

# 12 steps for Erasmus students 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 <b>nominates</b> you for a stay at HHU.	15. March	15 November	Your home university
2	You will receive information about <b>health insurance</b> and <b>proof of language proficiency</b> and be requested to <b>apply online</b> . <b>Deadline application: 5 April (winter term) / 5 December (summer term)</b>	End of March	End of November	HHU's International Office
3	Please take care of your <b>Learning Agreement</b> . <u>Exception:</u> Your home university does not require a Learning Agreement. From June / December onwards you can find <b>HHU's current course catalogue</b> under:  <a href="https://www.uni-duesseldorf.de/home/en/studying-and-teaching-at-hhu/studying/university-calendar-his-lsf.html">https://www.uni-duesseldorf.de/home/en/studying-and-teaching-at-hhu/studying/university-calendar-his-lsf.html</a>  Medical students can find it here: <a href="http://www.medizin.hhu.de/erasmus-incomings">www.medizin.hhu.de/erasmus-incomings</a>	End of March	End of November	Your Erasmus-Coordinator at your home university and the Erasmus-Coordinator for your subject at HHU
4	<b>Deadline</b> for your <b>online application</b> 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 <b>German language course for Erasmus students</b> . This is voluntary and <u>not</u> compulsory!	End of April	End of January	HHU's International Office
6	You will receive your <b>notification of admission</b> .	Upon mid of April	From mid of January	HHU's International Office
7	The International Office will ask you to <b>apply for a dorm room</b> immediately.	From mid of April	From end of January	HHU's International Office
8	You will receive a request to transfer the <b>semester fee</b> (309,78 Euro as of December 2019). The semester fee must be on the HHU account <b>by 15 July (winter term) / 15 February (summer term) at the latest</b> .	01. Juli	1 February	HHU's International Office
9	You will be invited to apply for a <b>mentor of the Erasmus Student Network (ESN)</b> .	Beginning of July	Beginning of March	HHU's International Office
10	You will receive your <b>HHU card</b> by post to the address you specified in your online application (see step 2). The documents contain your <b>matriculation number</b> and your <b>initial password</b> .	July to August	February to March	HHU's International Office
11	<b>Immediately after you received your student ID card</b> , please activate your <b>university identifier</b> : All students (except: medical students) register online for courses at HHU. Medical students will receive their course list from the Medical Faculty.	July to September	February to March	ZIM Helpdesk email: <a href="mailto:helpdesk@hhu.de">helpdesk@hhu.de</a> , Tel. +49 (0) 211 81 10111
12	You pick up your <b>arrival certificate</b> at the International Office.	Upon beginning of October	Upon beginning of April	HHU's International Office