



**INSTITUTIONAL INFORMATION**

<b>Full name of institution</b>	<b>Harz University of Applied Sciences</b>
<b>Erasmus Code</b>	<b>D WERNIGE 01</b>
<b>International Office</b>	Address: Friedrichstr. 57-59, 38855 Wernigerode, Germany Phone: +49 (0) 3943 659 150 Email: <a href="mailto:international@hs-harz.de">international@hs-harz.de</a>
<b>Website</b>	<a href="https://www.hs-harz.de/en/">https://www.hs-harz.de/en/</a>

<b>Contact Person</b>	<b>Function</b>	<b>Email</b>
Mrs Katja BETKER	Head of International Office	international@hs-harz.de
Mrs Jana BEISER	Outgoing Students	outgoing@hs-harz.de
Mrs Elke STACKFLETH	International Students (degree-seeking)/ Outgoing Double Degree Students	incoming@hs-harz.de
Mr Can AYDIN	Incoming Students (Double Degree and Exchange)	exchange@hs-harz.de

<b>EWP Contact Person</b>	<b>Function</b>	<b>Email</b>
Mrs Katja BETKER	Erasmus+coordinator, IIA's	erasmus@hs-harz.de
Mrs Jana BEISER	DIGITAL LA – Outgoing Students	jbeiser@hs-harz.de
Mrs Grit LEHMANN	DIGITAL LA – Incoming Students	glehmann@hs-harz.de

**APPLICATION**

<b>nomination deadlines</b>	Spring/ Summer Semester	<b>October 31<sup>st</sup></b>
	Autumn/ Winter Semester	<b>April 30<sup>st</sup></b>
<b>application deadlines</b>	Spring/ Summer Semester	<b>November 30<sup>th</sup></b>
	Autumn/ Winter Semester	<b>May 31<sup>st</sup></b>
<b>Documents to be submitted with online application</b>	<ul style="list-style-type: none"> <li>• Official Transcript of Records</li> <li>• Passport Copy (valid for the duration of stay)</li> <li>• Passport Photo</li> <li>• Evaluation of Language Skills (German and/or English)</li> <li>• Proof of Health Insurance</li> <li>• Visa and national residence permit for EU member state if available (only Non-EU students)</li> </ul>	

ACADEMIC CALENDAR 2022/23		Autumn / Winter Semester (Estimated Dates)
Suggested Arrival Date	03/04 September 2022	
Recommended German Language Course for Beginners	05 – 09 September 2022	
Orientation	12 – 14 September 2022	
Lecture period	15 September 2022 – 27 January 2023 (incl. Exams)	
Website link	<a href="https://www.hs-harz.de/en/university/about-us/academic-calendar/">https://www.hs-harz.de/en/university/about-us/academic-calendar/</a>	

ACADEMIC INFORMATION	
Language of Instruction	English, German
German Language courses (no additional tuition fee)	Yes
Course registration and procedures (e.g. pre-arrival registration)	Preliminary course choice shortly before arrival; course registration upon arrival
Website link to the list of courses that are available for exchange students	<a href="https://www.hs-harz.de/en/study/exchange-students/study-options/">https://www.hs-harz.de/en/study/exchange-students/study-options/</a>

ACCOMMODATION	
Is there a pick-up service provided upon arrival?	Yes
Is there support to find accommodation? How can exchange students apply for accommodation?	Yes, the International Office will organise accommodation in shared student dorms.
Cost of accommodation per month	Approx. 300 €/ month

FINANCIAL MATTERS	
Are there any compulsory additional fees to be paid by students? If so, what fees?	Yes, the semester contribution (covers administrative costs & semester ticket), approx. 100€ <b>No tuition fees!</b>

OTHER USEFUL INFORMATION	
Health insurance	Students are requested to purchase health insurance in Germany. For EU citizens the European Health Insurance Card is sufficient.
Visa requirements for non-EU students	<p><b>ALL</b> students who are not EU/EEA citizens should turn to the closest German embassy at least 2 months before the beginning of their studies at Harz University of Applied Sciences to find out about the regulations. <b>Please note that a national residence card of an EU member state does NOT automatically entitle students from non-EU countries to stay in Germany for study purposes.</b></p> <p>As soon as the applications are processed, the International Office sends a Letter of Acceptance to the non-EU/EEA citizens, which may be necessary when applying for a visa for study purposes. The document is generally posted to the international office of the home university.</p>