

## Checklist for prospective students for the preparation of studies

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We have compiled some information below to help prospective students facilitate their study preparation.

When?	What?	Where?	Notes
If possible 1.5 years before study initiation	Choice of study course/ program	Student counselling service of the university/ faculty/ de- partment	
	Recognition of previous study achievements	Faculty/department of the university	
	Clarification of the study financing possibilities, e.g. <i>BAföG*</i> , scholarships, social benefits	<i>Studierenden-/Studenten- werk</i> at the place of study; in Hamburg: Counselling at Counselling Centre for Study Finance – <i>BeSt</i> (see below)	Depending among other things on - age - education - type of education/training - residence permit, duration
If possible 1 year before study initiation	<i>BAföG*-Vorabentscheid</i> (preliminary application before the admission to check, if <i>BAföG*</i> is possi- ble at all; the decision is binding for 1 year)	<i>BAföG*</i> Office at the place of study; in Hamburg: Counselling at <i>BeSt</i>	Recommended if prospective student - exceeds age limit - further/different kind of study is aspired - Master – after a Bachelor
Up to 6 months before study initiation	Application for a room in a hall of residence	<i>Studierenden-/Studenten- werk</i> at the place of study; in Hamburg: Counselling Centre Accommodation – <i>BeWo</i> (see below)	In Hamburg: - Application possible even without admission - Online application - Reply to regular request for interest per email (every 14 days)!
Until 1 <sup>st</sup> January/ 15 <sup>th</sup> July of a year	Application for a place at university	University	Possibly different application deadlines apply for certain study programs
After receiving the admission ( <i>Zulassung</i> )	Enrolment ( <i>Immatrikulation</i> )	University	Recommendation: In case of payment difficulties of the semester fee counsel- ling at the <i>Studierenden-/Studentenwerk</i> at the place of study; in Hamburg: Counselling Centre for So- cial & International Affairs – <i>BeSI</i> (see below)
	Submission of the request for <i>BAföG*</i>	<i>BAföG*</i> Office of the place of study; in Hamburg: Counselling at <i>BeSt</i>	Recommendation: Prepare the <i>BAföG*</i> request with all attachments before the admission and submit it immediately after the admission
	Clarification of health insurance during studies	Health insurance company	Recommendation: Personal counselling on the individual possibilities at <i>Studie- renden-/ Studentenwerk</i> at the place of study; in Hamburg: at <i>BeSI</i>

\* *BAföG\** is generally not available for students with a visa/residence permit for the purpose of studies;  
for students from the EU/EEA/Switzerland *BAföG\** only under certain conditions

After the enrolment	Submission of the enrollment certificate ( <i>Immatrikulationsbescheinigung</i> ) at <i>BAföG*</i> Office	<i>BAföG*</i> Office in charge	
	Submission of the enrollment certificate at the health insurance company	Health insurance company	
	Submission of the enrollment certificate at the corresponding authorities, from which benefits are received	<ul style="list-style-type: none"> <li>- <i>Jobcenter</i>/District Office (<i>Bezirksamt</i>)</li> <li>- Family Benefits Office (<i>Familienkasse</i>) for Child Benefit (<i>Kindergeld</i>)</li> <li>- Housing Benefit Office (<i>Wohngeldstelle</i>)</li> </ul>	Recommendation: Personal counselling on the rights and obligations in benefit receipt before starting the studies at the <i>Studierenden-/Studentenwerk</i> at the place of study; in Hamburg: <i>BeSI</i>
During studies	Study Finance	<i>Studierenden-/Studentenwerk</i> at the place of study; in Hamburg: <i>BeSt</i>	Recommendation: Counselling in every phase of the studies, e.g. in case of discontinuation of <i>BAföG*</i> , final phase of studies
	Submission of the transcript of records for <i>BAföG*</i>	<i>BAföG*</i> Office in charge	At the latest after the 4th semester (Bachelor/ <i>Staatsexamen</i> ); recommendation: Counselling at the <i>BAföG*</i> Office in charge; in Hamburg: <i>BeSt</i>
	Working while studying	<i>Studierenden-/Studentenwerk</i> at the place of study; in Hamburg: <i>BeSI</i>	Recommendation: Personal counselling already during the job search
	Changes in the Health Insurance (e.g. ending of the family insurance)	<i>Studierenden-/Studentenwerk</i> at the place of study; in Hamburg: <i>BeSI</i>	
	Crisis and conflict situations, financial emergencies	<i>Studierenden-/Studentenwerk</i> at the place of study; in Hamburg: <i>BeSI</i>	Recommendation: Personal counselling

**Further information:** [www.studierendenwerk-hamburg.de](http://www.studierendenwerk-hamburg.de) / International Affairs

**The Counselling Centre of Studierendenwerks Hamburg is looking forward to seeing you!**

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