



International Students **Guide**

Incoming Degree Seeking Students

Welcome to Kiel University of Applied Sciences

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Introduction

Dear Students,

Welcome to Kiel University of Applied Sciences (Kiel UAS).

We are delighted that you have chosen the Kiel UAS for your studies in Germany and looking forward to greeting and meeting you in person at our campus soon. Yet there are still some arrangements you might need to meet before your arrival. The following information in this pamphlet help you to have a convenient preparation for your arrival and stay in Germany.

Please read this guide thoroughly and carefully. Should you still have any further questions regarding your studies at Kiel UAS or your stay in Germany, please feel free to contact us.

We wish you lots of success and look forward to greeting you at Kiel University of Applied Scicens personally.

Kind regards,
Your International Office

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Contact details at a glance

HAW Kiel – Kiel University of Applied Sciences

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D-24149 Kiel

Phone: +49 431 210-0
Email: info@haw-kiel.de

www.haw-kiel.de

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www.haw-kiel.de/international/

Head of International Office

Nadine Hackmann

Phone: +49 431 210-1803
Email: nadine.hackmann@haw-kiel.de

Incoming Degree Seeking Students

General enquiries after admission for international students

Soroor Freier

Phone: +49 431 210-1806
Email: soroor.freier@haw-kiel.de

Application and Admission

Enquiries regarding the application process and admission requirements for different study programmes

Student Information, Department of Student Affairs, Admission Office

Phone: +49 431 210-1338
+49 431 210-1339

Email: studieninformation@haw-kiel.de
studierendensekretariat@haw-kiel.de
zulassungsstelle@haw-kiel.de

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Pre-Departure: First Steps after having an admission at Kiel UAS

Visa / Residence permit

The most important and the first step for your arrival is to clarify, whether you need an entry visa for Germany. If applicable, please commence the process as soon as you receive your admission letter (Zulassungsbescheid: „Einladung zur Einschreibung“) from Kiel UAS.

Please consider that you are not allowed to travel to Germany for studies with a tourist/Schengen visa. This is not valid for studying and cannot be converted into a student residence permit. Furthermore, double-check your passport: It must be valid for at least 6 months.

You could check with the help of the Foreign Office portal whether you need an entry visa in case of studying in Germany:



digital.diplo.de/navigator/en/visa#/vib/schnelltest

Visa application

Please use your admission letter (Zulassungsbescheid: „Einladung zur Einschreibung“) for applying for a student visa as soon as you receive it. Please check the website of the Federal Foreign office of Germany for more information considering an application for a visa:



<https://www.auswaertiges-amt.de/en/visa-service/buergerservice/faq/-/606850?openAccordionId=item-606696-6-panel>



<https://www.auswaertiges-amt.de/en/visa-service/buergerservice/faq>

Furthermore, the following website of the German Academic Exchange Service could also be helpful in this matter:



www.daad.de/en/study-and-research-in-germany/plan-your-studies/visas/

Proof of financial resources

Almost all the study programs at our University is without a tuition fee. Yet still you will need to have a proof of adequate financial support for the living cost in Germany, since you will be considered as a self-financed student. Please visit the website of the Federal Foreign Office of Germany for more information:



www.auswaertiges-amt.de/en/sperrkonto/388600

Health insurance

In order to apply for a student visa successfully, you will need to provide the German embassy in your country with a health insurance for travelling to Germany. Please contact a local travel agency in this matter.

As soon as you arrive in Germany, you will be required to have a German health insurance during your studies. There are two types of health insurance in Germany:

- public health insurance
- private health insurance

All students in Germany are obliged to have a valid health insurance. Depending on your home country, though, some can be accepted, for example in case your home country is in Europe. This must be checked and confirmed by public health insurance. Please contact us in this matter, if you are unsure, whether this is applicable to you or not.

More information regarding health insurance:



www.daad.de/en/study-and-research-in-germany/plan-your-studies/health-insurance/

Accommodation/Room search

You will have to arrange your own accommodation independently, if you aim to study in Germany, no matter from which German higher education institution you have an admission. There is no autonomous reservation or registration for a dormitory along with your admission. Therefore, please start searching well in advance but at least three months before arriving. The flat-hunting situation is very difficult in Kiel.



www.daad.de/en/study-and-research-in-germany/plan-your-studies/renting-a-room/

You will have two options for finding a suitable stay for you:

Option 1: You could apply for a furnished room in one of the student dormitories in Kiel (Studentenwerk SH). It is also possible to apply even if your admission letter has not arrived yet. You can apply online:



ipack.studentenwerk.sh/#admission



studentenwerk.sh/en/wohnheime-kiel

Option 2: Private rooms, apartments, shared flats

There are several private student accommodations in Kiel, yet they could be expensive. You could find a list of such house hunting websites on our homepage:



www.haw-kiel.de/en/international/aus-dem-ausland/international-students/degree-seeking-students/

If you are searching for a room on the private market, please be aware of scammers! Do not sign or accept any contract or transfer any money before you have seen the place and are assured of validity and realness of the accommodation.

Flat-hunting – Terms to know

On your search for new accommodations you might stumble across a lot of abbreviations. The most important ones are explained below.

Abstand: You have to buy part of the furnishings.

Kalt: cold, i. e. heating and other utilities costs have to be paid in addition

Kaution: Deposits – in Germany it is normal to pay a deposit of up to three months rent which is refunded at the end of the contract. If any damage has been done, the landlord is allowed to withhold the amount of the money needed for the repairs from the deposit.

Möbliert: The room is fully equipped with furnishing.

Zzgl. NK/zuzüglich Nebenkosten: i. e. Plus utilities charge

NMM: „Net monthly rent“, (extra charges for heating, electricity, water, etc. are not included)

Teilmöbliert: The room/flat has some furnishing, but not all that might be necessary

Warm: warm, i. e. heating and other utilities costs are included

Zwischenmiete: The owner of the room is renting it out for a limited time, often furnished (normally between 3 and 6 months).

Good luck with your room search!

Travelling to Kiel, scheduling your arrival

The nearest airport to Kiel is in Hamburg. Either you could fly to Hamburg and take a train or bus from Hamburg to Kiel or you can choose any other airport in Germany and take a train from that city to Kiel.

In either case, please check the key dates for your presence at Kiel UAS.

As soon as you have successfully finished your enrolment at Kiel UAS, you will receive a semester ticket. You are allowed to use this ticket for all regional public transportation in German provinces Schleswig-Holstein and Hamburg. Please find more information in the link below:



www.nah.sh/en/tickets/semesterticket/

There are also different bus companies with which you could choose to travel to Kiel, after arriving in Germany. In case you arrive in Hamburg Airport, you could also use the Kielius. Kielius is a private company. It means you should pay for the ticket separately (it is not included in your semester ticket). kielius-onlinebuchung.de

What to pack?

Passport and Visa

Do not forget to pack your passport as well as your visa. Otherwise you will not be allowed to enter Germany.

Clothing

The weather in Kiel can be cloudy and rainy also in spring and summer time, since the city is located near to the Baltic Sea.

Laptop and relevant electrical devices

If you already have a laptop, it is advisable to take it with you. It will be useful for your stay and studies. Moreover it could be expensive to buy a laptop at the very beginning of your studies.

Medical care

If you take any special medicine, please take them with you. In this case, do not forget to pack the relevant prescription as well.

Some dormitories do not offer any blankets nor pillows

To be on the safe side, please check the website of the dormitory, if you would need to bring any.

Something to remember

You could take some photos with your family and friends as a memory and have them in your room as long as you stay in Germany.

What not to pack!

Your entire wardrobe

Take only as many clothes as you might need for the first months of your stay. There are a vast range of shopping centres you could go to during your studies.

Kitchen utensils

Most of the student dormitories do have kitchen utensils. There is no need to pack big bulky devices or utensils with you. Please check also in this case the website of the dormitory or ask the landlord before your arrival.

Food

In Kiel you will find an enormous choice of supermarkets and food locals. You might also find some supermarket, which sell groceries from your country.

Restricted/forbidden items

Please be aware of what you pack in your luggage. Certain items are not allowed to be with you whilst travelling to Germany. Please check the following link for more information:



www.bundespolizei.de/Web/DE/01Sicher-auf-Reisen/01Mit-dem-Flugzeug/03Was-darf-ich-mitnehmen/verbotene-gegenstaende-im-flugzeug.html

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Post-Arrival: First steps after arriving in germany

Welcome to Germany! Your journey has officially begun. You have already done the biggest step until now. Nevertheless please do not forget the following steps after your arrival in Kiel to have a comfortable stay during your studies.

 You could also see a short Film-Tutorial on our website

Residence registration at the registration office in Kiel (Einwohnermeldeamt)

People in Germany are obliged to register their contacting address at the registration office in the respective city of living. You have to register your address within 14 days after your arrival. In order to register, you will need the following documents:

- Registration form (will be given to you by the International Office)
- „Wohnungsgeberbestätigung“: confirmation of your landlord that you have moved in
- Passport or ID card
- If you are married: marital documents
- If you have children: certificates of birth

You can do the registration in Kiel without appointment during the open consultation hours:

Mondays 7:30–16:00

Tuesdays 7:30–18:00

Thursdays 7:30–16:00

Fridays 7:30–12:00.

The address is: Fleethörn 9, 24103 Kiel.

Bank account

Certain recurring payments such as health insurance, rent, mobile number, etc. must take place automatically through the so-called SEPA Direct Debit Mandate monthly. For this reason, you have to/it is recommended to open a bank account in Germany

after your arrival. You have the free choice at which bank you would like to have your account.

Residence permit

According to your nationality and the type of visa, with which you entered Germany, you have to extend your visa after your arrival. Please consider to make an appointment timely (2 months before the expiration of your travelling visa). The Foreigners' Registration Office in Kiel is the corresponding authority in this matter.

 www.kiel.de/de/politik_verwaltung/service/_leistung.php?id=8967166

Please note: without a registered contact address at the registration office, you will not be able to make an appointment for the visa extension.

The Broadcasting Licence Fee

After having registered your address at the city registration office, you will automatically receive a letter from the German broadcasting (Rundfunkbeitrag). „The licence fee is a legally prescribed contribution for citizens, companies and institutions as well as for public interest bodies.“ Everyone with a residence in Germany has to pay this amount, which will be also booked through SEPA Direct Debit Mandate quarterly. It must also be paid, even though there is no TV, radio or Internet in your flat.

 www.rundfunkbeitrag.de/welcome/englisch/index_ger.html

Good to know: if you share your flat with one or more other people, you can share the amount among all the residents of the apartment.

Working

It is legally possible to work during the studies in Germany. Please notice though, that there are some restrictions for a student job.

The most important facts about student work in Germany are:

- International students who come from outside the EU are allowed to work 140 full days or 280 half days per year. They are not allowed to be self-employed or work as freelancers.
- Students who want to work more need permission from the Agentur für Arbeit (Federal Employment Agency) and the Ausländerbehörde (foreigners' office). Whether they are given permission depends on the situation on the labour market: the chances are better in regions with low unemployment.
- Students can hold a minijob and earn up to 556 EUR per month without having to pay taxes. If you regularly earn more than 556 EUR, you will need a tax number, and a certain amount will be taken from your wages every month. Students can get this money back at the end of the year by submitting a tax return.

Check the following link for the detailed information about working during studies:



www.daad.de/en/study-and-research-in-germany/first-steps-germany/side-jobs/

Scholarship

There are many scholarships awarded worldwide as well as in Germany. You have to find the suitable scholarship individually. The most prominent website through which you could search and figure out, how to apply for which scholarship is the database from DAAD:



www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/

Good to know: Academic structure and grading system

Credits/Grades/Transcripts

A Transcript of Records will be issued by the receiving institution no later than five weeks after the end of the assessment period at the receiving institution. Kiel UAS works on 60 ECTS per year. The pass mark for modules is $\geq 55\%$.

Course structure

Lectures (Vorlesung): Learning seminar style

Lectures with discussion (Lehrvortrag): Learning through discussion

Task-based courses (Übung): Processing and consolidation of

learning contents in theoretical and practical applications

Course (Seminar): Work on special subject through discussions, and/or presentations from the student

Projects (Projekte): Groupwork on practical problems at the university with professional support by university lecturers

Placements (Praktika): Internship in companies or (Berufspraktischer Studienteil) institutions with professional support by university

Excursions: Study visit to provide an insight into practice

Types of different modules:

- Pflichtmodul: compulsory/mandatory module
- Wahlmodul: optional module
- Zusatzmodul: additional module

Some more useful information

Last but not least, you are surely excited to get to know the city Kiel as well as our campus better.

There you go! Please check the following links. Have a look at what is going on at Kiel UAS and in the city Kiel:



[Campus TV – HAW Kiel](#)



[Campus Maps – HAW Kiel](#)



[Central Library – HAW Kiel](#)



[Faculties – HAW Kiel](#)



[Have a look at the official website of the city Kiel](#)



[You can visit the city Kiel online](#)



[More Information about Germany](#)



[In case you are interested in learning other languages or improve your German language skills, you could contact our Centre for Languages and Intercultural Studies \(ZSIK\). The ZSIK offers intercultural preparation and a wide range of foreign languages. Please contact our colleagues directly:](#)

ZSIK

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