



# IT ENGINEERING

## INTERNATIONAL STUDENTS' GUIDE

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## Introduction

Wedel is situated to the west of Hamburg, Germany's second largest city. Buses and trains (*S-Bahn*) of Hamburg's public transport service *HVV* provide frequent and easy access to Hamburg with its many attractions. Wedel itself has about 33,000 inhabitants.

The river Elbe plays an important role, especially in Wedel. Many tourists come here to walk along the waterfront, to watch and listen at the ship greeting station *Willkomm-Höft* (lit. Welcome Point) welcoming every incoming ship to the port of Hamburg with its national anthem and giving farewell to departing ships in the same manner.

Wedel has an excellent infrastructure, which is a great advantage for the students. The university can be reached by bus, from the student accommodation on foot. The shopping facilities can be easily reached as well. There are many supermarkets and shops to buy food and all necessities for daily life.

The FH Wedel ("FH" is an abbreviation for *Fachhochschule*, which means "University of Applied Sciences") is a well-known private university with about 1,000 students. The institution was founded in 1948 and is legally a non-profit-organization, subsidized by the state.

Over last five decades, the FH Wedel has introduced a wide range of academic programmes including Business Administration, Business Administration and Engineering, and four different types of Computer Science. The University of Applied Sciences Wedel was among the first universities in Germany to react to the growing globalization of engineering and business activities. As a result, it introduced an integrated semester abroad in 1991. Ever since, cooperation contracts have been signed with about 25 Universities in Europe, South Africa, the United States of America, Australia, New Zealand and China.

The FH Wedel has maintained its present standards for more than fifty years. Laboratories and data centres, the dedication to first class lecturers, close cooperation with trade and industry partners, and a pleasant work and study environment are all factors contributing to its success. The curriculum encourages initiative and creativity, offering numerous exercises for students in practical application, projects, case studies and seminar activities as well as "real world" research and development tasks.

## International Office – FH Wedel Address and Website

Welcome to the University of Applied Sciences Wedel. In this guide, you can find answers to many questions you may have. Please read it carefully.

As soon as the Confirmation of Admission has arrived at our International Office, we will send you an email with important information on the necessary formalities.

All the best from the International Office FH Wedel!

Adress:

FH Wedel  
International Office  
Feldstr. 143  
22880 Wedel  
Germany

Contact:

Head of International Office: Nicole Hass  
Phone: +49 (0)4103 8048 – 47  
Fax: +49 (0)4103 8048 – 91047  
E-Mail: [nha@fh-wedel.de](mailto:nha@fh-wedel.de) / [io@fh-wedel.de](mailto:io@fh-wedel.de)  
Web: <http://www.fh-wedel.de>  
Office hours: Wednesdays 10 am – 1 pm

## The German Academic Exchange Service (DAAD)

The German Academic Exchange Service's website provides much information for non-EU students on topics such as visa, formal immigration procedures as well as practical advice for life in Germany:

<https://www.daad.de/deutschland/in-deutschland/en/>

## Arrival in Wedel and information sessions

For students arriving at Hamburg airport, the best way for travelling to Wedel is to use the public railway (S-Bahn) from the airport's own station. The trains of the line S1 (green) will take you all the way to Wedel, the final destination. From here, take the bus line 189 (destination: *Blankenese*) and get off at *Fachhochschule*. Visit [the HVV website](#) for more information. Taxis are also available there.

For further information see the section on public transport below.

### Information sessions at the International Office

On arrival, all international students must attend the information sessions, during which the administrative (Intern. Office and student Office) and the academic (Professor Iwanowski) procedures of with FH Wedel regarding incoming students will be explained. The International Office will invite you to these meetings via email a couple of days before your arrival.

Students who cannot attend the meetings are expected to read and follow the administrative instructions provided in this guide.

## Academic Information

### Application procedure

You will find more information on the application process and payment procedures here:

<https://www.fh-wedel.de/studieren/international/incomings/degree-programme-it-engineering-msc/>

### Academic Calendar

The winter semester starts in October and ends in March. Courses usually start in the second week of October and end in January. The exam period lasts to mid-February. The summer semester starts in April and ends in September. Courses usually start in the second week of April and end in July. After a 4-week holiday break, there is an exam period in August or early September.

### Academic Program

Please follow your teacher's introductions. You will receive an invitation to a meeting where you will find more information about your study program on the website of FH Wedel:

<https://www.fh-wedel.de/studieren/international/incomings/degree-programme-it-engineering-msc/>

## Enrollment Procedure

### Formalities and Registration in Wedel after arrival

You require a **visa for study purposes** (not to be confused with a tourist visa!). All non-EU-students need a valid residence permit for the length of their stay at a German university. In order to get the residence permit, you have to **apply to the local immigration authorities before your visa expires**:

#### Step 1: Registration certificate (*Meldebestätigung*)

You have to register you at the *Einwohnermeldeamt* (registration office, located at the town hall) within two weeks of your arrival.

You will need the following documents:

- **Confirmation from your landlord (*Wohnungsgeberbestätigung*)** which is a certificate you can obtain from your landlord, alternatively bring your rental agreement/contract.
- Your **passport**

#### Step 2: Residence permit

You need to apply with the local immigration office (*Ausländerbehörde*) to obtain your residence permit for study purposes. Here is the link to the webpage:

<https://www.kreis-pinneberg.de/Ausl%C3%A4nderbeh%C3%B6rde.html>

**You will need the following documents:**

- The certificate from the local register office (*Meldebestätigung*, see step 1)
- German health insurance policy
- Your passport and biometrical passport photo
- Matriculation certificate from FH Wedel admission office, which you can also print yourself from the *FH Wedel online student office* with your matriculation number and password.
- €50 - €60 for registration fees at the local immigration office
- A copy of your visa (visa has to be up-to-date)
- You must fill out and sign the form [Application for Residence Permit](#) before the appointment
- A proof of sufficient funds / bank certificate (open a bank account). Non-EU students will have to give proof of financial resources. Your consulate will inform you about the current rules for a study permit. Please bring **the original of this proof** when you travel to Germany. The German Academic Exchange Service provides detailed information on this matter:

<https://www.daad.de/deutschland/nach-deutschland/bewerbung/en/9199-visa-application/>

**Please ask your Buddy to help you if you have questions!**

#### Step 3: Health Insurance

When applying, international students must provide FH Wedel with a proof of their health insurance policy: all non-EU students will have to register to the German national health insurance system. You have two options.

<https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-organising-health-insurance/>

- **German public health insurance**

You can obtain health insurance from any statutory health insurance company in Germany. They generally charge a standard fee for student health and nursing insurance. The standard student health insurance currently costs around €90 per month. The insurance company will issue you a certificate on the existing insurance coverage, which you need to submit during enrollment.

We can help you to register with one of the following German health insurance companies:

- AOK (email: [Fabian.Niess@RH.AOK.DE](mailto:Fabian.Niess@RH.AOK.DE)),
- Techniker Krankenkasse (email: [alexander.grossmann@tk.de](mailto:alexander.grossmann@tk.de))
- mawista (with general minimum insurance cover).

You will need the following documents:

- bank account details
- passport and address

The monthly payment will be made via direct debit.

- **Private health insurance companies**

Students above 29 years of age must obtain a policy from a private health insurance company, at higher cost. The insurance company *mawista* also offers private health insurance services:

<https://www.mawista.com/en/health-insurance-for-foreign-nationals-in-germany/health-insurance-for-students/>

## University Services

### Fees for Student Services (Studentenwerksbeitrag)

All students in Germany have to pay a fee of € 63 to the student society (*Studentenwerk Schleswig-Holstein*). This fee is called *Studentenwerksbeitrag*. Please pay it directly when completing your online registration with reference to your matriculation number at FH Wedel: <https://ssl.fh-wedel.de/sekretariat>

### Student Card

After you have completed the online registration, authorized the payment of the tuition fees and Student Services fee (*Studentenwerksbeitrag*, see above) and submitted a copy of your health insurance policy, a copy of the town hall registration form *Meldebestätigung*, the form *Studentenbefreiungsbescheinigung* (issued by your German health insurance company), and a copy of your visa, you will receive your student card from our admission office (*Studentensekretariat*).

### Library

To use the university library international students must have been officially enrolled, as they will be required to present their student card.

The library opening hours are:

Mondays to Thursdays from 9:00 a.m. to 4:00 p.m.

Fridays from 9:00 a.m. to 1:00 p.m.

### Online Exam Registration

Please note that you have to register for the courses' exams using FH Wedel's online system:

<https://ssl.fh-wedel.de/sekretariat>

### Buddy Programme

In order to make your arrival and time here in Wedel and Hamburg easier, FH Wedel provides incoming students with student tutors, so-called *Buddies*. They will guide you through your first steps in Wedel and assist you during your stay.

### Sports

The activities organized by the university sports club, the *Hochschulsport Wedel-PTL Bund*, are available to all FH Wedel students and staff members.

You can find more information on [their website](#).



## Living in Wedel and Hamburg

### Accommodation

Incoming students will have to find their own accommodation before arrival. Please note that we can only support you with a list of landlords. The best option is to rent a room at the student accommodation (*Studentenwohnheim*), which is located only five minutes from the campus. They have a long waiting list, so you need to apply early.

Most students of FH Wedel stay in privately rented apartments in Wedel or the northwestern suburbs of Hamburg. If you do not live in Wedel, it will be necessary to use public transport or a car to get to the campus. Public transport within the Hamburg metropolitan area is excellent.

#### Student Accommodation (*Wohnanlage Tinsdaler Weg*)

Homepage: <https://www.studentenwerk.sh/en/accommodation/dormitories/wedel/index.html>

Phone: +49 (0) 4 31 88 16 317

E-mail: [wohnen@studentenwerk.sh](mailto:wohnen@studentenwerk.sh)

For questions about the payment of rent and deposit, please call the *Studentenwerk*:

Phone: +49 (0) 4 31 88 16 110

The rooms are unfurnished or furnished, the contract goes for 6 months, rent amounts to 260,- € per month on average plus a deposit of 300 €.

FH Wedel also has a notice board to search for or offer accommodation. It is currently not available online.

### Rental contracts for private accommodation

In case you choose to live in a privately rented accommodation rather than the student accommodation, you will at some point sign a rental contract for that room or apartment. Generally it would be a good idea to ask local students about their experiences to get an idea of what terms and prices are usual for a contract. Additionally, here is some general advice:

- Please make sure the length of your rental agreement matches the length of your stay. Most contracts have a three-month termination period, so terminate the contract in time to avoid paying rent after you move out.
- Apart from the monthly rent, your landlord will also ask for a security deposit, which usually is an amount equal to two or three rental payments. You will receive this money back once you moved out and leave the apartment in good condition.
- When your rental period nears its end, make an appointment with your landlord regarding the key transfer and the state of your rental room. This way you are present when they verify the condition of their property, and solve any problems together.

### Banking

Students are advised to open a bank account on arrival. Banks are generally open at least from 9:00 to 14:00 p.m. on weekdays. Many banks have branches directly in Wedel, for example the *Deutsche Bank*.

### Shopping

Wedel and Hamburg offer many shopping opportunities. Business hours differ from shop to shop, but usually you can expect to find them open from 8:00 a.m. to 10:00 p.m. during weekdays and on Saturday. Shops are usually closed on Sundays, with the exception of restaurants and stations/airports.

## Expenses

Costs will vary according to your accommodation and lifestyle. Here are some examples of general living expenses, given in Euro (EUR) per month.

Accommodation	
Student Accommodation	On average 260,-
Private Apartment / Room	> 350,-
Public transport	
Monthly ticket	52,20 € (student discount possible)
Insurance	
Public health insurance for students	90,-
Other	
Food	200,-
Clothing	40,-
Communication (mobile phone, internet)	30,-
Books & study materials	50,- to 100,-
Leisure activities	80,-

## Weather

Wedel and Hamburg are northern cities with a very different peculiar climate. Winter and autumn can be cold and windy while the average temperature in spring ranges from 10°C to 20°C. Also worth mentioning is the so-called *Hamburger Schmuddelwetter*, which is a regional expression for the typical rainy and cloudy local weather. It can occur in all seasons, so please take care to bring appropriate clothing.

## Medical Services

If you need medical treatment, you are well provided for. Wedel has a medical center where you can find doctors of all medical specializations:

Gruppenpraxis Rosengarten

Rosengarten 5, 22880 Wedel (near the Wedel *S-Bahn* station)

<https://www.gruppenpraxis-rosengarten.de/>

You can find specialists on the internet, or ask your health insurance provider to get you in touch with one.

## Public TV/radio fees (*Rundfunkbeitrag*)

Fees must be paid for the publically available broadcasting stations for every apartment, regardless of whether or not you actually use them. If you rent only part of an apartment, it is likely that the landlord already pays those fees, so that you won't have to. Either way, the public broadcasting companies may write to you to collect those fees, which amount to roughly 18€ per month. If you do receive that sort of request, do consult with your landlord and possibly ask a local for advice, because you might not be required to pay.

## Public transport

The HVV is the company managing public transport in the city of Hamburg and the surrounding region, including buses, trains (*S-Bahn* and *U-Bahn*) as well as boats on the river Elbe. One-time tickets as well as daily or even monthly tickets are available at stations and in buses. One time tickets cover journeys to a destination across different means of transport, allowing you to change between bus, train and boats without buying a new ticket each time.

You can find maps of the various train and bus lines online on [the HVV's website](#). The website also offers a tool to find the fastest connections from station to station or from address to address.

There is also [an App](#) for mobile devices that can be used to find connections as well as purchase tickets (make sure you purchase tickets before entering the train or bus!).

Here is an overview of ticket prices and conditions: <https://www.hvv.de/en/tickets/single-day-tickets/overview/>



***We welcome you and wish you a good start here at FH Wedel!***

*July 2019, International Office, FH Wedel*