

DA CAPO

First Steps for International Students



Foto: Torsten Kollmer



An der HfMT Hamburg



Welcome to Hamburg!

The aim of this info booklet is to ease your start at the Hochschule für Musik und Theater (HfMT). In addition to the *Lautfaden*, the freshmen paper of the Allgemeiner Studierendenausschuss (AstA), the intention is to help you feel comfortable here as soon as possible.

Should you have trouble communicating in German, you need to start learning the language. Get going! The teaching language at HfMT is German. In the Chapter *Learning German* you will find various possibilities for improving your German skills. Make use of them!

With all your questions concerning your studies, accomodation and living in Hamburg, please contact the student tutors of TUTTI. TUTTI is our new program for international students, which includes you. The tutor who is responsible for you has already introduced him-/herself via email and will be your contact person for the whole first semester. If you haven't been contacted by anyone yet, write a mail to welcome@hfmt-hamburg.de and we will get back to you immediately.

We wish you an amazing time in Hamburg and good luck with everything!

Kathleen Posvic and the TUTTI-Team

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| 1. Accomodation |

Where to look

You can apply for a room in a **student residency**. However, there are waiting lists , therefore you should contact the Studierendenwerk (responsible for letting rooms) as early as possible:

www.studierendenwerk.hamburg.de

You can also go to the **Info Zentrum Wohnen** (Information Centre):

Grindelallee 9 / 2. OG

Tel. 040 - 41 902 - 268

email: wohnen-beratungszentrum@studierendenwerk-hamburg.de

opening hours: mon, tue, thur, fri: 9:30-12am; tue & thur: 2-4pm

The monthly rent for a furnished room in a student residency is approx. 230 €. You will also have to make a security deposit. Each student has his own furnished room of approx. 10-13m². The kitchen and the bathrooms (toilet, sink and shower) are usually shared. There is also a common room.

You can also look for a residency **independently**. Herefore you might want to take a look at notices on information boards or via internet. Useful links are:

<http://www.campus-hamburg.de/wohnboerse/wohnboerse.html>

<http://www.studenten-wg.de/wohnungsmarkt.html>

<http://www.wg-gesucht.de/wg-zimmer-in-Hamburg.55.0.1.0.html>

If you have trouble understanding the **abbreviations**, check here what they mean:

<http://www.erstewohnung24.de/mein-auszug/papierkram/abkuerzungen>



| 2. Registration |

After having arrived in Hamburg, you should register within one week in order to receive a **proof of registration**. You need this certificate for prolonging your visa, opening a bank account, contracts (e.g. mobile phone) etc.

Where to go

You can register in the **Hamburg Welcome Center**. Make an appointment before via phone or email. In the Welcome Center you can also receive your legal status or later prolong your legal status.

Hamburg Welcome Center
Alter Wall 11
20457 Hamburg
phone: +49 40 42854-5001
homepage: www.welcome.hamburg.de
email: info@welcome.hamburg.de

opening hours: mon: 8 am-5 pm, tue & wed: 8-12 am, thur: 8 am-6 pm, fri: 7-12 am

You can also register in the **district office** (Bezirksamt). Check here which one is responsible for your district:

<http://www.hamburg.de/behoerdenfinder/>

→ enter „Anmeldungen Wohnsitze“ and then your street address



What to bring

- ID or passport
- filled-out registration sheet (<http://welcome.hamburg.de/formulare/> →An-/Ummeldung Wohnsitz)
- 10 Euro administration fee
- if at hand: rent agreement

| 3. Bank Account |

In order to sign a mobile phone contract or register for health insurance, you need a **German bank account**. We recommend choosing a bank that offers accounts for students **free of charge**. You will receive an **ec card** which enables you to pay almost anywhere in Germany. Credit cards are less common for everyday purposes.

What to bring

- ID or passport
- certificate of matriculation
- proof of registration

Frozen bank account

Many international student from non-EU countries use a **frozen bank account** to finance their studies in Germany. It is called frozen because the deposit that you need to provide will be blocked until you have arrived in Germany. You should keep the following things in mind:



The Deutsche Bank will need approx. one week to open your bank account, it might take even longer at the beginning of the semester. Therefore, send a request for applying for a bank account to

db.student@db.com

as early as possible. (Of course you may choose any other bank!)

You need to have your documents **certified**: The filled out forms and a copy of your passport must be certified by the consulate general or the German embassy in your home country. Only then you can send the documents to the Deutsche Bank. Note that email or fax is not accepted since the bank requires the **original documents**.

Deutsche Bank Privat und Geschäftskunden AG
Service Center Hamburg / Ausländische Studenten
Alter Wall 53
20457 Hamburg
Deutschland/Germany

Opening a bank account

After having received your documents, the bank will open your frozen account. You will be charged 50 Euros for that. As soon as your account exists, you must deposit a minimum of **8.040 Euro** to prove that you can support yourself financially.

Getting cash

After arriving in Germany you should make an appointment in a branch of your bank. There you will be given your ec card which enables you to withdraw cash, as well as your login data for online banking. Useful link on frozen bank account:

<https://www.study-in.de/de/studium/vor-der-abreise/nachweis-der-finanzierung--11859>



| 4. Health Insurance |

How to get health insurance in Germany

In Germany there is **statutory health insurance** and **private health insurance**. Look here for an overview:

<http://www.1a.net/versicherung/krankenversicherung/international>

Here the system of health insurance in Germany is explained in several languages.

Most students are ensured via **statutory health insurance**. Information on the choices and the policies on:

<http://www.krankenkassen.de/meine-krankenkasse/student/ausland/>

As a student you need to pay a monthly fee of 64,77 Euro. On top of it there will be a fee of 12,24 Euro (13,73 Euro for people above 23 without children) for nursing care insurance.

If you want to enter a private health insurance, please keep in mind that you cannot switch to statutory health insurance afterwards.

What to hand in

- passport
- registration certificate
- certificate of matriculation
- bank account

| 5. Permit of Residence |

Students from non-EU countries need to apply for a **permit of residence for study purposes**. This can also be done in the Hamburg Welcome Center or in the district office (foreigners' registration office).

What to bring

- passport
- biometric photo (not older than 6 months)
- filled-out and signed application form (www.welcome.hamburg.de/formulare)
- registration certificate
- certificate of matriculation
- rent agreement
- proof of health insurance
- *proof of finance*

Additional information on entry, right of residence and working can be found here:

http://www.uni-hamburg.de/piasta/aufenthaltsrecht_2011.pdf

<http://www.aufenthaltstitel.de/>

<http://www.info4alien.de/>

| 6. Learning German |

For studying successfully in Germany, it is of great importance that you learn the German language. You have the following options:

- take a language course
- exchange with a tandem partner
- take a language course online

I would like to take a language course

The “Hamburger Konservatorium” offers fee-based German language courses, which can be attended by HfMT-students. The language teaching takes place in the mornings at “Haus Flachsland” (Barmbek, Bramfelder Str. 9) but the course-structure requires also a good deal of selfstudy. Miss Christiane Jungblut conducts the program: cju@gmx.net.

The HCU (Harbour City University, Überseeallee 16, 20457 Hamburg) organizes **intensive German language courses** before the start of semester. Students of HfMT like you are invited to join the courses in different levels. The two weeks course costs 150 EUR + 30 Euro for the course material.

You can also take a course at the **Volkshochschule**. These courses cost between 50 and 172 Euro. There are courses at different times of the day and for all levels (A1-C2). You need to register in person:

DaF-Zentrum in Mitte
Schanzenstraße 77
20357 Hamburg
phone: 42841-3238 | email: daf@vhs-hamburg.de
opening hours: mon 3-6 pm; wed 10 am-1 pm; thur 3-6 pm



In Hamburg there are also many private language schools. Unfortunately the courses are rather expensive. If you google „Sprachschule Hamburg“, you will find many addresses.

I would like to take a language course online

The advantage of online courses is that you can decide for yourself where and when you want to learn. Yet you need a certain amount of discipline to keep yourself motivated.

Courses **free of charge** can be found on the following pages:

Deutsche Welle: <http://www.dw.de/deutsch-lernen/s-2055>

BBC Languages German (if you are fluent in English):

<http://www.bbc.co.uk/languages/german/index.shtml>

Goethe-Institut: <http://www.goethe.de/lrn/duw/deindex.htm>

The advantage of **fee-based offers** is that you will usually have a tutor to assist you. Two major providers are:

Deutsch-Uni Online (DUO): www.uni-deutsch.de

Goethe-Institut: <http://www.goethe.de/lrn/prj/fer/kur/ele/deindex.htm>

I would like to find a speaking partner

The idea of tandems is the **exchange of language**: not only does your tandem partner teach you German, but you will teach your partner your own language and culture.

On October 24th at 6 pm you will be given the opportunity to find a tandem partner for the winter semester. Japanese, Chinese and Korean students of the HfMT will be meeting German students who study Chinese, Japanese and Korean.

| 7. Sports and leisure activities |

“Hochschulsport Hamburg” offers you an extensive sports program. As an HfMT student you benefit from the student’s conditions: You get the sports card for 30 Euro per semester and can choose between more than 200 courses. There is a fitness- and a swim-card as well, check for further information: <http://www.hochschulsport-hamburg.de/>

Also recommendable for students is “sportspass”, Germany’s largest leisure sports club. From 8,85 EUR per month you can join more than 1.700 sports classes per week. More information can be found here: http://www.sportspass.de/index.php?link=english_pages

If you want to discover Hamburg, the official **tourism page** informs you in various languages about Hamburg’s sights: <http://www.hamburg-travel.com/attractions/>

Some more insider-information especially for students offers **PIASTA**, the international program of the University: <http://www.uni-hamburg.de/piasta/InfoPackage.pdf>

Our AStA is the right address for events at the HfMT: http://asta.hfmt-hamburg.de/?page_id=110

| 8. Contact |

Career Center

Hochschule für Musik und Theater Hamburg

Kathleen Posvic

Harvestehuder Weg 12, 20148 Hamburg

Homepage: www.cc-hfmt-hamburg.de

eMail: kathleen.posvic@hfmt-hamburg.de

The **Tutoren-Team International (team of tutors for international students)**, also known as TUTTI, will assist you with all your questions concerning living and studying in Hamburg:

welcome@hfmt-hamburg.de

International Office (ERASMUS)

Katharina Strauer: international@hfmt.hamburg.de



| 9. Useful Vocabulary for Getting Started in Hamburg |

Antrag	application
Aufenthaltserlaubnis	permit of residence
Bezirksamt	district office
Einwohnermeldeamt	registration office
Formular	form
Gebühr(en)	fee(s)
Geldautomat	automatic cash dispenser/ATM
Girokonto	giro account/current account
Heimatadresse	home address
Immatrikulation	enrollment/matriculation
Kaution	security deposit
Matrikelnummer	matriculation number
Meldebescheinigung	registration certificate
Mietbescheinigung	rent certificate/proof of renting accommodation
Mietvertrag	rent agreement
Mitbewohner/-in	flat mate
Öffnungszeiten	opening hours
Personalausweis	ID card
Schlüsselübergabe	hand-over of keys
Semesterbescheinigung	semester confirmation
Semesteranfang/-ende	beginning of term/end of term
Sprechstunde(n)	office hour(s)
Stadtplan	city map
Studentenausweis	student ID
Studienbescheinigung	certificate of matriculation
Unterschrift	signature
Wohnungsübergabe	hand-over of flat