



Checklist for exchange students at Hamm-Lippstadt University of Applied Science

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

After you have received your letter of admission, 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**

Most international students need a national visa for study purposes to study in Germany. To find out if you need a visa and where to apply, please contact the Federal Foreign Office.

The application process for a national visa often takes several weeks or months. We therefore recommend that you apply for a visa as soon as you receive your letter of admission. Please note: Hamm-Lippstadt University of Applied Sciences cannot influence or expedite the visa application process at the embassy, consulate, or foreigners' office.

To make your visa process as smooth as possible, we recommend the use of [VisaFlow](#). This platform provides you with all relevant visa and entry information as well as checklists tailored to you and your country of origin. Students of HSHL can use VisaFlow free of charge with the access code **HSHL25**.

Please read the [DAAD](#)'s important information on visas. Information on the proof of financial support that you need in order to obtain a visa can be found at the [Federal Foreign Office](#).

☐ **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 your 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: If you choose a private health insurance for your duration of studies, keep in mind that switching to a public insurance afterwards is often not possible. Please also ensure that you additionally have a travel health insurance covering the period from your departure until you take out a new insurance policy in Germany.

Find more information about health insurance in Germany at:

www.daad.de/deutschland/nach-deutschland/bewerbung/en/58221-health-insurance/

□ **Step 3: Accommodation**

Finding accommodation is one of the first, often difficult, tasks that international students have to face at the beginning of their studies in Germany.

To help you with this, we have put together a detailed [handout](#) with all the important information, addresses, and useful tips. You can also find further information under [Information about your studies](#).

Please note that Hamm-Lippstadt University of Applied Sciences cannot provide accommodation and that the search for long-term accommodation often takes several weeks. It is therefore advisable to start looking for accommodation as soon as you have been admitted.

□ **Step 4: Getting here**

HSHL has two campuses: one in Hamm ([Hamm Campus](#)) and one in Lippstadt ([Lippstadt Campus](#)). Please go to our website to find out the location of your study program or contact us.

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 3 to 4 hours depending on the type of train you are using and if you have to change trains. In general, there are options between fast 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 1,5 and 2,5 hours by train.

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

After your arrival

□ **Step 5: Enrollment**

Your enrollment as exchange student is administered online by the International Office together with the Student Services. The International Office will inform you via email about all necessary documents and all the deadlines you have to take in mind.

Health insurance

One of the required documents is a confirmation of your health insurance issued by a German insurance company. So, if you take out health insurance in Germany, ask your insurance company to give you the so-called “*Krankenversicherungsbescheinigung zur Vorlage an der Hochschule*”.

If you are insured in your home country, please visit any German statutory health insurance company and ask them to hand you a confirmation of exemption from the statutory health insurance named “*Befreiung von der gesetzlichen Krankenversicherung zur Vorlage an der Hochschule*”.

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.

Certificate of enrollment

You also need a **Current certificate of enrollment from your home university**. Therefore, please have a current certificate of enrollment issued shortly before your departure and bring it with you to Germany.

Semester fee

After submitting your documents to the International Office, you will receive the HSHL bank information in order 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. On weekends or holidays this process can take up to several days.

Address details

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

☐ **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. This means, if you are accommodated in Lippstadt you need to register at the [Residents Registration Office](#) in Lippstadt. Book your appointment for *Anmeldung* in [Hamm](#).

Please bring with you: Passport/Visa and 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 Foreigners' Office (*Ausländerbehörde*). Please visit the following websites for more information about obtaining a residence permit and use the service of [VisaFlow](#):

<https://www.study-in-germany.com/en/germany/arrival/residence-permit/>

☐ **Step 8: Bank account**

In Germany, monthly payments such as rent and health insurance fees are usually made 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** from the Residents Registration Office and a **certificate of enrollment** at HSHL.

☐ **Step 9: Organizing your studies**

Please check our website **for all information you need for your first semester** at HSHL (e.g. semester ticket):

<https://www.hshl.de/en/studying/information-about-your-studies/>

In summer semester 2026 all lectures will start on April 7, 2024.

Please check our university website regularly for possible date changes:

<https://www.hshl.de/en/studying/information-about-your-studies/all-semester-dates/>

Further assistance needed?

If you have any other question 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:

www2.daad.de/medien/deutschland/nach-deutschland/publikationen/ziel_deutschland_en_2017.pdf

Information on visa, residence, accommodation and other related topics for living in Germany

www.make-it-in-germany.com/en/

HSHL Instagram page:

www.instagram.com/hshammlippstadt/

Official group of HSHL-students

www.facebook.com/groups/121626627927755

HSHL Facebook page:

www.facebook.com/Hamm.Lippstadt.University