

INCOMING GUIDE – WINTER SEMESTER 2023/24



ACADEMIC CALENDAR	3
1) BEFORE DEPARTURE	4
CURRENT REGULATIONS REGARDING THE COVID-19 PANDEMIC IN GERMANY	4
ENROLMENT	4
LEARNING AGREEMENT (ONLY FOR EXCHANGE STUDENTS)	5
STUDENT ACCOMMODATION	5
HEALTH INSURANCE	6
LIABILITY INSURANCE	6
PAYING THE SEMESTER CONTRIBUTION FEE	6
2) ON ARRIVAL	7
REGISTRATION IN STRALSUND	7
YOUR RESIDENCE PERMIT	7
OPENING A BANK ACCOUNT	8
3) DURING THE STUDY	9
HOST CARD	9
MATRICULATION CERTIFICATE	9
CANTEEN (MENSA)/ CAFETERIA	9
LIBRARY	10
INTERNET/ COMPUTER LABS	10
TRANSPONDERS: YOUR KEY ON CAMPUS	10
SPORTS AND GYM	11
MAKING AN APPOINTMENT WITH AUTHORITIES, PROFESSORS, COORDINATORS ETC.	11
JOB MARKET	11
CAMPUS MAP	12
EXAM PERIOD	13
REGISTRATION FOR EXAMS	13
WITHDRAWAL FROM EXAMS	13
FINDING YOUR RESULTS	13
RE-REGISTRATION AND EXMATRICULATION	14
RE-REGISTRATION	14
EXMATRICULATION: DE-REGISTRATION FROM THE UNIVERSITY	14
ORIENTATION IN STRALSUND	15
4) SUPPORT FOR INTERNATIONAL STUDENTS	18
THE INTERNATIONAL OFFICE	18
BUDDY PROGRAMME	18
INTERNATIONAL EVENT POINT (IEP)	19
INTERNATIONAL AFFAIRS IN THE SCHOOLS	19
STUDENT SUPPORT CENTER	20
PAYMENT OFFICE (ZAHLSTELLE)	20
SOCIAL COUNSELLING	21
CHECKLIST – READY TO GO?	22

WELCOME TO HOCHSCHULE STRALSUND – UNIVERSITY OF APPLIED SCIENCES!

We are delighted that you have chosen HOST - Stralsund University of Applied Sciences for your studies and we hope to make your stay an exciting and valuable experience. We recommend you reading this guide carefully to help you manage administrative challenges on campus and in town. Please do not hesitate to get in touch with the International Office if you have any further questions. We wish you all the best in your studies and a great time in Stralsund.

Academic Calendar

Winter semester 2023/24

Semester duration:	01.09.2023 – 29.02.2024
International Welcome Week:	11.09.2023 – 15.09.2023
Lecture period:	18.09.2023 – 12.01.2024
Holidays (including public holidays):	03.10.2023 30.10.2023 – 31.10.2023 22.12.2023 - 01.01.2024
Registration period for exams:	30.10.2023 – 12.11.2023 13.11.2023 – 19.11.2023 (with fee)
Withdrawal from exam registration:	until one day before the exam
Exam period:	15.01.2024 – 09.02.2024
Re-enrollment for the next semester:	01.01.2024 – 04.02.2024 05.02.2024 – 24.03.2024 (with fee)

1) Before Departure

Enrolment

Before starting your studies, you need to enroll at Stralsund University of Applied Sciences. All international students have to come for **personal enrollment** to the university and bring along all required documents, which are listed in your letter of admission/acceptance. It is necessary to coordinate the personal enrollment dates. The personal enrollment will take place on the 12th of September from 8:00 to 9:45 and on the 14th of September from 11:00 to 12:30. Therefore, please take part in the [survey](#) and let us know when you will come for your personal enrollment.

Administration Fees

All students at HOST Stralsund need to pay an administration fee of 113.00€ for the first semester and 93.00 € for each subsequent semester. Erasmus+ students are exempted from the registration fee and pay 93.00€ per semester.

Account holder: Hochschule Stralsund

Bank: Sparkasse Vorpommern

IBAN: DE16 1505 0500 0112 2350 93

BIC: NOLADE21GRW

Reference: Gast, first name(s) last name

Learning Agreement (only for exchange students)

All **exchange students** at Stralsund University of Applied Sciences need to complete a learning agreement. This is a list of the classes that you plan to take during your stay. During your first 5 weeks at the university, you need to make an appointment with an advisor (study programme coordinator) to discuss your learning agreement and any changes you may want to make.

Student Accommodation

Holzhausen

Most of you will live in Holzhausen, our student village on campus, which is famous for its vibrant student life. Your rent is paid monthly by direct debit from your bank account; you can find the details in your contract. One week before you leave, you need to make an appointment with the janitor to have your room checked. If everything is in order, your deposit will be refunded three months after your departure the latest. Before moving in to Holzhausen, please contact your Buddy and/or Holzhausen-Tutor around one week prior to your arrival, to arrange the hand-over of keys.

Accommodation Manager

Susanne Redmann

House 1, room 110

Phone: +493831 456635

E-mail: Wohnenhst@studentenwerk-greifswald.de

Holzhausen-Tutor

Richard Neumann

E-Mail: wohnheimtutor.stw@hochschule-stralsund.de

Janitor

Ralf Klüber

House 1, room 109

E-mail: Klueber@studentenwerk-greifswald.de

Health insurance

In order to enroll at HOST, you need a valid health insurance certificate. For students from **EU countries**, the European Health Insurance Card (EHIC) is sufficient.

For students from **non-EU countries**, there are two options:

1. Health insurance from your home country

Please provide a copy of the insurance policy in English. Take the papers to a German public health insurance company in Stralsund and ask for a document confirming that your health insurance is accepted in Germany and you do not need to purchase additional insurance. This document is called “Befreiung von der Versicherungspflicht”. If you are not fluent in German, ask your Buddy to come with you.

This document is sufficient for enrollment. However, it is not a guarantee that your insurance will cover all costs in the event of an illness or accident, as costs related to health are high in Germany. If you want to be on the safe side, consider taking out German public health insurance.

2. German health insurance

German health insurance companies offer policies for international students. We recommend taking out public health insurance like TK, BARMER, DAK or AOK. In case you need to go to the doctor or a hospital you are on the safe side with one of these insurances.

If you are over 30, you are free from the insurance obligation. Nevertheless, it is your duty to be covered in cases of medical intervention. You can either take out a public health insurance or a private health insurance which is usually cheaper. The “Deutsches Studierendenwerk” has made a deal with VELA for a good price: <https://www.vela.insure/en/products/health-insurance/>

Liability insurance

It is highly recommendable that you also take out liability insurance, which covers damages caused by you (e. g. breaking windows, carrying bed bugs etc.).

Paying the Semester Contribution Fee

Paying the semester contribution fee of 113€

- **Erasmus+ students pay only 93€**

Account holder: Hochschule Stralsund

Bank: Sparkasse Vorpommern

BIC: NOLADE21GRW

IBAN: DE16 1505 0500 0112 2350 93

Reference: Gast, first name(s) last name

2) On Arrival

Registration in Stralsund

All students need to register as a resident of Stralsund at the beginning of their stay **and** de-register before they leave. Therefore go to the residents' registration office in the city center and state your current address; if you are not fluent in German, ask your Buddy to come with you (for more information on the Buddy programme, see p. 11).

Residents' Registration Office Stralsund

Schillstraße 5-7, 18439 Stralsund

Phone: +49 (0)3831-253 780

Opening hours:

Mon.: 8.00 a.m. – 12.00 a.m.

Tue.: 8.00 a.m. – 12.00 a.m.
1.00 p.m. – 6.00 p.m.

Thu.: 8.00 a.m. – 12.00 a.m.
1.00 p.m. – 4.00 p.m.

Fri.: 8.00 a.m. – 12.00 a.m.

Your Residence Permit

All students from **non-EU countries** need to register at the immigration office. If you are not fluent in German, ask your Buddy to come with you. Remember to bring:

- Application form for residence permit
- Your passport and a copy of the first page and last residence permit
- Proof of sufficient financial resources (e.g. blocked account, declaration of commitment: **only** valid, if from the German embassy!)
- A membership certificate from your health insurance company (the card is not enough)
- Your rental contract as a copy
- Your registration certificate from the residents' registration office (not older than 3 months)
- Your matriculation certificate
- 2 passport photos (biometric)

Immigration Office Stralsund

Marienstraße 1, 18439 Stralsund

Phone: +49 (0)3831 115

Opening hours:

Tue.: 9.00 a.m. - 12.00 a.m.
1.30 p.m. - 6.00 p.m.

Thu.: 9.00 a.m. - 12.00 a.m.
1.30 p.m. - 4.00 p.m.

Please note: During the re-registration period at the latest, a valid residence permit (or a so-called Fiktionsbescheinigung) for the upcoming semester must be available.

Otherwise, you will not be re-registered. The residence permit or the Fiktionsbescheinigung has to be submitted in time and on your own responsibility to the responsible study office (see p. 13).

Opening a bank account

If you have a European bank account (for SEPA) already, you may skip this step.

If you do not have one, you need to open an account here in Stralsund so that you can pay your rent, administration fees, etc. Ask the bank advisor whether you will have to pay a monthly fee, as bank accounts are usually free for students. Remember to bring:

- Your ID card or passport
- Confirmation of your student status (e.g. your letter of acceptance)
- Your address in Stralsund, Identity card or passport
- Wohnungsgeberbestätigung (confirmation of landlord)

3) During the Study

HOST Card

The HOST Card is your student ID. You will receive it when you are enrolled and have arrived at HOST. So make an appointment with the Incoming Coordinator (see p. 11) once you are here to pick up your HOST card. You can load money onto the card at the terminal in house 3, between the cafeteria and the canteen. It can be used for the following purposes:

- To pay for meals in the canteen (Mensa) and the cafeteria
- To use the printers and scanners in the PC pools
- To borrow books from the library
- To access the gym
- To enter your main house (e.g. for Mechanical Engineering students house 19) out of opening hours
- To get students discounts at museums, shops etc.

If you're staying more than one semester, don't forget to re-validate your HOST Card. You can find two machines: one in the waiting area in house 1 and one in the Mensa.

Matriculation certificate

Your matriculation certificate contains important information:

- **Certificate of Study**

You can use this whenever you need proof of your enrollment or student status, e.g. for your health insurance company.

- **Your E-mail address and password**

This is your official student E-mail address. Check it regularly; all communication from the university will be sent there. It also serves as your login data for our online portal and WiFi access.

Canteen (Mensa)/ Cafeteria

Opening hours of the canteen (Mensa):

Mon. – Fri.: 11.15 a.m. – 1.45 p.m.

(Different opening hours during exam period and semester break)

Opening hours of the cafeteria:

Mon. – Thu.: 7.30 a.m. – 2.00 p.m.

(Different opening hours during exam period and semester break)

Library

Opening hours during the lecture period:

Mon. to Fri.: 10.00 a.m. – 6.00 p.m.

(Different opening hours during the exam period and semester break)

~ The library is closed until the 6th of October. Afterwards it will be located in the BFW house 7. ~

Internet/ Computer Labs

All students can use the WiFi on campus. Connect to HOST network and enter the E-mail address and password on your matriculation certificate (Studienbescheinigung).

If you live in Holzhausen, you can also get free cable internet access at home. Just connect your computer to the network port inside your room and open your browser; the registration system should show up. You can use your university E-mail address and password to register. If necessary, deactivate any protection software (firewalls etc.) temporarily.

If you have any problems or questions, please contact the university's IT department in house 1, room 303 or via E-mail: Andreas.Berg@hochschule-stralsund.de

There are also several computer labs on campus. They offer computers with internet access as well as access to printers, scanners and photocopiers. For using them you have to sign in with the access data from your matriculation certificate (Studienbescheinigung).

Transponders: Your key on campus

With a transponder, you can access your department house 24/7. If you want one, simply go to the university's payment office and pay the 50.00 € deposit. Keep the receipt so that you can get a refund at the end of your stay. Show this receipt to the responsible person in your department:

School of Business

Studies:

Michael Stern

House 21, room 317

School of Mechanical

Engineering:

Frank Rudnick

House 19, room 218

School of Electrical

**Engineering and Computer
Science:**

Dirk Hauschild

House 4, room 003

Sports and Gym

HOST sports club offers a variety of sports and exercise classes. You can find the current programme hanging at the door in front of the sports hall of the campus and it will be uploaded during the beginning of the semester.

Above the sports hall, there is a small gym for individual training. You can get access by meeting with the sports coordinator to take out a membership (deviations possible due to corona)

Martina Menzel

Office at the sports hall

Phone: +49 3831 45 6725

E-mail: Martina.Menzel@hochschule-stralsund.de

Making an appointment with authorities, professors, coordinators etc.

If you want to make an appointment, there are a few rules or general guidelines you should follow. In Germany, respect and politeness are highly valued and regarded as mandatory when approaching a person to make an appointment or asking for information.

In written intercourse, you should always use polite greetings and ending, especially if you do not know the person before writing him/her. For example, in English you could use “Dear Mr./Mrs.” or “Dear Sir or Madam” and “Yours sincerely” and in German “Sehr geehrte/r Herr/Frau” or “Sehr geehrte Damen und Herren” and “Mit freundlichen Grüßen”. Also use the academic titles of a person if they bear any.

If you need to see a doctor, it is always the best to call before your visit to ask for an appointment or to let the doctor’s office know beforehand that you need to see him/her. Check the opening hours beforehand, so you do not miss them.

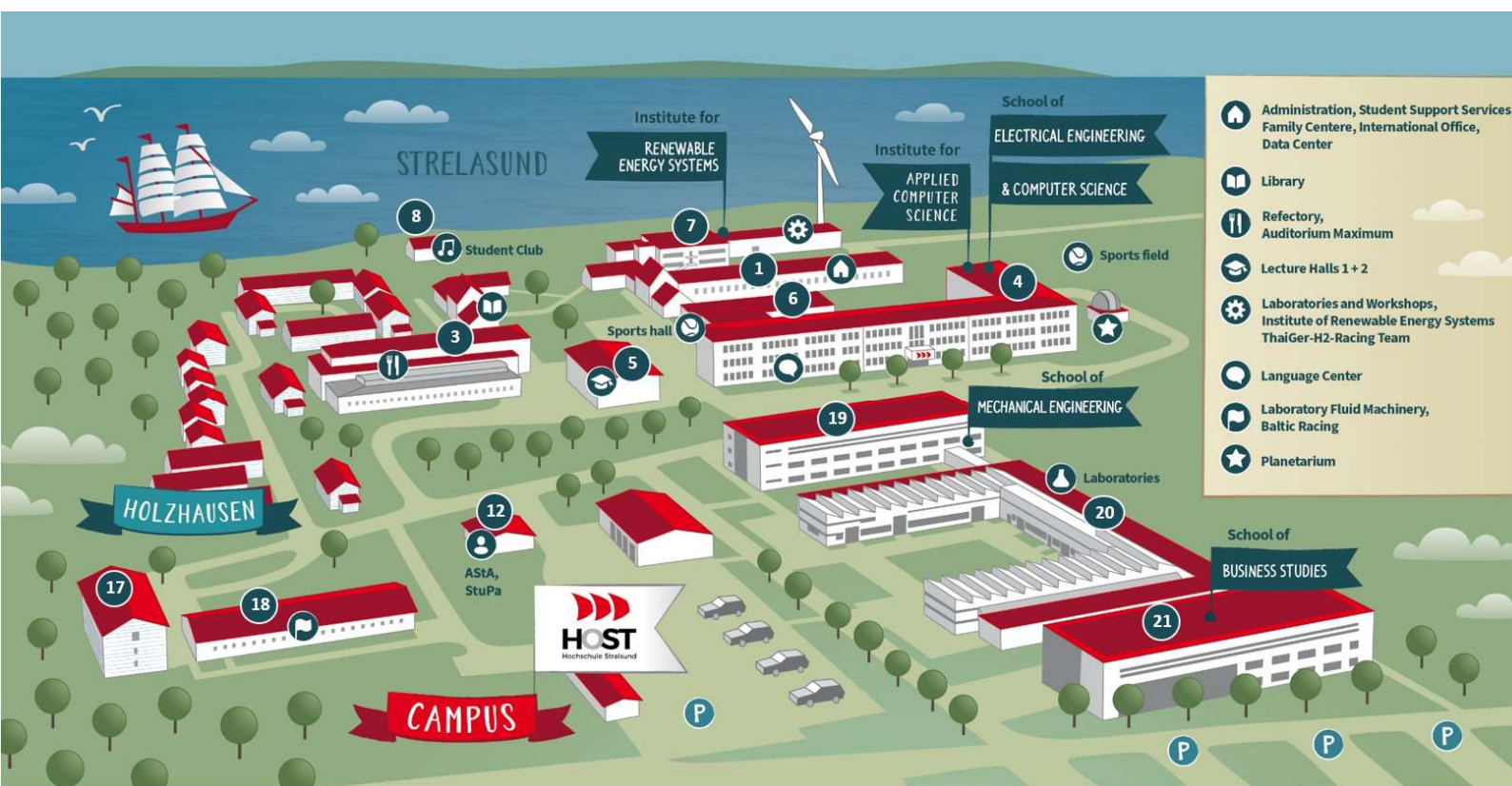
If you want to speak to a professor, study coordinator or other staff from the university, check out their office hours, mail address and phone number as well. You can find all contact details of the staff of the university on the [website](#).

Job market

HOST supports students to look for jobs, scholarships and topics for theses. Therefore, there is an own Job Fair on our website that is constantly updated. You can find the Job Market [here](#):
<https://www.hochschule-stralsund.de/studium-und-lehre/services/jobboersen/>.

Several companies in and around Stralsund offer also various jobs for students, especially in the peak season in summer. Either in the gastronomy sector (cafés and restaurants like Café 66, Café SüdWest, Café Mandani, Salsa, Kaffeebar, Burger King etc.), retail and service sector (like CineStar, New Yorker, McPaper, Ozeanuem, etc.) or for events, there is a high chance that you will find something that suits you. Just be attentive and look on the internet or when you walk around in the city center – sometimes it’s the easiest if you directly ask for a job.

Campus map



House 1: Administration, teaching staff; e.g. International Office, Student Support Center...

House 2: Library

House 3 (Audimax)/cafeteria/refectory, canteen (Mensa)

House 4: School of Electrical Engineering and Computer Science, language center

House 5: Lecture halls 1 and 2

House 6: Gym (sports hall)

House 7: Laboratory, garage

House 8: Student club

House 9: Planetarium

House 12: Students' representation AStA, Students parliament,

House 17: Guesthouse

House 18: Baltic Racing Team

House 19: School of Mechanical Engineering

House 20: Laboratories for the School of Mechanical Engineering

House 21: School of Business Studies

Exam Period

Registration for exams

You need to register online for any exams that you want to take at the end of the semester. Remember that you can only do this during a fixed two-week period; you can check the dates for the current semester on page 3 of this guide. Registrations after this period will not be accepted. On this [website](#) you can find all information on your registered (and upcoming) exams, deadlines, your results, your certificate(s) of study and your payments.

How to register

Go to: <https://sup.hochschule-stralsund.de/qisserver/rds?state=user&type=0>

- Log in with your name and password (on the matriculation certificate)
- Select “Prüfungsverwaltung”
- Select “Prüfungsanmeldung/abmeldung”
- Tick “Ich akzeptiere”
- Press “Weiter”
- Click on the folder and sign in

If you cannot find your exam online or if there is a technical problem, please write an E-mail to the student support center for your course (have a look at page 13). This E-mail should say:

“Hiermit melde ich mich verbindlich für folgende Prüfungen an:“

1. Exam title, course title, name of the Professor
2. Exam title, course title, name of the Professor
3. ...

Your name, matriculation number, date and signature

Note: You need to register for each individual exam!

Withdrawal from exams

If you decide not to take an exam that you already signed up for, you can withdraw from it until one day before the exam.

The procedure is similar to the registration process:

Select “Angemeldete Prüfungen” (exams registered for) and then “Abmelden” (withdraw).

Finding your results

- Log in on the website with your login name and password:
<https://sup.hochschule-stralsund.de/qisserver/rds?state=user&type=0>
- Select “Prüfungsverwaltung”, then “Notenspiegel”, then “info” button next to the folder.

Re-registration and Exmatriculation

Re-registration

If you are staying at HOST for more than one semester, you need to re-register. You can do this simply by paying the administration fee for the next semester and submit a valid residence permit (or Fiktionsbescheinigung) to the responsible study office within the re-registration period. You can check this time frame in the academic calendar on page 3 of this guide. At the beginning of the re-registration period, you will receive an E-mail with the bank details and information on the current administration fee.

Please note: During the re-registration period at the latest, a valid residence permit (or a so-called Fiktionsbescheinigung) for the upcoming semester must be available. Otherwise, you will not be re-registered. The residence permit or the Fiktionsbescheinigung has to be submitted in time and on your own responsibility to the responsible study office (see p. 13).

Exmatriculation: De-Registration from the University

All good things must come to an end, so the final step of your stay in Stralsund is the exmatriculation from the university.

The exmatriculation is possible through the online form available at the [e-host](#) service portal. Therefore open the e-host portal and click “Studien- und Prüfungsangelegenheiten” then click “Formulare und Anträge” and then choose the “Antrag auf Exmatriculation”.

Only in case the online exmatriculation form is not working there is also a paper version you will receive from the incoming coordinator if needed.

Note: All students need to exmatriculate before they leave. *Exchange students also need to fill and sign the Consent of Release form.* If you do not do so, you will not receive your transcript of records and confirmation of stay.

Leave of Absence

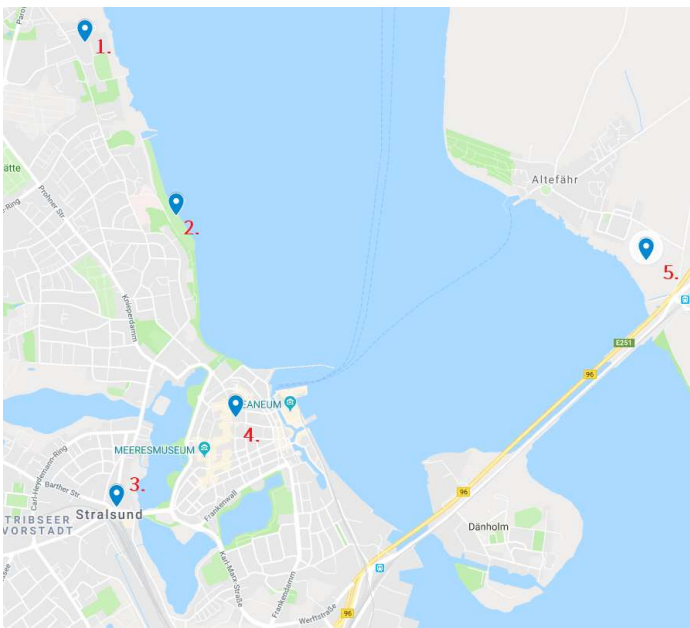
There may be many reasons for you to be in need of a timeout (such as a long illness, family issues, a scholarship etc.). Therefore, there is the possibility to request a semester off. During your studies at HOST, you can have up to four semesters off, but only two successively. During your first semester, the leave of absence however is not possible.

During your semester off you still keep your enrollment at HOST, there is no need to apply again after the semester off. In case you want to take exams during this semester off, there are special guidelines and you need a specific approval from the administration.

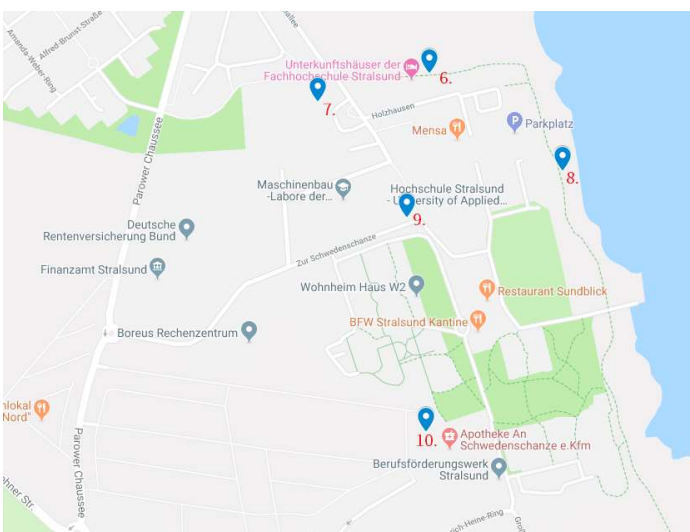
Each semester off counts as a regular study semester but won't be recognized in terms of deadlines for exams.

Orientation in Stralsund

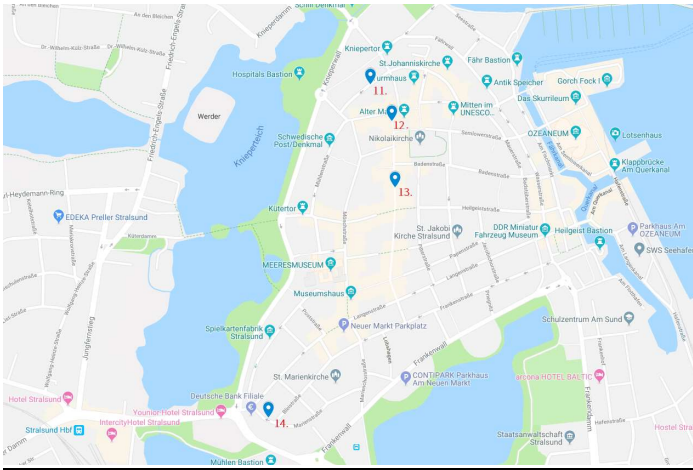
In 1234, Stralsund received the municipal law and hence can be called a “town”. 22 years later, the wall around the town was built and some parts of it still remain but is used by different restaurants. Stralsund is located in the very North-East of Germany and due to its easy access to the Baltic Sea and the island of Rügen, it used to be the base for the traffic of maritime trade and also called “the gate towards Rügen”. In 1239, Stralsund found the Hanseatic league of towns together with the cities of Lübeck, Wismar, Rostock and Greifswald. After the Second World War, where more than 8,000 apartments were destroyed and about 50 cultural-historical heritage buildings were bombed to pieces, the town was rebuilt. Since 2002, the historic centers of Stralsund and Wismar became UNESCO world heritage.



1. Hochschule Stralsund
2. Beach
3. Train Station
4. Historic City Center
5. Island of Rügen



6. Holzhausen (Student Accommodation)
7. Guest House
8. Promenade (path at the seaside)
9. Bus stop line 1
10. “Ärztehaus”, doctors, pharmacy



11. Residents' registration office

12. Tourist Information

13. Shopping Street

14. Immigration office

Cinema

CineStar Stralsund

Frankenstraße 7 • 18439 Stralsund

Mon., Wed.: Student discount: 6,90€

www.cinestar.de/kino-stralsund

AStA-Students cinema HOST

in front of the Mensa • 18435 Stralsund

appr. every other week

costs: 2,00€ (can change from semester to semester)

www.unifilm.de/studentenkinos/stralsund/blockbasta_studentenkino

Theatre

Theatre Vorpommern

Olof-Palme-Platz 6 • 18439 Stralsund

students discount (depending on event & seat): from 8 €

www.theater-vorpommern.de

Museums:

MEERESMUSEUM (reopening 2023)

Katharinenberg 14 - 20 • 18439 Stralsund

student discount: 8 €

www.meeresmuseum.de

OZEANEUM Stralsund

Hafenstraße 11 • 18439 Stralsund

student discount: 12 €

www.ozeaneum.de

combined ticket Meeresmuseum and Ozeaneum: 17 €

Nautineum

Zum Kleinen Dänholm • 18439 Stralsund

Free entrance! (open May-October)

www.meeresmuseum.de/nautineum

Stralsund Museum

Mönchstraße 25 - 27 • 18439 Stralsund

student discount: from 3 €

www.stralsundtourismus.de

Gorch Fock I

An der Fährbrücke • 18439 Stralsund

Ship museum

student discount (till 27 years): 2,50 €

www.gorchfock1.de

4) Support for International Students

The International Office

Incoming Coordinator

The Incoming Coordinator is your main contact person for any and all questions about your stay at HOST, from the preparation of your stay to exmatriculation. If you have questions about the organisation of your studies, need help with paperwork, want to apply for a scholarship or are thinking about extending your stay, this is the place to go.

Daniela Porwol

House 1, room 128; Phone: +49 3831 456533

E-mail: incoming@hochschule-stralsund.de

Incoming Student Coordinator

The Incoming Student Coordinators are students who work for the International Office and who are pleased to help you with any day-to-day questions or problems you may have.

Maria Hoppe

E-mail: International.Students@hochschule-stralsund.de

Outgoing Coordinator

If you are in Stralsund for a full course of studies and you are thinking about going abroad for a semester or an internship, the outgoing coordinator can advise you on possibilities and scholarships.

Christine Tokaji

House 1, room 126; Phone: +49 3831 456539

E-mail: outgoing@hochschule-stralsund.de

Buddy Programme

All international students at HOST are matched with a buddy if they wish so, to help you settle in, find your way around and get to know your fellow students.

Your buddy, a more experienced student at HOST, will get in touch with you before the start of the semester to help you organize your arrival and answer any questions you may have about student life. Once you arrive, your buddy will be your first-to-go-to person for friendly, informal support. He or she will help you with organizational tasks such as taking out health insurance, opening a bank account and completing your enrollment at the university.

International Event point (IEP)

The International Event Point aims to bring together German and international students and to improve the internationalization on campus. They organize several activities, e. g.:

1. International Get Together – Regular events every two to three weeks with varying activities where International and German students come together to chat and have fun.
2. Tradition Edition – IEP members explain the meaning and traditions of important holidays in Germany, so that you have the chance to better understand your host country.
3. Trips with a group of students (German and international) to visit places in our region.
4. Information Events – (re)presenting the IEP at various occasions at the HOST.

Contact: event.point@hochschule-stralsund.de
<https://www.instagram.com/internationaleventpoint/>



International Affairs in the Schools

One of the professors in each school is in charge of international affairs. If you encounter a problem during your studies or want to make a complaint, you can contact the responsible professor in your school. Their office hours are posted online or on a notice board by their office door. If you need to go by outside of these hours, please make an appointment beforehand.

School of Business Studies:

Prof. Dr.
Volker Rundshagen
House 1, room 130
Phone: +49 3831 45 6527
E-mail:
Volker.Rundshagen@hochschule-stralsund.de

School of Electrical

Engineering and Computer
Science:
Prof. Dr.-Ing.
Michael Bierhoff
House 4, room 102c
Phone: +49 3831 45 7317
E-mail:
michael.bierhoff@hochschule-stralsund.de

School of Mechanical

Engineering:
Prof. Dr.-Ing.
Matthias Ahlhaus
House 19, room 334
Phone: +49 3831 45 66797
E-mail:
Matthias.Ahlhaus@hochschule-stralsund.de

Student Support Center

The student support center team can help you with the formal aspects of your studies: enrollment, registration for exams, your transcript of records and more. Each team member is responsible for a number of degree courses; look for your course to find your contact person.

Jana Basinski (Studienbüro 1) House 1, room 120 Phone: +49 3831 456573 E-mail: Studienbuero1@hochschule-stralsund.de <ul style="list-style-type: none">- Elektrotechnik(Bachelor/Master)- Medizinisches Informationsmanagement/E-health (Bachelor)- Wirtschaftsingenieurwesen (Master)- Regenerative Energien (Bachelor)- Medizintechnische Systeme (Master)- Maschinenbau (Master)- Informatik (Master)- IT-Sicherheit und Mobile Systeme (Bachelor)- Softwareentwicklung und Medieninformatik (Bachelor)	Stefanie Humboldt (Studienbüro 2) House 1, room 121 Phone: +49 3831 456574 E-mail: Studienbuero2@hochschule-stralsund.de <ul style="list-style-type: none">- Maschinenbau (Bachelor/Master)- Wirtschaftsingenieurwesen (Bachelor/Diploma)- Motorsport Engineering (Bachelor)- Produktionsmanagement (Bachelor)- Maschinenbau dual (Bachelor)- Gesundheitstechnik und Management (Bachelor)- Smart Production (Bachelor)- Simulation and System Design (Master)
Stefanie Jenß (Studienbüro 3) House1, room 122 Phone: +49 3831 456530 E-mail: Studienbuero3@hochschule-stralsund.de <ul style="list-style-type: none">- Betriebswirtschaftslehre (Bachelor)- Management von KMU (Master)- Renewable Energy and E-Mobility (Master)- Unternehmenssteuerrecht (Master)- Wirtschaftsinformatik (Bachelor)	Anne-Cathleen Klein (Studienbüro 4) House 1, room 123 Phone: +49 3831 456637 E-mail: Studienbuero4@hochschule-stralsund.de <ul style="list-style-type: none">- International Management Studies in the Baltic Sea Region (BMS) (Bachelor)- International Innovation Management (Master)- Leisure and Tourism Management (Bachelor)- Wirtschaftsinformatik (Master)- Tourism Development Strategies (Master)- Gesundheitsökonomie (Master)

Payment office (Zahlstelle)

The payment office is responsible for all cash transactions between you and the university. This is where you need to go to pay rent for your room in the guest house, pay a security deposit for your room or transponder, etc.

Payment office/Zahlstelle, House 1, room 231

Social Counselling

In case you need professional help regarding any psychological problems, for example if you feel lonely, scared or exhausted, the social counselling will listen to you and provide help. Moreover, the service can support you with legal advice if you have any issues with that. You can get in touch with the social counselling service via:

Christin Rewitz

House 1, Room 145

Phone: +493831 456879

E-mail: sb-hst@stw-greifswald.de

CHECKLIST - READY TO GO?

STUDENT

BEFORE DEPARTURE

PAYING THE SEMESTER FEE

- 113 €
(or 93 € for Erasmus students)
- Account holder: Hochschule Stralsund
Bank: Sparkasse Vorpommern
BIC: NOLADE21GRW
IBAN: DE16 1505 0500 0112 2350 93
Reference: Gast, first name(s) last name

TO ENROLL PLEASE BRING THE FOLLOWING

- proof you paid semester fee
 - identity card or passport
 - ID-picture (for student card)
- to be up-loaded digital

TO LIVE IN HOLZHAUSEN PLEASE BRING

- your deposit (*cash, or if paid in advance - proof of that!*)
- your IBAN and BIC

ON ARRIVAL

TO REGISTER AT RESIDENT'S REGISTRATION OFFICE PLEASE BRING

- letter of acceptance/enrollment
- identity card or passport
- Wohnungsgeberbestätigung (confirmation of landlord)
- bank account information

ENROLLMENT IN PERSON

- documents listed above
- proof of health insurance
(*digitally transmitted by a German statutory health insurance company to HOST by dispatching number H0000327*)
- only at fixed appointments (06/03/23 or 09/03/23)

LEARNING AGREEMENT (EXCHANGE STUDENTS)

- confirm your LA with the study programme coordinator
(*up to 5 weeks after arrival*)

DURING YOUR STAY

REGISTRATION FOR EXAM

- online via this link:
<https://qis.fh-stralsund.de/qisserver/rds?state=user&type=0>

ENJOY YOUR TIME AT HOST!

CHECKLIST - READY TO GO?

NON-EU
STUDENTS

BEFORE DEPARTURE

PAYING THE SEMESTER FEE

- 113 €
(or 93 € for Erasmus students)

Account holder: Hochschule Stralsund
Bank: Sparkasse Vorpommern
BIC: NOLADE21GRW
IBAN: DE16 1505 0500 0112 2350 93
Reference: Gast, first name(s) last name

TO ENROLL PLEASE BRING THE FOLLOWING

- language certificate (if needed)
- passport including visa
- if already studied in Germany: exmatriculation certificate
- proof you paid semester fee
- ID-picture (for student card)

TO LIVE IN HOLZHAUSEN PLEASE BRING

- your deposit (cash, or proof if paid in advance)
- your IBAN and BIC

to be up-loaded digital

ON ARRIVAL

REGISTRATION AT REGISTRATION OFFICE

- letter of acceptance/enrollment
- identity card or passport
- bank account information
- Wohnungsgeberbescheinigung (confirmation of landlord)

ENROLLMENT IN PERSON

needed documents to open a bank account -

- documents listed above
- proof of health insurance (read more in the incoming guide)
(digitally transmitted by a German statutory health insurance company to HOST by dispatching number H0000327)
- only at fixed appointments
06/03/23 or 09/03/23

REGISTRATION AT THE IMMIGRATION OFFICE

- 2 passport photos (biometric)
- passport and copy of the first page & last residence permit
- proof of sufficient financial resources (e.g. blocked account)
- application form for residence permit
- rental contract (copy)
- membership certificate from health insurance company
- registration certificate from the residents' registration office
- matriculation certificate

LEARNING AGREEMENT (EXCHANGE STUDENTS)

- confirm your LA with the study programme coordinator

DURING YOUR STAY

REGISTRATION FOR EXAM

- online via this link:
<https://qis.fh-stralsund.de/qisserver/rds?state=user&type=0>

ENJOY YOUR TIME AT HOST!