

Checklist for prospective students for the preparation of studies

We have compiled some information below to help prospective students facilitate their study preparation.

When?	What?	Where?	Notes
If possible 1.5 years before study initiation	Choice of study course/ program	Student counselling service of the university/ faculty/ department	
	Recognition of previous study achievements	Faculty/department of the university	
	Clarification of the study financing possibilities, e.g. <i>BAföG*</i> , scholarships, social benefits	<i>Studierenden-/Studenten- werk</i> at the place of study; in Hamburg: Counselling at Counselling Centre for Study Finance – <i>BeSt</i> (see below)	Depending among other things on - age - education - type of education/training - residence permit, duration
If possible 1 year before study initiation	<i>BAföG*-Vorabentscheid</i> (preliminary application before the admission to check, if <i>BAföG*</i> is possi- ble at all; the decision is binding for 1 year)	<i>BAföG*</i> Office at the place of study; in Hamburg: Counselling at <i>BeSt</i>	Recommended if prospective student - exceeds age limit - further/different kind of study is aspired - Master – after a Bachelor
Up to 6 months before study initiation	Application for a room in a hall of residence	<i>Studierenden-/Studenten- werk</i> at the place of study; in Hamburg: Counselling Centre Accommodation – <i>BeWo</i> (see below)	In Hamburg: - Application possible even without admission - Online application - Reply to regular request for interest per email (every 14 days)!
Until 1 st January/ 15 th July of a year	Application for a place at university	University	Possibly different application deadlines apply for certain study programs
After receiving the admission (<i>Zulassung</i>)	Enrolment (<i>Immatrikulation</i>)	University	Recommendation: In case of payment difficulties of the semester fee counsel- ling at the <i>Studierenden-/Studentenwerk</i> at the place of study; in Hamburg: Counselling Centre for So- cial & International Affairs – <i>BeSI</i> (see below)
	Submission of the request for <i>BAföG*</i>	<i>BAföG*</i> Office of the place of study; in Hamburg: Counseling at <i>BeSt</i>	Recommendation: Prepare the <i>BAföG*</i> request with all attachments before the admission and submit it immediately after the admission
	Clarification of health insurance during studies	Health insurance company	Recommendation: Personal counselling on the individual possibilities at <i>Stu- dierenden-/ Studentenwerk</i> at the place of study; in Hamburg: at <i>BeSt</i>

**BAföG* is generally not available for students with a visa/residence permit for the purpose of studies;
for students from the EU/EEA/Switzerland *BAföG* only under certain conditions

After the enrolment	Submission of the enrollment certificate (<i>Immatrikulationsbescheinigung</i>) at <i>BAföG*</i> Office	<i>BAföG*</i> Office in charge	
	Submission of the enrolment certificate at the health insurance company	Health insurance company	
	Submission of the enrolment certificate at the corresponding authorities, from which benefits are received	<ul style="list-style-type: none"> - <i>Jobcenter</i>/District Office (<i>Bezirksamt</i>) - Family Benefits Office (<i>Familienkasse</i>) for Child Benefit (<i>Kindergeld</i>) - Housing Benefit Office (<i>Wohngeldstelle</i>) 	Recommendation: Personal counselling on the rights and obligations in benefit receipt before starting the studies at the <i>Studierenden-/Studentenwerk</i> at the place of study; in Hamburg: <i>BeSI</i>
During studies	Study Finance	<i>Studierenden-/Studenten-werk</i> at the place of study; in Hamburg: <i>BeSt</i>	Recommendation: Counselling in every phase of the studies, e.g. in case of discontinuation of <i>BAföG*</i> , final phase of studies
	Submission of the transcript of records for <i>BAföG*</i>	<i>BAföG*</i> Office in charge	At the latest after the 4th semester (Bachelor/ <i>Staatsexamen</i>); recommendation: Counselling at the <i>BAföG*</i> Office in charge; in Hamburg: <i>BeSt</i>
	Working while studying	<i>Studierenden-/Studenten-werk</i> at the place of study; in Hamburg: <i>BeSI</i>	Recommendation: Personal counselling already during the job search
	Changes in the Health Insurance (e.g. ending of the family insurance)	<i>Studierenden-/Studenten-werk</i> at the place of study; in Hamburg: <i>BeSI</i>	
	Crisis and conflict situations, financial emergencies	<i>Studierenden-/Studenten-werk</i> at the place of study; in Hamburg: <i>BeSI</i>	Recommendation: Personal counselling
	You have (a) child(ren) or are expecting a child	<i>Studierenden-/Studenten-werk</i> at the place of study; in Hamburg: Counselling for students with child	Recommendation: Personal counselling

Further information: www.stwhh.de/en / International Affairs

The Counselling Centres of Studierendenwerk Hamburg are looking forward to meeting you!

Counselling Centre for Study Finance – BeSt

Grindelallee 9, ground floor, 20146 Hamburg, Phone: +49 / 40 / 41902 - 300

E-Mail: best@stwhh.de

Counselling Centre for Social & International Affairs – BeSI

Grindelallee 9, 3rd floor, 20146 Hamburg, Phone: +49 / 40 / 41902 - 155

E-Mail: besi@stwhh.de

Counselling for students with child

Grindelallee 9, 3rd floor, 20146 Hamburg, Phone: +49 / 40 / 41902 - 183

E-Mail: studierenmitkind@stwhh.de

Counselling Centre Accommodation – BeWo

Grindelallee 9, 2nd floor, 20146 Hamburg, Phone: +49 / 40 / 41902 - 268

E-Mail: bewo@stwhh.de

You can find the current office hours of the Counselling Centre at www.stwhh.de/en/ Contact and contact persons

Status: 08.2023