

Dear prospective students in the international Master's programmes,

There are a lot of things to do before your Master's programme at TUHH starts in October 2023. This guideline will inform you about the important things you need to get done before your departure to Hamburg. If you have been admitted to the Joint Master's program in G-TIME you will get separate information by email.

We created this information in December 2022, you can find an updated version with current information on the following website: <https://www.tuhh.de/tuhh/en/studying/before-studying/degree-courses/international-study-programs/how-and-when-to-apply.html>. On this website you can also find an overview of all orientation and induction events for new students in the international master 's programmes.

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

1. ADMISSION LETTER

You can download your certificate of admission (approval document) from the application portal. You will need it to apply for the visa, for a bank loan and later on for the German health insurance. Please note that TUHH doesn't send hardcopies of the certificate of admission by post mail. You can find a confirmation concerning study and living expenses on page 2 of the admission letter.

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

Proof of Financial Resources

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

Costs of Living and Semester Contribution

The costs of living in Hamburg are rather high. Students should count a minimum of €900 per month including accommodation, semester contribution and health insurance!

Each semester students have to pay a semester contribution of app. €360,-. A ticket for public transport (valid for 6 months throughout the public transportation network in Hamburg) is included within the semester contribution. New students will get the payment details after they have completed all the enrolment formalities. Especially at the beginning, students might be required to spend more than 900 Euros in a month (e.g. to pay a deposit when renting a room, for the semester contribution and the fees for your residence permit). It is therefore highly recommended to make sure that you have access to sufficient financial means.

3. APPLY FOR APS CERTIFICATE (SHOULD ALREADY BE DONE!)

Applicants from China, India and Vietnam will need an APS certificate for the visa application and for the personal enrolment at TUHH. We assume that all affected applicants have already taken care of the APS certificate before starting their application, as recommended. The enrolment deadline at TUHH cannot be extended due to a missing APS certificate!

TUHH has no influence on the awarding requirements and the awarding process at the APS! The awarding of the APS certificates can also not be accelerated by TUHH! With all other questions regarding the APS certificate, please contact the Academic Evaluation Centre in charge directly:

- Academic Evaluation Centre China: <https://www.aps.org.cn/>
- Academic Evaluation Centre India: <https://aps-india.de/>
- Academic Evaluation Centre Vietnam: vietnam.diplo.de/vn-vi

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

International students need a student visa to enter Germany! Visa application may take several months' time, for this reason you should apply for the student visa immediately! TUHH cannot accelerate the visa procedure. The enrolment deadline at TUHH cannot be extended due to a missing student visa! The TUHH does not issue certificates for applicants confirming that they can exceptionally come later than 04 October!

If you have to enter contact details in the visa application form please use the following address:
Technische Universität Hamburg
Studierendenservice
Am Schwarzenberg-Campus 3
21073 Hamburg

Students from the European Union (and some other countries) are exempted from this requirement. To check if you need a student visa and to get further information about the visa application please check the website of the German Embassy in charge of your place of residence: <https://www.auswaertiges-amt.de/en/ausserpolitik/laenderinformationen>

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

5. APPLY FOR ACCOMMODATION (APPLICATION PERIOD: (APP APRIL 27 – JUNE 15, 2023))

In Germany, public universities do not offer rooms in a student hall on campus and students do not automatically receive rooms when accepted by the university. They have to find accommodation by themselves! In Hamburg the accommodation situation for students is extremely difficult, as cheap accommodation is hard to find. It is very important to start the search for accommodation as soon as possible! **You have to arrange accommodation prior to your arrival. Do not trust on finding accommodation after your arrival!** In cooperation with the Studierendenwerk, who is the owner of the public student halls in Germany, the TUHH Accommodation Office can offer a limited number of Freshman Rooms in selected student halls and private housing. Please note, that there is a very high number of applications for rooms every year, therefore we recommend you to find accommodation by yourself before your arrival.

Application period: app. April 27 – June 15, 2023

Please check the following website for the exact application period: www.tuhh.de/rooms

Contact: rooms@tuhh.de
www.tuhh.de/rooms

If you choose a private room, be careful when it comes to transferring deposits! Only pay the deposit when you have seen the accommodation, signed the rental contract and received the keys!

6. SUBMIT THE DECLARATION OF ACCEPTANCE (BY SEPTEMBER 1, 2023)

For organizational reasons we need to get a clear idea of how many students intend to join our programmes. Please submit the declaration of acceptance by September 1, 2023. To do so please use the appropriate feature in the online application portal. The online enrolment option will only be available once you accepted our admission offer, but not before September 1, 2023.

If possible, please do not submit your acceptance letter until you know for sure that you will actually be coming to TUHH! Applicants from India should only submit the declaration of acceptance when they are sure that they will receive the APS certificate and visa in time.

7. PREPARE THE ENROLMENT DOCUMENTS AND PERSONAL ENROLMENT AT TUHH (BY OCTOBER 4, 2023)

Enrolment at the TUHH must be done in person!
It is not sufficient to send the enrolment documents by post mail!

App. on September 1, 2023 we will activate the enrolment-tool in the application portal:

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

You should do the online-enrolment with a computer, doing it with a smart phone might cause problems!
After you have submitted the online-enrolment, you will find the "Application form for enrolment" in the application portal! **Please print the complete enrolment form with all additional documents and don't forget all the required signatures!** An application for enrolment with missing sheets or missing signatures is not valid and cannot be considered!

With the completed and signed application for enrolment we need the documents listed below.

Required documents:

1. A copy of your passport (Upon enrolment we will also ask you to show the original of your passport, so please don't forget to bring it as well.)
2. German address
Since your personal presence at TUHH is required, a German address is mandatory! We need at least a German address to which we can send your student ID and the semester ticket. If you do not have a permanent address at the time of enrolment, you can also provide a temporary address or a friends address.
3. Officially certified copies of your university degree certificate(s) and German or English translations. **If your final degree certificate is not yet available, you need to submit an official provisional degree certificate or an official letter of your registrar, dean or academic supervisor, confirming that you have completed the bachelor's degree programme by September 30, 2022!**
4. Officially certified copies of your complete university transcript(s) of records (semester mark sheets) and German or English translations. **If your final year transcripts are not yet available, you need to submit official provisional transcripts!**
5. A copy of your secondary school leaving certificate
6. A copy of your TOEFL or IELTS score report
(We can verify all IELTS score reports and the TOEFL score reports with institutional code 8165 online. If you have another TOEFL score report please submit an original.)
7. A proof of valid German statutory health insurance
(For more information on German health insurance please page 5.) Please contact your health insurance company and state there that you would like to enrol at TUHH. The relevant health insurance company will then arrange for TUHH to receive notification of your insurance status online. The TUHH-sender-number "Absendenummer" is H0002497.
8. If previously been enrolled at a university in Germany: copy of the certificate of deregistration ["Exmatrikulationsbescheinigung"] of your previous university and the final transcript of records
9. Applicants from China, India or Vietnam must additionally submit an original APS-certificate of the "Akademische Prüfstelle" upon enrolment. Without APS certificate enrolment is not possible!

Translation

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

Certifications

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

Deadline for submitting all the required documents in person is October 04, 2023!

Submitting the enrolment documents by post mail or email is not sufficient for enrolment!

Please submit all the enrolment documents in person to

STUDIS – Studierendenservice / Admission and Registration
Am Schwarzenberg Campus 3 (Building E)
Building E, entrance I, ground floor
rooms 0.008, 0.011, 0.012 and 0.025 – 0.028

Office hours: Monday: 9:00 – 12:30 and Thursday: 13:00 – 15:00

You will find about additional enrolment office hours in September on the printed enrolment form and on our website: <https://www.tuhh.de/tuhh/en/studying/before-studying/degree-courses/international-study-programs/how-and-when-to-apply.html> in due time.

If your application for enrolment is incomplete we will inform you about it in the application portal! Usually we will give you a few days time to submit the missing documents! We will not send emails, so please check the information in the application portal on a regular (daily) basis! As long as your enrolment documents are incomplete, we cannot enroll you!

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

A few days after you have submitted your application for enrolment and all the required documents you can find the confirmation of enrolment with the exact amount and bank details for the transfer of the semester contribution in the application portal. The semester contribution for the winter semester 2023/24 is payable within 14 days after the enrolment deadline (by October 23, 2023 at the very latest).

Please do not transfer any money before you have received the confirmation of enrolment!

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

For information about opening a German bank account please check the information on page 6. The semester contribution for the winter semester 2023/24 is payable within 14 days after the enrolment deadline. For the transfer of the semester contribution you need your TUHH-matriculation number. The matriculation number will only be generated when we register you in the student database, for that reason we cannot provide the bank details earlier.

You will get your student ID and the semester ticket after we have received your semester contribution.

9. RECEIVING YOUR STUDENT ID AND THE SEMESTER TICKET

As soon as we have received your semester contribution we will send you your student ID and the ticket for public transport by post mail! It is not possible to send these documents abroad!

If you need additional confirmations of enrolment in English or German you can download them in the students section of the TUNE-portal: <https://tune.tuhh.de/>

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

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

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

Appointments at Customer Service Centers

If you are living in Hamburg, you can register your address in any of the **Customer Service Centers**. If you are living in Harburg the Customer Service Center in Harburg (“Kundenzentrum Harburg”) is the closest one.

Address: Customer Service Center in Harburg („Kundenzentrum Harburg“)
Harburger Rathausforum 3
21073 Hamburg

On the following website you can check how to get an appointment for the registration, there you can also find a detailed guide in English: <https://www.hamburg.com/welcome/entry-residence/general-regulations/11725242/registration/>

Appointments for the Hamburg Welcome Center

At the Hamburg Welcome Center you register your address and obtain your first residence permit.

Contact: Hamburg Welcome Center
Süderstraße 32b, 20097 Hamburg
info@welcome.hamburg.de

Appointments: [Residence matters for professionals - Hamburg Welcome Portal - hamburg.com!](https://www.hamburg.com/welcome/entry-residence/general-regulations/11725242/registration/)

What to take along to the District Registration Office or the Welcome Center?

- The confirmation of your appointment which you have received by email
- Passport
- Completed and signed address registration form (“An-/Ummeldung Wohnsitz”).
- Completed and signed confirmation from your landlord (“Wohnungsgeberbestätigung”)
- Administration fee: app. €12.00 (in cash)

You can find the required forms for the address registration on this website: <https://www.hamburg.com/welcome/forms/>! The Customer Service Center needs the German version of the registration form, but you can find a guide in English (“Address registration form – guide in English”) on the website.

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

11. ARRANGING A GERMAN HEALTH INSURANCE

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

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

Some statutory health insurances that you may find in Hamburg-Harburg:

- AOK: <https://www.aok.de/kp/uni/information-for-international-students/ass.hamburg@rh.aok.de>
Schlossmühlendamm 30 – 32, 21073 Hamburg
- Barmer GEK: <https://www.barmer.de/en/students>
Scheller Damm 3 – 10, 21079 Hamburg
- DAK: <https://www.dak.de/dak/health-insurance-in-germany--dak-gesundheit-2388864.html#/>
Schlossmühlendamm 8 – 10, 21073 Hamburg
- TK: <https://www.tk.de/en/tk-membership/become-a-member-2037070>
Kasernenstraße 12, room 1.12, 21073 Hamburg
(situated in building F on university campus)

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

What you need to arrange health insurance?

- Certificate of admission issued by TUHH
- Passport
- Confirmation of registration in Germany ("Meldebestätigung"), if possible
- Details of your German bank account, if possible

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

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

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

12. OPENING AN ACCOUNT AT A GERMAN BANK

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

Some banks that you may find in Hamburg-Harburg:

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

What to take along for opening a bank account?

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

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

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

Students from non-EU countries need a residence permit for their stay in Hamburg. It can take up to eight weeks until you get your electronic residence permit, you have to apply for the residence permit in time before your student visa expires. You can apply for the first-time issue of the residence permit at the Hamburg Welcome Center or at your local Aliens Registration Office.

Hamburg Welcome Center

At the Hamburg Welcome Center you register your address and obtain your first residence permit.

Contact: Hamburg Welcome Center
Süderstraße 32b, 20097 Hamburg
info@welcome.hamburg.de

Appointments: [Residence matters for professionals - Hamburg Welcome Portal - hamburg.com](#)

District Immigration Authority in Harburg

Contact: Kundenzentrum Harburg, Ausländerangelegenheiten
Harburger Rathausforum 3, 21073 Hamburg
Auslaenderangelegenheiten@harburg.hamburg.de

Appointments: [Residence Permit Hamburg - Online-Dienst Einstiegsseite - HamburgService](#)

If you are living outside the district of Harburg you can find the addresses of the Immigration Authority of your district on the internet: <https://www.hamburg.com/welcome/entry-residence/immigration-registration-offices/11746008/districts/>

What to take along to apply for a Residence Permit?

- Completed and signed application for the issue of a residence permit: <http://www.hamburg.de/contentblob/103150/data/ae-eng-fra.pdf>
- Passport
- 1 passport-size biometric photograph
- Confirmation of registration ("Meldebestätigung")
- Tenancy agreement of your room/flat in Hamburg (original)
- Proof of valid German health insurance
- Confirmation of enrolment at TUHH
- Financial proof for living costs (statement of your (blocked) bank account, scholarship confirmation etc.)
- App. € 110 fee (in cash)

14. FIRST CONTACT TO TUHH SENIOR STUDENTS

For first contact with present TUHH senior students from your home country feel free to contact the AStA (General Student Committee), the International Student Associations or the Departmental Student Organizations at TUHH:

AStA (General Student Committee): <https://www.asta.tuhh.de/en/>

International Student Associations:

- African Student Organization - AStO: asto-ag@tuhh.de
- Indian Student Association - ISATUHH: isatuhh@tuhh.de, www.tuhh.de/isatuhh/
- Latino AG : hola@tuhh.de
- Pakistan Student Association - PSA: psa@tu-harburg.de
- Student Association Bangladesh – [SBA: sab@tuhh.de](mailto:SBA:sab@tuhh.de)

Departmental Student Organizations ("Fachschaften")

- Civil and Environmental Engineering: <https://www2.tuhh.de/fsrb/>
- Electrical Engineering and Information Technologies: fsr-etit@tuhh.de / www.fsr-etit.de

- Management Sciences and Technology
- Mechanical Engineering: fsr-mb@tuhh.de / mb-tuhh.de
- Process and Chemical Engineering : fsrv@tuhh.de / <https://www.tuhh.de/index.php?id=25175&L=0>

USEFUL WEBSITES

Accommodation Office:

<https://www.tuhh.de/alt/tuhh/international/incoming-international-students/accommodation-office.html>

AStA (General Student Committee):

The General Student Committee (AStA) represents the interests of the students at

<https://www.asta.tuhh.de/>

The AStA (General Students Committee) has published a booklet "Your first steps in Hamburg" for new incoming students, you can find the booklet on this website:

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

Please note that the AStA is solely responsible for the content of this booklet "Your First Steps in Hamburg". If you have any questions about the content of this booklet, please contact the AStA directly: internationales@asta.tuhh.de.

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

Career Center:

(offers help with taking your first steps in the job market)

<https://www.tuhh.de/tuhh/en/studying/during-your-studies/career-center.html>

Examination office

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

<https://www.tuhh.de/sls/service-fuer-lehre-und-studium/zentrales-pruefungsamt-geschaeftsstelle-des-promotionsausschusses-s6.html>

General Student Counseling and Psychological Counseling

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

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

German Language Courses for Master Students:

<https://www.tuhh.de/tuhh/en/studying/during-your-studies/learn-a-language-at-tuhh/learning-german.html#c36351>

Important dates:

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

Information for new students:

<https://www.tuhh.de/alt/tuhh/education/newtuhh.html>

International Office:

<https://www.tuhh.de/alt/tuhh/international/contacts-international-team.html>

Organizational details about your studies:

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

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

Service portal for studying in Hamburg /Studierendenwerk Hamburg:

<http://www.studierendenwerk-hamburg.de/studierendenwerk/en/home/>

Services provided by the TUHH Computer Center:

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

Student Jobs:

International students from non-EU-countries (with exception of students from Norway, Iceland, Liechtenstein and Switzerland) as well as students from Croatia are only allowed to take up a limited amount of paid employment (a maximum of 120 days per year, alternatively 240 days part-time up to four hours per day). For any work that exceeds your 120-days account and that is not a compulsory part of your studies you need a work permit. Jobs as a "Studentische/Wissenschaftliche Hilfskraft" (teaching or research assistant) within the university can be exempted from the work permit requirement if the majority of performed tasks has a scientific character. Further information is given here:

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

Student representatives:

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

STUDIS-Studierendenservice / Admission and Registration

(Admission, enrolment and student administration)

<https://www.tuhh.de/alt/tuhh/education/contacts/admission-registration-office.html>

TUNE portal:

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

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

University library (TUB): <https://www.tub.tuhh.de/en/>

University sports: <https://www.hochschulsport.uni-hamburg.de/>

Welcome weeks for international students

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

<https://www.tuhh.de/welcome/orientation-networking/welcome-weeks.html>

Last update: March 31, 2023