



Hochschule Anhalt, MAC, Postfach 2215, 06818 Dessau

**To
All new students of MAC/ Master Architectural and
Cultural Heritage**

Hochschule Anhalt
Anhalt University of Applied Sciences

**Department Architecture, Facility Management,
and Geoinformation**

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Dessau, July 2021

PROGRAM: MASTER ARCHITECTURAL AND CULTURAL HERITAGE (M.A. in Architectural and Cultural Heritage)

ENROLLMENT AND REGISTRATION

Dear Students of MAC,

Welcome to the Master's Program in Architectural and Cultural Heritage of the Anhalt University of Applied Sciences. We are very happy to welcome you as new members of our MAC-family.

As you know, the current situation is heavily affecting the current semester, but also the semester to come. The university has officially decided to offer classes in a **hybrid teaching mode**. This means that classes will be offered in face-to-face as well as in online formats; the course coordinator and the professors/lecturers will give you the information in detail. **In the Master Program MAC, all classes are held in English.**

The intention is to ensure that students who are in Germany can attend classes and seminars on campus, while students who may not be permitted to enter the country due to visa issues or travel regulations will be fully able to participate in the classes online without missing out.

Therefore, please rest assured that we will work hard to offer you the best MAC-experience possible under the present circumstances. We would also like to emphasize the value of being on campus, of becoming part of a new culture, of using the facilities, and of experiencing the atmosphere here in Dessau. Do start preparing for your stay in Dessau by applying for a visa ASAP, and by making travel arrangements to arrive in September, if traveling from your country to Germany is allowed.

We will stay in touch with you over the coming weeks to offer more information and to frequently update you on developments.

On the following pages, you will find some more general information to help you organize you are starting the MAC program in Dessau with the upcoming semester.



1. The registration process in Germany

There are several steps you will have to take when you arrive in Dessau. These include getting a German address as well as registering at the city hall, opening a bank account, and organizing medical insurance. You also have to pay the semester fee; after that, you can be officially enrolled in MAC.

After you have completed the paperwork, you will get your student's card as well as login data for your university email and the online platform. You will need your new email address to receive all the important information during the semester and the online platform to keep an overview of your grades and credits.

<https://www.hs-anhalt.de/en/study/during-your-studies/formalities/enrollment.html>

As an international student, you will need to go through several authorities.

Please read the following **five steps** carefully and deal with them, if possible, in the given order, as this is going to make things a lot easier for you:

Step 1: Organize accommodations – If you are under 30 years old and prefer a room in one of the student residence halls, you need to apply for a room via an online portal. Please do so immediately, as rooms are allocated on a first-come-first-serve basis.

<https://www.studentenwerk-halle.de/en/accommodation/apply-for-dorm-online>

For additional options see

<https://www.hs-anhalt.de/en/life/dessau/housing.html>

www.dwg-wohnen.de/index.php?id=87

www.wg-gesucht.de/

www.studenten-wg.de

www.immonet.de

www.wohnungsmarkt24.de

You also can check out the Facebook Group "Dessau International".

If you sign your housing contract, you need to confirm and register your accommodation address at the Citizens Registration Office of Dessau-Roßlau ("Bürgeramt / Einwohnermeldeamt Dessau-Roßlau").

Bürgeramt Dessau (Room 126)

Monday: 8.00 a.m. - 12.00 p.m. & 1.30 p.m. - 4.00 p.m.

Tuesday and Thursday: 8.00 a.m. - 12.00 p.m. & 1.30 p.m. - 6.00 p.m.

Wednesday and Friday: 8.00 a.m. - 12.00 p.m.

Every 2nd and 4th Saturday per month: 8.00 a.m. - 12.00 p.m.

You need for registration:

- Your admission letter from the Anhalt University of Applied Science
- Your passport/ID
- German (mobile) phone number
- Housing contract

Step 2: Open a bank account - If you can open a bank account at a German bank (e.g. Deutsche Bank, Dresdner Bank) from your home country, we recommend doing so. Otherwise, you also have the possibility of opening a bank account after you arrive in Dessau. For this, you will need your passport and a copy of it.

Step 3: Get student health insurance - to enroll as a student at a German state-university you are required by law to have health insurance that is in keeping with German laws (§5 Abs. 1 Nr. 9 und Nr.10, SGB V (Social Security Code), source: https://dejure.org/gesetze/SGB_V/5.html). Student health insurance and travel insurance are different. You can choose any insurance company that offers insurance according to these regulations.

The Anhalt University of Applied Science strongly suggests you choose a German public insurance company.

It **costs around 100,-€/month (for those under 30)** and you can be sure almost everything is covered.

If you are older than 30, you may choose a private insurance company. You can do that when you are here. You will be asked for a German bank account (see step 2) and your passport, as well.

If your insurance status is unclear, i.e. you have no student health insurance, you are in danger of having your admission letter withdrawn. You will find more information in section 4 below (Information on Health Insurance legislation for international students in Germany).

Step 4: **Enrollment process at Hochschule Anhalt/Student Service Center (SSC)** – the online enrolment is handled through the SSC Portal

<https://sscportal.ssc.hs-anhalt.de>

Important note! Anhalt University of Applied Sciences offers online application and enrollment without submitting hardcopies of documents. Please do not send any hardcopies of application documents (no paper documents).

To enroll, please log in to your personal area in the SSC Applicant Portal. To accept the admission offer, please click on "Apply for enrollment" and complete the online enrollment according to the steps indicated. Subsequently, the "Application for Enrollment" will be generated automatically. Please sign and upload this application together with all required documents to the SSC Applicant Portal. Transfer the semester fee in the amount indicated to the corresponding account (cf. Semester fee).

Documents for enrollment:

- Signed enrollment request (generated automatically)
- Proof of health insurance (https://www.hs-anhalt.de/fileadmin/Dateien/Studierenden-Service-Center/Formulare_und_Anleitungen/SSC_Erklaerung_Krankenkassennachweis_V01.pdf)
- Passport-sized photo (NOT copy of ID) - size 35x45, 300 dpi

Note on health insurance! Statutorily insured persons should upload the original insurance certificate, which you will receive from your health insurance company. Privately insured persons please upload a certificate of insurance, which also confirms that they are exempt from compulsory insurance.

Once all of your documents have been received and your payment has been credited to the university's account, you will be enrolled and receive your certificate of enrollment and student ID.

You find some more information at 4. *Information for enrollment.*

For further information

<https://www.hs-anhalt.de/en/study/during-your-studies/formalities.html>

<https://www.hs-anhalt.de/en/study/during-your-studies/formalities/enrollment.html>

Step 5: **Register at city hall Dessau/Foreign Nationals Office** – In Germany, every resident is bound by law to register with their local council. For this initial registration, you only need to bring:

- your valid passport/ID
- housing contract/proof of residential address

The authorities will issue a registration document for you; keep this!

At some point, depending on your visa regulations, you will also need a **residence permit**. Check the visa-regulations that apply to you! In most cases, you will obtain a tourist visa/entry visa in your home country. Within the period of validity, you need to extend it/ obtain a student's residence permit (see first and second page).

You do this also at city hall Dessau/Foreign Nationals Office. For this, you will be asked to present the following documents:

- Confirmation of health insurance (see Step 3)
- Proof of the availability of approx. EUR 1.000.- living expenses/month
- letter of admission from Hochschule Anhalt
- 1 passport picture (if possible, biometric)
- Administration fee for residence permits with a validity of more than one year 110,- EUR
- Housing contract (see Step 1)
- Your filled-out Application for Issue/Renewal of Residence Permit
http://verwaltung.dessau-rosslau.de/fileadmin/Verwaltungsportal_Dessau-Rosslau/Stadt_Buerger/Buergerservice/Auslaenderbehoerde/Antrag_auf_Erteilung_Aufenhaltserlaubnis.pdf

For further information

<http://verwaltung.dessau-rosslau.de/stadt-buerger/buergerservice/auslaenderbehoerde.html>

http://verwaltung.dessau-rosslau.de/fileadmin/Verwaltungsportal_Dessau-Rosslau/Stadt_Buerger/Buergerservice/Auslaenderbehoerde/merkblatt_f_r_auslaendische_studenten_englisch.pdf

Extend the visa – When you arrive in Germany with a 3-month conditional visa, you have to settle in and complete the following tasks and then will be allowed to renew your visa. (Do not worry: there will be people to guide you through this process after arriving here)

1. complete the payment of tuition fees
2. housing contract (as you will need a German postal address)
3. open a bank account (e.g. Deutsche Bank)
4. health insurance (it is a must)
5. complete your registration as a MAC student at Anhalt University of Applied Sciences by showing original certificate + document related to 1, 2, 3 & 4
6. Apply for visa renewal with 2, 4, 5 and your financial proof (that you have a source of money to continue your stay here in Dessau)

2. Starting with your studies:

New students can enroll in the winter semester or summer semester. The winter semester officially starts on October 1 and runs until March 30, and the summer semester officially begins on April 1 and ends on September 30.

You will find all the important dates in our academic calendar:

<https://www.hs-anhalt.de/en/study/during-your-studies/academic-calendar.html>

Please be aware that all lectures and studios/projects/electives will end with final presentations or exams at the end of January (winter semester) or in mid-July (summer semester).

The **introduction** to the MAC program and courses will take place in the **first week of the winter or summer semester**. <https://www.hs-anhalt.de/en/study/during-your-studies/starting-your-studies.html#c14217>

At this event, you will be presented with all course options (projects, electives) that you can choose for that semester. After this semester's introduction, you will be asked to register in our Moodle system and enroll in your courses. Registration will stay open for approx. one week, and then we will close it.

Information about the schedule and all relevant information about the content, choosing courses and the communication platform moodle will be provided among all enrolled students

- For the **winter semester**: at **end of September**
- For the **summer semester**: at the **end of March**

We advise foreign students, in general, to **arrive in Dessau at least one to two weeks before the semester starts**, to allow time for registration and general setup.

Preparation being ready to start with your study:

Downloading your Login Data:

Download your Data for Login from the SSC Portal, this is your Student ID (Studentenausweis) that you need to access to other important portals such as Moodle, HisQis, and SSc Portal.

This data includes your matriculation number, your University email ID (Username and Password) – it is recommended to change your password as soon as you get the login details.)

Study Platform:

Moodle

For taking part in the courses (compulsory, electives, and projects) login with your Username and Password. It is written on your Student ID.

<https://moodle.hs-anhalt.de/>

SCC-Portal

For accessing Study certification for each semester, receipt of matriculation & re-registration (reporting back), fee information, and updating personal contact details (like addresses changing)

<https://sscpportal.ssc.hs-anhalt.de>

HisQis-Portal

For accessing grades and transcripts, thesis-related forms, and registration/ deregistration for exams.

<https://service.asa.hs-anahlt.de>

WebUntis

You find the timetable along with the room numbers, where classes will be held – whenever there are not online.

<https://mese.webuntis.com/WebUntis/?school=HSA#/basic/main>

E-Mail Portal

For contacting a professor, a lecture, or a member of the staff during your study.

https://mail.hs-anhalt.de/lm_auth_proxy?DoLMLogin?curl=L2fowa&curlid=2698726300-3502799416

Optional subjects

Before each semester, students will be given a link to an online sheet, where they can choose their optional projects and electives.

Module Guide and Master program rules (only in German)

The module handbook, ist a guide through the MAC course and includes a detailed description of each subject that is offered during the first 3 semesters of your studies.

https://www.hs-anhalt.de/fileadmin/Dateien/FB3/Studiengaenge/MMH/Modulhandbuch/HSA_Modulhandbuch_131203_MMH-neu_en_juli-2014.pdf

https://www.hs-anhalt.de/fileadmin/Dateien/Ordnungen/30_MMH_PSO_2011_SAE_49_51_63_76.pdf

3. Visa:

Those who need a **visa** should start the process in their home country as soon as possible. Experience has shown that it can take quite a long time before a student has such a visa in hand. Check all details on the webpage of your local German embassy or consulate in your home country. You can find the addresses of the German diplomatic missions on the website of the Federal Foreign Office, which also contains information on exactly which documents you will need. The application forms and any necessary documents can usually be downloaded directly from the websites of the diplomatic missions.

TIP: It can sometimes take approx. three months for a visa to be issued, so it is important to apply early on even if you have not yet been accepted to a higher education institution. You can apply for a prospective student visa and convert it to a residence permit for studying once you are in Germany. (For further information www.daad.de/en)

Therefore, do apply for the visa as soon as you have the admission papers to MAC for the requested semester of entry. This Letter of Admission will be available for download on our university application portal (SSC Portal)
<https://sscportal.ssc.hs-anhalt.de>

If you need the original hard copy, please inform us and we will send it to you via post.

It is important to know that you will only obtain a student's residence permit to Germany if you can provide proof of sufficient funding for the time you want this permit. Before you come to Germany, you need proof of financial resources (when you apply for a visa). It is seen as a guarantee that you can financially manage your studies. Since January 1, 2021, the required amount has been on average EUR 861 per month or EUR 10.332 per year. From **June 1, 2021**, it will increase to on average **EUR 941 per month** or **EUR 11.292 per year**. The amount must be verified for visa applications that are submitted from September 1st, 2019. (Please check the webpage of your local German embassy for updated information.)

There are two options which are recognized as proof:

In case your parents (or others) are paying for your expenses, they need to have accreditation by the German embassy. This procedure can take a while and might mean additional fees.

Option 2 is usually regarded as being easier: Open a German account with the amount of money needed for at least one year (12 months) and ask the bank to set up a "blocked account".

Most international students use a blocked account to fund their studies in Germany.

The money you transfer to a blocked account cannot be accessed until you enter the country. It is important to request the necessary documents early on. A German diplomatic mission in your home country must certify the completed forms together with a copy of your passport, before submitting them to the bank of your choice. Banks charge a fee of between EUR 50 and 150 to set up a blocked account.

After you have arrived in Germany, you will be issued an EC card, which you can then use to access the money. In general, it takes approx. Three weeks to activate your blocked account. Therefore, bring about EUR 2,000 in cash with you for the start of your time living and studying in Germany. Do not bring more cash than the cash limit.

On average, a German student has expenses of EUR 853 to 1,500 per month. This includes rent, travel expenses, expenses for food, clothing, learning materials, health insurance, telephone, internet, radio, and television fees, and for leisure activities. You also have to pay the two administrative fees from the MAC program and the Studentenwerk for each semester.

Do check in with the information provided by the German embassy of your home country and the homepage of the DAAD where information is continually updated! The DAAD also offers scholarships that you might be eligible to apply for; the MAC Master Program does not offer scholarships. See for further information

<https://www.daad.de/en/>

Do check the homepage of DAAD where information is continually updated!

<http://www.study-in.de/en/>

4. Information for enrollment

You can submit the necessary documents for enrollment by post, by e-mail (if you are currently living abroad!), or in person. Please submit the documents to the address indicated on the application for admission or contact the degree program advisor for further assistance (only for English-language Masters). Further information on enrollment at Anhalt University can also be found in your letter of admission.

Please note the deadline for the enrollment period:

for the winter semester: 15 August until 30 September

for the summer semester: 15 February until 31 March

Notice! Enrollments for the winter semester are processed from 15 July and enrollments for the summer semester from 15 February.

<https://www.hs-anhalt.de/en/university/institutions/student-service-center/contact-and-office-hours.html>

<https://www.youtube.com/watch?v=0AZmSXIVSRA>

5. Information on Health Insurance legislation for international students in Germany

Welcome to Germany! Anhalt University is a public institution. Every student enrolling at a German public university is required by law (Social Security Statutes / SGB, paragraph 5, section 1, no. 9) to take out statutory health insurance (German: Gesetzliche Krankenversicherung). You may take out such insurance for appropriate health insurance coverage here at your future campus at Anhalt University. We can therefore only recommend taking out travel insurance for a short time after your immediate arrival in Germany (enrollment at Anhalt University taking effect on either 1 October for the winter semester or 1 April for the summer semester). For students, statutory health insurance premiums are the same regardless of the provider.

For instance:

- You are entitled to family health insurance coverage (without additional charges) in Germany (usually via spouse or parents), or
- You study at a non-public university or similar tertiary-level institution (e.g. Studienkolleg) or
- You are 30 years of age or older, or

- You are covered through your home country health insurance via a European Health Insurance Scheme and can prove that this insurance is active for the duration of your stay at Anhalt University, or
- You can submit a certificate exempting you from the otherwise mandatory statutory health insurance coverage. This certificate can only be issued by German statutory health insurance.

Here you find further information

<https://www.krankenkassenzentrale.de/wiki/incoming-en#>

You are legally required (according to Paragraph 5, Section 1, No. 1 of the Residence Act / Aufenthaltsgesetz) to submit proof of valid health insurance coverage for enrollment at Anhalt University and a successful application for a residence permit in Germany.

You have to **submit the proof of health insurance to the enrollemnt office within 14 days** of entry in Germany. https://www.hs-anhalt.de/fileadmin/Dateien/Studierenden-Service-Center/Formulare_und_Anleitungen/SSC_Erklaerung_Krankenkassennachweis_V01.pdf)

We would like to welcome you to Germany and are here to assist you with all the necessary steps.

YOU WILL FIND DETAILED INFORMATION ON PAYMENTS, E.G. FEES & RE-REGISTRATION, IN THE DOCUMENT "MAC_FINANCIAL INFORMATION"!

In academic matters pertaining to MAC, you will be supported by:

MAC Coordinator, Mrs. Priyanka Hufnagel

afg-admission-mac@hs-anhalt.de

In matters concerning housing, insurance, etc., please contact:

Mrs. Yili Li

Yili.lu@hs-anhalt.de

Have a safe trip! We are looking forward to meeting you at Anhalt University in Dessau!

With best regards,

MAC Team

Some interesting links for you:

For living cost and health insurance:

https://www.study-in.de/en/plan-your-stay/money-and-costs/cost-of-living_28220.php

https://www.study-in.de/en/plan-your-studies/requirements/health-insurance_27548.php

For housing:

<https://www.hs-anhalt.de/en/life/dessau/housing.html>

<https://www.studentenwerk-halle.de/de/>

<https://www.studentenwerk-halle.de/studentisches-wohnen/online-wohnheim-bewerbung/>

<https://www.dwg-wohnen.de/index.php?id=87>

www.wg-gesucht.de/

www.studenten-wg.de

www.immonet.de

www.wohnungsmarkt24.de

For registration at town hall Dessau:

<https://verwaltung.dessau-rosslau.de/stadt-buerger/buergerservice/auslaenderbehoerde.html>

https://verwaltung.dessau-rosslau.de/fileadmin/Verwaltungsportal_Dessau-Rosslau/Stadt_Buerger/Buergerservice/Auslaenderbehoerde/merkblatt_f_r_ausl_ndeische_studenten_englisch.pdf

http://verwaltung.dessau-rosslau.de/fileadmin/Verwaltungsportal_Dessau-Rosslau/Stadt_Buerger/Buergerservice/Auslaenderbehoerde/Antrag_auf_Erteilung_Aufenthaltserlaubnis.pdf

For DAAD:

<https://www.daad.de/en/>

For HS Anhalt

<https://www.hs-anhalt.de/en/international.html>

<https://www.hs-anhalt.de/en/study/during-your-studies.html>

<https://www.hs-anhalt.de/en/study/during-your-studies/formalities.html>

<https://www.hs-anhalt.de/en/university/service/digital-services.html>

<https://sscportal.ssc.hs-anhalt.de>

Welcome Days: <https://www.youtube.com/watch?v=gVvLDmQyFBY>

enrolment: <https://www.youtube.com/watch?v=0AZmSXIVSRA>

exams: <https://www.youtube.com/watch?v=ICH2VSmpmVM>

For MAC:

www.hs-anhalt.de/mac/

<https://www.facebook.com/groups/mmh.anhalt/>

For Dessau:

<http://www.visitdessau.com/index.php?id=161>

https://www.study-in-germany.de/en/discover-germany/german-cities/dessau_26963.php

For traveling (by train):

<https://www.bahn.com/en/view/index.shtml>

<https://www.bahn.com/en/view/offers/bahncard/bahncard.shtml>

For traveling (by bus or tram in Dessau):

(Ticket) http://www.dvg-dessau.de/v1/index.php?article_id=2

(Bus) http://www.dvg-dessau.de/v1/index.php?article_id=15

(Tram) http://www.dvg-dessau.de/v1/index.php?article_id=16