



# ErstiDays 2018 at Anhalt University



## First Steps in Anhalt

Information and Guidelines for  
international students on  
Campus Dessau

# ErstiDays 2018 at Anhalt University



Download this presentation here:

[www.hs-anhalt.de](http://www.hs-anhalt.de)

> International

> Download-Center-international

> Informations for Students

> First Steps Dessau

Nicht auf Englisch vorhanden

# Dessau - the city of the Bauhaus

creative branches of study



## 04 International Office

**Staff at Anhalt University's International Office provide support and advice to international students of Anhalt University on the following issues:**

- Information and orientation for commencing your studies at Anhalt (in cooperation with service partners and departments).
- Social events for international students
- Advice on support services for international students
- Scholarship opportunities
- Exchange opportunities at our international partners
- Departure procedures / leaving Germany

**Office:** Hochschule Anhalt  
International Office  
Bernburger Straße 55  
06366 Köthen

**Büro:** Building 03, Room 117

**Office hours:** Mo.-Thur. 12 - 15 hrs.

**Contact:**

- Nicole Terne: International Students Support Officer – HET LSA  
[nicole.terne@hs-anhalt.de](mailto:nicole.terne@hs-anhalt.de), ph. +49 3496 67 5113
- Anne Beer: Head of International Office, Mail:  
[anne.beer@hs-anhalt.de](mailto:anne.beer@hs-anhalt.de), ph. +49 3496 67 5101
- Christian Lippold: Erasmus Koordinator, Mail:  
[christian.lippold@hs-anhalt.de](mailto:christian.lippold@hs-anhalt.de), ph.+49 3496 67 5115

<https://www.hs-anhalt.de/en/international/studyexchange-and-internship-abroad/consultation.html>

## Campus Dessau – Important contacts

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**Dessau Coordinator  
for International  
Students**

**Ms Yili Lu**

[yili.lu@hs-anhalt.de](mailto:yili.lu@hs-anhalt.de)

ph. +49 (0)340 5197 1518

building 10, room 1.13

**International  
Coordinators**

**Prof. Stephan Pinkau**(Department 3/AFG)

[stephan.pinkau@hs-anhalt.de](mailto:stephan.pinkau@hs-anhalt.de)

**Mr Klaus Pollmeier**(Department 4/Design)

[klaus.pollmeier@hs-anhalt.de](mailto:klaus.pollmeier@hs-anhalt.de)





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## Campus Dessau

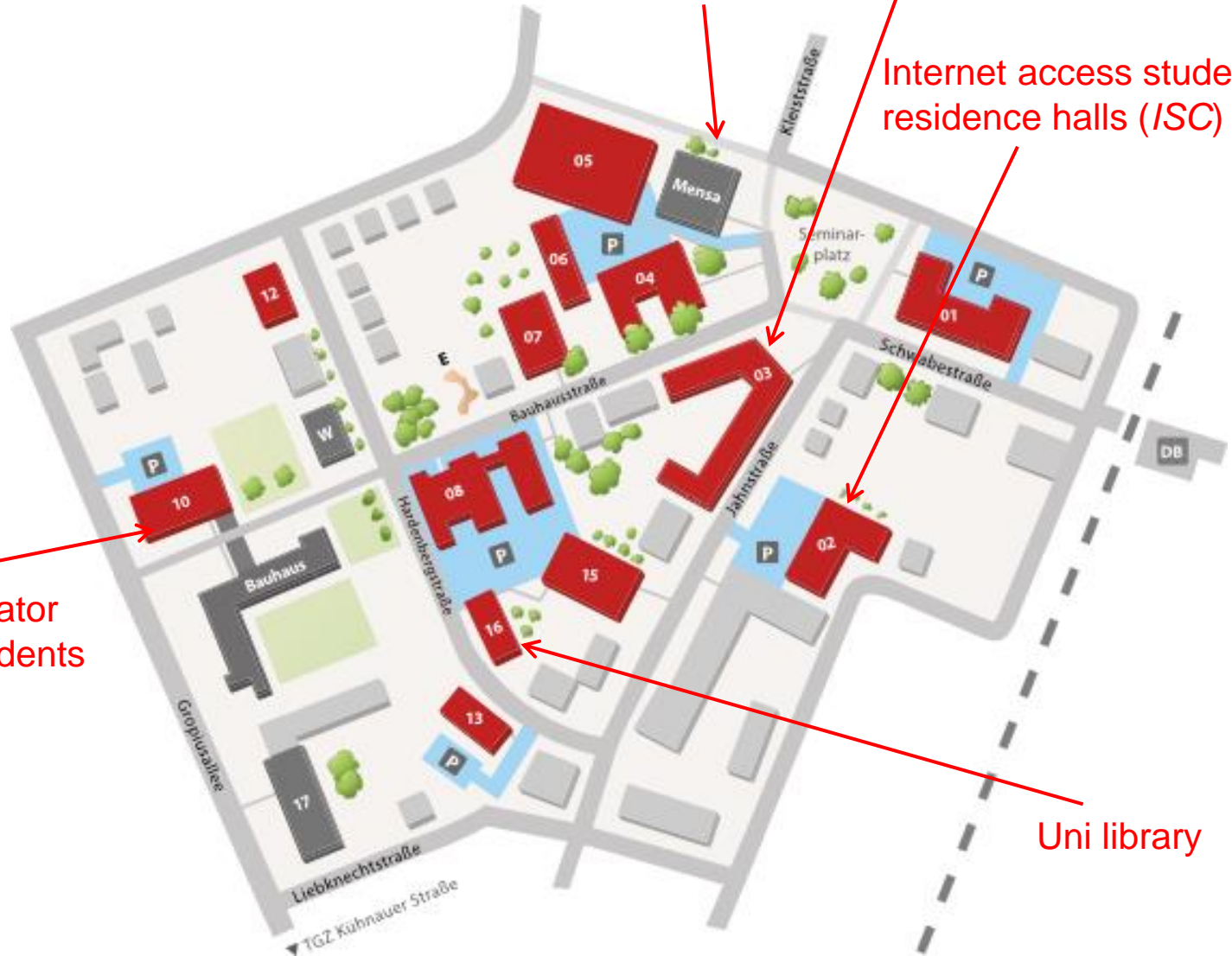
Dining hall (*Mensa*)  
Uni registration (*SSC*)

International  
Office

Internet access student  
residence halls (*ISC*)

Campus coordinator  
International Students  
– Ms Yili Lu

Uni library



# First Steps in Dessau – Online Information

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For detailed information on

**first steps / contacts / academic and general issues for international students in Dessau** see also:

**English** version:

<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university.html>

**German** version:

<https://www.hs-anhalt.de/international/alles-zum-aufenthalt.html>



# First Steps in Dessau - Overview



- 1 **Getting Started**
- 2 **Student Issues: *Academic***  
**Student Issues: *IT***  
**Student Issues: *Advice***
- 3 **Health / Emergencies**

# First Steps in Dessau



## 1 Getting Started

## Getting Started

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*Please do the following in the order provided:*

- 1 **Find** accommodation
- 2 **Ensure** health insurance is valid for Germany
- 3 **Enrol/Register** at Hochschule Anhalt
- 4 **Register** with the local council in Dessau (*obligatory*)
- 5 **Open** a bank account
- 6 **Apply** for student residence permit / Notify authority  
(*Ausländerbehörde Dessau*)

## Getting Started:

## 1. Accommodation

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### Options

#### a) **Student residence halls**

- high demand, online application prior to arrival, waiting list
- furnished

run by **Student Services (Studentenwerk Halle)**

*Where:* Mensa Fasanerieallee 1a, 06366 Köthen  
Campus Bernburger Straße, 1<sup>st</sup> floor

*When:* Tues. 13.00-17.00 hrs; Thur. 12.30-15.00 hrs.

*Contact:* Ms Schillinger ph. +49 3496 67-6424 [c.schillinger@studentenwerk-halle.de](mailto:c.schillinger@studentenwerk-halle.de)

**Online application : <https://tl1host.eu/SWHAL/#home>**

## Getting Started:

## 1. Accommodation

### b) Private accommodation

- rarely furnished
- approach individual housing companies, landlords
- carefully check conditions of rental agreements
- Advice: get help (language) if needed

### Housing associations:

Wohnungsgenossenschaft Dessau eG <http://www.wg-dessau.de/>  
Dessauer Wohnungsbaugesellschaft GmbH <https://www.dwg-wohnen.de/index.php?id=87>

### WG Gesucht:

<https://www.wg-gesucht.de/en/>

- Database for flat sharing (apartments shared with other students)
- Sometimes furnished (ask future roommates for details)

## Getting Started:

## 2. Health Insurance (Krankenversicherung)

Every student enrolling at Anhalt University is required by German law (*Sozialgesetzbuch*) to take out a statutory health insurance (*Gesetzliche Krankenversicherung*).

In 2018, the insurance will cost about **EUR 90.00 / month**

### **This does not apply if**

- you are **30 years** of age or older → take out private health insurance / higher insurance rate with statutory insurer
- you are an **EU students** → your home insurance (EHIC card) + proof that your insurance is valid for the duration of your stay are sufficient
- you have a private insurance and can provide an **exemption certificate** (*Befreiungsbescheinigung von der gesetzlichen Krankenversicherungspflicht*) issued by a German statutory health insurer

## Getting Started:

## 2. Health Insurance (Krankenversicherung)

Should you need health insurance from a German provider or need an exemption certificate (*Befreiungsbescheinigung*) issued, please contact the local branches of the statutory health insurances (*Gesetzliche Krankenversicherung*):

Any **questions on health insurance**, you may direct to:

**Mr Andreas Ihle (TK)** [andreas.ihle@tk.de](mailto:andreas.ihle@tk.de)

ph. 0391 - 7394 -280

**Ms Nadine Gottwald (DAK)** [nadine.gottwald@dak.de](mailto:nadine.gottwald@dak.de)

ph. 039 23 - 61 393 1904

Mobil 0172 - 404 31 37

**AOK Customer Center Dessau** [service@san.aok.de](mailto:service@san.aok.de)

Gliwicer Str. 1, 06842 Dessau-Roßlau

ph. 0800 - 226 - 5726



## Getting Started:

## 3. Enrol/Register at Hochschule Anhalt

### Step 1: Paying semester contribution (*Semesterbeitrag*)

**After Admission (*Zulassung*) + you need your applicant number (*Bewerbernummer*)**

Payment of the *Semesterbeitrag* is compulsory for all students upon enrolment at Anhalt University. **This fee is EUR 76.00 / semester (2018)**

**Note:** If you do not pay semester contribution, you will not get student status.

Please transfer (bank transfer) your contribution to the following account. Make sure the reference field (*Verwendungszweck*) follows exactly the example given below:

|  |                            |
|--|----------------------------|
| Payee ( <i>Empfänger</i> ):            | Hochschule Anhalt          |
| Bank                                   | Deutsche Bundesbank        |
| IBAN:                                  | DE3581 0000 0000 8100 1539 |
| BIC:                                   | MARKDEF1810                |
| Reference ( <i>Verwendungszweck</i> ): |                            |

**Applicant number, family name, first name      e.g.: 56789, Kostov, Anatolji**

**Processing (transfer) may take up to 3 working days. Only when your money has been received at university, will your registration be processed further.**

## Getting Started:

## 3. Enrol/Register at Hochschule Anhalt

### Step 2: Finish enrollment / get your student ID (*Immatrikulation*)

Register at HS Anhalt to receive your student ID (*Studierendenausweis / Immatrikulationsbescheinigung*)

*Where:* Abteilung Studentische Angelegenheiten,  
Seminarplatz 2, 06846 Dessau - building M, room 201

*When:* Tues./Thur., 9.00-12.30 & 13.30-15.30 hrs.

*Contact:* **Mr Todte**, +49 (0)340 5197-5224

Provide: **documents stated in your admission letter (*Zulassung*)**, including:

- 1 biometric, passport-sized picture
- passport (original and copy of picture page)
- admission letter of HS Anhalt (copy)
- proof of sufficient health insurance or exemption certificate if private insurance
- proof of transfer of semester contribution (2018: € 76.00)

## Getting Started:

## 4. Register with local council (*Bürgeramt*)

**Where:** Rathaus - **Bürgeramt Dessau**, Zerbster Straße 4  
06844 Dessau-Roßlau, room 126

**When:**

|                    |   |
|--------------------|---|
| Monday             | 8.00 – 12.00, 13.30 – 16.00 hrs   |
| Tuesday / Thursday | 8.00 – 12.00, 13.30 – 18.00 hrs   |
| Wednesday / Friday | 8.00 – 12.00 hrs  |
| Saturday           | 8.00 – 12.00 hrs (every 2 <sup>nd</sup> and 4 <sup>th</sup> Sat./month) |

**Contact:** +49 (0)340 204-1733

**Please note:** Register within 14 days of moving into new place.

### Provide:

- passport
- student ID or admission letter of HS Anhalt
- proof residential address (contract) and rental Statement

[http://verwaltung.dessau-rosslau.de/fileadmin/Verwaltungsportal\\_Dessau-Rosslau/Stadt\\_Buerger/Buergerservice/Formulare/Bauen und Wohnen/Wohnungsgeberbestaetigung.pdf](http://verwaltung.dessau-rosslau.de/fileadmin/Verwaltungsportal_Dessau-Rosslau/Stadt_Buerger/Buergerservice/Formulare/Bauen_und_Wohnen/Wohnungsgeberbestaetigung.pdf)

## Getting Started:

## 5. Open a bank account

If you require a current account (*Girokonto*) with a German bank you can contact the following banks. You need to go there in person. Service is offered in German only.

**Commerzbank**, Kavalierstraße 36, 06844 Dessau-Roßlau

**Deutsche Bank**, Kavalierstraße 20-22, 06844 Dessau-Roßlau

Services or charges for blocked accounts (*Sperrkonto*) and other services: Inquire with banks.

### You need to provide:

- passport / national ID
- confirmation of council registration (*Anmeldung Bürgeramt*)
- student ID of HS Anhalt
- residence permit (*if applicable*)

## Getting Started:

## 6. Apply for student residence permit (*Ausländerbehörde*)

EU and Non-EU students need to contact the local Foreigner's Office (*Ausländerbehörde*).

### ***Non-EU citizens: You need to provide:***

- Residence permit application forms
- 1 biometric, passport-sized pictures
- Passport (original + copy)
- Student ID of HS Anhalt (original + copy)
- Proof of health insurance or exemption certificate (Befreiungsbescheinigung) (original+copy) and a German translation or insurance policy
- Confirmation of council registration
- Landlord confirmation
- Proof of sufficient financial means (blocked account or grant)

**Charges for issuing permits:** EUR 100.00 (up to 1 year valid), EUR 110.00 (> 1 year)

- Exception: free of charge if scholarship holder with money from German public funds.

**Apply for residence permit 8 weeks before your initial visa expires (usually valid for 90 days)**

- **See Yili Lu / Campus Dessau for advice**
- **Information sheets German / English available at *Ausländerbehörde* and Yili Lu's office**

## Getting Started:

## 6. Apply for student residence permit (*Ausländerbehörde*)

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### EU students *need to provide:*

- Passport (original + copy)
- student ID of HS Anhalt (original + copy)
- Proof of valid health insurance / exemption certificate (*Befreiungsbescheinigung*)
- landlord confirmation
- bank statement with sufficient financial funds to finance general living expenses
  - (general rule: € 720.00 per month of your stay in Germany)

## Getting Started:

## 6. Apply for student residence permit (*Ausländerbehörde*)

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*Where:* Dessau-Roßlau, Ausländerbehörde  
Zerbster Straße 4, 06844 Dessau-Roßlau  
room 140-143

*When:* Tuesday 8.00 – 12.00 & 13.30 – 17.30 hrs.  
Thursday 8.00 – 12.00 & 13.30 – 15.30 hrs.

*Contact:* +49 (0)340 204-2033  
[ordnungsamt@dessau-rosslau.de](mailto:ordnungsamt@dessau-rosslau.de)

- *Service is offered in German and English (depending on staff available).*
- *Arrange appointments through Yili Lu / Campus coordinator and ask for student support if needed*



# First Steps in Dessau



## 2 Student Issues: Academic

## University library (*Hochschulbibliothek*)

*Where:* Gropiusallee 34, 06846 Dessau-Roßlau  
Building 16

*When:* Monday-Thursday 9.30 - 19.00 hrs.  
Friday 9.30 - 15.00 hrs.

*Contact:* +49 (0)340 5197-5688  
[ausleihe-de@hs-anhalt.de](mailto:ausleihe-de@hs-anhalt.de)

### ***Please note:***

- Student ID card = library ID
- Register at library and provide student ID, passport, confirmation of registration with local council (*Bürgeramt Dessau-Roßlau*)

## Uni sports (*Hochschulsport*)

*Contact:* Mr. Olaf Hoffmann

*Office:* Hardenbergstr. 28, 06846 Dessau  
room 113

*Office hours:* Tue 11.00 – 14.00 hrs.  
Fri 14.00 – 25.00 hrs.

*Ph.* +49 (0)3471-355 5712

*Email:* [olaf.hoffmann@hs-anhalt.de](mailto:olaf.hoffmann@hs-anhalt.de)

*Internet:* <https://www.hs-anhalt.de/en/university/service/university-sports.html>

## Lunch at the dining hall (*Mensa*)

**Address:**

Mensa Dessau – Seminarplatz 2, 06846 Dessau-Roßlau

**Opening hours:**

Mensa Dessau: Monday-Friday, 11.15 – 13.15 hrs

Opening hours during non-teaching periods may vary. Please check notice boards or online:

<https://www.studentenwerk-halle.de/mensen-cafebars/mensa-dessau/> (*German only*)

## Student ID card (*Studierendenausweis*)

- Lost student ID cards can be replaced at a cost of **€ 20.00**.
- Your student ID card holds your personal data and also shows its validity for the current term.
- **Revalidating your student ID:** Once you have re-registered for the next semester (by having paid the semester contribution) you may revalidate your student ID card for the next term.
- **Validators located in foyer of building M**

### Contact:

Mr Hanjo Todte – [hanjo.todte@hs-anhalt.de](mailto:hanjo.todte@hs-anhalt.de)

Ph. +49 (0)340 5197-5224 – building M, room 201

Tues./Thur., 9.00-12.30 & 13.30-15.30 hrs

## Re-registration (*Rückmeldung*)

Re-register for the next semester by transferring the semester contribution (*Semesterbeitrag*) of currently EUR 76.00 (2018) to the following account:

Payee (*Empfänger*):

Hochschule Anhalt

Bank:

Deutsche Bundesbank

IBAN:

DE35 8100 0000 0081 0015 39

BIC:

MARKDEF1810

Reference (*Verwendungszweck*):

**4059235\_RM20181\_Kostov, Anatolij**

*Explanation:*

'RM' followed by academic year followed by '1' for summer or '2' for winter semester

for the **winter semester** – re-register between 15 August – 15 September

for the **summer semester** – re-register between 15 February – 15 March

# First Steps in Dessau



## 2 Student Issues: IT



## IT issues

### 1 WiFi on campus

- Check hotspots online <https://www.hs-anhalt.de/hochschule-anhalt/einrichtungen/it-service-center/dienstleistungen/wlan.html> (*German only*)
- Login and password for WiFi network provided with enrolment at university

### 2 Student E-Mail account

- Your registration papers contain your email account and login data.
- The University uses your student e-mail account for official emails.  
**Check your account regularly!**
- You can login here: <https://mail.hs-anhalt.de/>

### 3 Internet Access in student residence halls

- Fill in form ([https://www.hs-anhalt.de/fileadmin/Dateien/Formulare/zik\\_antwh.pdf](https://www.hs-anhalt.de/fileadmin/Dateien/Formulare/zik_antwh.pdf))
- contact IT center staff (German: ISC) to set up access: Mr Holger Dropp (building 02, room 113)

## IT issues

Your registration papers contain a section with the following information:

### Wichtige Informationen

#### SSC-Service-Portal (HIS-QIS)

Webadresse: <https://service.asa.hs-anhalt.de>

Benutzername: stxxxxx

Password: XXxxXXXxx

*Login for:*

- WiFi at Uni
- Student email
- Uni service portal (HIS-QIS)

### Re-registration for winter semester 2018

15.08.2018 bis 15.09.2018

### Student E-Mail address

[vorname.name@student.hs-anhalt.de](mailto:vorname.name@student.hs-anhalt.de)

# First Steps in Dessau



## 2 Student Issues: Social

## Social Issues

- Support services on social, financial, psychosocial and legal issues are run by *Studentenwerk Halle* and are free of charge for all students.
- Services in German and English

**Social advice**

**(Sozialberatung)**

**Psychosocial advice**

**(Psychosoziale Beratung)**

**Legal advice**

**(Rechtsberatung)**



**Studentenwerk Halle**  
... für Dich da ...

**Services offered:**

<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/help-and-counseling.html>

## Financial Support – Grants/scholarships

**International Office** has only one particular fund available for international students:  
<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/funding-and-working/stibet-scholarship.html>

Find out more about grants and deadlines:  
<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/funding-and-working.html>

**Deutschlandstipendium** – approach Career Center (Weiterbildungszentrum / Köthen) for further advice: Dr. Katrin Kaftan – [k.kaftan@wza.hs-anhalt.de](mailto:k.kaftan@wza.hs-anhalt.de)  
+49 (0)3496 67-1901

<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/funding-and-working.html> (*German only*)

**DAAD Scholarship finder for international students:**  
<https://www.daad.de/deutschland/stipendium/datenbank/en/21148-finding-scholarships/>

**Financial aid in cases of hardship – through Studentenwerk Halle:**  
<https://studentenwerk-halle.de/bafoeg-studienfinanzierung/finanzielle-hilfen-des-studentenwerkes/> (*German only*)

# Financial Aid - Scholarships

## Different Ways to finance your Stay

Keep in mind that you always have to proof to the Foreigners Authority that you have 750 Euro available per month to extend your stay.



### DAAD Scholarships

The German Academic Exchange Service offers the largest selection of funding opportunities for international students. Please check your options in the scholarship database here.



### STIBET Scholarships

With funds from the German Federal Foreign Office, the university awards scholarships in the amount of up to 1,200 euros on behalf of the German Academic Exchange Service.



### Work and Internship

Gain work experience besides studying and earn money? If possible, you should try to find a job that is close to your chosen degree program, for example: as a student assistant at the university or in a company, e.g. as a student employee.



### Deutschlandstipendium

In total, thanks to the support of dedicated sponsors, 304 scholarship holders have already received a Deutschlandstipendium from Anhalt University of Applied Sciences over the last seven years. The Deutschlandstipendium grants a scholarship of 300 euros per month for two semesters.

- [www.hs-anhalt.de](http://www.hs-anhalt.de)
- International
- Your stay at Anhalt University
- Funding and Working

## First Steps in Dessau



**3 Health /  
Emergencies**

## Health / Emergencies

National **emergency police** number: 110  
National **emergency fire** brigade / **ambulance** number: 112

### **Emergency department Dessau hospital**

Städtisches Klinikum Dessau, Auenweg 38, 06847 Dessau-Roßlau  
Ph. +49 (0)340 5010      [www.klinikum-dessau.de](http://www.klinikum-dessau.de)

### **Looking for medical doctors with non-German language skills:**

<http://arztsuche.kvsa.de/arztsuche>

*(Please note: search mask and drop-downs in German only)*



## Useful information for your safety

If you need assistance like in cases of noise complaints, threat, theft and missing persons, call the police using the emergency number **110**

### How can I protect myself?

Against burglary: lock your doors and windows if you are not at home

Against bicycle theft:

- Use only massive U-locks or armored cable locks since thin chains or cable locks can be cut easily
- Lock your bicycle to a fixed object : if you are only blocking wheels, your bike can be carried away or loaded without effort .

Against pickpocketing:

- Behave extremely careful in larger crowds and near tourist hot spots, bus stops, train stations and on buses and trains
- Do not take large amounts of cash with you

## Useful information for your safety

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### Other tips:

- Prevent identity theft: Don't throw Personal data into the household waste
- Remain suspicious when unknown people ring at your door and ask about your neighbours
- Be aware of who you meet in real life or online
- At night better stay in groups and pay attention to the environment
- Never go alone with strangers to their private apartment
- scan / copy important papers (passport, residence permit, insurance card, credit card ...)

## Buddy - Programm



- [www. hs-anhalt.de](http://www.hs-anhalt.de)
  - International
    - Intercultural Encounters
      - Buddy-programs