

## To-Dos before start of studies

You are an Incoming Exchange, Study Abroad or Freemover student.

For more details, please check the Student Welcome Guide or contact us via [studentservice.hsbe@srh.de](mailto:studentservice.hsbe@srh.de).



### Documents

- Fill and send in your Learning Agreement** ⇒ *before end of August/ February*
- Get your Arrival & Departure Form filled** ⇒ *during first/last days of your exchange period*  
Both forms are from your home university. Please submit to [internationaloffice.hsbe@srh.de](mailto:internationaloffice.hsbe@srh.de).
- Come to your Admission Check!** ⇒ *From Wednesday until Friday before our Welcome Week from 9 am to 3 pm*  
We will check your health insurance status & you can pick up your semester ticket (more info below).



### Residence Related Tasks

- Update about Visa & Arrival** ⇒ *regularly*
- Plan your Arrival one week before semester start** ⇒ *before Admission Check*
- Get a German Bank Account** ⇒ *before start of studies*  
For regular payments, such as rent, health insurance, etc.
- Apply for your Residence Permit** ⇒ *before your visa runs out, can differ from person to person*  
About 4-6 weeks before your visa expires you need to apply for a residence permit for studying. For support: Berlin students → [residencepermitservice.hsbe@srh.de](mailto:residencepermitservice.hsbe@srh.de), Dresden students → [Julia.Brendler@srh.de](mailto:Julia.Brendler@srh.de) or Hamburg students → [Maria.TerraSamaniego@srh.de](mailto:Maria.TerraSamaniego@srh.de).



### Personal Data

- Arrange Health Insurance Confirmation** ⇒ *directly after signing your learning agreement*
- Test your Login Credentials** ⇒ *from August 15<sup>th</sup> or February 15<sup>th</sup>*
- Change your Semester Address in CampusNet** ⇒ *at the start of your studies*



### Fees

- Pay your Fees (Semester Ticket)** ⇒ *directly, but latest before September 30<sup>th</sup> / March 31<sup>st</sup>*
- Bring along a Proof of Payment for your Semester Ticket to Admission Check** ⇒ *From Wednesday until Friday before our Welcome Week from 9 am to 3 pm*



red = asap

yellow = before your start of studies

green = at the beginning of/ throughout your studies



## Accommodation

- Get a 'Wohnungsgeberbestätigung'** ⇒ *from your landlord once you find accommodation*
- Make an appointment at 'Bürgerbüro'** for your address registration ⇒ *once you find accommodation and if you stay longer than 6 months or need a Residence Permit*



## Information

- Take part in the Pre-Arrival Seminar** ⇒ *on the first Friday in August, September, February and March at 1 pm (CET)* To prepare your move to Germany and your start at a German university.
- Attend Welcome Week** ⇒ *first week of October or April*  
Download the Welcome Week schedule from our website and attend events on- & offline.
- Know your most important contacts at SRH** ⇒ *before start of studies*  
Know your most important contacts for your studies. Who is your head of study program? Which services are available?
- How long is your Study Period?** ⇒ *before start of studies*  
Check important dates during your semester. What does the Academic Calendar look like? When is the Welcome Week? When do classes start?
- Which campus are you studying on?**  
Which is your Campus? What is the exact address and how do you get there (by foot, public transport or car)? Where do you go for the Welcome Week? Where is your first class?



## Connect Yourself

- Get a Buddy**  
If you want to know more about your studies from a personal perspective or you want a mentor.
- Check our Social Media**  
Join our WhatsApp and Facebook groups.
- Register for Jobteaser**  
Sign on to Jobteaser. There you find information on possible internships and mini jobs.



## Your current semester

- Check your Unimail Account** ⇒ *regularly*  
Regularly check your unimail account. This way you will receive relevant information about deadlines, innovations, and changes at our university.
- Check your Schedule** ⇒ *regularly*  
Regularly check your timetable on Campus Net. Dates and rooms can change daily.



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