

HOCHSCHULE
HANNOVER
UNIVERSITY OF
APPLIED SCIENCES
AND ARTS

–
International Office

Welcome Guide





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Welcome

Welcome to the Hochschule Hannover community!

This brochure is intended for international students who are interested in studying at Hochschule Hannover. You will find general information on the Hochschule Hannover. The information can also be found on our **website Hochschule Hannover** (<http://www.hs-hannover.de/international-eng/international-students-at-hsh/index.html>).

We hope you are excited about joining us and wish you a successful and enjoyable time here.

Ms Beate Blümel
Head of International Office

Ms Helena Spies-Jitomirski
Adviser for Incoming Students

General information

With more than 10 000 students and about 800 staff members, Hochschule Hannover (HsH) is the second largest university in Hannover. In five different faculties, housed in different parts of the city, a wide range of subjects and courses is offered.

Faculty I – Electrical Engineering and Information Technology

Ricklingers Stadtweg 118, 30459 Hannover

Tram Line 3,7 Direction Wettbergen, stop Bahnhof Linden/Fischerhof

Faculty II – Mechanical Engineering and Bio Process Engineering

Ricklingers Stadtweg 118, 30459 Hannover

Tram Line 3,7 Direction Wettbergen, stop Bahnhof Linden/Fischerhof

Faculty III – Media, Information and Design

Expo Plaza 2/12, 30539 Hannover

Tram Line 6, Direction Messe Ost, final stop

Faculty IV – Business and Computer Science

Ricklingers Stadtweg 120, 30459 Hannover

Tram Line 3,7 Direction Wettbergen, stop Bahnhof Linden/Fischerhof

Faculty V – Diaconic Studies, Health Care and Social Work

Blumhardtstraße 2, 30625 Hannover

Tram Line 5, Direction Anderten, stop Nackenberg

Campus maps of each faculty:

General Information about the faculties:

<http://www.hs-hannover.de/oem/hochschule-hannover-in-bildern/anreise/lageplan-hochschule-hannover/index.html>

Are you ready?

We're getting ready to welcome you to HsH – here are the most important things that YOU need to do before you arrive.

Semester dates

The summer semester lasts from **1st March 17 until 31st August 17**. Classes take place between the beginning of March and the midst of July.

The winter semester starts from **1st September 2017 and ends 28. Februar 2018**. You can find more information about important dates under **semester timetables**.

www.hs-hannover.de/oem/service/termine-und-events/semestertermine

“Study Camp”

The Study Camp Since was founded in 2011 and starts at the beginning of the winter semester,

The study preparation weeks are held for all first-year students and program students. The program is designed for students to prepare them for their future studies at Hochschule Hannover.

A program of various lectures and social events is organised for you.

<http://www.hs-hannover.de/service/veranstaltungen/sys/ws-2017-2018/2017-09-01-start-study-camp-2017/index.html>

“Spring Welcome Weeks”

The Spring Welcome weeks is an orientation program that takes place during the second half of February and offers an interesting and diverse range of activities and events. **Participation is not required but highly recommended**. It gives you an opportunity to become familiar with living and studying in Hannover and to connect with other international students.

In addition to **German language courses and visits to the Immigration Office** there will be a good variety of cultural and fun activities. Archive for past **Spring welcome weeks** (<http://www.hs-hannover.de/international-eng/international-students-at-hsh/spring-welcome-week-archiv/spring-welcome-weeks-ss2016/index.html>)

Further information about the events and how to sign up will be sent to you via e-mail.

Prepare your ECTS Learning Agreement and have it signed by the person in charge at your home university and the respective International Coordinator at Hochschule Hannover.

Please note:

Faculty IV kindly asks incoming students to send their learning agreement to the Team International Programmes within the first week of February. - f4-tip@hs-hannover.de

Preparations before Arrival

Organise your finances

The average student needs about 720€ per month for living expenses, plus an additional 130€ for tuition and fees (broken down to the month). **So your monthly expenses amount to app. 900€.** However, an individual student's living expenses could be higher or less, depending on your lifestyle. Study-related costs such as books and other supplies also vary.

Here are some more important information:

Deutsche Bank:

<https://www.deutsche-bank.de/dam/deutschebank/de/pgk/pk/konto-und-karte/pk-kredit-finanzierung-db-international-opening-a-bank-account-for-foreign-students.pdf>

Sparkasse

<https://www.sparkasse.de/themen/studium/locked-account.html>

* Important for Japanese students who stay longer than 6 months: please pay attention to the exchange rate.

* Visa and Master Cards are accepted throughout most hotels and shops in Germany.

Bank-Account

The International Office will support you if you want to open up a German bank account. You will get further information after your arrival in Hannover.

To pay bills, you can also pay directly a bank with a bank payment. However, this service costs up approx. 6,- €.

Here are some more information Hochschule Hannover:

<http://www.hs-hannover.de/international-eng/practical-information-for-your-stay/index.html>

Studentenwerk:

<http://www.studentenwerk-hannover.de/en-2konto.html>

Register for the Airport Meet & Greet service

We offer a free airport meet and greet service from Hannover airport. Although it's free of charge, you must book this service in advance so that we know where and when to meet you.

Please follow the registration link

<http://www.hs-hannover.de/international-eng/practical-information-for-your-stay/arriving-in-hannover/index.html>

Housing

If you haven't already arranged your accommodation, then you should do so as soon as possible. You will receive an email directly from our housing team. Email: housing@hs-hannover.de

Alternative-accommodation

Residence Halls

A limited number of furnished rooms are available in student residence halls, including bed linen for an extra fee. The costs vary from 180€ to 300€ per month, depending on size and location of the room.

If you would like to rent such a room, Please understand that not every student can have a room in a residence hall, There is only a limited number of rooms available. Unfortunately, the Hochschule Hannover does not have an influence on how many rooms are available.

You can find out more at <http://www.studentenwerk-hannover.de/en-vor-wohnen.html>

Private apartment housing

Single furnished rooms in a shared apartment range from 170€ to 350€ per month. For an apartment completely of your own, the rent will be considerably higher.

Look for yourself as well! You can find out more at <http://www.hs-hannover.de/?id=19323>



Looking after yourself

Health Insurance

When you get enrolled at the Hochschule Hannover, you are required to have a proper health insurance.

EU citizens and citizens of those countries that have a social security agreement with Germany can use their existing health insurance and do not need to purchase any additional health insurance in Germany. The European Health Insurance Card (EHIC) is acknowledged by any doctor in Germany.

Non-EU citizens may get insurance through a German insurance company. **Please be aware that the Hochschule Hannover does NOT accept travel health insurance!**

All health insurance companies charge the same fees from students, which currently amount to 85,00 € per month (it has to be transferred via bank account)

You can find out more at Deutsche Insurance:

<http://www.deutscheinsurance.com>

Techniker Krankenkasse:

<https://www.tk.de/tk/english/610312>

mawista:

<https://www.mawista.com/en/>

Liability insurance

We highly recommend purchasing a private liability insurance which covers any damage you may cause to others. You can find out more at <https://www.experte24.de/versicherungen/haftpflicht-versicherung/>

Residence Permit

EU citizens need a valid passport or national identity card to enter Germany. Like any German citizen, EU citizens who take up residents in Germany must register with the Citizens' Office (Bürgeramt) in Hannover.

Students who are non-EU citizens need a valid student visa in their passport. They must apply for a residence permit from the Citizens' Office in Hannover.

The following documents are required:

- ▶ Valid Passport
- ▶ Proof of funds covering the amount of 720€ per month e.g. certificate of scholarship
- ▶ Two recent passport ID photographs (in colour and jpg format)
- ▶ Certification of health insurance
- ▶ University enrollment certificate
- ▶ Administrative fee up to 90,00 € (no fees if you have a German scholarship)

The HsH International Office will assist you in your dealings with the local authorities during the first weeks after your arrival.

More information can be found at the following links:

Student ID Card

The Campus Card is your personal student ID and issued free of charge. It has a multi-functional chip which can be used for various purposes:

- ▶ student ID
- ▶ semester ticket (transportation ticket)
- ▶ library card for any library in Hannover (HOBSY alliance)
- ▶ university canteens/cafeterias (payment function)
- ▶ copying/printing
- ▶ parking lot at the Hochschule Hannover

To obtain the Campus Card, please submit a passport-size photograph along with your enrollment documents.

All the necessary information (prices, bank details) about the Campus Card will be sent to you in due time. If your bank charges for transferring the money are rather high, you may bring the money in cash. However, in this case your Campus Card might take a few days to be issued.

Optionally you can get an International Student Identity Card (ISIC). The ISIC card is a discount card for students, offering discounts for travel, insurance, and other things.



More information is available at:

<http://www.hs-hannover.de/international-eng/practical-information-for-your-stay/hsh-card/index.html>



More information is available at:

<https://www.isic.org/>

Arrival

Pick-Up Service

If you choose our Pick-Up Service you will be met at the airport or the train station by one of our student co-workers who will accompany you to your accommodation. Please notify us one month in advance, so we can make arrangements to send somebody to pick you up.

Please NOTE: If you are assigned a room in a residence hall, the International Office will have the key for it and hand it to you when you arrive.

If you wish to get to your accommodation on your own:

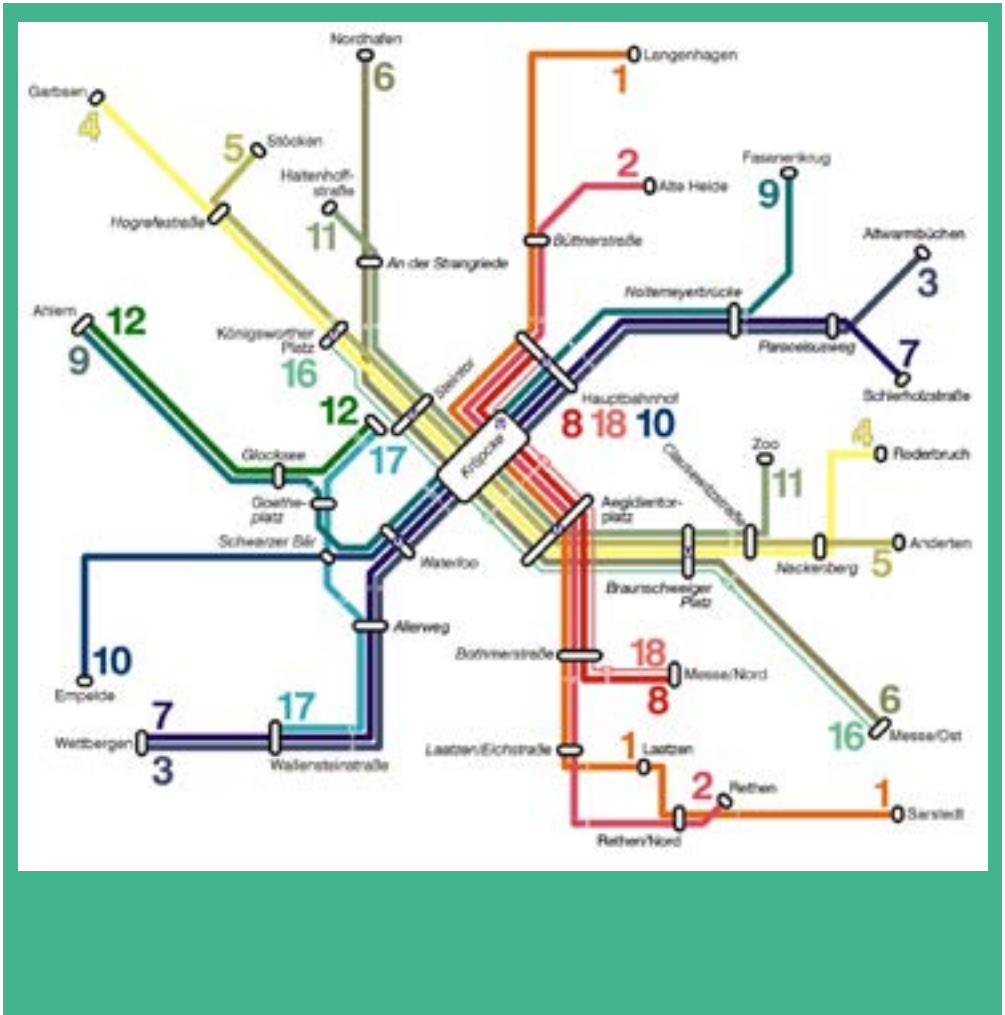
There is a direct train going from the airport to Hannover Central Station (Hauptbahnhof). Take "S-Bahn" line number 5 (direction Bad Pyrmont).

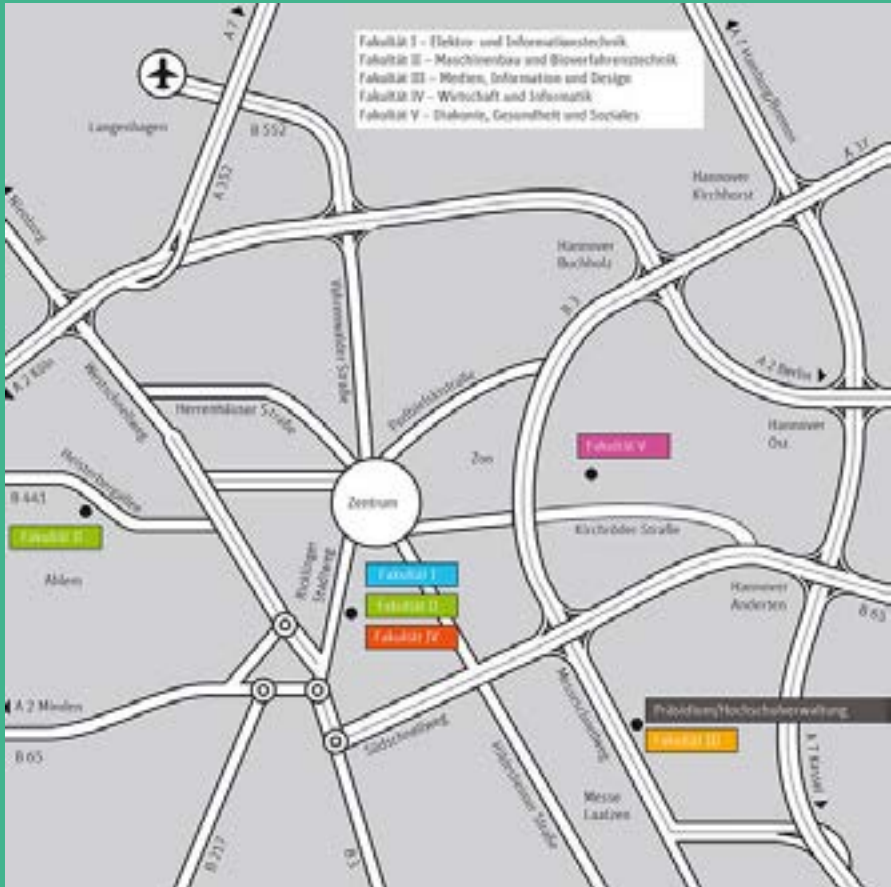
We recommend downloading the **DB Navigator** app <https://www.bahn.com/en/view/index.shtml> or **GVH**. Both will show you the fastest route to your destination using public transportation. https://www.gvh.de/home/?no_&l=1#/#dateBlock



Here you can find a map of Hannover's subway system

www.uestra.de/fileadmin/Material/Fahrgast/Linieplaene/GVH_Liniennetzplan_Stadtbahn.pdf





Overview of Hochschule Hannover campuses



Campus Linden

Ricklinger Stadtweg 118, 30459 Hannover

Station **Linden/ Fischerhof**

(reachable with TRAM 3, 7,17 or SUBWAY S1, S2, S21, S5, S51)



Campus Ahlem

*Heisterbergallee 12,
30453 Hannover*

Station *Ehrhartstraße*
(reachable with TRAM 10)



Campus Bismarkstraße

*Bismarkstraße 2,
30173 Hannover*

Station *Bismarkstraße*
(reachable with BUS 121,
SUBWAY S1, S3, S5)

IT-Account

Each student at Hochschule Hannover will receive his or her own account to access Wifi, PCs. User name and password will be assigned by the faculties' IT-services at the beginning of the semester.

It includes

- ▶ E-mail-address
- ▶ 5 GB space on the server
- ▶ access to all public computers
- ▶ access to the universitys Wifi (eduroam)

Students of faculties I and II receive their logins at the Hochschul-IT in Room 1633.

German Language Courses

German and english language courses for all levels are offered at our Language Center.

ZLB - Language Center

Bismarckstraße 2, Gebäude V, Raum 6305/227
30173 Hannover

<http://www.hs-hannover.de/zsw-lc/deutschintensiv-kurse/index.html>

Email-Account

Information about classes, exams and events around your faculty and the university will be sent to your HsH email account. In order not to miss any important information, please check your emails regularly!

Eduroam Wifi

To be able to use the eduroam Wifi you need to activate your account via **<https://student.it.hs-hannover.de>**. After your login to the website, click on „**DFNRoaming/eduroam**“.

* Public computers might not be able to spell Japanese characters

Then send a registration request to be able to use eduroam Wifi. More Information is available on <http://www.hs-hannover.de/it/services/stud> (German language only)

Important Contacts inside the Faculties

Faculty I and II

Electrical Engineering and Information Technology



International Faculty Office

Viola Hauschild
Ricklinger Stadtweg 120
30459 Hannover
Room: 1534a
Phone: +49 511 9296-1642
viola.hauschild@hs-hannover.de



International Coordinator Faculty I

Prof. Dr.-Ing. Dieter Stolle
Ricklinger Stadtweg 120
30459 Hannover
Room: 2524 a
Phone: +49 511 9296 1205
dieter.stolle@hs-hannover.de

Mechanical Enginee- ring and Bio Process Engineering

International Coordinators Faculty II

Prof. Dr. Anne Nadolny
Ricklinger Stadtweg 120
30459 Hannover
Room: 1536
Phone: +49 511 9296 1658
anne.nadolny@hs-hannover.de

Prof. Dr.-Ing. Wilfried Stiller
Ricklinger Stadtweg 120
30459 Hannover
Room: A205/Isotopenlabor
Phone: +49 511 9296 1272
wilfried.stiller@hs-hannover.de

*Faculty III
Media, Information
and Design*



**International Coordinator
Design & Media**

Prof. Bernhard Garbert
Ricklinger Stadtweg 120
30459 Hannover
Room: 2967
Phone: +49 511 9296 1357
michael.quass@hs-hannover.de



**International Coordinator
Information & Communication**

Dr. Ina Blümel
Expo Plaza 12
30539 Hannover
Room: 4.87
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ina.bluemel@hs-hannover.de

**International Faculty Office
Esther-Marie Kröger**

Expo Plaza 12
30539 Hannover
Room: 4.08
Phone: +49 511 9296 2662
esther-marie.kroeger@hs-hannover.de

*Faculty IV
Business and
Computer Science*



TIP - Team International Programs

Kathrin Witte-Griese M.A.
Ricklinger Stadtweg 120
30459 Hannover
Room: M106
Phone: +49 511 9296-1544
kathrin.witte-griese@hs-hannover.de



TIP - Team International Programs

Beate Yardim-Krause
Ricklinger Stadtweg 120
30459 Hannover
Room: M118
Phone: +49 511 9296-1544
beate.yardim@hs-hannover.de



**International Coordinator
Business Administration**

Prof. Dr. Detlef Romberger
Ricklinger Stadtweg 120
30459 Hannover
Room: 252
Phone: +49 511 9296 1592
detlef.romberger@hs-hannover.de



**International Coordinator
Business Information Systems**

Prof. Dr. Dagmar Mack
Ricklinger Stadtweg 120
30459 Hannover
Room: 226
Phone: +49 511 9296 1535
dagmar.mack@hs-hannover.de



**International Coordinator
Computer Science**

Prof. Dr. Carsten Kleiner
Ricklinger Stadtweg 120
30459 Hannover
Room: 327
Phone: +49 511 9296 1835
carsten.kleiner@hs-hannover.de

Faculty V

*Diaconic Studies,
Health Care and
Social work*



International Coordinator

Dipl.-Soz.-Päd.
Annette Plobner
Blumhardtstr. 2
30625 Hannover
Room: 2.104
Phone: +49 511 9296-3190
annette.plobner@hs-hannover.de

International Faculty Office

Tamara Arutyunyan
Blumhardtstr. 2
30625 Hannover
Room: 7.111
Phone: +49 511 9296-3205
tamara.arutyunyan@hs-hannover.de

*International Office
Incomings Advisers*



Incoming Students Adviser

Helena Spies-Jitomirski
Bismarckstr. 2
30173 Hannover
Room: 6305/323
Phone: +49 511 9296 3794
helena.spies-jitomirski@hs-hannover.de



Incoming Students Adviser (Chinese & Asian students)

Zhongzhen Yu
Bismarckstraße 2, Building V
30173 Hannover
Room: 6305/325
Phone: +49 511 9296 3798
zhongzhen.yu@hs-hannover.de

Housing Service

Jessica Eckert
Bismarckstr. 2
30173 Hannover
Raum: 6305/324
Phone: +49 511 9296 3788
jessika.eckert@hs-hannover.de



Returning Home

Things to be done before departure:

- Be sure to have gathered all necessary documents (transcript of records, departure certification, learning agreement).
- Cancel your German bank account in due time.
- Inform the Citizens Office that you are moving back home (Abmeldung).
- Be sure that you cancelled your private room or room in the residence hall (usually 3 months before departure).
- If you have a German insurance, cancel your contract.
- If you need a certification to prove that you are no longer studying at Hochschule Hannover, please fill in the form below and send or bring it to the enrolment office (“Antrag auf Exmatrikulation”).

www.hs-hannover.de/studierendenverwaltung/antragsformulare

*Things to be done in case
you want to extend your stay*

- Please notify the International Office if you wish to stay for a second semester.
- Also notify the International Office of your home university.
- Make sure you have enough funding for an extended stay, in case you do not receive any further financial assistance from other sources.
- Transfer the money for another semester ticket in due time. Check with the International Office to find out if the costs are still the same. They might have changed in the meantime.
- Make arrangements for your accommodation. Either renew your rental agreement or look for a new place early enough.
- Please notify the Enrolment Office if your address has changes.

www.hs-hannover.de/studierendenverwaltung/antragsformulare

Emergency Phone Numbers in Germany

Here you can find some important phone numbers, in case of an emergency.

<i>Police</i>	<i>110</i>
<i>Fire Brigade</i>	<i>112</i>
<i>Ambulanz</i>	<i>112</i>
<i>Psychological Counselling for Students - ptb.uni-hannover.de</i>	<i>+49 511 762 -3799</i>
<i>Locking Sim Cards and Bank Accounts</i>	<i>166 166</i>

Impressum

Hochschule Hannover - University of Applied Sciences and Arts

International Office
Bismarckstraße 2
30173 Hannover
Phone: +49 511 9296 3794

**HOCHSCHULE
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AND ARTS

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<http://www.hs-hannover.de>