



Information for international students



**Hochschule für Technik
und Wirtschaft Berlin**

University of Applied Sciences

Welcome to the HTW Berlin!

This handout is a supplement to the magazine "Pflichtlektüre" providing a lot of helpful information for international HTW students to ensure that you have a good start and a successful study at the HTW.

When you have read this handout you are going to clear the first hurdles easily. Even more than this, you will be already able to answer the following questions - some of them will accompany you during your whole studies.

- where and how can I check my timetable?
- where and how do I enrol for exams?
- how many attempts do I have per exam?
- what is the repeatability period, when does it start and how long does it last?
- and last but not least
WHO IS MY CONTACT PERSON IN SPECIFIC SITUATIONS?

This handout is only a summary of all topics related to your studies and stay at HTW Berlin and cannot substitute our website. So please take the time and have a look at our website. You find more detailed information, documents, instructions, links and downloads there. More than this, you will find here your contact persons for the area you might need support in. He/she will always be there for you.

<http://www.htw-berlin.de/en/>

Basically in case of questions or problems you are welcome to contact the Counselling for international Students at the International Office of the HTW Berlin. Please use this possibility and contact us right in time so that we can help you at our best.

We are glad to have you here and give our best to make things easier for you, so that you can enjoy your time at the HTW, focus on your studies and graduate successfully.

Yours sincerely,
Gernot Welschhoff
International Office HTW Berlin
Counselling for international Students



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Counselling for international HTW Students at the International Office

Counselling

In what areas do we provide counselling?

- scholarships and financing
- problems with your studies
- residence permit - immigration law
- possibilities of active participation at the HTW
- general questions about the life in Berlin and Germany
- private worries and needs

Who is my contact person at the International Office?

Gernot Welschhoff.
International Office
Treskowallee 8
10318 Berlin

Counselling hours:

Campus Wilhelminenhof Monday	Room 102 (Building B)	1 – 4.30 pm
Campus Treskowallee Tuesday and Thursday	Room 113 (Building A)	1 – 5 p.m.

You may also contact Gernot Welschhoff via email or telephone.

Phone: 030 50192743
Email: gernot.welschhoff@htw-berlin.de

Where can I find the Counselling for international Students online?

<https://www.htw-berlin.de/en/international/international-htw-students/>



Intercultural Programme

We are very pleased to be in the position to offer you several events during the semester besides our counselling service. Further down you will find a part of the programme – it is a mix of info, service and cultural events.

<p><u>Enrolment Celebration</u> Every semester the International Office / counselling for international students takes part and will answer your questions.</p>
<p><u>Discover Berlin!</u> We invite you to get to know Berlin by boat or by foot!</p>
<p><u>Visa Service</u> We are glad to provide the service to take care of your application/ extension for/of your residence permit.</p>
<p><u>Visit of the Reichstag Building</u> Take this opportunity to visit the Dome and the Reichstag !!!!!!!!!!!</p>
<p><u>Scholarships for international students</u> Orientation on financial support for international students.</p>
<p><u>Cultural Events</u> Usually once or even twice a year we invite all international student to get together for a special event.</p>
<p><u>Online Registration for Examinations</u> To take part in an examination you need to register online for it! We show you how that works! Even more than this: we are going to answer all your questions related to examination issues!</p> <p>THIS EVENT IS VERY IMPORTANT FOR NEW INTERNATIONAL STUDENTS! SAVE THE DATE!</p>
<p><u>Online Course Registration</u> From the second semester on you have to register your courses by yourself. We show you how that works!</p>

The best thing about it is, that the programme is not fixed. Actually, it should be the result of the collaboration between international students and the International Office, matching the real needs and wishes of the international degree seeking students of the HTW.

In case you have suggestions please send an email to gernot.welschhoff@htw-berlin.de

Up-to-date information about [events](#) will be communicated via your HTW email or the HTW student newsletter "Checkpoint".

<https://newsletter.htw-berlin.de/checkpoint.html>



Check your HTW emails regularly to make sure you do not miss an event!

Important ToDo´s upon arrival

Now that you have arrived in Berlin and found your way to the HTW, there are a few more things that have to be done before you can settle in and begin your studies. The following checklist hopefully makes the process of settling in easier for you. You need to work your way through the list **as soon as possible**.

Where can I get further information on this topic if I have more questions?

More info is available on our webpage and during our office hours
<https://www.htw-berlin.de/en/international/internationale-htw-studierende/>

Checklist

HTW Berlin	General formalities
<ol style="list-style-type: none"> 1. Complete matriculation 2. Get your HTW login data and StudentCard + activate your HTW account 3. Log in to LSF and check your schedule 4. Join the welcome meeting and start your studies 	<ol style="list-style-type: none"> 5. Register your address 6. Open a bank account 7. Obtain the residence permit (AT) (applies only for non EU students)

1. What do I need to do to complete my enrollment?

Please submit all documents mentioned in your admission!
Normally these are: declaration of acceptance, passport, proof of health insurance, visa or residence permit (applies only to non-EU students, if you only have a visa at the moment you have time to hand in your residence permit till the end of your first semester)
*<https://www.htw-berlin.de/en/studies/organising-your-studies/information-for-new-students>

2. How do I get my HTW login data, StudentCard and how can I activate my HTW account?

If all documents are completed + you have an address in Germany, the HTW login data to activate your HTW account will be sent together with the StudentCard by post. The cover letter also contains information on the activation of the HTW account.
See also here <https://start.htw-berlin.de/?lang=en>

If all documents are completed + you don't have an address in Germany, the HTW login data to activate your HTW account will be sent via email. The cover letter also contains information on the activation of the HTW account. The next step is to activate the HTW account and get your QR code from the LSF system to produce your StudentCard here at HTW on the spot.

See also <https://www.htw-berlin.de/en/studierende/studienorganisation/htw-studentcard/>

3. How do I get access to the LSF and how can I check my schedule?

Log in to LSF with your HTW username and password and check your personal schedule.
<https://lsf.htw-berlin.de> The HTW account must be activated for this!

4. Where can I find out more about my introductory events?

Just check your personal schedule. In the first semester, your courses are scheduled automatically.

5. Register your address at the local registration office (Bürgeramt): Why do I have to register in Berlin / Germany?

You are required to notify local officials of your address in Germany if you plan to stay more than three months in the country (which all of you do!). If you change your address while in Germany (even within Berlin), you must go back to the Bürgeramt and notify the officials there.

Is there a time limit within which I have to register after arrival?

You have 14 days after you moved in, to register your new address.

Where do I get the form?

You get the form at the registration office.

Where can I register?

Actually you are able to register at every registration office in Berlin. There is one near the Campus Treskowallee.

Bürgeramt 3, Otto Schmirgal Str. 1 (inside the shopping centre)
10319 Berlin

You can book appointments via: <https://service.berlin.de/dienstleistung/120686/>

Which documents do I need to hand in?

- passport
- registration form
- confirmation from the landlord that you moved in

What do I do with the receipt from the registration office?

Keep it! You will need the receipt for a variety of reasons, such as when you apply for a residence permit and opening a bank account.

Tip: Make sure to ask for your personal tax id (Steueridentifikationsnummer) when you register your address - you will receive it then by mail.

6. Opening a bank account

Why do I need a German bank account?

Most monthly bills in Germany are paid by bank automated transfer (Banküberweisung) rather than by cash or cheque. In addition, if you have a job, you will not get a cheque or cash each week, but be paid by bank transfer once a month. For students the bank account is free of charge. To open up a bank account you need to bring with you:

- your passport
- the receipt (Meldebescheinigung) you got from the Bürgeramt
- confirmation of enrolment at the HTW

What else should I know?

With a current account (Girokonto), you will receive an ATM card and a PIN, which allows you to withdraw money from your account at a variety of locations, at night and on weekends. However, be careful. Withdrawing at other banks ATMs than the bank you have an account at can be very expensive!

Which bank do I choose?

There are lots of different banks in Berlin, but we recommend that you use one of the „Big Three“, i.e. Sparkasse, Deutsche Bank or Commerzbank. Deutsche Bank, Commerzbank and Postbank are part of the “Cash Group” alliance, meaning that their customers can withdraw money at any of their cash machines without charge. It might also be useful to know if a bank offers Online Banking in English.

7. Obtaining the residence permit (eAT = elektronischer Aufenthaltstitel)

Who needs the eAT?

All Students from non-European countries need an eAT.

Do students from European countries and countries of the European Economic Area need an eAT?

No – but these students have still to register their address at the local registration office. Please note: Swiss nationals are entitled to the “Aufenthaltserlaubnis –Schweiz” if they stay longer than three months in Germany.

Where do I get the eAT?

The Foreigners Authority of Berlin (Berliner Ausländerbehörde) issues the eAT.

Where is it located?

The Berliner Ausländerbehörde resides at the Keplerstr.2, 10589 Berlin
Underground U 7 Mierendorffplatz
<http://www.berlin.de/labo/willkommen-in-berlin/aufenthalt/studium/>

Tip: Use our Visa Service!

Please use our counselling! See all information for our service on moodle
<https://moodle.htw-berlin.de/course/view.php?id=8189>



How does it work if I want to apply for the eAT by myself?

Please use the service of the Foreigners Authority (Ausländerbehörde) and make an appointment via their webpage. All relevant information about the eAT is available on this website too.

<http://www.berlin.de/labo/auslaender/dienstleistungen/index.html>

Office hours are:

Monday & Tuesday 07:00 a.m. – 02:00 p.m.
Thursday 10:00 a.m. – 06:00 p.m.

You have to bring the following documents (org. + copies) with you:

- completed application form for the residence permit
- your passport
- a proof of your student status at HTW (your Immatrikulationsbescheinigung /student ID)
- the receipt that you received after registering with the Bürgeramt
- a proof of ability to finance your stay in Germany (bank statement)
- a proof of health insurance
- 1 biometric passport photo (no automat photos or colour copies)
- Costs: 100 € for the first time application / 96 € for the extension

The application has to be made as soon as possible after your arrival i.e. within the time your Visa is still valid

Organisation of the studies

Academic Year

What dates are important for me in this semester?

General dates & deadlines	Date
Enrolment celebration	01.10.2019 10.00 a.m.
Orientation days	01./02.10. and 07.10.2019
Start of classes, first semester	08.10.2019
End of classes	01.02.2020

Examination dates	Date
Online registration for exams in the 1st and 2nd examination period	16.12.-20.12.2019 and 06.01.-13.01.2020
Online registration for repeat exams	02.03.-09.03.2020
1st examination period	20.01.-08.02.2020
2nd examination period (for exams which have to be repeated)	23.03.-04.04.2020

Where do I find this information?

<http://www.htw-berlin.de/en/studies/organising-your-studies/academic-calendar/>

Re-registration

How and till when I do have to re-register?

To continue with your studies each term at the HTW, you must re-register in due time and pay your semester fee.

General dates & deadlines	Date
Re-registration for the summer term 2020 Tardy re-registration (fee for tardiness: 19.94 Euro)	01.01.2020 - 05.02.2020 by 01.03.2020

Is there a deadline for the payment?

Payment must be made to the HTW's bank account before the closing date for re-registration, otherwise you will be charged with an overdue fee of 19.94 Euro. After your payment has been booked to the account, you will automatically be registered for the upcoming term. You will then receive your student ID and the certificate of registration by mail before the start of the term (two to four weeks beforehand).

What shall I do when I move?

Please make sure that the Office of Admissions and Enrolment always has your current address at all times. You can change your address as well at the LSF.

What happens if something I need for re-registration is missing?

In this case we will contact you and ask you to hand in the missing documents.

Where do I find this information on the website?

see also <http://www.htw-berlin.de/en/studies/organising-your-studies/enrolment-re-registration/>

Curriculum

How can I find out of what courses my study programme consist of?

The curriculum of your study programme gives you a detailed overview of all the courses you have to attend each semester.

You can also see if the course is a

- compulsory subject, a compulsory elective subject,
- how many semester periods per week it takes,
- the form of class
- and how many credits you earn if you successfully attend.

Where can I check the Curriculum of my study programme?

Please check the webpage of your study programme.

What are AWE modules?

AWE modules are supplementary general academic electives that also include the foreign language courses offered by the Foreign Language Centre. They serve the purpose of gaining interdisciplinary skills. If AWE modules are part of your curriculum, you actually do have the choice in between a in-depth training in a foreign language and a combination of language and AWE modules.

Please inform yourself during the introduction events of your study programme about the possibilities before you make a decision.

(see also <https://www.htw-berlin.de/en/studies/organising-your-studies/module-registration/supplementary-modules/>)

What is the Curriculum based on?

Your study programme regulation regulates all issues concerning your studies. All study programme policies are based on applicable institutional regulation guidelines.

The basic principles and procedural regulations on university entrance qualification and for education, studies and examinations are stipulated in this regulation guidelines and are applicable to all HTW applicants and students.

Where do I find the regulations guidelines?

Please check the webpage of your study programme.

Are there any courses besides the curriculum of my study programme that might be interesting for me?

Yes, of course! First of all to mention are the tutorials offered by your faculty accompanying various study programmes. What tutorials exactly each term are taking place you can find out when you check the LSF (Search → Lectures → Type of Lecture → Tutorium), or the web page of your faculty.

Why should I deal with my curriculum as soon as possible?

You definitely benefit from knowing what will be expected in your study programme each semester, especially if you have to work besides to finance your studies. In this case, a good planning helps to use the time you have in an optimal way.

Examination Issues

Where do I find information to examination issues?

All the details to examination issues you are going to find on our website (<https://www.htw-berlin.de/en/studies/organising-your-studies/examinations-internships/>), the regulation guidelines and of course in the examination regulation of your study programme.

Who is my contact person for personal consulting in examination issues?

For professional consultation concerning examination issues please contact the staff of the examination office.

What do I need to know about examination issues?

- you have to register for the exam for all classes online via LSF
- please check at the LSF if your registration worked out
- there are two examination periods and accordingly two registration periods (cut off dates)
- if you failed to register for an exam right in time you need a very good reason and have to contact the Examination Office immediately in order to get it still done
- if you fail you have two more chances to pass an exam – so altogether you have a total of **3 attempts** per examination
- if you can't take part in an exam that you have registered for, you don't need to give in a medical certificate, please either re-register for the exam in the second examination period or in the following semester
- please keep the repeatability period in mind – it starts with the **first-time registration** of classes and lasts to the **next two consecutive terms**

(Students of **ConREM** and **MIDE** have special regulations – please see the examination regulation of your programme for more information!)

Our orientation during the semester to the online enrolment for examinations includes also all relevant information to general examination issues.

Grades

Where can I check my grades and get a semester certificate?

You can check your current grades in the LSF portal: <http://lsf.htw-berlin.de>.
You can download PDF files of your grades for every semester you attended (so-called semester certificates), which you can print out yourself.

What am I supposed to do when something is not correct?

If you find any discrepancies in your current transcript or semester certificate, please notify the Examination Office immediately.

Where do I find more information?

<https://www.htw-berlin.de/en/studies/organising-your-studies/examinations-internships/grades-module-certificates/>

External leave

Is it possible having a break while studying?

You have the possibility of filing an application for intermission **upon good cause shown**.
You particularly have a good reason to apply for intermission if you:

- sickness that will prevent you from completing any coursework in this term;
- cannot do any expected coursework due to pregnancy or child care;
- other personal reasons

Please note that filing for leave in your first semester at HTW is strictly debarred.

What else should I know about intermission?

An intermission is only possible for full terms. Students on leave remain affiliated with the HTW. They do **not**, however, have the right to take classes or sit for exams. Terms in which students are on intermission are counted as university semesters, but not subject-related semesters.

Where do I find more information?

<https://www.htw-berlin.de/en/studies/organising-your-studies/enrolment-re-registration/external-leave/>

Please note – concerning to your residence permit - that with an intermission your overall study time automatically extends.

Communication

Like at any other university at HTW you have to deal with many different persons in certain situations or circumstances.

The persons you are going to deal with day by day are your student colleagues and your lecturers.

It makes studying much nicer and easier if you have someone you can exchange experiences with or if you join a study group.

When you feel something goes wrong, you misunderstood something or just don't get it, the best way to handle this is to communicate it.

Some students ask their questions right away in class, others prefer to have a private conversation with the lectures or ask other students.

**It's up to you which way you choose, as long as you communicate your problems early enough!
That is the assumption to get support right in time.**

How and where can I find the right contact person to talk to?

Actually it is very easy – check out our website and have a look at the menu for the area your question or problem is located. Please see also the website of your study programme for information concerning your programme.

The following is an overview of contact persons and their fields of work and consulting.

Where at the HTW Berlin is a first contact point for students?

The Student-Service-Centre is the central point of contact and provides a wide range of services for HTW students.

The staff will be glad to help if you

- want to submit documents for your enrolment or forms like the application for the welcome money
- cannot find your contact person in a specific situation
- want to apply for an exeat semester
- need a replacement for your semesterticket or a study forecast
- want to cause a removal from the student registry
- etc.

Student-Service-Centre		
Room	Office Hours	Email / Telephon Hotline
TA A 040	Monday and	Hotline: 030 / 5019 – 2919 Thursday and Friday from 9:00 – 11.30 a.m. and from 12.30 to 15.00 p.m.
	Tuesday	
	Wednesday	
	Thursday	
	Friday	

* During the semester break, the office hours are until 15.00 p.m.

Whom can I contact in questions of matriculation like

- reporting back?
- change of address?
- replacement of student ID?
- certificates of registration?
- exeat?

Concerning this matter the staffs of the Office of Admission and Enrolment is available to help you.

With the admission the files will be delegated to the staff members according to the study programmes they take care of.

Office of Admission and Enrolment

Contact information and office hours

Bachelor and Master Programmes in German

Contact Person	Room	Office Hours	Email
Jana Conradi	038a	Please address your request first of all to the Student-Service Center TA A040	studierendenservice@htw-berlin.de
Katja Bieda	038a		
Ines Schiller	038		
Kathrin Heinrich	039		

Bachelor- and Master-Programmes in English/ Master-Programmes in German

Contact Person	Room	Office Hours	Email
Julia Cadete La O	TA A 038	Tuesday 13:00–17:00 p.m.* Thursday 9:00–11:30 a.m.	studierendenservice@htw-berlin.de

*During semester break (see academic calendar) until **15:00 p.m.**

The best way to reach the staff in the Office of Admissions and Enrolment is by e-mail.

Please remember to write in the subject line of your e-mail what type of programme you are studying: German Bachelor/Master or English Bachelor/Master.

If you, for example study in a English bachelor's degree programme, write in the subject line of your e-mail inquiry "English Bachelor", your programme, for example "International Business (BIB)" and your student ID number.

Without this information, your e-mail can not be answered!

For up to date information please see also

<https://www.htw-berlin.de/en/studies/organising-your-studies/enrolment-re-registration/re-registration/>

Who is in charge of examination issues like

- registering for examinations?
- checking for repeatability of coursework and examination attempts?
- marks and transcripts?
- application for admittance to Bachelor's/Master's final thesis procedure?
- clearing up any matters regarding accredited academic credits or subjects that still have to be taken after having transferred from another university or internal study programme, cases of interrupting studies or delays in study progression?
- issue of duplicates and authentication/notarisation of certificates and diplomas?
- Recognition of Academic Credentials?

Within the **Students Service Centre** you can contact the staff of the Examination Office for professional consultation in all matters regarding examinations.

Are there different contact persons for each programme?

Please note that each staff member takes care of certain study programmes – so please have a look at our website to clarify which person is responsible for your study programme.

How do I find the person who is in charge of my study programme?

Check the website below and look for your study programme.

<https://www.htw-berlin.de/en/studies/student-services/examinations-office/>

In case of recognition of academic credentials whom I am going to contact?

Please contact Ms. Weil as soon as possible to start the procedure. Deadline is the end of your first semester at HTW at the latest! After this deadline, the recognition of academic credentials is not possible.

Staff	Room	Tel. : 030/5019 -	Email
Ms. Büchner	TA A 041	- 2626	Heike.Buechner@htw-berlin.de
Ms. Damyanova	TA A 046	-2542	Mariya.Damyanova@htw-berlin.de
Ms. Pietsch	TA A 030	- 2543	Birgit.Pietsch@htw-berlin.de
Ms. Polinske	TA A 042	-2262	Marina.Polinske@htw-berlin.de
Ms. Rönsch	TA A 031	-3456	Katja.Roensch@htw-berlin.de
Ms. Ruffert	TA A 030a	-2295	Kornelia.Ruffert@htw-berlin.de
Ms. Salan	TA A 043	- 2494	Cathleen.Salan@htw-berlin.de
Ms. Weil	TA A 137	- 2324	Angela.Weil@htw-berlin.de

Office hours:

Monday :	9 - 11.30 a.m.
Tuesday:	1 - 5 p.m
Wednesday:	closed
Thursday:	1 - 3 p,m.
Friday:	closed

In time with no lectures, the office hours change on Tuesday from 1 – 3 p.m.

Please be aware of the special office hours of

Ms. Büchner Monday, Tuesday, Thursday 09:00 to 11:30 a.m.

and Ms. Weil Tuesday 1:00 to 5:00 p.m. or by appointment.

Who can I consult within my study programme?

- the study programme advisor for academic questions
- the internship advisor for questions concerning an internship
- your Faculty Administration and your Examination Board for study organizational and several, not all, questions, concerning the exams like
 - processing of applications for justified objections to marks/scores or study progress assessments;
 - Bachelor's and Master's theses - authorisation for sitting for final exams;
 - changes in title or topic, rejection of topic or deadline extension for final thesis;
 - submission of final thesis.

Where do I find these persons on the website?

The contact person /information is listed on the HTW homepage or the website of your study programme.

Is there a network of the students of the HTW?

Please check out the web page <http://www.students-htw.de> and you will find many information related to your studies.

Are there any student representations at HTW I can contact?

Each Faculty has a student representation, the so called Fachschaftsrat FSR. You can consult these students if you have problems, questions or ideas.

Where can I contact the Fachschaftsrat?

Please check the web page www.students-htw.de → Fachschaftsräte

<p>Faculty 1</p> <p>FSR Elektro Wilhelminenhofstr.75 A 12459 Berlin</p> <p>Building B / Room 210 Phone 030 5019 3337</p>	<p>Faculty 2</p> <p>FSR 2 Wilhelminenhofstr.75 A 12459 Berlin</p> <p>Building B / Room 109 Phone 030 5019 4364</p>	<p>Faculty 3</p> <p>FSR 3 Treskowallee 8 10318 Berlin</p> <p>A / Room K44 Phone 030 5019 2770</p>
<p>Faculty 4</p> <p>FSR 4 Wilhelminenhofstr.75 A 12459 Berlin</p> <p>Building B/ Room 107 Phone 030 5019 3365</p>	<p>Faculty 4</p> <p>FSR 4 Treskowallee 8 10318 Berlin</p> <p>A / K 43 Phone 030 5019 2934</p>	<p>Faculty 5</p> <p>FSR Gestaltung Wilhelminenhofstr.75 A 12459 Berlin</p> <p>Building B / 2. OG rechts Phone 030 5019 4715</p>

Besides the Fachschaftsräte there is of course the student union AStA.

What is the AStA?

The **Student Union AStA** represents the interests of students at the university, addresses the concerns of students of the HTW and provides counselling services.

What does the AStA do?

It takes care of the interests of the students of the HTW and provides services like

- Counselling for international students
- Consultation about social issues
- General course and university counselling
- Free legal advice from an attorney

How can I contact the AStA?

AStA of the HTW Berlin

"Studi-Meile", Building A, Room 43/44
Treskowallee 8,
10318 Berlin

Campus Wilhelminenhof
Building B, 1st floor, room 106
Wilhelminenhofstraße 75A
12459 Berlin

Phone: 0049 (0)30 5019 - 2265, -2540 or -2618
asta@htw-berlin.de
<http://www.students-htw.de/gremien/asta/kontakt.html>

Is there a specific contact at the AStA for international students?

Yes - the International Department of the AStA, it provides counselling and support for international students.

Campus Treskowallee
Building A Studentenmeile / K 41

Campus Wilhelminenhof
Building B 1.OG, Room 106

Fon : 5019-2618
asta-internationales@students-htw.de

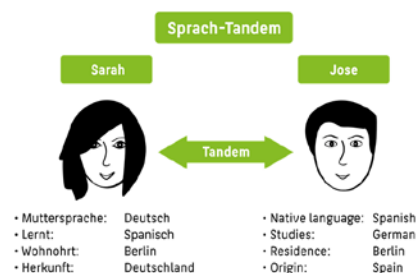
Does an intercultural network exist at the HTW Berlin?

Of course – please visit the HTW World Café on Facebook!

<http://www.facebook.com/htwberlinworldcafe>

You are also welcome to join our language tandem on moodle to get to know other HTW students!!

<https://moodle.htw-berlin.de/course/view.php?id=10431>



Living in Berlin

Financing your studies

What are the financing options for international students?

An overview of various funding and financing options can be found on our website or directly in this brochure on the next page.

Please see <https://www.htw-berlin.de/en/studies/organising-your-studies/financing-your-studies/>

Where can I find information on "Studying and working" if I want to work during my studies?

The German Studentenwerk provides all the important information on the following website on the subject. Here you will find information on legal requirements, job search, taxes and duties and employment contracts.

http://www.internationale-studierende.de/en/during_your_studies/jobbing/

Are there any special employment agencies for students?

Yes, of course - there are various student work agencies in Berlin, such as the

"Heizelmännchen" (<http://www.studentenwerk-berlin.de/jobs/studierende/index.html>)
or Effektiv (www.jobstudent.de).

Living in Berlin

How do I find accommodation in Berlin?

If you have not found an apartment or accommodation in Berlin yet, you will find helpful tips on our moodle housing exchange platform "Home sweet Home". If you are experiencing difficulties finding a place to live, please contact the counselling for international students here at HTW Berlin

See also <https://moodle.htw-berlin.de/course/view.php?id=10231>



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Orientation on financial support for international students

	Time	Application	Conditions	Apply at
Scholarships				
Deutschland Stipendium	See our website	Self application	Very good students	HTW Berlin/Ms. Minnich
DAAD Prize	Once in a Year	Candidate must be nominated by a lecturer	Good academic performance	International Office
DAAD degree scholarship	Two times in a Year	Self application	Personal life circumstances, marks	International Office
Erasmus				
Exchange semester within the European Union (EU)	15th december for the subsequent wintersemester 15th july for the subsequent summersemester	Application form	academic performance of 3 semesters in a bachelor program proof of Language skills professional qualification	International Office
Internship abroad (within the EU)	6 weeks before start	Application form	See our webpage of IO/Internship	International Office
Financial support				
Studentenwerk Notfond	in case of special financial distress	Self application	HTW Students	Studentenwerk Sozialberatung
ESG / Bereich Notfonds	financial distress	Self application	Students from Afrika, Asia, Latin America	ESG / Bereich Notfonds
Bafög	Any time	Self application	See §8 Bafög	Studentenwerk Berlin

Where can I find more information about scholarships? The DAAD provides a really good scholarship database, please check <https://www.daad.de/deutschland/stipendium/en/>

Please note! Almost every german foundation providing scholarships asks for german language skills of the applicant.

International Office

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