



Welcome to HSBA

# International Student Guide







# HSBA International Student Guide



Suggested timeline	Steps	Page	Done
12–8 months prior to start of programme	<b>STEP 1 ▶ Pre-Application Phase</b>	<b>4</b>	use this as your to-do-list ↙
	Unique HSBA	4	
	Germany, Hamburg and the German language	6	
	Money Matters	8	
8–4 months prior to start of programme	<b>STEP 2 ▶ Application Phase</b>	<b>10</b>	
	Applying to HSBA	10	
	Preparing your Visa application	11	
	(incl. appointment at German representation, blocked account)	12	
	Finding employment	15	
6–0 months prior to start of programme	<b>STEP 3 ▶ Pre-Arrival Phase (once contract is signed)</b>	<b>16</b>	
	Applying for your visa	16	
	Fulfilling HSBA requirements	17	
	Preparing for your life in HH (incl. accommodation)	18	
First weeks in Hamburg	<b>STEP 4 ▶ Upon Arrival in Hamburg</b>	<b>20</b>	
	Completing HSBA enrolment requirements	20	
	Registering at local authority	21	
	Opening bank account	21	
	Applying for your residence permit	22	
	Attending Induction	23	
	Mastering cultural adaptation	24	
	Attending your language courses	25	
After start of programme	<b>STEP 5 ▶ At HSBA</b>	<b>26</b>	
	Enjoying your classes	26	
	Networking	27	
	Ask, ask, ask!	28	
	Attending German language classes	29	
Counselling Support	31		



## STEP 1 ▶ Pre-Application Phase

# Unique HSBA

### Well-known for academic study and industry training

HSBA, founded in 2004, is the successor of the Wirtschaftsakademie (Business Academy) Hamburg from 1975 and is, for many years, partnered with the Hamburg Chamber of Commerce. HSBA has made itself a name for providing high quality academic education combined with practical experience through cooperation with partners in trade and industry. Especially in and around Hamburg HSBA is well known and the academic partner for around 300 companies.

### Small private University

The Hamburg School of Business Administration is a relatively small private higher education institution which is state-accredited. Its ca. 1000 students fit nicely into the small campus building in the heart of Hamburg's city centre. The institution has a very familiar feel and the saying "HSBA is family" is very true. As it's a private university, HSBA does not receive any funding from the government and therefore charges tuition fees which are to be paid by the student (via their own funds or via their employer).



### Structure of undergraduate and postgraduate programmes

#### Undergraduates

There are around 700 students at undergraduate level, studying in dual and part-time programmes while working at the same time. Undergraduate students are divided into the so-called A-Track and B-Track groups.

In order to enable students to work part-time, the academic content of the degree programmes is organised as such that students study for a period of three months before working for three months, before then returning to the classroom again for three months... and so on. A student may only enrol for the programme if they have a valid work contract with one of HSBA's partner companies (does not apply to exchange students).

#### Postgraduates

The roughly 300 postgraduate students are registered in part-time degree programmes, enabling them to work part-time alongside their studies. The part-time programmes are called "berufsbegleitend" in German, meaning, they are academic programmes that take place while working in a company at the same time. The main focus is academia, not the job. A student may study at HSBA without a job or while working at a non-partner company.

At postgraduate level, the timetables are structured differently to undergraduate level. On average, students come to class for two to three days twice a month with the occasional full-time week. Experience shows that such timetable works well for students and employers.

### Internationality

Some of the undergraduate and postgraduate programmes are taught in English language. This does not only make for internationally orientated curricula but also for an international student and staff body.

### Excellent Support Network

HSBA is family. This is also true for making a home from home for its international students. The International Committee, which runs the Buddy Programme, amongst others, looks after the students and organises events. Staff at HSBA, for example in the International Office, the Service Office and the Programme Management Office maintain an open-door policy and have an open ear for any students who have queries or worries.





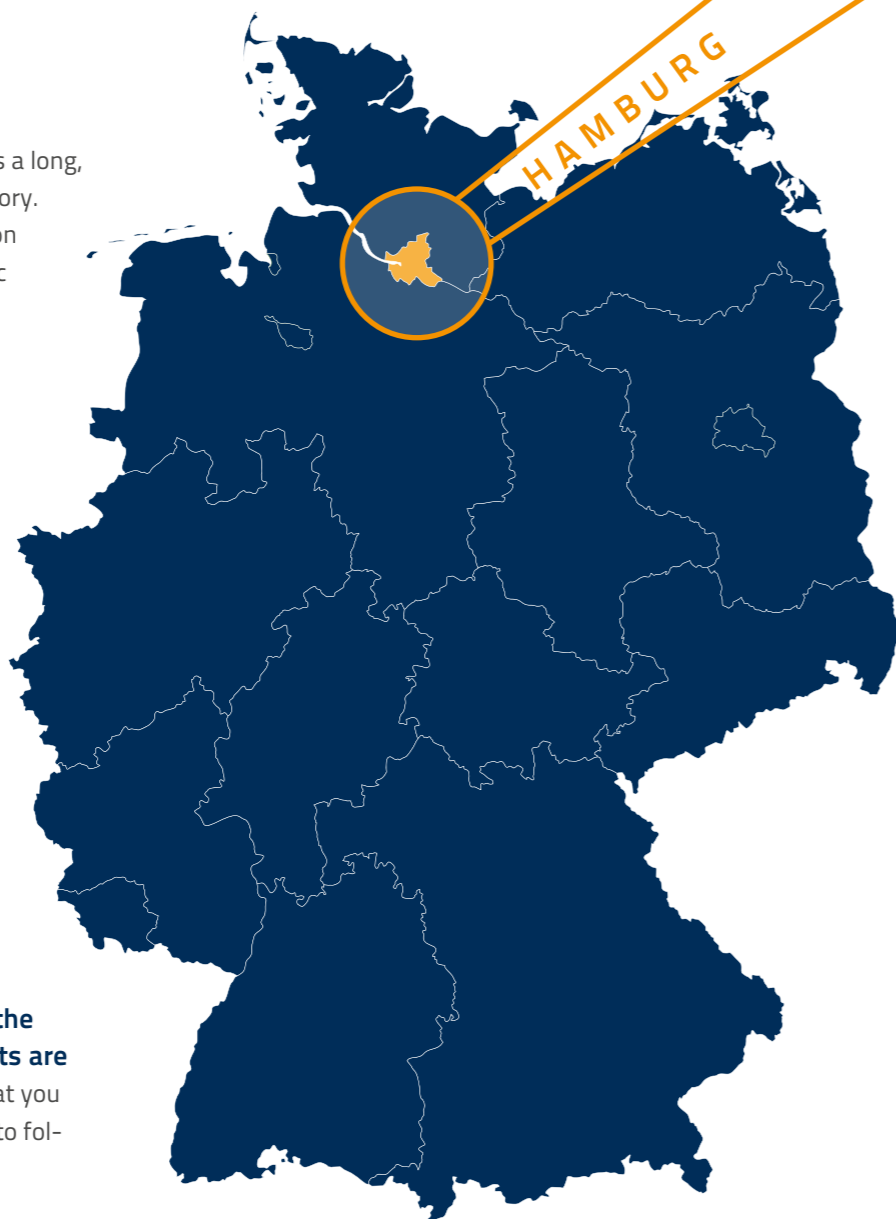
# Germany, Hamburg and the German language

## Germany

The Federal Republic of Germany has a long, interesting and partly terrifying history. These days, with its roughly 83 million inhabitants, it is one of the economic drivers in Europe and holds strong links with its nine neighbours.

Germany is made up of 16 federal states; Hamburg is its own federal city-state, surrounded by the states of Schleswig-Holstein to the north and Niedersachsen to the south. Each state has the right to apply slightly different rules and regulations compared to others (due to the federal system), and in some areas this is made use of.

**For international students this means that there are partly different immigration and registration laws as well as slight differences in terms of the amount of hours EU/EEA students are allowed to work.** It is important that you are aware of this; more information to follow later in the relevant sections.



## Hamburg

Hamburg is also known as the Free and Hanseatic City of Hamburg. It is the second largest city in Germany after Berlin with almost 1.8 million inhabitants. There are around 100,000 students, just over 10% of these are from abroad. Hamburg considers itself “the gateway to the world”, based on its rich history of international trade. It is a very attractive city to live in, and therefore, there are indeed people living here from all over the world.

### Hamburg is not a cheap city to live in

Housing costs especially are pretty high compared to many other cities in Germany. Of course, it is possible to get by on a budget, but you will need to make some compromises. Living for less than 500 EUR a month generally means living in shared accommodation in a privately rented flat or a hall of residence, or outside of the city borders in the states of Schleswig-Holstein or Niedersachsen. Those who wish to live in a more central location and/or by themselves look at paying around 900 EUR plus a month. More information on costs in the [section “Money matters” on page 8](#) and in [section “Preparing for life in Hamburg” on page 18](#).

There are too many fantastic reasons to study in Hamburg to list them here, so we invite you to look at [Study in Germany-Hamburg](#) for some inspiration.

## WARNING! Visa Application

Check how long the visa application process for a student visa for Germany takes. For some countries this may take longer than half a year. You need to plan well ahead and see if the next October intake is realistic. The whole process may be longer and slightly more complicated than you think, so inform yourself **now**.

## German Language

### Start learning some German before arriving

German is the spoken language in Hamburg like everywhere else in Germany. You will be at a great advantage if you already know some basics upon arrival. It will make your life way easier in your daily life, it may even open some doors, and it will also accelerate your learning curve once you are here.

While many people speak English well, and many people use English in their everyday life at work, this is not the norm. In most companies, German is the only spoken language. Some students find well paid jobs without knowing any German but, for the vast majority of jobs, you will need to possess some / a good level of German.

You can start learning German the traditional way- with a language course. Alternatively, you find a tandem partner or self-teach yourself. Specific suggestions are to be found in [section “Learning German” on page 15](#).





# Money Matters



**Hamburg is a brilliant city to live in.** We said it before, and we shall say it again. Germany in general has a very high standard of living, and that is also true for Hamburg. This means, on the other hand, that living expenses are quite high compared to other cities in Germany, and to many other countries.

We highly recommend that you are aware of this and that you make realistic plans in terms of financing your stay in Hamburg. **You will need to have sufficient money to**

- travel to Hamburg,
- cover your tuition fees (does not apply to exchange students),
- pay your accommodation and bills including internet, mobile phone, electricity and water,
- cover transport costs within Hamburg,
- pay for food and hygiene items, and, of course,
- have some change, too, for having fun.

## Hidden costs that you may not think of immediately are:

- health insurance (compulsory in Germany!),
- costs for a blocked account to get your visa/residence permit (for all non-EU/EEA citizen),
- the cost for the visa and resident permit itself,
- and getting to Hamburg and back (incl. when returning home during breaks or when visiting family).

Also, remember that you will not be able to work full-time, allowing you not to earn as much as you may be used to.

Living on a shoestring is certainly possible but be aware that costs amount faster than you think, especially if you also want to have some fun and do some sightseeing. Expect average costs similar to the ones displayed on the [HSBA website](#).

The degree programmes at HSBA have been developed as such that there is sufficient time apart from your studies to work part-time and earn a salary, which in turn should pay for a large part of the above-mentioned costs. So, ideally, you will be able to get a job that pays you well. But. You also have to take into consideration other less pleasant scenarios.

You may not find a job immediately. It could take up to half a year or longer to find a well-paid job that you like. You may start with a (good) job but you could lose your job again if the company that has employed you is not doing well. Without wanting to scare you we just want you to be realistic and consider such scenarios.

HSBA is a private university and does not receive any governmental funding. Therefore, it charges tuition fees for its teaching and services which need to be paid for.





## STEP 2 ▶ Application Phase

# Applying to HSBA



**@Degree Seeking Students:** Applying to HSBA is straightforward. All you need to do is to visit our [web-site](#) in order to check the admission process and requirements for the degree programme of your choice before filling in the online application form. Together with the application form you will need to submit a number of supporting documents. The best is to submit an entirely complete application. This will reduce the back and forth between the Admissions Team and yourself and you will receive an answer on the outcome of your application much faster. In case one or two of your supporting documents are missing (e.g. a reference letter) it is suggested that you submit the application without and send the missing documentation as soon as you have received it.

**@Exchange Students:** You will receive your application documents directly from the International Office after nomination from your home university.

# Preparing your Visa application

Please be aware that you may have to apply for a **visa to enter Germany. This depends on your nationality.** The [visa navigator](#) will help you to find out if a visa is required and will give you information on the first steps.

The visa application process might take several months, so please start **early!** You will have to apply for a **student visa** when studying at HSBA as your status will be that of a student. Even if you work part-time, it is important to get a student visa as the focus of your degree programme at HSBA is the academic part.

Please check the [website of the Federal Foreign Office](#) for visa regulations.

Visa applications must be submitted, together with all necessary documents, in person at the German mission in your home country. In order to avoid time consuming requests for additional information or documentation, please consult the website of the respective mission in good time to find out about the visa procedures and the documents which must be submitted. Check the website of the German Embassy or Consulate General in your country of residence for specific requirements [www.diplo.de/addresses](http://www.diplo.de/addresses), and **book an appointment.**

Visa application forms can be obtained from the mission. You may also download the forms on the website of the respective mission abroad.

HSBA will provide you with an official invitation letter upon request to support your application as soon as you have signed your contract with us and paid your enrolment fees (if applicable).

Besides the application forms and additional documents, be prepared to submit a valid passport, proof of **health insurance** coverage and proof of **sufficient funding**. The requirements may vary depending on your country of residence.

A **blocked account** is the most common method to prove financial resources.

You can find more information about the visa process [here](#).

# Finding employment

FOR POSTGRADUATE STUDENTS ONLY

Finding employment, and ideally a good job relevant to your chosen career is important for a successful time at HSBA and in Hamburg. As HSBA charges tuition fees, earning a good salary is important for the majority of our students. Good preparation to get a job is key and you shouldn't underestimate this. Jobs are not served on a silver platter and it's pretty likely that you will need to work hard for getting one. To increase your chances for suitable employment you should know the following:

## How to look for a job

You can start looking and getting an idea of what the German job market is like already now. You may even decide to start applying and you may get lucky. Generally, however, it's likely to be easier to get a job once you are in town, but this depends on your experience and expertise.

It is strongly recommended that you look at the German job market, and the process of applying to jobs with an open mind, and with some patience. Follow these tips:

- Previous **work experience** will make you stand out. If you have experience in a field that is sought after (like engineering or IT) you will have a great advantage.
- Be patient: Your job **search may take some time**, especially if you do not speak German or only have limited experience or no sought after skills. You should expect a minimum of three to six months to find a job. Especially big companies have extensive application processes that take time.
- The language: Even though Hamburg is a large city with a partly internationally operating economy many companies still use **German** as their **main office language**. Applicants with none or little German language skills may find it hard to find a job. You can increase your chances by applying at international (trading) companies that, ideally, cooperate with your home country

- **The job market may be tough.** It depends on the current state of the economy and which expertise is currently required to find jobs that are not as competitive.
- **Be honest** to yourself. Ask yourself questions like: What are my strengths? In which area/industry am I most qualified? In which industry/company could I apply my competences and improve my skills? What type of job would I enjoy?
- **Prepare a professional online profile**, e.g. on professional social platforms like LinkedIn (generally English-speaking platform) and Xing (German platform, partly used more extensively than LinkedIn and traditionally less "international") and ensure your settings show "I am currently looking for a job"
- **Be realistic: You may not find your dream job** (immediately). Many, most, people have to work their way up. It is not uncommon to start in a job that's not ideal but brings in money and helps you with your social life, networking and gaining experience in a new country. Later, with some additional experience, you can then apply for jobs that are closer to your dream one.

## Where to look for a job

- Research the companies you want to work at and look at their "careers"/ "jobs" section
- Look at [Stellenwerk Hamburg](#), [Studierendenwerk Hamburg](#), [Stepstone](#), [Monster](#) or [Indeed](#)
- Google "English speaking jobs in Hamburg", e.g. [Jobs in Hamburg](#).
- Use social media. Join facebook groups like "expats in Hamburg" or "international students in Hamburg" and groups on other relevant platforms as every now and then you will see jobs posted there.
- Tap into your network. Someone may know someone who knows someone...
- HSBA offers a job placement service to some students. If you are admitted to the so-called Job & Master Programme, HSBA staff will assist you in finding job offers and may recommend partner companies provided you are strongly motivated.

## How to apply for a job

Please be aware that the job application process may be very different from what's done in your own country. You should spend some time researching this topic. Some people get jobs via their network, but it is more common to apply directly to an opening by submitting an outstanding application and being the best at interview.

## Here are some places to start finding out how to apply for a job in Germany:

- "Google Zukunftswerkstatt": free online course ["Applying successfully"](#)
- Deutsches Studentenwerk: [Working during studies](#)
- Study in Germany Portal: [Working while studying](#)
- "Make it in Germany": [Working, studying, living in Germany](#)
- DAAD (Deutscher Akademischer Austauschdienst): [Side Jobs](#)
- Hamburg.com: [Working during your studies](#)

The application process usually consists of a written application that is submitted via an online form, email or, yes – it's true – by traditional post on hard copy paper, and one or two personal interviews.

## How to write your application

- A written application usually consists of a **letter explaining your motivation, a CV and supporting documents**.
- **Put time and effort into a convincing cover letter.** This is a very important document in your application and the company usually reads this first. The content must be specifically tailored to the job offer and the company. The layout must also be well prepared, and it goes without saying that there shouldn't be any mistakes in it. Samples for German-style covering letters can be found [here](#).
  - Note that **German CVs** tend to look a bit different to those of other countries as you should include a portrait photo and your date of birth. Examples can be viewed [here](#). Even if your application and your CV are written in English you should follow the German CV style.
  - Have your documents **proof read** by someone else. Typing or grammar mistakes in your documents are

a no go.

- If you are unsure of how to write a good application or what to include, ask!

## How to interview

Research the company prior to a potential interview. This will help to answer questions like "Why are you interested in working here?" and you have the chance to ask relevant questions. Being prepared is key and leaves a good impression yourself.



FOR POSTGRADUATE  
STUDENTS ONLY

## Your situation as HSBA student is unique!

When reading about finding jobs or when listening to someone telling you about their experience always keep in mind that your situation is different to that of many others. At HSBA, all postgraduate programmes are degree programmes which are **"berufsbegleitend"**. Ensure to use this German word in any correspondence with your (prospective) work place.

The English translation of the term berufsbegleitend (which literally means "at the same time as working" / "working alongside studying") is a bit tricky as the educational system of duality does not originate from the English language. As such, this term is often translated as "part-time", which then (in a way incorrectly) translates back to "teilzeit". A teilzeit study programme, however, defines a programme with an academic workload of less than 20 hours per week.

In a "berufsbegleitend" programme at HSBA, the academic workload amounts up to 30 hours per week. One ECTS credit corresponds to 25 to 30 hours of academic work. Your study workload is meant to be higher than the workload in your job. Otherwise you do not classify as a student and you may get problems with your visa or your resident permit.

## Your situation is unique if you live and work in Hamburg

Non-EU/EFTA students are, by German law, allowed to work up to 120 full days or 240 half days in a year as long as it states this on their visa/resident permit. This translates to 20 hours per week. Such information is indicated on the residence permit which you will receive once you have applied for it, upon arrival in Germany.

As **HSBA student** however, you may receive the permission to work **up to 30 hours per week**. HSBA recognises the need for students to occasionally work more than the common 20 hours and therefore, HSBA has negotiated a special agreement with the state of Hamburg. The Hamburg immigration offices may officially allow HSBA non-EU/EFTA students to work up to 30 hours a week. This agreement is currently only in place with the state of Hamburg so you need to be registered officially in Hamburg. In the neighbouring states of Schleswig-Holstein and Niedersachsen, this agreement is **(not yet)** in place, unfortunately.

If you wish to take advantage of this policy, please inform your Programme Manager PRIOR to arranging your appointment to apply for your residence permit with your local immigration office (Ausländerbehörde.) Your Programme Manager will check whether you are eligible to receive a supporting document from HSBA, as you will need to be registered within Hamburg. You will subsequently receive a letter which you can take to your appointment.

### Please note! Working more than 20 hours may have some disadvantages.

- The quality of your studies may suffer
- You will have to pay health, unemployment and nursing care insurance contributions
- You may not be allowed to be a "working student".  
The working hours of a working student contract are limited to 20 hours a week

For additional information on job-related topics such as different types of contracts and the importance of semester dates please contact your Programme Manager.

# Learning German



**Remember: If you wish to be successful in Germany, you will need to speak at least some German. This is Germany, not Denmark or the Netherlands and you cannot only rely on English. This is the country where even "Friends" is dubbed into German. Hence, please prepare a little:**

### 1. Take a course at your local Goethe Institute

The Goethe-Institut is the worldwide active and well-known cultural institute of the Federal Republic of Germany, running German courses. You can check if and where the Institute is located in your country [here](#).

### 2. Find yourself a Tandem Partner

The best way to learn a language, apart from living in the country, is to speak to a native. Reach out to your local university or expat community and find someone who is happy to help you out. You will be surprised how many people are willing to do so.

### 3. "Ich will Deutsch lernen" Portal

The VHS (German Adult Education Association) offers free of charge (registration is required) [German language courses](#). The platform includes a German course with digital learning materials.

### 4. "Einstieg Deutsch" App

Self-explanatory and easy to use programme for beginners. It focusses on the immediate language use in typical everyday situations. It's part of the VHS offering, more information [here](#).

### 5. "Mein Weg nach Deutschland" Courses

At the Goethe-Institut, you will find a variety of free courses to learn German. Speak to other German-speakers in the [blog "Der gute Freund"](#), take [online exercises for communication in business](#), expand and strengthen your vocabulary with the [vocabulary trainer app](#) or learn about a typical working day at ["Germans at work"](#) via videos and interviews. Get started with ["Mein Weg nach Deutschland"](#).

### 6. Deutsche Welle Courses

Deutsche Welle is a state-owned radio and television broadcasting corporation for people abroad. On the [Deutsche Welle website](#), listen to news and use the partly interactive contents to practice your language skills. The [placement test](#) helps you to find out your current language level.

### 7. Youtube

If videos are your thing, check learning German channels on YouTube and follow the most suitable one for you. Also, you can watch short cartoon movies for children with subtitles.

### 8. Mobile Applications for Learning German

There are many useful mobile applications that you can use during your daily commute and in your spare time like Duolingo, Busuu or Memrise.



## STEP 3 ▶ Pre-Arrival Phase

# Applying for your Visa

Getting an appointment at the German mission and receiving your student visa can take several months. Therefore, we highly recommend starting the visa application process and applying for a visa appointment to the German mission in your country of residence once you start HSBA's application process, if you need a visa to enter Germany. The visa application procedure differs slightly from country to country.

These are the general steps:

1. Check the [website](#) of the Federal Foreign Office for general visa regulations
2. Make an appointment at the [German mission in your country of residence](#) for your **student** visa application.
3. It is essential to visit the website of the German mission in your country of residence to find out about all required documents and information about the application process.
4. Prepare a complete **student** visa application. Besides the application forms and supporting documents, be prepared to submit a valid passport, proof of health insurance coverage and proof of sufficient funding:
  1. Regarding health insurance, please be informed that a travel insurance might be sufficient to enter Germany, but it is not valid for enrolling at HSBA and applying for a residence permit in Germany. Do take out statutory German health insurance. For more information go to [section "Fulfill HSBA requirements"](#) on the next page.
  2. There are several ways you can prove that you have the required financial resources to fund your costs of living and studying in Germany. A [blocked account](#) is the most common method for this.
5. Submit the complete visa application, together with all necessary documents, to the German mission in your home country.
6. In case you have not received a confirmation from the authorities within eight weeks from the time of application, we suggest that you contact the International Office at HSBA for support.



# Fulfilling HSBA requirements

## Health insurance

You must show proof of sufficient health insurance for your visa application and again upon arrival in Germany. Getting health insurance is mandatory as you will not be able to proceed in your studies, getting your residence permit or being allowed to work without it. It is a core requirement for almost everything. For information on health insurance for students please visit the website of the [Hamburg Welcome Portal](#).

### EHIC card

Public health insurance plans from the following countries are valid in Germany because a social security agreement has been signed with these states: Member states of the European Union, Bosnia-Herzegovina, Iceland, Israel, Liechtenstein, Morocco, Macedonia, Montenegro, Norway, Switzerland, Serbia, Tunisia and Turkey. With your European Health Insurance Card (EHIC), emergency medical treatment in Germany is covered. If you want to use your EHIC card, you will need to contact a German statutory health insurance provider, present your card and get an exemption from the German health insurance form. This exemption form and EHIC Card you then provide to HSBA for your enrollment.

### What to do if you do not have an EHIC card

If your health insurance policy from your home country is not recognised in Germany, you will have to sign up for coverage in Germany.

There are two options to get health insurance in Germany:

#### 1. Statutory insurance

If you are under 30 years of age, you should opt for statutory health insurance. A list of health insurance providers you will find on the above-mentioned website of the Hamburg Welcome Portal.

#### 2. Private insurance

If you are 30 years or older when you start your studies, you cannot opt for statutory health insurance, and have to take out private German health insurance. However, it is very important to pay attention to the health insurance package that you will choose. HSBA is not allowed to officially recommend any health insurance company to you, however, you can ask the International Office to help you to navigate the health insurance requirements. It is important to know that when applying for a residence permit, apart from the proof of sufficient health insurance coverage, a form called "Annex 6" must be signed by the private insurance company. You will have to make sure that your provider meets the requirements mentioned on that form and is willing to sign it.

It's important to ensure that your health insurance status is the correct one before you get on that plane to Germany!



# Preparing for life in Hamburg

## Plan your travel dates

We recommend that you arrive a week, or at least a few days prior to Induction Day to get over your jetlag, get used to the city and be relaxed when the first day of your studies arrives.

## Look for accommodation

Start looking for accommodation as soon as you know that you are going! Hamburg is hugely popular, including with students and even Germans often struggle quite a bit to find a place to stay. The cost for accommodation often comes at a surprise (see section “Germany, Hamburg and the German language” on page 6). Start your search around three months prior to your arrival and keep an open mind about your lodging.

Many students (and young professionals) live in shared apartments/flats (so-called WG, short for Wohngemeinschaft) in order to avoid ridiculous prices. You get your own room, but you share the kitchen and bathroom with others. This is actually a great opportunity to make friends. Please ask the HSBA International Office for further advice on accommodation. Some suggestions, apart from halls of residence are [Immowelt WGs](#), [WG Suche](#), [Housing Anywhere](#), [Studenten WG](#), [WG Gesucht](#) or [Wohngemeinschaft](#).

### Tip for navigating German websites easily:

Download Google Translate “Add-in” to Google chrome and by clicking on “Translate” the whole page will be translated from German to your preferred language.

## Communication platforms at HSBA

Start tapping into HSBA life. Find out what’s going on, and start connecting to other students. At HSBA, Microsoft Office 365 is extensively used and the Teams App is the main communication platform among students, the faculty and support staff. It is easy to use. Once you are successfully enrolled, you will receive your access data for your TEAMS account and you can start connecting with your group mates and professors. Check out [section “Enjoying your classes” on page 26](#) for more information. Also check out [Facebook](#), [Instagram](#) and [LinkedIn](#) for anything new and exciting HSBA.



## Public transport in Germany and Hamburg

General information on transportation in Germany is available on the [Lonely Planet website](#).

As HSBA student (but only once fully enrolled on your first day), you receive a pass for subsidised public transport fares within Hamburg. Hamburg is divided in fare zones so how much you end up paying depends on how far away your accommodation is.

To get a general idea, check out the website of the Hamburg Transport Network, the [Hamburg Verkehrsverbund \(HVV\)](#). Use Google maps to plan your trips, including the very first one from the airport to your accommodation, or from the bus station to HSBA, for example.

Remember that you may not be able to use your mobile phone upon arriving in Germany, so it may make sense to print a couple of maps or write down the way so you don’t get too lost on your first day.

## Buddy programme

Sign up for a buddy and start making new friends.

The [HSBA Buddy Programme](#), run by the International Committee, is intended to help at the start. A buddy is a current HSBA student who assists you finding your way around and settling in.

FOR POSTGRADUATE STUDENTS ONLY

## Continue to look for a job and prepare for your work

Still hunting for a job? Don’t despair: the right one will come along. Have you had feedback on your previous applications already? Maybe reconsider your strategy, change your written application, continue to work on your interview skills. Reach out for help and don’t be ashamed to ask.

If you have been accepted to HSBA’s job placement service ([Job & Master Programme](#)) do ensure that you comply with your contact’s requests and be proactive.

Have you found a job already? Fantastic news! Read your contract carefully and learn as much about your new company as you can.

Continue learning German! **It will be worthwhile in the end!**



## STEP 4 ▶ Upon Arrival in Hamburg

# Completing HSBA enrolment requirements

### Enrolment at HSBA

The Admissions Department / Service Office will continue to be in touch with you to ensure that you complete your enrolment. It is important that all documents are submitted in a timely manner. This includes proof of health insurance ("Versicherungsbescheinigung").

See [section "Fulfill HSBA requirements" on page 17](#).

Once you are enrolled you will be added to the IT system and you will be sent your enrolment certificate via email.

This certificate ("Immatrikulationsbescheinigung") you may need on various occasions. It is generally only valid together with your student ID card. You will receive your student ID card and, if you need it, a pass for reduction on public transport, on your first day of Induction.



# Registering at the local authorities

### Register your address

Once you have moved into your new home, you will have to register your new address within two weeks. For the registration process, you will have to book an appointment online at one of the Hamburg customer service centers (in your area) or at the [Hamburg Welcome Center](#) (or at your local authority in Schleswig-Holstein or Niedersachsen).

Please consult the below website for more information about required documents for registration:

<https://www.hamburg.com/welcome/entry-residence/general-regulations/11725242/registration>

In addition to the registration form and additional documentation you will need to submit a confirmation signed by your landlord ("Wohnungsgeberbestätigung").

After successful registration, you will get a proof of residence which you will need for opening a bank account, taking out health insurance etc.

Every time you move and change your address you will have to repeat the process (within two weeks).

Before leaving Hamburg and Germany, make sure to de-register your residence at the city authorities. If not, you might get in trouble whenever you decide to return to Hamburg or Germany.

### Name on letterbox

Make sure that your name is on your letterbox because the authorities will send you your social security number and other documentation by post after you have registered your address. Most official offices communicate only by post.

### Opening a bank account

You should check with your local bank its conditions while you are abroad. In most cases it will be necessary to open a current bank account in Germany, because salary payments and transactions such as rent, health insurance and phone bills are handled via a local account.

A local account normally gives you access to the money in your blocked account (if applicable).

Find out more about German bank accounts on the [Hamburg website](#) and on [Study in Germany](#).



# Applying for your residence permit

Upon arrival and after you have registered your address in Hamburg, you must convert your visa into a residence permit for the purpose of study. Even non-EU nationals who were able to enter Germany without a visa must apply for a residence permit for the purpose of study.

Make sure to prepare the documents for the application in good time before the visa expires and no later than six weeks before the expiry date. If you do not have a visa please apply within 90 days of entry and after you have registered your address in Hamburg.

Ensure to make an appointment at the Foreigner's Office in the district where you live or at the Hamburg Welcome Center for the submission of the residence permit application. For information, contact details and required documents, visit their [website](#).

A document with your "Aufenthaltstitel" (permit) will be handed to you on a piece of document/ paper ("Zusatzblatt"). This may be called student's work document but note that it hasn't got anything to do with work.

One of the benefits that HSBA provides is that you, as student, are allowed to work up to 30 hours per week. Please ask your Programme Manager for a document confirming the 30 hours rule and submit it together with the complete residence permit application to the foreigner's office. The fact that you can work up to 30 hours only applies if you live within the state of Hamburg. If you decide to move to another city during your studies, you will be allowed to work 20 hours per week. Please refer to [section "Finding Employment" on page 12](#) to read up on additional information on this rule.

Your residence permit is valid for a maximum of two years and must therefore be regularly extended during the study period.

Your permit is directly linked to the academic programme you are enrolled in. Changing it or dropping out may lead to the loss of the right of residence. Anybody who changes the degree programme with the permission of the university must immediately inform the Foreigner's Office. Do not wait for the expiry date of the previous residence permit.

**Please note that a tourist visa can NOT be converted into a residence permit for the purpose of study.**



# Attending Induction



After you have been enrolled onto your degree programme you will receive information on the Induction Day(s). These days are very important to ensure a smooth start into university life. You will get to meet your fellow course mates. Everyone is new and unlikely to know one another. Everyone is in the same boat and it will be easy to start making new friends.

You will also meet key HSBA staff: The Academic Head of your programme and staff from the administration including the Admission Team, the International Office and your Programme Manager.

## This is that happens on the day (s):

- You will be given your Student ID card
- there will be introductory rounds
- general information sessions
- a campus tour
- library introduction
- some social activities
- and much more.

Missing the first few days of university is not a good idea as that's where you receive most information.

If you are unable to attend because you are still waiting for your visa, for example, then please ensure you keep the International Office or the Admissions Team and your Programme Manager updated on your situation. Once you arrive in Hamburg you will then be informed on what you have missed.



# Mastering cultural adaptation

Culture shock is one of the challenges that almost all international students experience when coming to a new country. In pretty much all cases the first shock will be overcome and met with unforgettable, nice memories so don't worry!

We suggest you read up on culture shock on [GoAbroad.com](https://www.goabroad.com) or watch [this video](#).

Arriving to a new country, settling in a new town, being surrounded by many alien things including people you don't know: the challenge may become harder the more different your own country is to Germany, the stranger the language sounds to you, the further apart traditions and habits. And, the level of shock is likely to differ from one student to another based on their personal circumstances and previous experiences.

Here come some tips that can help you overcome the first shock and help you cope with the change better.

You have the chance to turn the change of country into a lifetime experience and opportunity to grow your ideas, appreciate the diversity and ultimately embrace the change the way you see the world.

- Understand that it is totally fine and normal to get shocked when you move to another country.
- Don't rush things. Adapting to a new community, culture, weather, language takes time.
- Try to understand how people behave the way they behave. Focus on listening to people and observing their body language.

- Take risks and do things that you are unfamiliar with. Try new food, go to new places, discover the city that you live in, walk in the streets and listen to local music.
- Don't be afraid of sharing your ideas and thoughts with others and don't be judgmental when people express their own ideas and thoughts as well. This is how it works!

**Culture shock is the feeling of disorientation brought on by experiencing an unfamiliar culture, lifestyle, or set of attitudes.**

- Don't expect that everyone will like you and want to spend time with you. Instead engage in activities that you like. This will automatically make you meet new friends who have common interests.
- Respect people's privacy, traditions and habits.
- In Germany, you will be recognised based on your personal achievements not your family or your background.
- Your relationship with some Germans might not be as warm and close as you used to with your friends in your home country. Try to have local and international friends.

- Don't be too hard on yourself! Feel the change and enjoy it. Living

abroad is going to enrich your personality and will overall be a fantastic achievement. But accepting it may take a while. That's fine.

Oh, and although it may be a while until you go back home again: Be aware that there is even something like "reverse culture shock". Brace yourself!

# Attending language classes

## Learning (at least some) German will be the key to many things...

- feeling more secure and settled as you will understand more what's going on and, therefore, feeling less frustrated
- Getting to know new people, and hopefully friends, more easily
- Help you deal with every day life, the authorities without being too worried
- You will likely to be more successful in your job as you feel more confident and will be able to communicate better with your colleagues
- Germans are likely to accept you even more as they can see that you are making the effort
- Knowing German will even help you in your career once you are back in your home country.

**All in all:** Good reasons to continue going to your German classes. Go to every single one, do your homework from day 1, get involved, look for a tandem partner, listen to German radio, watch German TV, try and read in German... it will be worthwhile.





## STEP 5 ► At HSBA

# Enjoying your classes



**HSBA is well-known for its unique learning experience (combining study and work experiences) and its energetic student life.**

You are likely not to have as much free time as you thought because you are studying and maybe working at the same time. Therefore, time management is key! Ensure you go to your classes. Stay in touch with your course mates even if there is a break in your schedule. Revise for exams in good time. Stay on top of your workload. If you have feedback speak directly to the lecturer, or, if you don't feel comfortable doing so, reach out to your class representative or your Programme Manager.

Don't be afraid to ask. If you have questions (about the content, the upcoming exam, how to write a paper...) ask! Speak up! Speak to your course mates, the lecturer, your Programme Manager, the International Office, the Examination Management, the Service Office. It is your responsibility to ask if you have questions.

## Teams

An essential part of the HSBA communication is Microsoft 365 and the app "Teams". Teams is the main communication platform, enhancing the learning experience, creating the chance for good communication between all students, teaching and administration staff.

## Academic / Scientific Work

As a student at HSBA, academic work is a core part of your studies and learning journey. Your learning and, of course, also your examinations are based on academia. Attend any lecturers or extracurricular sessions about this topic to improve your own research abilities and writing style. Ask, ask, ask if something is unclear. The way of writing reports or essays (and, later on, your thesis!) may differ from how you know it from home so be prepared, and practice.

Another tip to enhance your academic work is to read academic work! For example, published papers and articles published in well-known journals.

## Exams

During the course of your studies at HSBA, you will be exposed to a variety of knowledge examination tools such as written exams, oral exams, project work and presentations, and more. Those tools are designed not just to test your knowledge of a specific topic but they also enhance your skills in different management areas such as the ability to communicate complex ideas, ability to work within teams and the ability to manage conflict.



# Networking

## Networking at HSBA

HSBA is well known for its great opportunities on networking. Small classes, a familiar feel on campus, evening events and lounges, student clubs, the mentoring programme, events organised by partner companies and more: If you want to get involved you can get involved!

Keep an eye on teams, join the student app, speak to others, be part of WhatsApp and Facebook groups so you don't miss out.

Join student committees, and in case you don't like any of the clubs or activities that are on offer, feel free to create your own. That's how it works here at HSBA; students are the main driving force for their own success. Ask your Programme Manager on how this is done.

## Networking in Hamburg

Also, don't forget that you are in Hamburg- the best city in Germany, of course! See what [Hamburg has to offer](#), get off the sofa and take part in social and cultural life. For example, there is an international event in the Hamburg Townhall (Rathaus) every January - all international students in Hamburg are invited. Go! Enjoy some drinks, food, the amazing Rathaus and make new friends.





# Ask! Ask! Ask!

Students generally do have many questions about academic and non-academic topics.

## Who to ask?

- @Degree seeking Students: Questions about your programme (modules, content, Bildungsurlaub, the Mentoring Programme, going abroad, taking Leave, financial issues, general feedback and advice): Programme Management Office (Katrin Schramm at [katrin.schramm@hsba.de](mailto:katrin.schramm@hsba.de) or +49 (0) 40 822160 948; and Yasmin Guillén-Lange at [yasmin.guillenlange@hsba.de](mailto:yasmin.guillenlange@hsba.de) or +49 (0) 40 822160 944
- @Exchange and Free Mover students: Questions on international topics, e.g. immigration-status and exchange programme related questions should go to Iris Heine at the International Office at [iris.heine@hsba.de](mailto:iris.heine@hsba.de) or +49 (0) 40 822160 959.
- Questions about examinations, guidelines, deadlines and your thesis: Examination Management Office at [examination@hsba.de](mailto:examination@hsba.de)
- Questions to other international students, sharing ideas of events, getting involved in the Buddy Programme and so forth should go to the International Committee at [int.committee@myhsba.de](mailto:int.committee@myhsba.de)
- You can also reach out to the Master Representatives at [masters@myhsba.de](mailto:masters@myhsba.de) or the representative of your specific degree programme
- If you take part in the Mentoring Programme and you have been matched with a Mentor don't forget him or her! They are a great source of knowledge, too, and a fantastic sparring partner.



# Attending German language classes

To really immerse into the German culture, we recommend learning the German language. Language skills are important for making friends, building your career and feeling at home in your new city.

These are some options for Language Schools in Hamburg:

1. HSBA offers a free of cost German language course from October- March each year at level A1.2 (according to the Common European Framework for Languages). Some very basic German skills are required to attend. The course is divided into two parts, the first part starts mid-October, runs for ten weeks and includes two teaching units (à 45 min.) per week. The second part begins in mid-January and runs accordingly. The course is open for both international exchange and degree-seeking students. If you wish to attend the course, please send an e-mail to [Iris.Heine@hsba.de](mailto:Iris.Heine@hsba.de). Please visit your TEAMS account to access the course schedule.
2. In addition, both exchange and international degree-seeking students may benefit from a 20% discount at HSBA's cooperating partner language school [Colón](#). Please visit their website to learn more about available courses. When registering with Colón, please provide your HSBA student card, and you will receive the 20% discount (excluding the online booking discount) on German language courses and a 10% discount on other foreign languages.
3. Find almost all language schools based in Hamburg [here](#)
4. Previous HSBA students have recommended the following language schools:
  - [Deutsch Akademie](#)
  - [Volkshochschule Hamburg](#)
  - SBZ Stadtteilbildungszentrum e.V.
    - \*\* (If you have more than one-year residence permit, you can get a discounted price for the intensive course) <http://deutschkurse-hamburg.de>



## Conversation groups

Speak German and meet new people: Take part in free conversation groups to improve your German skills. If you have already some basic knowledge and would like to meet new people and learn about their culture conversation groups are the ideal opportunity.

In Hamburg you can take part in several free of charge conversation groups, for example **“Sprache im Alltag”** or **“Dialog in Deutsch”** at the public libraries (Bücherhallen). [Meet Up](#) Groups or groups on [nebenan.de](#) (digital neighbourhood platform) may also be an option in this regard

- **„Sprache im Alltag”** is a project of Sprachbrücke-Hamburg e.V. and takes place throughout Hamburg. Conversation topics change monthly and are adapted to the needs and wishes of the participants. A suitable excursion is held in the last week of the month. Registration is recommended.
- In the conversation groups of **“Dialog in Deutsch”**, you can speak with others about different topics. There is a group leader moderating. “Dialog in Deutsch” takes place every week in every Bücherhalle library. You can simply join them without registration.

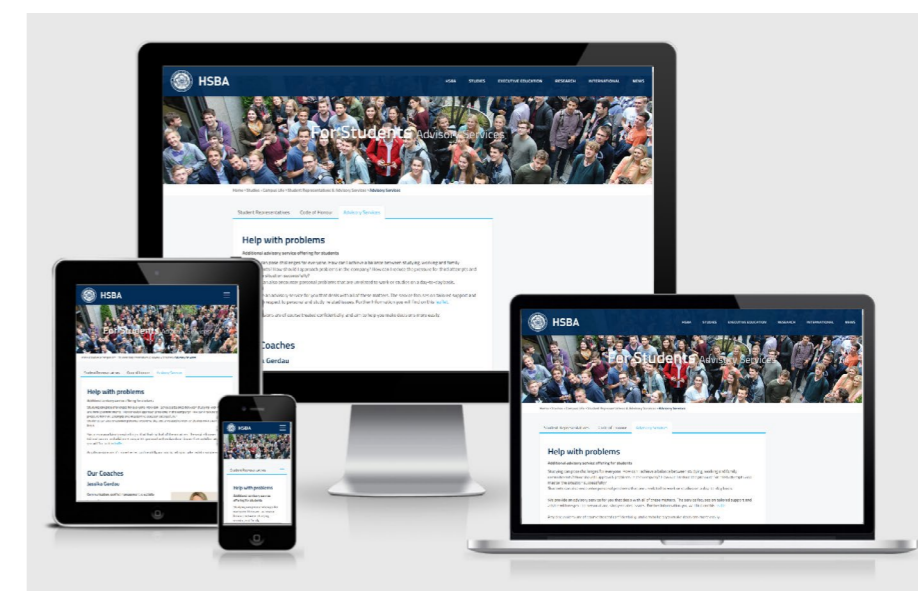
## Tandem programme

You can also apply for a tandem partner at HSBA. The tandem programme is organised by the International Committee that matches two students who meet in order to teach each other their native languages. For example, if your native language is Spanish and you would like to improve your German, the International Committee matches you up with a tandem partner whose native language is German and who would like to learn Spanish. The main goal is improving language skills. The language tandem is an opportunity to put your language skills into practice as well as to meet new people and find out more about their country and culture. Sign up here with the [International Committee](#).

# Counselling Support

At HSBA, there are some counselors ready to assist you with challenging or difficult situations. Homesickness, exam anxiety, depression, general anxiety.... if you suffer from any of these, do speak out, it will help you!

Please visit our [website](#) for information on which counsellors are available.







# HSBA

HSBA is the Business School in Hamburg. It is our mission to support companies in qualifying their employees and recruiting promising talents who want to study our internationally-oriented dual undergraduate and part-time postgraduate degree programmes. It is our aim to deliver excellent education programmes to students of all career levels regardless of their financial background. We are convinced that commitment, respectability, and innovative thinking are the basis for success in business. For this, we provide the necessary competencies. Currently, HSBA is the academic partner for more than 1,000 students and 300 cooperating companies. Together with our executive education offerings and applied research, we actively strengthen the competitiveness of Hamburg based companies in the age of digital transformation.

#### **Dual undergraduate degree programmes**

- BSc Business Administration
- BSc Business Informatics
- BSc International Management
- BSc Logistics Management
- BSc Media Management & Communication

#### **Part-time undergraduate degree programme**

- BA Insurance Management

#### **Postgraduate degree programmes**

- MSc Business Development
- MSc Digital Transformation & Sustainability

#### **Other Offers**

- Digital Toolbox
- Executive Education
- Applied Research
- Cooperative Doctoral Programme (PhD)

**HSBA Hamburg School of Business Administration**

**Willy-Brandt-Str. 75, 20459 Hamburg, Germany**

T: +49 (0) 40 822160-910 | [info@hsba.de](mailto:info@hsba.de) | [www.hsba.de](http://www.hsba.de)

Follow us: [f](https://www.facebook.com/hsba.hamburg)/hsba.hamburg | [@](https://www.instagram.com/hsba.hamburg)/hsba.hamburg | [in](https://www.linkedin.com/company/hsba) | [x](https://www.x.com/hsba)

**[www.hsba.de](http://www.hsba.de)**