

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 . Exception: Your home university does not require a Learning Agreement. From June / December onwards you can find HHU's current course catalogue under: https://lsf.hhu.de/qisserver/rds?state=user&type=0 Medical students can find it here: https://www.medizinstudium.hhu.de/en/prospective-students/internationals/erasmus-internship	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!	From Mid April	From Mid January	HHU's International Office
6	You will receive your notification of admission .	From End April	From End February	HHU's International Office
7	The International Office will ask you to apply for a dorm room immediately.	From End May	From end February	HHU's International Office
8	You will receive a request to transfer the semester fee (340 Euro as of November 2023). The semester fee must be on the HHU account by 15 July (winter term) / 15 February (summer term) at the latest .	Mid July	Mid February	HHU's International Office
9	You will be invited to apply for a mentor .	End July	End 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). You will receive your matriculation number and your initial password by e-mail ahead. <u>Exception: If you have applied with a travel health insurance, you will receive your student ID card after your arrival in Düsseldorf!</u>	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	Does your home university require a certificate of arrival? Then inform Ms Lent-Öztürk by e-mail: exchange-students@hhu.de .	End of September	End of March	HHU's International Office