



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FAKULTÄT
FÜR WIRTSCHAFTS- UND
SOZIALWISSENSCHAFTEN

Universität Hamburg
Faculty of Business, Economics and Social Science
International Office

Von-Melle-Park 5 (Aufgang C)
D-20146 Hamburg
E-Mail: inc.wiso@uni-hamburg.de
Webseite: <https://www.wiso.uni-hamburg.de/international-office.html>

HOW TO BECOME A FREE MOVER

As an international student you can apply to Universität Hamburg as a "free-mover," to study here for one, at most two semesters. This document is intended to give you the most important information about how to become a free mover at the Faculty of Business, Economics and Social Sciences or the University of Hamburg Business School.

Application requirement: in order to apply and to study as a free mover, you should be enrolled at a respective study level (Bachelor or Master) and a similar study program at one of the universities outside Germany.

CHECKLIST – To Dos

Application Deadlines: For Winter Term: 01.05, For Summer Term: 01.12

- ☐ **Choose your program!**
 - ☐ **Apply as a free mover at our International Office**
 - ☐ **Apply for enrolment at STINE (Instructions will follow once you are accepted)**
 - ☐ **Enrolment at Universität Hamburg**
 - ☐ **Choose your courses**
 - ☐ **Register for courses before the semester start**
- Don't forget to:
- ☐ **Get a Residence Permit (if you need one)**
 - ☐ **Find accommodations for the duration of your stay**

1. Choose a program

The **Faculty of Business, Economics and Social Sciences** offers various programs for which you can apply as a free mover:

Bachelor/undergraduate studies:

Program	Language of Instruction
B.Sc. Volkswirtschaftslehre/Economics	German, a few courses in English
B.A. Soziologie/Sociology	German, a few courses in English
B.A. Politikwissenschaft/Political Science	German, a few courses in English
B.A. Sozialökonomie/Socioeconomics (Courses in Business Administration, Economics, Sociology, Labor Law, Business Law, European Law)	German, a few courses in English

Master/graduate studies:

Program	Language of Instruction
M.Sc. Economics	English
M.Sc. Politics, Economics, Philosophy	English
M.A. Internationale Kriminologie/International Criminology	German, a few courses in English
M.A. Politikwissenschaft/Political Science	German, a few courses in English
M.Sc. Health Economics and Health Care Management	German, a few courses in English
M.Sc. Interdisziplinäre Public und Nonprofit Studien/Interdisciplinary Public and Nonprofit Studies	German, a few courses in English
M.A. Arbeit, Wirtschaft, Gesellschaft - Ökonomische und Soziologische Studien/Labor, Economy, Society – economical and sociological studies	German, very little courses in English
M.A. Human Resource Management/Personalpolitik	German
M.A. Journalistik und Kommunikationswissenschaft/Journalism and Mass Communication	German
M.A. Soziologie/Sociology	German

The [University of Hamburg Business School](#) offers one program on each level:

Bachelor/undergraduate studies:

Program	Language of Instruction
B.Sc. Betriebswirtschaftslehre/ Business Administration	German, a few courses in English

Master/graduate studies:

Program	Language of Instruction
M.Sc. Betriebswirtschaftslehre/ Business Administration	German, a few courses in English

2. Application at our International Office

If you would like to apply as a free mover for one of the programs mentioned above, please [e-mail](#) us (the team in the International Office) the following documents:

- ☐ A personal statement/ letter of motivation (In what program would you like to study and why?)
- ☐ Your CV (in tabular form), including your date of birth and place of birth
- ☐ Bachelor students: a Transcript of Records of current enrollment in the respective program at your home university
- ☐ Master Students: a copy (no certification needed) of your Bachelor/undergraduate diploma and a Transcript of Records of your current program
- ☐ A certificate of enrollment of the current semester
- ☐ Language Certificate

Once we received your documents, we will request a so-called “Betreuungszusage” (proof of academic supervision) from the responsible professor for you since you will need this for your application as free mover.

Do not take care of this yourself!

The written confirmation can also be submitted when you apply for a visa to enter Germany as a student. If you want to know whether you need a visa to enter Germany, please check out the [list of countries requiring a visa](#) from the Foreign Office.

Please make sure you apply for your visa in good time with the [responsible German foreign representatives](#), as it can take 2 to 3 months to process.

[Visas, residency permits and work permits before, while and after you study in Hamburg \(PDF\)](#)

3. Enrolment

Instructions on how to apply for enrolment on STiNE will be sent to you once you have been accepted. Your temporary semester documents, including a matriculation number at Universität Hamburg, access data for the Studies Information Net (STiNE) as well as additional information about paying your semester fee and your temporary public transport ticket will be mailed to the International Office (if

you do not yet have a German address). We will hand these documents over to you during the **International Welcome Week**.

4. Health Insurance

Once you have been accepted, you will need to submit, in addition to your application for enrollment, proof of health insurance coverage. Please contact the responsible health insurance agency for proper documents.

State health insurance agencies provide the following information to all applicants:

- whether you are insured independently or through your parents' health insurance policy (this document must also include the ref. no. of your insurance agency and your ref. no.).
- whether you are exempt from an insurance obligation, e.g. because you are insured through a private agency (all state agencies can issue a statement to this effect).

Students who have a **European health insurance card** can submit a copy to prove that they are insured. Please inform yourself in good time about the extent and kind of medical services, billing practices and compensation involved should you require medical treatment in Germany.

Travel health insurance does not provide sufficient coverage for the duration of studies in Germany. Therefore, please do not take out travel health insurance for your stay.

If you need to prove that you have health insurance in order to apply for a visa, you can take out a provisional policy for the first three months of your stay. Once you arrive in Hamburg, you can take out a full policy for the length of your stay. International students, who are currently living abroad and do not yet have valid health insurance in Germany, will need to submit proof of health insurance immediately following arrival in Germany.

5. Choosing courses

Being enrolled in one of these programs you can take courses from all programs of the Faculty of Business, Economics and Social Sciences. You have, however, to pay attention to their level: as a Bachelor student you can take courses from all Bachelor programs but **no** Master courses and vice versa – Master students are welcome to all Master courses but are not allowed to “cross over” to lectures on undergraduate level.

Please find an overview of all courses of the previous and the current semester which are open to international students [here](#).

6. Registering for courses

You will receive all information on how to register for your courses during the International Welcome Week. Don't worry, you do not have to register for any courses before then.

7. Residence permit

If you would like to know whether or not you need a residence permit to study in Germany, please check out the [list of countries requiring a visa](#). Non-EU citizens need an [electronic residence permit](#) for their stay in Germany; there are different requirements according to your nationality. Please find information on the application process and opening hours of the embassy in charge [here](#). You should apply for your residence permit **no later than 3-4 months** before departure!

If you need a letter of invitation, please apply for one early enough at the [International Office](#).

8. Accommodation

As free mover, it is your own responsibility to get accommodation. The International Office cannot support you with your search.

[This overview](#) gives you some helpful links and addresses. You can also apply at the [Studierendenwerk](#) for a room at one of the dormitories.

Address of the International Office of the Faculty of Business, Economics and Social Sciences:

International Office of the Faculty of Business, Economics and Social Sciences
Universität Hamburg
Von-Melle-Park 5 (Entrance C)
20146 Hamburg
Germany

E-mail: inc.wiso@uni-hamburg.de
<https://www.wiso.uni-hamburg.de/internationales/international-office/study-with-us.html>

We hope this overview was helpful to you and that we can welcome you as a free mover at Universität Hamburg soon!