

12 steps for Erasmus students to the HHU

Step	What will I receive? What do I have to do?	Wintersemester (WiSe)	Sommersemester (SoSe)	Who can advise me? Whom can I ask?
1	Your home university nominates you for a stay at HHU.	15. March	15 November	Your home university
2	You will receive information about health insurance and proof of language proficiency and be requested to apply online . Deadline application: 5 April (winter term) / 5 December (summer term)	End of March	End of November	HHU's International Office
3	Please take care of your Learning Agreement . <u>Exception:</u> Your home university does not require a Learning Agreement. From June / December onwards you can find HHU's current course catalogue under: https://www.uni-duesseldorf.de/home/en/studying-and-teaching-at-hhu/studying/university-calendar-his-lsf.html Medical students can find it here: www.medizin.hhu.de/erasmus-incomings	End of March	End of November	Your Erasmus-Coordinator at your home university and the Erasmus-Coordinator for your subject at HHU
4	Deadline for your online application to HHU. Make sure to keep the deadline!	05. April	5 December	HHU's International Office
5	You will be requested to register for a German language course for Erasmus students . This is voluntary and <u>not</u> compulsory!	End of April	End of January	HHU's International Office
6	You will receive your notification of admission .	Upon mid of April	From mid of January	HHU's International Office
7	The International Office will ask you to apply for a dorm room immediately.	From mid of April	From end of January	HHU's International Office
8	You will receive a request to transfer the semester fee (309,78 Euro as of December 2019). The semester fee must be on the HHU account by 15 July (winter term) / 15 February (summer term) at the latest .	01. Juli	1 February	HHU's International Office
9	You will be invited to apply for a mentor of the Erasmus Student Network (ESN) .	Beginning of July	Beginning of March	HHU's International Office
10	You will receive your HHU card by post to the address you specified in your online application (see step 2). The documents contain your matriculation number and your initial password .	July to August	February to March	HHU's International Office
11	Immediately after you received your student ID card , please activate your university identifier : All students (except: medical students) register online for courses at HHU. Medical students will receive their course list from the Medical Faculty.	July to September	February to March	ZIM Helpdesk email: helpdesk@hhu.de, Tel. +49 (0) 211 81 10111
12	You pick up your arrival certificate at the International Office.	Upon beginning of October	Upon beginning of April	HHU's International Office