

# STUDENT WELCOME GUIDE



## Welcome to SRH Berlin University of Applied Sciences!

To help you prepare for your studies at SRH Berlin University of Applied Sciences, we have compiled this handbook for you. Extensive information has been provided below, for international students, but even if you are not from abroad, this guide can help you to organize your stay in Berlin, Hamburg or Dresden as well as your studies in the best possible way. If you have any further questions or problems, please do not hesitate to contact us.

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## 1. GENERAL INFORMATION

### 1.1. Six schools – Three Cities – One University

Faculty and students from over 100 nations in approximately 70 accredited German and English taught study programs. Diverse opportunities in management and entrepreneurship, media and creative industries, technology and IT, music, design, film, and text.

Today, the SRH Berlin University of Applied Sciences is divided into six schools at locations in **Berlin, Dresden, and Hamburg.**

- **Berlin School of Management** → click for **MAPS!**
- **Berlin School of Technology** → click for **MAPS!**
- **Berlin School of Design and Communication** → click for **MAPS!**
- **Berlin School of Popular Arts** → click for **MAPS!**
- **Dresden School of Management** → click for **MAPS!**
- **SRH Campus Hamburg** → click for **MAPS!**

While each school is distinguishable by its unique professional profile, synergies are created through common academic and administrative structures, resources, and values under the SRH Berlin University of Applied Sciences umbrella. Our students in particular benefit from the intensive cross-institutional cooperation.

You can find more information about the university **HERE.**

### 1.2. University Management

1. General Manager: Dr. Thorsten Bagschik
2. President: Prof. Dr. Victoria Büsch
3. Vice-President Studies & CORE: Prof. Dr. Dörte Schultze Seehof
4. Vice-President for Research: Prof. Dr. Carsten Schermuly
5. Vice-President for Sustainable Development: Prof. Dr. Gesa Beck
6. Director for each school: Dr. Thorsten Bagschik, Karin Zimmermann, Sabine Westermann
7. Academic Directors:
  - BSM: Prof. Dr. Ralf Linke
  - BST: Prof. Dr. Michael Hartmann
  - BSDC: Prof. Dr. Bettina Borchardt
  - SOPA: Prof. Dr. Robert Lingnau
  - DSM: Prof. Dr. Matthias Straub
  - HH: Prof. Dr. Cordelia Friesendorf
8. Head of Study Programmes → available on CampusNet incl. email & phone

### 1.3. Services & Contacts

Our administrative staff can be reached on weekdays by email or phone. Some useful contact details are listed down below. Please see our office hours or make an appointment, e. g. via Microsoft TEAMS (TEAMS is available from the start of your studies) or via email.

Services	E-Mail	Berlin	Dresden	Hamburg
Career Service und Corporate Relations	careerservice.hsbe@srh.de	030 / 51 56 50 - 420	0351 40761755	030 / 51 56 50 - 420
Centre for Languages & Diversity	languages.hsbe@srh.de	030 / 51 56 50 - 480	0351 40761757	0351 40761757
Psychologische Studierendenberatung	Psychologische.studienberatung.hsbe@srh.de			
Course Coordination	coursecoordination.berlin@srh.de	030 / 51 56 50 - 500	0351 40761751	040-33 44 56 4-0
Examination Office	examination.office.hsbe@srh.de	030 / 51 56 50 - 300	0351 40761750	040-33 44 56 4-0
Fee Management	feemanagement.hsbe@srh.de	030 / 51 56 50 - 250	030 / 51 56 50 - 250	030 / 51 56 50 - 250
International Office	internationaloffice.hsbe@srh.de	030 / 51 56 50 - 460	0351 40761722	030 / 51 56 50 - 460
IT Desk (Support für Studierende & externe Lehrende)	itdesk.hsbe@srh.de	030/ 51 56 50 - 280	030/ 51 56 50 - 280	030/ 51 56 50 - 280
Library	library.hsbe@srh.de	030 / 51 56 50 - 360	0351 40761740	030 / 51 56 50 - 360
Marketing	marketingsales.hsbe@srh.de	030 / 51 56 50 - 550	0351 40761754	040-33 44 56 4-0
Medientechnik BSDC	medientechnik.bsdc@srh.de	030 / 51 56 50 - 400	n.a.	n.a.
Medientechnik SOPA	medientechnik.sopa@srh.de	030 / 51 56 50 - 400	n.a.	n.a.
Residence Permit Service	residencepermitservice.hsbe@srh.de	030 / 51 56 50 - 468	n.a.	n.a.
Student Council	studentcouncil.hsbe@srhk.de	n.a.	n.a.	n.a.
Student Service	studentservice.hsbe@srh.de	030 / 51 56 50 - 120/100	0351 40761720	040-33 44 56 4-0
Welcome Service	info.hsbe@srh.de	030 / 51 56 50 - 100	0351 40761720	040-33 44 56 4-0

## 1.4. CORE - Competence Oriented Research & Education

We focus on experience-based studying. It's not always about right and wrong, but above all about trying things out and getting to know yourself. Practical team and project work, in addition to internships, prepare you in the best possible way for the working world. At the same time, you train your social skills such as solving problems creatively, the ability to take criticism and thinking outside the box.

Basic advantages of the CORE principle:

- Four thematically focused 5-week blocks per semester
- examination in an appropriate form
- intensive examination of the respective topic
- semester-long band modules
- room for internships or semesters abroad
- consistently competence-oriented

Competencies acquired:

### Professional competence

You link and reproduce acquired knowledge, recognize connections, understand important theories and master technical language.

### Social competence

You work goal- and results-oriented in teams.

### Methodological competence

You apply effective strategies and working techniques according to different situations.

### Self-focused competence

You manage yourself and thus develop your professional actions responsibly and reflectively.

You can find more information about the CORE principle on our [HOMEPAGE](#).

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## 2. BEFORE THE START OF STUDIES

### 2.1. Pre-Arrival Seminars

Our Pre-Arrival Seminars always take place on the following dates:

- ➔ On **every** first Friday at 1 PM (CET) in:
  - ✓ August & September
  - ✓ February & March

You will receive more information via email shortly before.

### 2.2. Semester times

The academic calendar will inform you when you have lectures, when the examination periods are and when you have a lecture-free period. You can also find the academic calendars of all schools on our [HOMEPAGE](#).

### 2.3. Certificate of enrollment

The certificate of enrolment is called an "Immatrikulationsbescheinigung". It is an important document that you need for various German institutions or authorities. Please check point **3.6 IT** on how to download the enrolment certificate.

### 2.4. Apartment search

Starting a new study program often means moving to a new city. To make this challenge a little easier for you, we have put together a few websites, quick facts, and financial suggestions. Most apartments can be found online, so you can start your search before you leave home. You can familiarize yourself with the current prices of the market and different locations in the city. **To avoid scams, NEVER send any money until you have seen the apartment and have a contract and key.**

#### Different types of accommodations

- Shared room or *Mehrbebettzimmer* is the least expensive but also the least popular.
- Single Room in a shared apartment or *Wohngemeinschaft (WG)* is a cost-effective way to live and meet new people. You share the kitchen, living room, bathroom, and the cost of utilities.
- Studio or *Ein-Zimmer-Wohnung* is the most expensive and comes usually has a kitchen and a bathroom. The price varies according to the location and whether the apartment is furnished. Completely unfurnished apartments sometimes do not include a kitchen and it is common to buy the kitchen from the previous tenant or install one yourself.

You can find more information on our [HOMEPAGE](#).

## Success in a competitive market

### General Tipps:

Please note that the SRH University of Applied Sciences does not have its own dormitory, nor does it offer an apartment search service.

- Plan well in advance – the sooner the better – start around 3 months before your study start!
- Plan a visit in Berlin, Hamburg, or Dresden at the early stage of your search to be able to look at flats or rooms in person.
- Book a hostel or hotel if you cannot find accommodation from the first day of your studies.
- As larger cities, Berlin, Hamburg, and Dresden often have long commutes. However, public transportation is very reliable, and bus, tram, subway, and S-Bahn stops can be found on almost every corner. So, if you can't find housing close to your campus, it's worth checking via Google to find out how long it would take you to get from your potential new place to your campus of SRH Berlin University of Applied Sciences.

### Be prepared & professional:

- Make sure that your **motivational letter** and **resume** are in great shape and form. (i.e., have a picture of yourself, check for grammatical errors.)
- **Be exceptionally professional!** Refrain from sending short requests to agents/landlords without any additional information about you and your search. The more professional you are, the better!
- Please always make sure that the housing advert is a **real offer and not a scam**, if you are outside of Germany, you can do that by a videocall or asking a friend to visit the flat but we suggest never transferring money without seeing the flat first.

### Have all your documents ready:

- Best and if possible is a **European Bank Account** (for SEPA transfers)
- **SCHUFA**, which is a credit report:
- **Passport/visa/personal ID**
- **Proof of income** (Consider that you need your salary slips from the last six months, blocked account, or scholarship to show that you are capable of paying for the rent of the flat.)
- If you are moving for the second time you should be able to show that you don't owe rent to someone (**Mietschuldenfreiheitsbescheinigung**).
- **Mietbürgschaft** (if you do not have a stable income, a parent/friend can be your guarantor. Sometimes only German citizens can be guarantors.)
- **Application form** for the specific flat – provided by the agency/landlord
- Furthermore, you should show that you plan to stay for a long period of time at that flat.

### Approx. Costs per month:

Rent	Approx. 500 € - 1000 €
Electricity	Approx. 50 €
TV/ Internet/ Wifi	Approx. 30 €
Broadcasting Fee	18,36 €

## Rental Contract:

- Visit your accommodation in person before you sign a rental contract
- Pay attention to the difference between "cold" rent (utilities such as water, gas, garbage collection, cleaning etc. not included) and "warm" rent (including utilities, except electricity/internet/broadcasting fee)
- Working with a real estate agent instead of directly with the landlord/landlady can also generate additional expenses
- In most cases, an initial deposit is required to sign a rental contract, which usually corresponds to two to three months' rent. The deposit must be paid back by the landlord after you move out, if there is no damage to the accommodation or other rental objects (e.g., furniture) caused by you.
- Landlords usually require other documents – please see above!
- It can also be useful for foreigners, who are not familiar with local housing law, to become a member of a local renter's association. This can be helpful in the case of conflicts with your landlord or difficulty getting your deposit back. If you are a member, they provide legal advice at no extra cost. Here are two major ones in Berlin: **MIETERVEREIN ZU HAMBURG** and **LANDESVERBAND HAMBURGISCHER MIETERSCHUTZ E.V.**

## Typically German: Broadcasting Fee aka GEZ → [HOMEPAGE!](#)

The German public broadcasting contribution (a compulsory contribution, which is paid by all people residing in Germany) is not included in the rent and must be paid separately to the broadcasting company. A fee of 18,36 € per month is charged per household. The GEZ (Gebühreneinzugszentrale) will contact you via mail after you have registered at your new address. If you live in a student dormitory and your room is off a commonly accessible hallway, it is considered a separate household. If you live alone in an apartment or a student dormitory, you are therefore obligated to pay the full amount yourself. If you do not pay after being asked to do so by the broadcasting company, you may face legal consequences. If you live in a shared apartment (WG), the amount is to be paid by only one person in the household. (If several rooms are separated by a separate apartment door from a generally accessible hallway or staircase = WG = Wohngemeinschaft.) Therefore, it is best to discuss with your roommates who is responsible for paying the fee or who is listed as the contact person, then you can share the costs fairly among all household members. If you are renting the room from an existing tenant, talk to him/her to find out whether the broadcasting fee is already included in the rent (e.g., if the main tenant is still responsible for payment and the costs are included in the rent).

## Click the following links for some more helpful information:

→[CLICK FOR BERLIN](#)

→[CLICK FOR HAMBURG](#)

→[CLICK FOR DRESDEN](#)

## Assistance with housing search

### Expath → [HOMEPAGE!](#)

Expath is a helpful website for your first weeks and months in Germany. In addition to German language courses, this company offers affordable, English-language workshops and coaching for things such as finding housing and a job. Expath also offers tax advice, answers questions about health insurance and helps with filling out forms in German.

### Student residences and furnished rooms

Useful websites of student residences and providers of furnished rooms can be found here:

WUNDERFLATS  
HOUSING ANYWHERE  
BADI  
SPOTAHOME

SMARTMENTS STUDENT  
STUDENTENWOHNHEIM THE FIZZ  
UNINEST  
STUDENTENWOHNHEIM HAUS BAUHÜTTE

AGSA – AGENCY FOR GERMAN STUDENT-ACCOMMODATION

### Note:

Please note that SRH Berlin University of Applied Sciences is **not** a member of Studierendenwerk Hamburg. Therefore, SRH students cannot apply for the corresponding student residences.

### Apartments and shared apartments

If you are looking for a cheap and sociable place to live, it is often a good idea to live in a WG (Wohngemeinschaft/ shared apartments). WGs are very popular among students because you can share some of the costs among roommates and easily meet new people.

The first impression counts because based on the apartment applications, providers sort out most seekers. With a well-structured and meaningful request, you can stand out from competitors and increase the chances of getting a viewing appointment. You can find examples for the first contact [HERE](#).

### WG-Search portals:

WG-GESUCHT

WG-SUCHE

FACEBOOK GROUP

### Classic apartment search portals:

IMMOBILIENSCOUT24  
IMMOWELT

ONLY APPARTMENTS  
EBAY KLEINANZEIGEN  
WOHNUNG JETZT

IMMONET  
IMMO SUCHE

### It's also worth looking directly at housing cooperatives for listings on:

VONOVIA

SAGA

WOHNUNGSBAUGENOSSENSCHAFT HAMBURG

### Hotels and hostel

It is also advisable to look for accommodation directly on site and before the start of your studies. In this case, you can stay the first few weeks in a hostel or a holiday flat. For example, it is recommended to search via [AIR BNB](#), where thousands of private accommodations are offered worldwide.

Hostels are the cheaper alternative to hotels and are popular among young people and travelers. You can find hostels for example on [HOSTELWORLD OR HOSTELZ](#).

If you prefer to stay in a hotel, here you will find a selection of hotels within walking distance of the SRH University locations in Berlin:

#### Campus Hamburg:

IBIS BUDGET HAMBURG CITY	HOTEL FAME	INTERCITY HAMBURG
		DAMMTOR-MESSE
NOVUM HOTEL KRONPRINZ HAMBURG	HAMBURG CITY HAMMER- BROOK HOTEL	ALPHA HOTEL GARNI HAM- BURG

#### More suggestions for hotel search

HRS	BOOKING.COM
HOTELS.COM	CASAMUNDO

## 2.5. Moving your personal belongings

If you decide to bring more than your suitcases with you, please be aware of shipping regulations from your home country into Germany. If you mail packages from outside of the EU to Germany, you might get stuck with import taxes! You are allowed one duty-free shipment of personal property when transferring residences from outside of the EU to Germany. For more information about what items are eligible and what forms to fill out please check the [CUSTOMS OFFICE WEBSITE](#).

## 2.6. Cell Phones and Internet in Germany

There are several options for using your phone in Germany.

- Use your home cell phone and home cell phone number from outside of Germany. Add an overseas addition with your current cell phone provider. This is very simple but can be expensive.
- Use a local eSIM or new SIM card
- Use a global eSIM or SIM card

Many new cell phones have the additional feature of using a SIM card alongside a virtual eSIM. Some phones allow you to have to analogue SIM cards. You can get a SIM card with a prepaid or monthly contract. You can order a prepaid card before arrival, or you can buy a normal SIM card at mobile shop, convenience store, and discount supermarkets. Some Cellphone providers are SIM.de, Freenet, Telekom, Crash, and Vodafone.

#### Note:

If you want to cancel your cell phone plan, be aware that you usually need to cancel three months before the contract ends. Otherwise, it will automatically renew, and you will have to pay for the following 1-2 years.

#### Wifi and Internet

There are some inexpensive rates are available for students. Not all providers are available in every neighbourhood. Prices vary depending on your needs. Some providers are Telekom, Vodafone, O2, Congstar, 1&1, and PYUR.

## 2.7. Currency exchange

You can already organize some Euros before you leave. You can watch the exchange rate trend and when is the best moment for you to exchange money. Reliable currency exchange offices can be found at most airports, banks, hotels, and in major cities. You will often find a better exchange rate in Germany. Otherwise, you can use your home credit card to withdraw Euros from a German ATM. Do be aware of your bank's daily limits and fees.

Never exchange money with a stranger on the street. This is usually a scam.

## 2.8. German Health Insurance

### 1) Medical Emergencies

☎ 112 for emergencies

If there is a certain medication that you need to take on a regular basis, make sure that you bring enough of it with you to Germany. Information regarding import can be found [here!](#)

### 2) Health Insurance Requirements for Germany

All students **are required by law** have health insurance. This insurance coverage must cover the entire study period. Otherwise, enrollment is not allowed at a German University.

### 3) Health Insurance System in Germany

You have the choice between private ("*privat*") or public ("*gesetzlich*") health insurance (both referred to as "Krankenkasse").

Approx. 90 % of the students enrolled in German universities opt for the **statutory/ public health insurance** (about € 110 per month). Here, you will be issued an insurance card, which you can use at any doctor, dentist, or hospital without paying for the treatment or equipment (with the exception of low co-pay).



Being **insured privately**, you need to pay for medical services in advance and hand in all your receipts to file for reimbursement after. This can get costly. Please keep in mind that once you decide to have private health insurance, you will not be able to switch to a public German health insurance! Moreover, if you decide to do a part-time job you will need public health insurance!

### 4) Submission of Health Insurance Proof to SRH Berlin University of Applied Sciences

All students studying at SRH Berlin University of Applied Sciences (including exchange students) are required to submit an electronic proof of sufficient health insurance coverage **before the start of studies** (until March 31<sup>st</sup> or September 30<sup>th</sup>). Otherwise, the university will not be able to enroll you (this means: no documents, no lectures, no services incl. enrollment certificate, and semester schedule).

- a. If you have an insurance plan with a **German public health insurance** provider, please contact them before the start of studies and ask them to send us an **ESMV-message** (electronic student reporting process) to clarify your status.
- b. If you have decided to take out **private or international insurance** (incl. EHIC, AT11), you must also definitely contact a German public health insurance. By presenting your private insurance policy, you will receive a waiver confirming you to be exempted from registering for a

public German insurance plan. The public health insurance provider will inform us by sending an **ESMV-message**.

<p><b>a. Students with a German public health insurance</b></p> <p>Notify your health insurance company of your enrollment at <b>SRH Berlin (H0001420)</b>.</p> <p style="text-align: center;"></p> <p>Your health insurance will send us an ESMV, i.e. the digital confirmation of your health insurance.</p>	<p><b>b. Students with a private/ international insurance</b></p> <p>Send proof of private insurance/international insurance and application for exemption to a German statutory health insurance company and inform them of your enrollment at the <b>SRH Berlin (H0001420)</b>.</p> <p style="text-align: center;"></p> <p>The public health insurance company sends us an ESMV, i.e. the digital confirmation of your private health insurance.</p> <p>It may be that your private/international insurance is not sufficient. You will be informed about this and must adjust your health insurance accordingly.</p>
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Should you be insured with your parents via a public German insurance company, you are considered fully covered. The public health insurance must receive the info from you on which university you will be studying at, so that the **ESMV-message** can be send out.

Children of German public officers need to switch to their own private insurance after their 25<sup>th</sup> birthday. This is because it is connected to child benefits. Starting from 25 years of age, there will not be any payments made in the case of illness.

**Attention:** Travel health insurance does not fulfil the requirements needed for enrolment at a German university!

#### What's best to do ASAP?

To sort out your health insurance status on time in order to officially enroll at SRH Berlin University of Applied Sciences, you are advised to **contact a German public health insurance provider (by phone, email or in person) shortly after you have been accepted to study** at SRH Berlin University of Applied Sciences. See section 7) below for a list of contacts.

#### 5) Start and End Date of Your Insurance

All students must be insured **for the entirety of their studies**. This is usually 6 to 7 semesters for a bachelor's degree and 2 to 4 semesters for a master's degree. The semester starts on April 1<sup>st</sup> or October 1<sup>st</sup> and ends on March 31<sup>st</sup> or September 30<sup>th</sup> of the respective year.

#### 6) Health Insurance and Your Residence Permit

Please keep in mind that the Foreigner's Office requires students from non-EU countries to submit proof of German health insurance to process their residence permit applications.

#### 7) Selection of Public Health Insurance Providers

A general list of German public health insurances can be found here:

<http://deutscheinsurance.com/insurance-providers/>

Here is a small selection of insurance companies that we have had positive experiences with:

**TK - Techniker Krankenkasse**

[www.tk.de/techniker](http://www.tk.de/techniker)

**AOK**

<https://www.aok.de/pk/>

**BARMER**

[www.barmer.de](http://www.barmer.de)

<p><b>Berlin:</b> Gunnar Löwenberg <a href="mailto:Gunnar.Loewenberg@tk.de">Gunnar.Loewenberg@tk.de</a> Phone: +49 40 46 06 51 0 37 19 Mobile: +49 151 19 78 10 44 <a href="https://aktion.ecoach.tk.de/vor-schau/511bcce0-4293-44fa-b3a0-06b30df3e4cf?template=false">https://aktion.ecoach.tk.de/vor-schau/511bcce0-4293-44fa-b3a0-06b30df3e4cf?template=false</a></p>	<p><b>Berlin:</b> AOK Nordost Jessica Gohr <a href="mailto:Jessica.Gohr@nordost.aok.de">Jessica.Gohr@nordost.aok.de</a> Ernst-Reuter-Platz 2, 10587 Berlin <a href="http://www.aok-on.de/nordost">www.aok-on.de/nordost</a></p>	<p><b>Berlin:</b> Julia Melchior <a href="mailto:julia.melchior@barmer.de">julia.melchior@barmer.de</a></p>
<p><b>Dresden:</b> Jörg Miltitzer <a href="mailto:Joerg.Miltitzer@tk.de">Joerg.Miltitzer@tk.de</a> Phone: +49 40 46 06 51 03 Mobile: +49 151-44682366 Bergstr. 2, 01069 Dresden <a href="https://aktion.ecoach.tk.de/vor-schau/511bcce0-4293-44fa-b3a0-06b30df3e4cf?template=false">https://aktion.ecoach.tk.de/vor-schau/511bcce0-4293-44fa-b3a0-06b30df3e4cf?template=false</a></p>	<p><b>Dresden:</b> AOK PLUS Campusservice Ulrike Simon-Mauersberger <a href="mailto:campusservice-dresden@plus.aok.de">campusservice-dresden@plus.aok.de</a> Phone: +49 800 1059023141 Weißbachstraße 2, 01069 Dresden <a href="https://www.aok.de/pk/plus/inhalt/ansprechpartner-fuer-studierende/">https://www.aok.de/pk/plus/inhalt/ansprechpartner-fuer-studierende/</a></p>	<p><b>Dresden:</b> <a href="mailto:service@barmer.de">service@barmer.de</a> Phone: +49 800 333 10 10 Königsbrücker Str. 17, 01099 Dresden</p>
<p><b>Hamburg:</b> Patricia Fuge <a href="mailto:Patricia.fuge@tk.de">Patricia.fuge@tk.de</a> Mobile: +49 151 - 62 44 81 66 <a href="https://aktion.ecoach.tk.de/vor-schau/511bcce0-4293-44fa-b3a0-06b30df3e4cf?template=false">https://aktion.ecoach.tk.de/vor-schau/511bcce0-4293-44fa-b3a0-06b30df3e4cf?template=false</a></p>	<p><b>Hamburg:</b> Fabian Nieß <a href="mailto:fabian.niess@rh.aok.de">fabian.niess@rh.aok.de</a> Phone: +49 40 2023-2212</p>	<p><b>Hamburg:</b> Fabian Sparwirth <a href="mailto:fabian.sparwirth@barmer.de">fabian.sparwirth@barmer.de</a> Mobile: +49 160 90456376</p>

## 8) Selection of Private Health Insurance Providers

The following list is not a complete list of German private health insurance providers. Make sure to carefully select a private insurance provider that best fits your needs. The cost for private health insurance plans varies. The more you pay, the more coverage you get (the cheapest insurance often covers only emergency treatment and is not considered sufficient by a public health insurance).

**MAWISTA GmbH**  
<https://www.mawista.com/>

**Care Concept AG**  
[www.care-concept.de](http://www.care-concept.de)

**Klemmer International Versicherungs-  
 makler GmbH**  
[www.klemmer-international.com](http://www.klemmer-international.com)

<p><a href="mailto:info@mawista.com">info@mawista.com</a>          Phone: +49 7024 469510          Fax: +49 7024 4695120          Albstraße 26, 73240 Wendlingen</p>	<p><a href="mailto:info@care-concept.de">info@care-concept.de</a>          Phone: +49 800 977 35 00          Postfach 33 01 51, 53203 Bonn</p>	<p><a href="mailto:leistung@klemmer-international.com">leistung@klemmer-international.com</a>          Phone: +49 8041 7606-500          Fax: +49 8041 7606-550          Postfach 1209, 83632 Bad Tölz</p>
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### Additional notes on private health insurances:

**High costs:** If you do need medical treatments, you must pay in advance and submit the bills to the private health insurer for reimbursement. This can result in high costs.

**Changing from Private to Public insurance is not possible:** Once you have signed up for a private health insurance as a student, you can no longer change to public health insurance during your studies.

**Part-time jobs not possible:** If you want to work up to 20 hours per week as a part time working student job to finance your living expenses, you must have public health insurance. Private insurance will not be accepted from your employer.

### Note:

If you arrive in Berlin, Hamburg or Dresden after the official semester start due to visa issues, you can try to reclaim the health insurance fees for the time before your arrival. To do this please send a scan of your flight tickets to your health insurance. Good luck!

## 2.9. Visa and residence permit

If you are a citizen of an EU or EEA country, you do not need a visa or a residence permit, you simply register at the citizen's office (Bürgerbüro) with your current address ([see 3.2.](#)).

The following sections are important for you if you come from a so-called third country and apply for a visa to enter Germany and/or later need a residence permit for your studies.

## Visa

Although there are some exceptions, most new students need an entry visa to study in Germany. You can find out where exactly to apply on the [GERMAN MISSIONS ABROAD](#). The documents are similar in most countries, but every embassy asks for documents that correspond with the regulations of the particular country. Check the process and the documents that must be handed in on the website of the responsible embassy. Unfortunately, not every website is very clear, but usually you find information under the point 'Visa and Entry'.

### You can enter Germany without a visa, if...

- you come from e.g. Australia, Israel, Japan, Canada, New Zealand, Switzerland, South Korea, USA, Andorra, Brazil, El Salvador, Honduras, Monaco or San Marino (the complete and current list can be found [HERE](#)). You start your studies with us and apply for a residence permit within three months. The validity of the visa can be seen on the stamp in your passport that you will receive when entering. The visa is valid for three months after entry.
- you are a citizen of a third country and have a permanent residence permit in an EU country. If you do not need an entry visa within the EU, then you apply for a residence permit within three months.
- you are already studying in another EU country and have a residence permit to study there. For just one or two semesters as a guest student in Germany: get in touch with our International Office so they can register you at the federal agency for migration.

Apply for the national D visa for a long-term stay for study purposes. The temporary "Schengen visa" – the so-called C visa – is for tourists only and cannot be converted into a residence permit for study purposes. You can also find this information in more detail on the [WEBSITES OF THE CONSULAR MISSIONS](#).

If you already have a residence permit for study purposes from another German university, then you simply need to apply for an extension four to six weeks before your valid residence permit expires.

### Applying for a visa

The exact details vary from country to country. What you always need is the following:

- an application form, which you can find and fill out online at many visa offices
- a valid passport
- the letter of admission from the SRH Berlin
- a blocked bank account (see also the next question and answer)
- proof of health insurance: some embassies accept a travel health insurance, which is only valid for three months, for your entry into Germany. Since you have to be insured from the moment you enter Germany for the first time; this visa will only be valid for 3 months and then, you can take out long-term German health insurance for the residence permit and university enrollment
- a biometric photo that must follow certain [GUIDELINES](#)

These are the general requirements that will be requested at all visa offices. For more detailed information, see the [WEBSITES OF THE GERMAN EMBASSIES OR CONSULAR MISSIONS](#).

### Proof of financial means

There are several ways to prove that you can finance your life and studies in Germany. The following proofs are possible:

- Your parents can present documents that prove their income and financial assets and assure that they will finance you for the period of your studies.
- A person with permanent residence in Germany can act as your sponsor and guarantee the immigration authorities that he/she will cover your costs.
- You have a bank guarantee or an affidavit.
- You have a promise for a scholarship

### The blocked bank account

A blocked bank account (Sperrkonto) is an account into which you deposit a certain amount of money, which you can have transferred to a checking account only once a month. The consular missions usually have a list of banks that they recognize. Setting up a blocked account costs between 50 and 150 € depending on the bank.

### Tips

- Calculate your means as generously as possible, especially for your start in Germany. You can already work with the visa for study purposes (i.e. a part-time student job) but studying and working at the same time is not that easy if you have to settle in Germany first.
- Take care of the blocked bank account early because it often takes at least a week until everything is done.
- Many of our students use **EXPATRIO GLOBAL SERVICES** or **FINTIBA**

### Help with filling out the application

First, contact the visa office of the German embassy because they know the process best. We have assembled common questions on our website that will hopefully help but you can also ask our Residence Permit Service at [RESIDENCEPERMITSERVICE.HSBE@SRH.DE](mailto:RESIDENCEPERMITSERVICE.HSBE@SRH.DE). We cannot issue you a visa or request an appointment at the embassy, but we will answer any questions as best as we can, and we will be happy to prepare you for the interview.

As a contact in Germany, you can enter the person who sent you the admission documents. This person will be contacted if there are any questions from the embassy. That happens rarely though.

If you need documents other than the admission letter and the study contract, please ask our Admissions Team.

**Please note** that the appointments are made by the embassies or consular missions, we as universities cannot influence this.

### Duration of the visa process

Apply for an appointment as soon as you possibly can. It can take several weeks or months until you get an appointment. If you had the appointment at the embassy, it will probably take another four to eight weeks until a decision is made depending on the embassy. The process itself is the same though.

This duration can be explained by the internal process between consular offices and immigration authorities. The consular department sends your application to the German Foreigners Authority in the city where you will live or study. This immigration authority examines the application within at least 21

working days and then reports the decision back to the consular section. Unfortunately, the university cannot intervene in this process. In any case, you will be contacted.

### What if your visa application gets rejected?

In case of a rejected visa application, the rejection letter states why your application was rejected and what you can do to appeal it. You usually have to file the appeal within a very short time period, so you should act quickly. We may be able to help you with the rejection. Contact us and send us a scan of the rejection letter.

### Working with a visa

If you have a visa for study purposes, you can get a part-time job. If you have a visa to search for a study place or for a language course, then you cannot work.

### Validity of the visa

Most visas are issued for 90 days, but if you can already present a German health insurance for the visa application (no travel health insurance), you will get a six-month visa. No matter how long the visa is valid: You must first register in Germany with your permanent address and only then can you apply for a residence permit.

### Information for Erasmus/exchange students/freemovers within the EU:

If you come from a so called third country and spend one or two semesters with us as a guest student but you have already been enrolled within the EU, then you will most likely fall under the so-called REST directive. This is an agreement between the EU countries where, among other things, students from third countries do not have to apply for an entry visa or a residence permit if they have a residence permit for an EU country. The International Office will then register you with the Federal Office for Migration (BAMF); the procedure does not cost you any money, only your time to submit the documents. The International Office sends a message to all visiting students about this, but you are also welcome to ask at [INTERNATIONALOFFICE.HSBE@SRH.DE](mailto:INTERNATIONALOFFICE.HSBE@SRH.DE). If you do need an entry visa, we recommend that you apply for a national annual visa (D) which can be issued for up to 12 months. If you stay in Germany for less than 12 months, you won't have to apply for a residence permit after your entry, you only have to register at the Bürgerbüro in your town of studies.

### Information for Tripartite students:

#### **Are you studying International Management and spending your second or third semester outside of Germany?**

Then the above mentioned national year visa (D) is not suitable for you, because you need a residence permit to study in Germany in order to apply for further study visas for the corresponding countries of the partner universities.

### Entry into Germany in times of Covid-19

Coming to Germany during Covid times can be challenging. Entry regulations are constantly changing. Please check the restrictions and regulations before you start your trip to Germany. For more information, take a look at the website of the [FEDERAL FOREIGN OFFICE](#) or the [FEDERAL MINISTRY OF THE INTERIOR, BUILDING AND COMMUNITY](#).

Germany has compiled a list of virus variant areas. Check out the list [HERE](#). Go back frequently since this list is subject to change.

## 2.10. Fees and Payments

You will find all information about the amount and due date of the fees in your study contract under point 4 "Fees". Annex 1 of the study contract also contains a fee overview for the entire study period and Annex 2 contains the direct debit mandate.

### Direct debit mandate

Please fill out the SEPA direct debit mandate before you start your studies. If you would like to change your payment method to direct debit after the start of your studies, you are welcome to send the completed direct debit mandate by e-mail to [FEEMANAGEMENT.HSBE@SRH.DE](mailto:FEEMANAGEMENT.HSBE@SRH.DE).

### Bank transfer/ Flywire

If you are not from a SEPA region, you can transfer the tuition fees or pay via [FLYWIRE](#). Please always mention your name and matriculation number in the subject of the transfer.

Account holder:	SRH Hochschulen Berlin GmbH
Bank:	EB Bank eG Seidlerstr. 6, 34117 Kassel
IBAN:	DE 44 5206 0410 0005 0100 39
BIC:	GENODEF1EK1
SWIFT:	EKKBDE52

Please transfer the tuition fees on time by the deadlines stated in the study contract, which is 31 March or 30 September for the upcoming semester. There will be no payment reminder before the due date and no separate invoice from the university. If you have any questions about your payments, please contact [FEEMANAGEMENT.HSBE@SRH.DE](mailto:FEEMANAGEMENT.HSBE@SRH.DE).

### Financing your studies

You can find all information about financing your studies on our [HOMEPAGE](#).

Overall costs that need to be considered during your studies:

Tuition Fees	→Please see your study contract!
Semester ticket	→Please see your study contract! approx. 200€
Rent & additional costs	Approx. 400 € - 1200€ - depending on the city!
Books & stationery	Depending on study programme and modules
Laptop	Depending on your needs!
Travel costs	Depending on your home, between 100 € - 1000€
Health Insurance costs	Depending on your choice of insurance, approx. 110 €

## 2.11. Getting to know fellow students

### Your Student Council

Whether it's representing the student interests, organizing student parties or making suggestions for improving your campus - your Student Council is always the right contact. Together with the Student Councils of the other SRH campuses, we try to create a cool student life for you. You can reach us before the start of your studies as well as during your studies as follows:

#### Email

You need our help or would like to become a member of the Student Council? Then simply write us an e-mail to [STUDENTCOUNCIL.HSBE@SRHK.DE](mailto:STUDENTCOUNCIL.HSBE@SRHK.DE)

#### WhatsApp

To meet fellow students before you start your studies, we have set up WhatsApp groups for all schools. Students from all semesters and study programs are part of this group. You can exchange information about starting your studies, looking for a place to live, or about your lecture schedule. Of course, you will also receive all kinds of important information. ☺

**Just join the respective group here:**

**BSM**

**BST**

**BSDC**

**SOPA**

**Hamburg**

**Dresden**

You want to reach your Student Council just like that? No problem, just send us a WhatsApp message at any time to **+49 177 8629183**

#### Instagram & Facebook

You always want to be up to date, don't want to miss any information, and participate regularly in voting? Then follow our Instagram account [@SRHSTUDENTCOUNCIL](https://www.instagram.com/SRHSTUDENTCOUNCIL)

There are also many Facebook groups for internationals living in Berlin (for example: Erasmus Group, Berlin Expats).

#### German Language Partner

A common misconception is that you will automatically learn the local language when you are living abroad. Especially for beginners, it can be difficult to meet locals and learn the language at first. One option is to find a language tandem partner. Then you can meet others and support each other in learning each other's language and culture.

## 2.12. Buddy Program

Are you already looking forward to your arrival at the SRH and your first day on campus? Everything will be exciting and new! That's why we offer the Buddy Program. So, if you want to make contacts at the beginning of your studies, need some help getting started in a new city or need a little language support, then contact one of our buddies.

This is where a buddy can help:

- Before arrival: contact via e-mail or social media
- Welcome and acclimatization upon arrival
- Mentoring for academic questions
- Participation in cultural events etc.
- Getting to know the people in the city
- Help with public offices, etc.

Are you interested? Then ask us for contact details for your personal buddy via [STUDENTSERVICE@SRH.DE](mailto:STUDENTSERVICE@SRH.DE)

## 3. AT THE START OF YOUR STUDIES

### 3.1. Finalize your To Do List!

Before you start your studies, make sure to check all the boxes on our **TO DO LIST**, which you will receive during the Pre-Arrival Seminar. If you cannot find it, drop us an email to **STUDENTSERVICE.HSBE@SRH.DE!**

### 3.2. Welcome Week

Approximately 2 weeks before your semester start, you should receive the following documents for preparation:

- Detailed information about the Welcome Week
- SRH login data for our student portal Campus Net and your access to MS Office incl. MS Teams

We recommend that you settle into the city a few weeks before the start of your studies so that you get to know your neighborhood and find out where your SRH University is located.

The Welcome Week takes place in the first week of the semester (you will receive the schedule with exact dates by e-mail from our Student Service). During this week you will get to know our campus, our staff, and lecturers as well as your fellow students. We will also introduce you to all our services (Career Service, Student Service, International Office...) and organize activities, workshops, and games for you to liven up the week.

During your **ADMISSION CHECK**, you will receive your student card and your semester ticket. But before that, you must submit the following documents:

- Certified Copy of high school diploma/bachelor's degree
- Original signed study contract
- Proof of Payment
- Health insurance company and insurance number
- certificate of exmatriculation of previous German university



If you don't know our campus yet, you can get a first impression here:

#### CAMPUS HAMBURG

### 3.3. Registration at the Citizen's Office

Everyone who moves into a new apartment or room, whether in the same city or when newly arrived in Germany, must register their new home within two weeks. You register at the registration office in the city where you live; in Berlin this is the Bürgeramt, but if you live outside of Berlin, you can find the address on the website of the respective city administration.

- Overview of the **BÜRGERÄMTER IN HAMBURG**
- **ONLINE APPOINTMENT** at the Bürgeramt

Registration is free of charge, and you can download the forms for it on the websites of the Bürgeramt (see below). If you are moving into a new apartment with several people, everybody must register.

To meet the two-week deadline after you move in, book your appointment online 4 to 6 weeks in advance. New appointments are posted every morning, so you can almost always book a spontaneous appointment. Update the appointment page in the morning between 8 and 9 am.

After registering, you will get a written confirmation called Meldebescheinigung or Anmeldebestätigung that especially foreign students need to apply for a residence permit.

For the registration you need the following documents:



- Proof of identity (e.g., passport or ID card)
- Filled out **REGISTRATION FORM** (see **GUIDE TO COMPLETION OF REGISTRATION FORM**)
- Confirmation of move-in from the landlord/landlady (see also **SAMPLE FORM** from the Citizens' Registration Office and notes below)
- If necessary, **SUPPLEMENTARY SHEET FOR REGISTRATION** (if you are registered in several apartments in Germany)
- Certificate of birth and if applicable marriage certificate

Confirmation from your landlord/landlady: You will need a confirmation that you moved into your new accommodation. The official landlord/landlady (or the housing association) must confirm your move-in within two weeks. This can be done by using the **SAMPLE FORM** provided!

You can find more information about registration [HERE](#).

### 3.4. Application for the residence permit

If you need a residence permit, you will find initial information here on how and where you can do this. During the introduction week and lecture period we offer you regular events, about which we will inform you in detail. This is just a basic overview.

#### When do you apply for the residence permit?

You need to apply for the residence permit about eight weeks before your visa expires. You can see the expiration date on the visa sticker in your passport or on the entry stamp. You do not have to get the residence permit immediately after your arrival. You can register at the citizen's office first and settle into your new town. (More information about this during the introduction week or in the info sessions of Residence Permit Service during the lecture period). Once you have submitted the application, your visa gets extended automatically and is valid at least until a decision about your residence permit application has been made.

#### Apply for a residence permit

You can apply for a residence permit at the appropriate office in the city where you reside (for registration see section 3.2). You can find further information on the respective website of the corresponding administrative office for the city in which you are registered.

**Berlin:** Usually, you can make an appointment yourself at the **LANDESAMT FÜR EINWANDERUNG (LEA)**, but at this moment in time it is only possible through our Residence Permit Service. All students who are registered in Berlin can use this service. We check your documents as thoroughly as possible and submit the papers to the LEA. It will take two to four weeks, until we receive an appointment for you. We will send you an email with the appointment time and location. You will then go to the LEA on your own to have your fingerprints taken and pay the fee. You best check out our **WEBSITE** where we have detailed descriptions of the process. If you have any questions, feel free to e-mail **RESIDENCEPERMITSERVICE@SRH.DE**.

### What does the residence permit look like?

Almost always, the so-called eAT (= electronic residence permit) is in the size of a credit card. The card has additional functions which you can have activated. You get the information from the authority where you submitted the application.

### Do you have Swiss citizenship?

Then you don't have to apply for a residence permit, but you register your stay within three months at the corresponding city administration. You will be issued a so-called residence permit-Switzerland. In Berlin, you can submit your application and documents to the SRH Residence Permit Service. If you live in another city, you can contact the local city administration.

### What documents do you need to submit?

If you want to apply for a residence permit in Berlin, you need to submit the following documents:

- filled out application form
- color copy of passport (Switzerland: identity card)
- a current biometric passport photo
- copy of your study visa for Germany
- certificate of registration from the registration office (Bürgeramt - Meldebescheinigung)
- enrollment certificate of the SRH Berlin
- proof of sufficient health insurance valid for the entire period of your studies (insurance confirmation & waiver form, if applicable)
- proof of financial support: check our **WEBSITE** for current numbers.
- payment of tuition fees for the current and, if applicable, the next semester
- processing fee (currently about 100€)
- additional documents may be required (fees and rates are subject to change depending on when you hand in your signed contract)

The documents should be in German, but many authorities also accept documents in English. If you need to submit translations, they should be notarized. Make sure to check for specific information on the corresponding website of the appropriate authorities relating to your application. Some countries even offer their citizens documents in several languages.

### Work and internship with residence permit

If you are looking for a job on the side, you can do that with your residence permit. You are allowed to work up to 120 full days (1 full day = 8 hours per day) or 240 half days (half day = 4 hours per day) per calendar year. Self-employment (also freelance) is unfortunately not allowed, but it is sometimes possible that you can apply for permission, e.g. if the self-employment is closely related to your studies - so definitely try!

Activities that are designated as "student jobs" can be carried out without a time limit. These are, for example, jobs as a student assistant at a university or university-related institution or working student activities in a company that are related to your studies. Be careful: if you work more than 20 hours per week, you may have to take out a different health insurance.

Mandatory internships in Germany do not count towards the 120 full days. Internships abroad are not counted at all.

### Validity of the residence permit

The validity is written on the card or the sticker in the passport. If you get a sticker in your passport and your passport expires, then the residence permit also loses its validity.

### Studies and internships abroad with a residence permit

If you are out of Germany for less than six months, then you don't have to do anything. If you want to stay away longer your residence permit is only valid in combination with your passport. When your passport expires, your residence permit also loses its validity. If you leave Germany for more than six months, your residence permit will automatically lose its validity.

### Responsibility for a valid residence permit

Naturally, we are happy to help you with information and support, but in the end, the responsibility for the validity of your residence permit lies entirely with you. It can be helpful to put an resident permit expiration reminder in your phone. Make sure that you arrange an appointment with the responsible authority well ahead of time!

## 3.5. Student ID/Semester Ticket

### What is the semester ticket?

- Semesterticket is valid as a ticket for public transportation in the area of the HVV for public transportation in the area of the HVV
- You can find a map on the [HVV WEBSITE](#)
- Student ID as proof of student status
- The ticket is a mandatory purchase for every student

### From when is it valid?

- April/October: from April 1 to September 30 OR from October 1 to March 31.

### When will I receive it?

- You can come and pick it up on Campus the official Admission Check before your semester start.
- You will receive a new semester ticket / student ID card each semester.

### How much does it cost?

- Currently 182,40 € for one semester (30,40 € per month); the amount can be subject to change for each Semester.

### When is the payment due?

- The payment is due until 31 March or 30 September each semester
- The amount will be deducted from your bank account (if you have signed a direct debit authorization)

OR

- Please transfer the amount via bank transfer.

<b>Account holder:</b>	SRH Hochschulen Berlin GmbH
<b>Bank:</b>	EB Bank eG Seidlerstr. 6, 34117 Kassel
<b>IBAN:</b>	DE 44 5206 0410 0005 0100 39
<b>BIC:</b>	GENODEF1EK1
<b>SWIFT:</b>	EKKBDE52

- If you are an Exchange Student or an International Student, you can also transfer the money via **FLYWIRE**. Please always mention your name and matriculation number in the subject of the transfer:
- The payment should be done by the time you pick up your ticket. Please bring a proof of payment with you.

### What does it look like?

- You will receive the HVV ticket in paper form. It must not be laminated.
- The semester ticket and student ID are only valid in combination with an official photo ID.

### What happens if I lose my semester ticket?

- Simply contact our Welcome Service or send an email to [STUDENTSERVICE.HSBE@SRH.DE](mailto:STUDENTSERVICE.HSBE@SRH.DE).
- A new ticket will be issued for a fee of 10€

### Can I be exempted from buying the semester ticket?

- Cancellation is **not** possible.

For more information click [HERE](#).

## 3.6. IT

You will receive the log-in for the university platforms Campus Net and Office 365 by mail to your private e-mail address, that you provided during the application process (please check your junk folder as well) on 15 August or 15 February.

Your username is always: [ENROLLMENTNUMBER@STUD.SRHK.DE](#)  
(For example: 1234567@stud.srhk.de)

### Log-In Campus Net

You can log in to Campus Net via the following link: <HTTPS://CAMPUS.SRH-CAMPUS-HAMBURG.DE/>

When you log in to Campus Net for the first time, you will be asked to change your password.

Here you can view your timetables, download certificates, and get your transcript of records. Please note that your log-in only works if we have received your health insurance confirmation. Please see 2.8 Health insurance for more information.

### Downloading your Certificate of enrollment

Log in to Campus Net. Click on "Personal Data", then "Documents", then choose "Certificates". Select the certificate for the semester that you need and choose a language. After that you must save or print your enrollment certificate in order to view it. Please note that enrolment certificates for upcoming semesters are always available for download from 15 August or 15 February at the earliest. Due to further regulations an earlier issuance is not possible.

### Update postal address

To update your address on CampusNet, please follow the steps below:

- Go to SRH CampusNet
- Log in to Campus Net
- Click on "My data"
- Scroll down to the current address (semester address)
- Click on the CHANGE button, update the address
- Click on the SAVE button

Your new address should be successfully saved

### Log-In Outlook

- Your SRH e-mail is e.g., [FIRSTNAME.LASTNAME@STUD.SRH-CAMPUS-BERLIN.DE](mailto:FIRSTNAME.LASTNAME@STUD.SRH-CAMPUS-BERLIN.DE)
- Log in with your SRH ID ([ENROLLMENTNUMBER@STUD.SRHK.DE](mailto:ENROLLMENTNUMBER@STUD.SRHK.DE)) at <HTTPS://PORTAL.OFFICE.COM>

The link to the Office Portal is also available on CampusNet via the Tab Administration > Services > IT. You also have the possibility to download the Office package to use all programs offline and to check your e-mails directly in the client.

### Log-In Microsoft Teams

To do this, go to the following page in your browser and log in with the credentials described below: <HTTPS://TEAMS.MICROSOFT.COM>.

- Enter the login name in the field "E-Mail, Phone or Skype" and click on "Next". You will be redirected to the SRH login page: [ENROLLMENTNUMBER@STUD.SRHK.DE](mailto:ENROLLMENTNUMBER@STUD.SRHK.DE)
- Please make sure that you have not saved any (e.g., private) login data in your browser, which will be automatically entered here.
- In the window that opens, you will be asked for your password in the field below the login name.

### Account blocked?

Please note that your CampusNet account will be blocked as soon as you are significantly in arrears with your payments. In this case, please contact our fee management team ([FEEMANAGEMENT.HSBE@SRH.DE](mailto:FEEMANAGEMENT.HSBE@SRH.DE)) to clarify the problem.

Your account will also be blocked if you have not provided proof of health insurance. Please submit this to our Student Service Team as soon as possible. ([STUDENTSERVICE.HSBE@SRH.DE](mailto:STUDENTSERVICE.HSBE@SRH.DE))

Your account will be blocked if you have entered the incorrect password several times. Please use the password forgotten function on CampusNet.

**NOTE:** In addition to the suspension of CampusNet, your Microsoft Teams account will also be blocked, which means that you will not be able to participate in online courses or view course material.

### Forgotten your password? No problem!

Your password can be reset via the Campus Net website. To do this, go to the CampusNet website and click on "Forgotten password" in the "For students" section after clicking on "Login" in the upper right-hand corner below the password entry. Please note: a new password will be sent to your private email account that you used during your application process.

You can also use our SRH app for online services:

**Android**  
 Berlin/Hamburg App: [CLICK HERE!](#)

**Apple**  
 Berlin/Hamburg App: [CLICK HERE!](#)  
 Dresden App: [CLICK HERE!](#)

If you have any further questions or problems regarding our IT-services, please contact: [ITDESK.HSBE@SRH.DE](mailto:ITDESK.HSBE@SRH.DE)

### Wifi on Campus

Network: BYOD

Password: zFqzkADxyjNc6EJ4



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## 4. AFTER THE START OF STUDIES

### 4.1. Career Service

We not only want to support you during your studies, but also prepare you for the working world. That's why we offer you various services from our **CAREER SERVICE**:

- exclusive advertised student jobs, internships, working student positions and graduate programs in your area or even abroad via **JOBTEASER** and **LINKEDIN**.
- job application training and interview coaching
- a wide range of workshops and events led by our experts. More info about the workshops will be e-mailed to you after the semester begins.
- personal consultations where we review your documents or for any questions related to your individual career planning.
- all mandatory internship related questions

For more information or to schedule a personal appointment, please e-mail [CAREERSERVICE.HSBE@SRH.DE](mailto:CAREERSERVICE.HSBE@SRH.DE).

### 4.2. Centre for Language and Diversity

The Centre for Language and Diversity is responsible for language training in many degree programmes and offers advice on language courses. Please contact [LANGUAGES.HSBE@SRH.DE](mailto:LANGUAGES.HSBE@SRH.DE) if you have any questions about courses within and outside SRH.

### 4.3. Psychological Student Counselling

#### Offer

- up to **3 psychological counseling sessions** with a duration of **50 minutes** each
- the consulting sessions take place **online** via **MS Teams**

#### Potential Topics

- Stress, feeling overwhelmed
- Difficulties in orientation, motivation, and decision-making
- Anxiety and worrying (e.g., regarding exams and other academic tasks)
- Personal concerns (e.g., regarding relationships, family)
- Procrastination (problems caused by putting off important tasks)

#### Limitations of the service

Student counselling is not an emergency service and does not replace psychotherapeutic treatment

#### Contact

**Psychologist:** Neuzza Reichel, M.Sc.

**Email:** [PSYCHOLOGISCHE.STUDIENBERATUNG.HSBE@SRH.DE](mailto:PSYCHOLOGISCHE.STUDIENBERATUNG.HSBE@SRH.DE)

**Consultation hour:** Appointments by arrangement

#### 4.4. Consultation Hour Quality Management

##### Offer

- personal **meetings of 30-60 minutes** for your request
- the personal meeting take place **online** via **MS Teams**

##### Potential Topics

- Suggestions for your studies and your courses
- Suggestions for the services at SRH Berlin
- Suggestions for the offers and events of the SRH Berlin
- Problems with planning and organization of your studies
- Other questions and feedback about your studies

##### Contact

**Quality Manager:** Katja Schulze

**Email:** [QUALITYMANAGEMENT.HSBE@SRH.DE](mailto:QUALITYMANAGEMENT.HSBE@SRH.DE)

**Consultation hour:** Appointments by arrangement

You prefer to give your feedback anonymously?

No problem! Simply scan the QR code and fill in the free text field. Your feedback will be sent directly to the SRH Berlin quality management team.



#### 4.5. Student & Welcome Service

Student & Welcome Service is the first point of contact for students. Here, you will find help with general questions. Whether you are looking for the right contact person, cannot find the right room or need any kind of help - here you will get support!

For all questions concerning the organization of your studies, no matter if it concerns the processing of BAföG applications, any documents, certificates, or the like, please see [HERE](#).

#### 4.6. Examination Office

At the Examination Office you can get information on all the examination and study regulations. All exam results will be published on our database CampusNet. Please see more information [HERE](#).

#### 4.7. International Office

The International Office is your personal contact for all international affairs. They can answer any queries regarding your application for a semester abroad or even if you are an incoming exchange student and have any questions. Please see [HERE](#).

#### 4.8. Social Media & Marketing

- ➔ [@srhhamburg](#) → Instagram, Facebook, Twitter
- ➔ [Click for Linked In](#)

## 4.9. Sports & Freetime

Hamburg has got a lot to offer when it comes to sports activities – whether you just want to watch or actively participate yourself.

### All Sports Courses

The university of Hamburg offers a variety of sports courses („Hochschulsport“). Please find detailed information [HERE](#).

Numerous courses such as yoga, aerobics etc. are also offered by adult education centers e.g., [VHS – HAMBURGER VOLKSHOCHSCHULE](#). More offers can be found via [EVERSPORT](#).

In particular, prevention courses on topics such as nutrition, exercise, relaxation, etc. are subsidised by some health insurance companies. It's best to ask your health insurance company about the relevant conditions. You can find a general overview [HERE](#).

### Fitness

Are you interested in fitness? Then look at these studios:

Fitnessstudio	Website
Fitness First	<a href="http://www.fitnessfirst.de/">http://www.fitnessfirst.de/</a>
Mc Fit	<a href="http://www.mcfit.com/">http://www.mcfit.com/</a>
Mrs. Sporty (women only)	<a href="http://www.mrssporty.de/">http://www.mrssporty.de/</a>

[HERE](#) you can find an overview of sport events from the city of Hamburg (e.g., public runs).

If you are an exchange student and are only staying in Hamburg for a few months, inquire about possibilities for a temporary contract. You can find temporary contract opportunities or fitness offers without a contract [HERE](#).

### Swimming Pools

In addition to the sports activities mentioned above, there are many swimming pools in Hamburg. You can find them on the homepage of [BÄDERLAND HAMBURG](#).

There are also yoga studios, beach volleyball courts, climbing gyms etc. You will certainly find what you are looking for on the Internet.

### Renting a bicycle

In Hamburg there are numerous possibilities to rent a bike, be it for only one weekend or for several months. Below are some providers:

- [SWAPFIETS](#)
- [STADTRAD](#)

### Cheer on our Hamburg sports teams!

There are several professional sports clubs in the city. Watch the games live, cheer for your team, and enjoy the unique atmosphere in the stadium!

Sport	Team	Website
Soccer	HSV	<a href="https://www.hsv.de/uebersicht">https://www.hsv.de/uebersicht</a>
	FC St. Pauli	<a href="https://www.fcstpauli.com/">https://www.fcstpauli.com/</a>
Icehockey	Crocodiles	<a href="https://www.crocodiles-eishockey.de/">https://www.crocodiles-eishockey.de/</a>
Basketball	Towers	<a href="https://www.hamburgtowers.de/">https://www.hamburgtowers.de/</a>
Handball	Handball Sportverein Hamburg	<a href="https://hamburg-handball.de/">https://hamburg-handball.de/</a>

### Freizeit

Hamburg has a lot to offer! Here is a small selection of cultural events that might be of interest for you:

Hamburg is considered the musical city of Germany. **HERE** you will find the entire program of musicals that the Hanseatic city has to offer.

Yes, we are the city of musicals, but we are also very proud of our many museums. **HERE** you can find a great compilation of the museums of the city.

Do you need a good laugh after your lecture? Hamburg International Comedy regularly offers **COMEDY SHOWS** in English. Don't miss it!

Do you like the movies? How about **OUTDOOR CINEMA**? Enjoy the summer nights in Hamburg with a lovely movie!

**INDIA WEEK**: With more than 80 events, India Week Hamburg offers a wide range of insights into Indian culture.

Every district in Hamburg has different **STREET FESTIVALS**. It is a lot of fun and there are different food and drinks, concerts, shopping, etc.. The biggest street festival in Hamburg is the **ALTONALE**. It is worth a visit!

The **INTERNATIONAL SUMMERFESTIVAL KAMPNAGEL** offers a huge program with a wide variety of concerts, performances, and exhibitions.

International cultural exchange at **MOVE THE NORTH**: This cultural festival brings together artists from the north of Europe. Regardless of the artistic field, the focus is on collaboration.

## 4.10. Lunchspots

Below you will find our lunch hotspots near the **SRH Campus Hamburg**. Enjoy!

name of restaurant	Price range	Cuisine	Address
Hanoi Deli Rathaus	5,00 – 10,00 €	Vietnamese	Schauenburgerstraße 49, 20095 Hamburg
Hofbräu Wirtshaus Speersort	10,00 – 15,00 €	German	Speersort 1, 20095 Hamburg
Einstein City	8,00 – 15,00 €	International	Schopenstehl 32, 20095 Hamburg
Hamburg Bäckerei	3,00 – 8,00 €	Bakery	Alter Fischmarkt 11, 20457 Hamburg
Bona'ime Hamburg	5,00 – 15,00 €	Oriental	Burchardstraße 17, 20095 Hamburg
Mama Si - Thai Food Market	10,00 – 15,00 €	Thai	Kleine Reichenstraße 1, 20457 Hamburg
beets&roots   Brandstwiete	9,00 – 16,00 €	Salad	Brandstwiete 4, 20457 Hamburg
Marshall Street Coffee	3,00 – 15,00 €	Coffee / Breakfast	Schopenstehl 30, 20095 Hamburg