

Your steps as a Guest student (Partner outside Erasmus) 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 . <u>Deadline application: 5 April (winter term) / 5 December (summer term)</u> | 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 Exchange-Coordinator at your home university and the advisor 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 students from partner universities . This is voluntary and <u>not</u> compulsory! | Ende April | End of January | HHU's International Office |
| 6 | You will receive your notification of admission . | Upon mid of April | From mid January | HHU's International Office |
| 7 | The International Office will ask you to apply for a dorm room immediately. | Upon End of April | From end of January | HHU's International Office |
| 8 | You will receive a request to transfer the semester fee (304,28 Euro as of June 2019). The semester fee must be on the HHU account by 15 July (winter term) / 15 February (summer term) at the latest . | 1 July | 1 February | HHU's International Office |
| 9 | You will be invited to apply for a mentor . | 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 . <u>Exception:</u> <i>If you have applied with a travel health insurance, you will not receive your student ID card until you arrive in Düsseldorf! You will take out a German health insurance policy after your arrival in Düsseldorf. Submit the insurance certificate for your German health insurance to the International Office. You will receive your student ID card a couple of days later at the International Office.</i> | July to August | February to March | HHU's International Office |
| 11 | Immediately after you received your HHU 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. | From end of September | From end of March | ZIM Helpdesk email: helpdesk@hhu.de Tel. +49 (0) 211 81 10111 |
| 12 | You receive your arrival certificate from the International Office. | From beginning of October | From beginning of March | HHU's International Office |