



Checklist for new international students at Hamm-Lippstadt University of Applied Science

Congratulations on your study admission! We look forward to welcoming you to Hamm-Lippstadt University of Applied Sciences (HSHL)!

There are still a few things you will need to consider and do before beginning your studies in Germany. The following list is meant to guide you through the next steps.

Before your departure

Step 1: Visa

As an international student you may need an entry visa for Germany. For detailed information about visa requirements please contact the German embassy or German consulate in your home country. You can find the address on the website of the [German Federal Foreign Office](#).

Please note that applying for a visa can take several weeks or even months. We therefore recommend you to start the visa application process as soon as possible.

Please note: In order to avoid delays, please enter the respective location of HSHL, where your study program is actually conducted as the place of study in the visa application! Which study program takes place at which campus can be found [here](#).

The websites of the [German Academic Exchange Service \(DAAD\)](#) and [Study in Germany](#) provide a good overview about the visa application process.

Step 2: Health insurance

Anyone who wants to enroll at German higher education institutions needs to have a sufficient health insurance. The first thing you should do is to find out if your health insurance policy in your home country is also valid for your stay in Germany (please see the websites below).

If the health insurance from your home country is not recognized in Germany, you will have to sign up for coverage in Germany. In that case, we recommend to opt for public health insurance (statutory health insurance, approx. EUR 110 per month).

Attention: Please keep in mind, that if you choose private health insurance for your duration of studies, you may no longer be able to switch to statutory insurance. Ask your insurance company for more information about this. Please also ensure that you have additional travel health insurance coverage for the period from your departure until you take out a new insurance policy in Germany.

Find more information about health insurance in Germany at [DAAD](#) and [Study in Germany](#).

Step 3: Enrollment

The enrollment for your studies at HSHL can be completed online. Please find all important information about this in your letter of admission. Please consider the given deadlines and submit all necessary documents online. In case of doubts, please contact ele@hshl.de (Electronic Engineering) or ibp@hshl.de (Intercultural Business Psychology).

Semester fee

With your letter of admission, you received HSHL's bank information to pay the semester fee. The payment is possible via bank transfer only. The enrollment will be finalized once the transfer has been received and processed.

Proof of health insurance

If you take out health insurance in Germany, your health insurance confirmation will be digitally transmitted to HSHL by your insurance company.

If you have health insurance in your home country during your studies, please visit any German statutory health insurance company and ask them to digitally transmit an exemption confirmation (*Befreiung von der gesetzlichen Krankenversicherung*) to HSHL.

The company number of HSHL for the transmission of the digital confirmation is: H0003196.

Please note: Once you have been exempted from the statutory health insurance because you have brought an insurance policy from your home country or because you have taken out a private health insurance policy in Germany, you can no longer switch to the statutory health insurance during your studies.

Address details

Please inform the Campus Office about any changes of your address while you are enrolled at HSHL!

Step 4: Accommodation

HSHL does not provide accommodation for its students. Nevertheless, to support you we have collected some relevant information about accommodation possibilities on our [website](#).

Step 5: Getting here

HSHL has two campuses: one in Hamm and one in Lippstadt. The bachelor's study program "Electronic Engineering" (ELE) is offered at our [Lippstadt Campus](#). The master's study program "Intercultural Business Psychology" (IBP) is conducted at [Hamm Campus](#).

If you arrive from outside Europe you will probably land at [Frankfurt Airport](#), the biggest international airport in Germany. The best option to continue your trip from the airport towards Hamm or Lippstadt is to take the [train](#). This journey will take you between three to four hours. In general, there are express trains (IC/ICE/EC) and regional trains (RE/RB).

If you arrive by plane from within Europe, the airports of [Dortmund](#), [Düsseldorf](#) or [Köln/Bonn](#) are good choices. Travelling from one of these airports to Lippstadt or Hamm will take you between 1 and 2 hours by train.

➔ **Tipp:** download the [DB-Navigator](#) App in order to know about delays or changes and to book your tickets.

Covid-19 Regulations

The regulations and measures to prevent from the spread Covid-19 in Germany are changing on a regular basis. In order to be up-to-date, we recommend you to read the factsheets issued by the federal government. They are available in [many different languages](#). In case you are arriving from a risk area you need to register online – click [here!](#)

After your arrival

Step 6: Registration with the Residents Registration Office / *Anmeldung*

Within two weeks of arrival in Germany, you need to register at your local Residents Registration Office (*Einwohnermeldeamt/Bürgerbüro/Bürgeramt*). It depends on your current place of residence which authority is responsible for you. If accommodated in **Lippstadt** you need to register at the [Residents Registration Office Lippstadt](#). Book your appointment for *Anmeldung* in [Lippstadt](#). In **Hamm**, the registration process is similar; here, only EU citizens register at the [Residence Registration Office Hamm](#). All those without EU citizenship first contact the [Foreigners' Office Hamm](#).

Please bring with you: Passport (incl. visa, if required) and a confirmation of your residence. This document is called *Wohnungsgeberbestätigung* and you can get it from your German landlord.

Once you have registered, you will receive a confirmation of registration. Please keep this document in a safe place as you will need it to open a bank account or to apply for a residence permit (students from non-EU-countries).

Step 7: Residence permit

In addition to the registration of your residence, students from non-EU-countries usually need to apply for a residence permit at the local Foreigners' Office (*Ausländerbehörde*).

Please visit the [Study in Germany Website](#) for more information about obtaining a residence permit.

Step 8: Bank account

In Germany, monthly payments such as rent and health insurance fees are usually paid via bank transfer, not in cash. Hence, we advise you to open a bank account for the time of your stay. Most banks offer a student discount. In order to open a bank account, you will need a passport/ID, the confirmation of registration (*Meldebescheinigung*) from the Residents Registration Office and a certificate of enrollment of HSHL. You will find more information at the [Make it in Germany website](#).

Step 9: Organizing your studies

Please check the [HSHL website](#) for all information you need for your first semester at HSHL.

In summer semester 2023 all lectures will start March 20th, 2023.

In winter semester 2023/24 all lectures will start September 25th, 2023.

Please check our [semester dates website](#) regularly for possible date changes.

Important events for students of Electronic Engineering

Online Welcome Seminar for ELE students (9th May & 19th August 2023 | 12 noon)

The International Office will conduct an Online Welcome Seminar for all newly admitted students of Electronic Engineering. The seminar takes place on Thursday, 9th May and 19th August 2023 at 12 noon (CEST). You will learn about different service offers and get useful advice and hints on living and studying at HSHL. There will also be a live-interview with a current student of Electronic Engineering – get ready and prepare some questions. In fact, this seminar is a great opportunity to get an overview and personal feeling of your future university. **Join [HERE!](#)**

More information on our [website](#).

Orientation week of HSHL (September 2023)

- **Workshop: Study Successfully**

During a one-day workshop by the International Office you will learn important basics of the German learning and study culture for getting your studies off to a perfect start. More details will soon be published in our [calendar of events](#). If you want to join, please register to internationaloffice@hshl.de.

- **Welcome event for first semester students**

This welcome event is a great chance to get first insights into HSHL and to learn about important contacts at HSHL as well as different consultation services and their offerings. Please note that the event might be mostly conducted in German but it will surely provide you a helpful overview.

Find all impressions from our livestream of 2021: [here](#).

Further information about the exact time, date and place will be published in our [calendar of events](#).

- **Study program “Kick-Off”**

On this day you will meet your Head of Studies and receive all the information you need in order to successfully start off into your new studies. As it is extremely important that you do not miss this event, please look out for the specific time and setting of your study program Kick-Off meeting!

More events and workshops of the orientation week and during the semester are currently being planned. Please check the [HSHL calendar of events](#) on a regular basis as the event of the orientation week will be published there in due time.

Further assistance needed?

For information about [admission and enrollment](#) please contact the Campus Office email address named in your letter of admission.

If you have [any other questions](#) or if you would like to get assistance when visiting the German city authorities after your arrival (Residents Registration Office, Foreigners' Office) please contact the **International Office** at:

 internationaloffice@hshl.de  +49 (0)2381 8789-140

Other useful links and websites

[Destination Germany – A pocket guide for international students](#)

[Information on visa, residence, accommodation and other related topics for living in Germany](#)

[Studying in Germany in ten steps \(short videos\)](#)

[HSHL on Instagram](#)

[HSHL on Facebook](#)

[Facebook group of HSHL-students](#)

[Facebook group for students of Electronic Engineering](#)