers informal opportunities to practice languages and meet new people to doctoral students.

- [Language Cafés](#) are open conversation groups where participants meet regularly to practice different languages. Everyone is welcome to join or start a new café.
- Language Tandems pair two people who help each other learn their native languages through regular conversation.

Contact: Kathrin Heuking | Email: kathrin.heuking@tuhh.de | Phone: +49 40 30601 3503 | Building G International Affairs

8.2 Networks and Community

Building a professional and social network is an important part of your stay at TUHH. Throughout the year, the university offers a variety of opportunities to meet researchers, students and colleagues from Germany and around the world.

PhD Students

Welcome Weeks: The [Welcome Weeks](#) introduce new international PhD students to university life in Hamburg through information sessions, campus tours and social activities.

Semester Programme: The [Intercultural Hub](#) organises international get-togethers, excursions, workshops and networking events throughout the semester to strengthen the international campus community.

Campus Events: TUHH hosts [regular events](#) such as the Summer Festival, TUHH Goes Music and public lectures, providing opportunities to meet colleagues and become part of the university community.

All Researchers

Graduate Academy Welcome Events: The [Graduate Academy](#) organises onboarding events for doctoral researchers and postdoctoral researchers, including its Spring and Fall Welcome Events, as well as workshops and networking opportunities.

Hamburg Research Academy: The [Hamburg Research Academy](#) offers workshops, career development programs and networking opportunities for doctoral researchers, postdoctoral researchers and other early-career researchers across Hamburg.

HRA organises monthly [City Walks](#) which allow you to see Hamburg from a different perspective and to exchange and network with Hamburg researchers.

University Sports: Students and employees can participate in the [University Sports](#) programme, which offers a wide range of sports courses throughout the semester.

8.3 Catering on Campus

The Studierendenwerk Hamburg operates a cafeteria on the Harburg campus with daily changing meals as well as a pasta and salad bar, where students and staff can eat at affordable prices. The prices are tiered between students, staff, and guests. Consult the [cafeteria website](#) for the current menu and prices. In addition, the campus hosts [Café ZessP](#), which offers coffee specialties, snacks, cakes, freshly prepared salads, baked potatoes, and pasta dishes.

8.4 Discover Hamburg

Hamburg is a lively port city known for its waterfront, green spaces, historic neighbourhoods and diverse cultural scene. From the Inner and Outer Alster lakes to the harbour, Speicherstadt and HafenCity, there are many places to explore both in and around the city centre. Popular places to spend time include the Jungfernstieg and the

Alster, the Landungsbrücken by the harbour, and the cafés, parks and cultural venues found throughout Hamburg's different districts. To learn more about cultural events, visit:

- Hamburg Cultural Events: <https://www.hamburg.de/kultur>
- Kulturlotse Hamburg: <https://www.kulturlotse.de/>

Highlights in Hamburg

Elbphilharmonie: An architectural masterpiece and concert hall located in the HafenCity district, offering stunning views of the city and harbour as well as classical music concerts.

Planten un Blomen: A large urban park known for its beautiful botanical gardens, water light concerts, and green spaces.

International Maritime Museum: Exhibits the history of shipping and navigation with vast collections of ship models and maritime artifacts.

Reeperbahn: Hamburg's famous entertainment and nightlife district, located in St. Pauli, with bars, clubs, theatres, and live music venues.

Port of Hamburg: Known as the "Gateway to the World," you can take a boat tour to explore one of Europe's largest and busiest ports. [HADAG](#) offers a ferry service that can be used with normal HVV tickets, including the Deutschlandticket.

Fish Market: A lively Sunday market by the Elbe River where you can buy fresh seafood and enjoy local snacks and music.

Kampnagel: Hamburg's largest independent theatre and cultural centre, specializing in contemporary performing arts, music, and avant-garde productions, located in a former industrial complex in the Winterhude district.

Miniatur Wunderland: The world's largest model railway exhibition, showcasing incredibly detailed miniature landscapes and cities.

Archaeological Museum Harburg: Showcases Harburg's local history and archaeological finds, highlighting the region's development from prehistoric times to the present.

Harburg Theatre: A local theatre offering diverse performances including plays, musicals, and concerts with a focus on community and cultural engagement.

9 Family

If you are relocating to Germany with your partner or children, or if your family joins you during your stay, the TUHH [Family Office](#) is your central point of contact for family-related questions.

The Family Office provides confidential counselling on:

- childcare and schools,
- pregnancy and parental leave,
- balancing family life with work or research,
- financial support for student parents,
- family-friendly services at TUHH,
- external authorities and advisory services.

Contact: Heike Emdal | Email: familienbuero@tuhh.de | Phone: +49 40 42878 3968 | Building G, Room 2.07

9.1 Family Reunification

Researchers from outside the EU who wish to bring their spouse, registered partner or children to Germany may need to apply for a family reunification visa before their family members travel. The requirements depend on your nationality, residence status and the nationality of your family members. Depending on their residence status, family members may also need a residence permit after arrival.

For further information, visit <https://www.make-it-in-germany.com/en/visa-residence/family-reunification/spouses-joining-citizens-non-eu>

If you need assistance with your family reunification visa, please contact the Welcome Service for Researchers.

9.2 Pregnancy and Childcare

If you are expecting a child during your stay at TUHH, the Family Office can provide guidance on maternity protection, parental leave, childcare and family-friendly working or studying arrangements. Employment-related questions for TUHH employees are handled by the Human Resources Department.

Because childcare places in Hamburg are in high demand, parents are encouraged to begin their search several months in advance. The Family Office can explain the childcare system and help identify suitable providers. Student parents can also receive [counselling for students with a child](#) from Studierendenwerk Hamburg, including information on financial support, benefits and balancing studies with family life.

School attendance is compulsory in Germany from the age of six. Families may choose between public, bilingual and international schools, depending on their child's needs. The Family Office can provide initial guidance, while detailed information on the Hamburg school system is available from the City of Hamburg.

10 Before Leaving Germany

Before leaving Germany, remember to complete any remaining administrative formalities. Depending on your circumstances, this may include:

- deregistering your address if you are leaving Germany permanently,
- informing the immigration authority if your residence will end,
- terminating contracts such as your rental agreement, health insurance, internet, mobile phone or electricity services (notice periods may apply),
- closing your bank account, if required,
- returning university property, including keys, access cards, library materials and IT equipment.

Before your departure, check with your host institute and, where applicable, the Human Resources Department whether any additional departure procedures are required. If you are moving to another institution, the Department of International Affairs can advise you on any remaining administrative steps.

10.1 Checklist: Leaving TUHH and Germany

- Inform your institute of your departure
- Complete HR, STUDIS or PhD Office formalities (if applicable)
- Return university property (keys, cards, IT equipment, library materials)
- Request certificates or references
- Terminate your rental agreement and other contracts
- Inform your health insurance provider
- Deregister your address
- Inform the immigration authority (if required)
- Close your bank account (if required)
- Keep copies of important documents
- Provide a forwarding address
- Settle any outstanding taxes, broadcasting contributions or other payments