A person is performing a handstand on a sandy beach. They are wearing a dark long-sleeved shirt and orange shorts. Their feet are crossed at the ankles and held high above their head. The background shows a calm sea with small waves lapping at the shore under a soft, hazy sky. In the distance, a line of trees and buildings is visible across the water.

International Student Magazine

# Incoming Guide

Wintersemester 25/26

How to study & live in Stralsund  
- Helpful Tips -

# Welcome at our university in Stralsund!



*We are glad to have you  
here!*

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 for your studies and a great time in Stralsund!

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# Academic Calendar

## *WinterSemester 2025/26*

Semester duration:	01.09.2025 - 28.02.2026
International Welcome Week:	08.09.2025 - 12.09.2025
Lecture period:	15.09.2025 - 16.01.2026
Holidays (including public holidays):	03.10.2025 31.10.2025 22.12.2025 - 02.01.2026
Registration period for exams:	27.10.2025 - 09.11.2025 10.11.2025 - 16.11.2025 (with fee)
Withdrawal from exam registration:	until one day before the examination
Exam period:	19.01.2026 - 13.02.2026
Re-enrollment for the next semester:	01.01.2026 -30.01.2026 31.01.2026 - 27.03.2026 (with fee)

# Before Departure

## *Enrolment*

Before starting your studies, you need to enrol at Stralsund University of Applied Sciences. All international students have to come for personal enrolment 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 enrolment dates. The personal enrolment will take place **on the 9th of September 2025 from 9:00 - 10:30 a.m. and on the 11th of September from 1:00 - 2:30 p.m.** Therefore, please reserve your appointment to enrol [here](#).

## *Administration Fees*

All students at HOST Stralsund need to pay an administration fee of 106,00 €. Erasmus+ students are exempted from the registration fee and pay 103,00 € 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      (Example: Gast, Anna Müller)

## *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 into Holzhausen, please contact your Buddy and/or Holzhausen-Tutor around one week prior to your arrival to arrange the hand-over of keys.

# Holzhausen

## *Contacts*

### **Accommodation Manager**

Susanne Redmann  
House 1, room 110  
Phone: +493831 456635  
E-mail: [Wohnenhst@studentenwerkgreifswald.de](mailto:Wohnenhst@studentenwerkgreifswald.de)

### **Office hours**

Tue: 1 pm - 3 pm  
Wed.: 1 pm - 3 pm  
Thu: 9 am - 12 am

### **Caretaker**

Ralf Klüber  
House 1, room 109  
E-mail: [Klueber@studentenwerk-greifswald.de](mailto:Klueber@studentenwerk-greifswald.de)  
Phone: +493831 456943

### **Office hours**

Tue: 12:30 am - 1.30 p,  
Thu: 12:30 am - 1.30 p

### **Residence Tutor**

Marco Eberle  
E-Mail: [wohnheimtutor.stw@hochschule-stralsund.de](mailto:wohnheimtutor.stw@hochschule-stralsund.de)  
Phone: +49176 22627768



# Holzhausen

## *Contractual requirements*

### **1. Apply here for a room at Holzhausen!**

A letter of admission from the Stralsund University of Applied Sciences is required.

### **2. After receiving a confirmation for a room in Holzhausen**

Please send the following documents by e-mail to Mrs. Redmann to receive your final tenancy agreement

- Copy of a valid visa or residence permit ( If you have it already. Otherwise you MUST submit it later!)
- Copy of the letter of admission or certificate of enrollment from the University of Applied Sciences Stalsund
- SEPA-capable account (IBAN and BIC) for debiting the deposit and rent

**Please note:** If you do not yet have a SEPA-capable bank account, it is necessary to transfer the deposit and 2 months' rent for Holzhausen before your arrival and provide a proof of payment.

After your arrival you can open a german bank account in Stralsund or online and inform Mrs. Redmann about your new bank details within your first 2 months.

### **3. After submitting all required documents you will receive your tenancy agreement**

Sign the tenancy agreement and send it back to Mrs. Redmann **by mail** as soon as possible.

Please note: You will only receive your room keys if you have already paid the deposit + 2 months' rent **OR** if you already shared your SEPA-capable bank account for debiting these costs.

### **4. Confirmation of residence**

To register your residence in Stralsund, you need a confirmation of residence (= Wohnungsgeberbestätigung) from Holzhausen.

Mrs. Redmann will send you this document attached to your signed tenancy agreement. If this is not the case, please contact her.

# Holzhausen

## *Key handover & moving out*

### Key Handover

- Monday to Friday 07-15 o'clock
- **NOT possible on the weekend!**
- MUST be registered with the caretaker Mr. Klüber
- **MUST be done in person**

Please note: If you signed up for the Buddy Programme, and you can not manage to pick up the keys yourself, please check with your Buddy AND Mr. Klüber if and when your Buddy may pick up the key for you.

### Moving out

- There is a 3 months term of notice
- Make an appointment for the key handover with Mr Klüber (1 week before moving out)



# Health Insurance

In order to enroll at HOST, you need a **valid health insurance certificate**, and a German health insurance company must have **digitally transmitted the insurance status of each applicant** (see page 12). This is carried out at the applicant's request. 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". **This document is sufficient for enrolment.** If you are not fluent in German, ask your Buddy to come with you.

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. All students under the age of 30 can take out student health insurance with a statutory health insurance provider in Germany. The monthly costs for this insurance are around 100€.

You will need to visit a health insurance company and provide the following documents:

- Identity card or passport
- Confirmation of residence/tenancy agreement
- Bank account details
- Certificate of enrolment

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. If you are over 30, you are free from the insurance obligation.

# Health Insurance

## **Digital Transmission of the insurance status**

If you are insured with a statutory health insurance company, please contact your health insurance company, quoting our submission number H0000327, which will report your insurance status to us digitally.

If you are insured with a private health insurance company at the beginning of your studies, please contact any health insurance company, quoting our sender number H0000327, which will confirm the existence of private insurance to us digitally.

## **You will not be enrolled without proof of health insurance.**

Find more information [here](#).

## ***Accident insurance***

All enrolled students are insured against accidents by the state of Mecklenburg-Western Pomerania (MV). This insurance covers all accidents associated with studying in Stralsund. Should such an accident occur, you must inform the Hochschule Stralsund (Dezernat II) of this accident within 3 days. The university will then notify the insurance company. If you do not inform Hochschule Stralsund about the accident, you will not be able to make any claims later.

## ***Liability insurance***

It is highly recommended 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 106,00€  
Erasmus+ students pay 103,00 €

## **Account Details:**

Account holder: Hochschule Stralsund

Bank: Sparkasse Vorpommern

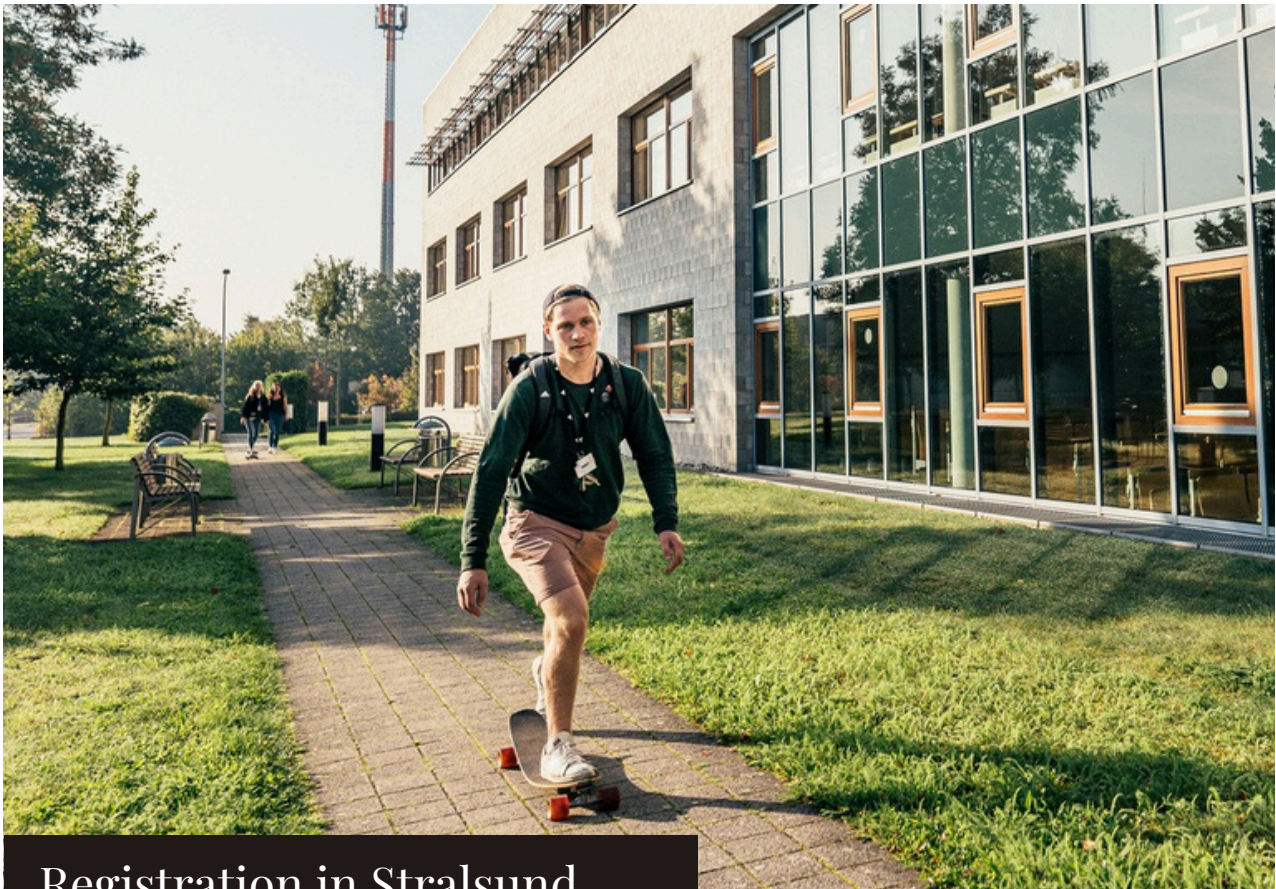
BIC: NOLADE21GRW

IBAN: DE16 1505 0500 0112 2350 93

Reference: Gast, first name(s) last name (*Example: Gast, Anna Müller*)



# 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. 30).

### **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.



# On Arrival

## *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 or 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)
- 

### ***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.

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**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!** Access to the Immigration office requires an appointment

# On Arrival



## 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)

# 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. The Incoming Coordinator (see p. 28) will send you an email as soon as your student ID is ready to be picked up by you. 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.



# During the Study

## *Matriculation certificate*

Your matriculation certificate contains important information:

### **Certificate of Study**

You can use this whenever you need proof of your enrolment 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.

**Please note:** It can easily be download at the SuP-Portal [here](#).

---

## *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

**House 1, room 303 or via E-mail: [Andreas.Berg@hochschule-stralsund.de](mailto: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

# *Canteen (Mensa)/ Cafeteria*

## **Opening hours of the canteen (Mensa):**

Mon. – Fri.: 11.15 a.m. – 2 p.m.  
(Different opening hours during exam  
period and semester break)

## **Opening hours of the cafeteria:**

Mon. – Thu.: 7.30 a.m. – 3.00 p.m.  
(Different opening hours during exam  
period and semester break)

# *Library*

## **Opening hours during the lecture period:**

Mon. - Fri.: 10.00 a.m. – 6.00 p.m.

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

Due to construction work the library is  
currently located in the BFW house 7.



# 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.

**Karolina Mohrenweiser**

Office at the sports hall

Phone: +49 3831 45 6725

E-mail: [Karolina.Mohrenweiser@hochschule-stralsund.de](mailto:Karolina.Mohrenweiser@hochschule-stralsund.de)

## ***Making appointments 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 hour, 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 also offer various jobs for students, especially in the peak season in summer. Either in the gastronomy sector (cafés and restaurants like Café 66, Café Mandani, Salsa, Kaffeebar, Burger King etc.), retail and service sector (like CineStar, 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 centre – sometimes it is 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 4 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>

1. Log in with your name and password (on the matriculation certificate)
2. Select "Prüfungsverwaltung"
3. Select "Prüfungsanmeldung/abmeldung"
4. Choose "Ich akzeptiere"
5. Press "Weiter"
6. 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 32). 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

**Please note:** You need to register for each individual exam!

# Exam Period

## *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:

1. Select "Angemeldete Prüfungen" (exams registered for)
2. Select "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>

1. Select "Prüfungsverwaltung"
2. Then select "Notenspiegel"
3. Lastly click the "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 5 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.



# 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.

1. Open the e-host portal
2. Click "Studien- und Prüfungsangelegenheiten"
3. Select "Formulare und Anträge"
4. Choose the "Antrag auf Exmatrikulation"

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.

### **Please note:**

All students need to exmatriculate before they leave. *Exchange students also need to fill out 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 need 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, leave of absence, however, is not possible.

During your semester off, you still keep your enrolment 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 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 Germany's North-East, Stralsund stands as a living testament to centuries of history. Established in 1234, it earned its town status, with a historic wall, constructed 22 years later. Once a maritime trade hub and called "the gate towards Rügen," Stralsund co-founded the Hanseatic League in 1239, shaping trade and culture with cities like Lübeck and Wismar, Rostock and Greifswald.

Despite extensive damage in World War II, Stralsund has been rebuilt, and since 2002, its historic center has been a UNESCO World Heritage site, reflecting its enduring historical significance.

## *Orientation in Stralsund*

Scan the QR code for a map with key locations and attractions, including the university, medical facilities, and museums, to help you navigate in Stralsund.

### *Stralsund Map*



# *Attractions in Stralsund*

## **Cinema**

CineStar Stralsund  
Frankenstraße 7 18439 Stralsund  
Student discount: 1€ discount  
[www.cinestar.de/kino-stralsund](http://www.cinestar.de/kino-stralsund)

## **AStA-Students cinema HOST**

in front of the Mensa  
appr. every other week  
costs: 2,00€ (can change from semester  
to semester)  
<https://www.unifilm.de/studentenkinos/Stralsund>

## **Theatre**

Theater Vorpommern  
Olof-Palme-Platz 6 18439 Stralsund  
students discount (depending on event  
& seat)  
[www.theater-vorpommern.de](http://www.theater-vorpommern.de)

## *Museums*

### **MEERESMUSEUM**

Katharinenberg 14 - 20 18439 Stralsund  
[www.meeresmuseum.de](http://www.meeresmuseum.de)

### **OZEANEUM Stralsund**

Hafenstraße 11 18439 Stralsund  
student discount: 14€  
[www.ozeaneum.de](http://www.ozeaneum.de)



# *Museums in Stralsund*

## **Stralsund Museum**

Mönchstraße 25 - 27 18439 Stralsund

student discount: from 2,50 €

<https://www.stralsund-museum.de/>

## **Gorch Fock I**

An der Fährbrücke 18439 Stralsund

Ship museum

student discount (till 27 years): 3€

[www.gorchfock1.de](http://www.gorchfock1.de)



# 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.

### **Swantje Dieme**

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

E-mail: [incoming@hochschule-stralsund.de](mailto:incoming@hochschule-stralsund.de)

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### **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.

### **S. Linnea Blome**

E-mail: [international.students@hochschule-stralsund.de](mailto:international.students@hochschule-stralsund.de)

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### **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](mailto:outgoing@hochschule-stralsund.de)

# Buddy Programme

All international students at HOST are matched with a Buddy if they wish to, 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 internalization on campus. They organize several activities, e.g.:

## Get Together



Regular events every two to three weeks with varying activities where International and German students come together to chat and have fun.

## 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.

## Excursions



Trips with a group of students (German and international) to visit places in our region.

## Information Events



(Re)Presenting the IEP at various occasions at the HOST.

# 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

## Contacts

The Student Support Center team can help you with the formal aspects of your studies: enrolment, 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](mailto:Studienbuero1@hochschule-stralsund.de)

- 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](mailto:Studienbuero2@hochschule-stralsund.de)

- 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

House 1, room 122

Phone: +49 3831 456530

E-mail: [Studienbuero3@hochschule-stralsund.de](mailto:Studienbuero3@hochschule-stralsund.de)

- 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](mailto:Studienbuero4@hochschule-stralsund.de)

- 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)

# Student Support Center

## *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:

### **Vivien Dale**

House 1, Room 145

Phone: +493831 456879

E-mail: [sb-hst@stw-greifswald.de](mailto:sb-hst@stw-greifswald.de)

# CHECKLIST - READY TO GO?

STUDENTS

## BEFORE DEPARTURE

### PAYING THE SEMESTER FEE

- 106€  
or 103 € 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)

### 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

### 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://sup.hochschule-stralsund.de/qisserver/rds?  
state=user&type=0&category=auth.redirect](https://sup.hochschule-stralsund.de/qisserver/rds?state=user&type=0&category=auth.redirect)

Find more information [here](#).

ENJOY YOUR TIME AT HOST!

# CHECKLIST - READY TO GO?

NON-EU  
STUDENTS

## BEFORE DEPARTURE

### PAYING THE SEMESTER FEE

- 106 €  
or 103 € 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)
- proof you paid semester fee
- passport including visa
- ID-picture (for student card)
- if already studied in Germany: exmatriculation certificate

### 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
- only at fixed appointments
- 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)

### REGISTRATION AT THE IMMIGRATION OFFICE

- 2 passport photos (biometric)
- matriculation certificate
- 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

### LEARNING AGREEMENT (EXCHANGE STUDENTS)

- confirm your LA with the study programme coordinator

## DURING YOUR STAY

### REGISTRATION FOR EXAM

- online via this link:  
<https://sup.hochschule-stralsund.de/qisserver/rds?state=user&type=0&category=auth.redirect>