

4. Info-Meeting for our WS 2025/2026 Applicants

Agenda for today

- Enrolment
- Arrival
- Move-in
- City Registration
- Month of September
- Q&A

Class WS 2023/2024



Your Timeline / Checklist



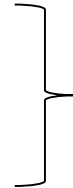
Task		Deadline	Remarks
Done	Visa and bank loan		
	Housing for September		
	Health Insurance (TK)		Apply: https://aktion.ecoach.tk.de/kampagne/darmstadt
	Travel Insurance	29.08.	Send to: students.darmstadt@tk.de
Next	Enrolment in our University Portal my.h-da.de	31.07.	You will receive an Email
	German Placement Test	31.07	Info will follow via Kopla Message
	Course fee (pay the invoice and upload payment slip)	01.08.	Enrolment online
	Travel arrangements (follow the process)	15.08.	Arrival on September 1st

Last step in KOPLA: pay the enrolment fee (course fee)

**Payment for the
1. semester is
included in the
course fee**

What you already have:

- Admission Letter
- Visa Support Letter
- Cost of Living Letter



This is enough for your visa and bank loan process

Pay your enrolment fee:

Deadline

- Latest payment of the enrolment fee is 31.07. Payment slip must be uploaded in Kopla
- Recommendation: Transfer first week of July!

Enrolment Certificate will be provided in my h_da after your enrolment on 01.09.

No enrolment will be possible until the fee is booked in KOPLA

Meet our Student Service Center

SSC International Team:

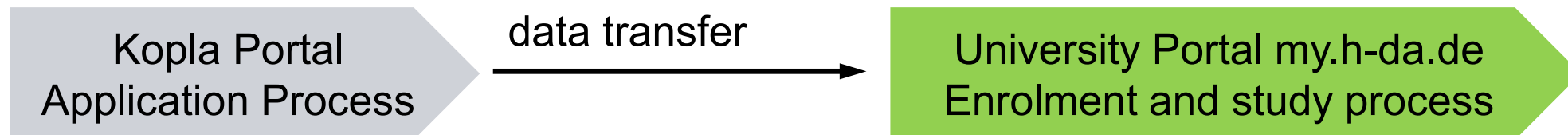
Monika Glotin

Pascal Hellriegel

Verena Kaloumenos

Contact for questions about enrolment: international@h-da.de

Switch from application phase to enrolment and study phase:



How to enroll

Until 31. July:

Upload the following documents to my.h-da.de

You will automatically receive an e-mail as soon as the portal is open

- Copy of your school-leaving certificate
- Bachelor Certificate
- Complete CV
- Digital health insurance notification (M10)
- ID document
- English language skills
- APS certificate, if you graduated in India, China or Vietnam
- If you already studied in Germany:
 - all study certificates from universities attended in Germany, stating the semesters of study and leave of absence
 - Certificate of clearance if you wish to change universities in the same degree programme

Der PGd&est
Student Service Center (SSC)
International
Tel: +49 (0) 6151 535-5350 International@h-da.de
www.h-da.de

Hochschule Darmstadt Student Service Center (SSC)
Schoefferstrasse 3 D-64295 Darmstadt

FirstNameFamilyName
Street
ZipCode City
Country

h_da
HOCHSCHULE DARMSTADT
UNIVERSITY OF APPLIED SCIENCES
SSC
STUDENT SERVICE CENTER

Az: SSC / admission procedure Winter Semester 2022/23 Application number: K2xxxxx01
Darmstadt, Dts

Admission notice under reservation for the 1st semester in the study programme Electrical Engineering and Information Technology International (Master of Science).

Dear FirstNameFamilyName,
we are pleased to offer a place at the h_da subject to reservation.

Application semester: Study: Winter Semester 2022/23
program/Place of study: Language: Electrical Engineering and Information Technology International (Master of Science) Campus Darmstadt (classroom teaching)
Start of semester: Start of lecture: English
Curriculum: Winter Semester 2022/23
2022-09-01 - pre-semester classes
Request and upload until 2022-07-31 in my.h-da.de
You will receive your password automatically as soon as the portal is open

The following documents are required for enrolment:

Copy of your school-leaving certificate (the degree that has qualified you for the bachelor's programme) Bachelor Certificate
Complete CV
Digital health insurance notification (M10)
ID document
English language skills
If you already studied in Germany:
all study certificates from universities attended in Germany, stating the semesters of study and leave of absence Certificate of clearance if you wish to change universities in the same degree programme
APS certificate, if you graduated in India, China or Vietnam

Enrolment cannot take place without the presentation of above proof!
If, when checking your documents, we find that the information you provided in the online application does not match the evidence submitted, we reserve the right not to proceed with enrolment. For this reason, admission will be granted with restriction.

Information about:
Language skills: <https://h-da.de/en/studies/study-programmes/application-procedure/applying-with-a-foreign-certificate/certificate-of-proficiency-in-the-english-language>
Health insurance: <https://h-da.de/en/health-insurance>

We have summarized important information about the start of your studies for you on our website:
<https://mss.h-da.de/enrolled/openview>

We look forward to welcoming you as a student at our university. If you have any questions, please do not hesitate to contact us: international@h-da.de

Best regards,
Student Service Center

This letter of acceptance is valid for Winter Semester 2022/23 only!
This notification is issued automatically and is therefore valid without a signature.

Your Arrival

Information on: <https://mse.h-da.de/our-service/arrival>

Preparations:

- Book appointment with the City registration
- Sign housing contract and send it back to the housing agency
- Book flight with an arrival Monday – Friday until 9 am → first week in September!
- **Early arrival or weekend → please book youth hostel or hotel**
- **Until 15. August:** Provide flight data (info will be provided on 1. August)

Arrival in September:

- Move-in appointment from housing agency
- Pick-up by student guides at the airport
- Move-in

Arrival in October:

- Arrange move-in appointment with housing agency
- Send trigger email to master.fbe@h-da.de
- Move-in (rent must be paid in September)

Arrival / Pick-up Process

Our process: <https://mse.h-da.de/our-service/arrival>

Notification:

- you will get an Email on August 1st with a link to our arrival info survey
- please insert your flight data in the arrival survey
- we will coordinate the pick-up and will contact you to confirm

Prepare your arrival

- book your flight:
 - Move-in until 4 pm
 - consider at least 3 hours for baggage claim, customs, journey to Darmstadt
 - therefore planned landing time 9 am
- prepare 600 Euros in 20 and 50 notes for the first month

Arrival at the airport

- free WLAN available at the airport
- meet your student guide at the meeting point

Move-in

- **h_da room:**
 - your student guide will accompany you to the residence hall
- **private room:**

please note that student guides cannot accompany you to your private accommodation but they will help you to find your way

Campus Card / Deutschlandticket

- pick-up the Campus Card at the faculty Building D16.02.01
- Deutschlandticket will be organised by the University
- you will not have your Deutschlandticket on the day of your arrival

Housing Contract - Arrival - Move-in

**Move-in
not before
01.09.**

In July you will automatically receive an **email by the Studierendenwerk**

- **Contract documents** - please note: the contract is only for a year
 - **Move-in appointment** - please confirm your appointment to the Studierendenwerk
-

No room yet?

Please check: <https://mse.h-da.de/our-service/accommodation>



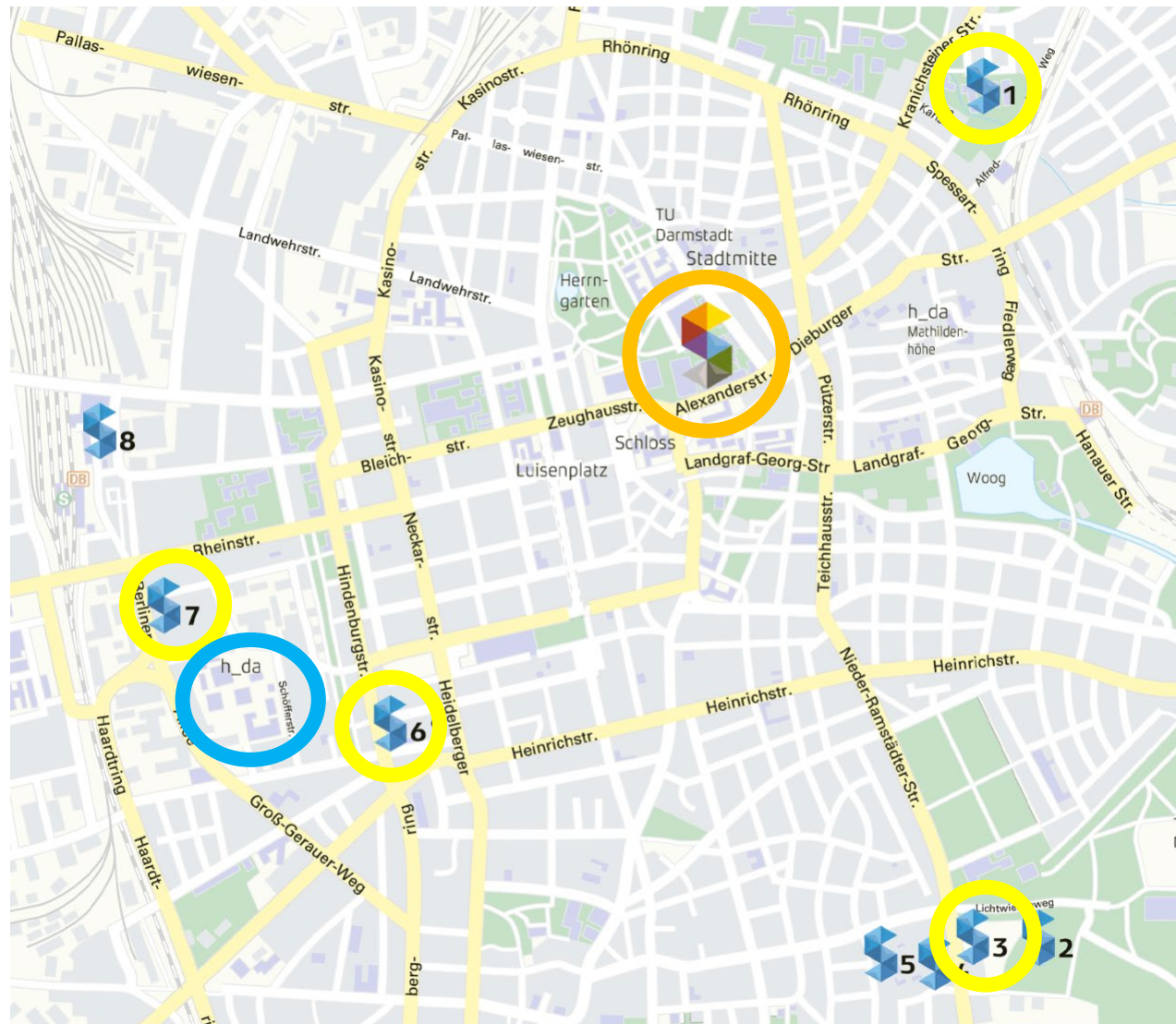
Our Partner for the contingent rooms: studierendenwerk darmstadt

Accommodation Service Ms. Senftleben / Ms. Leber

Alexanderstr. 4
64283 Darmstadt Tel +49.6151.16.29373

Office hours:

Mon – Thu 09:00 am - 05:00 pm
Fri 09:00 am - 03:00 pm



**studierendenwerk
darmstadt
Residence Halls:**



1 [Karlshof](#)



3 [Nd.-Ramst.-Str. "fair,"](#)



6 [Riedeselstr. "rest"](#)



7 [Berliner Allee "LAB"](#)

Register with the City

- Book an appointment soon!
- Look at your pre-semester-classes schedule to find a fitting slot
- Appointments are only activated for a period of two months in advance.
- If no dates are displayed, all activated dates are currently fully booked.
- Take a German speaking friend to your appointment

1 2 3 4 5 6

Schritt 1: Selecting the operational unit

Driving license authority	>
Registration office	>
Licensing authority	>
Security and fines	>

Step by Step introduction how to make an appointment with the city:

https://mse.h-da.de/fileadmin/EIT/Dokumente/Elektrotechnik_MSE/Application/Info/Instructions_City_Registration_Appointment.pdf


Book your appointment here:

<https://digitales-rathaus.darmstadt.de/lebensbereiche/einwohnerwesen-und-wahlen/dienstleistungen/terminvergabe-einwohnermeldeamt#>

September Program

	MON	TUE	WED	THU	FRI	SA
time	01.09.2025	02.09.2025	03.09.2025	04.09.2025	05.09.2025	06.09.2025
	Arrival (student guides)	Arrival (student guides)	09:00 - 13:00 Rallye all majors (guides) Birkenweg 8 Entrance	09:00 - 13:00 (EMB/AUT) 05.09. Intercultural study in Germany (Prof. Fromm) (B11 00.01)	09:00 - 13:00 (COM/POW) Intercultural Living in Germany (T. Onnis) (B11.00.02)	Excursion to Heidelberg Meeting Point: Central Station Darmstadt 08:45 on track 11 Dept: 08:59 am platform 11 (Prof Fromm, Prof. Jakob, Prof. Zwiener, P. Kriechel, S. François)
			14:00 - 16:00 Welcome all majors (Vice Dean, Prof Fromm) (C19 00.01)	14:00 - 18:00 (COM/POW) Intercultural Living in Germany (T. Onnis) (B11.00.02) 05.09.	14:00 - 18:00 (EMB/AUT) 04.09. Intercultural study in Germany (Prof. Fromm) (B11 00.01)	
16:00 - 20:00			Get together location to be communicated on the Welcome event (student guides)			
	08.09.2025	09.09.2025	10.09.2025	11.09.2025	12.09.2025	13.09.2025
08:30 - 09:00	Slot for our students to register at the Residence Hall in Darmstadt	Slot for our students to register at the Residence Hall in Darmstadt	German - Welcome all majors (Ms. Morgret) in C19 00.01			
08:30 - 13:00			German all majors (students will be accompanied by their teachers to their classrooms)			
14:15 - 19:15	C-Programming EMB (P. Fromm) (D17 01.15, D17 01.16)					
	PLC AUT (C. Schulz) (Raum D11 0.75)					
	15.09.	16.09.	17.09.	18.09.	19.09.	20.09.
morning	German all majors					
	C-Programming POW (S. Weck) (D21.02.12)					
14:15 - 19:15	C-Programming AUT (C. Ranisch) (D17 01.15, D17 01.16)					
	C-Programming COM (Antje Wirth) (D11 01.61, D11 01.62)					
	22.09.2025	23.09.2025	24.09.2025	25.09.2025	26.09.2025	27.09.2025
morning	German					
14:15 - 19:15	32bit MCU Intro EMB (Dr. Koch) (- D17 01.15, D17 01.16)					
	Embedded Programming POW (Prof Jakob) (D11 01.61/ D11 01.62)					
	PLC AUT (A. König) (Raum D11 0.75)			Registrations Lectures / Labs / Projects (AUT/COM) (M. Hubrich) C10/03.01		
	Matlab COM (Prof Zwiener) (D21.02.12)					
	29.09.2025	30.09.2025	01.10.2025	02.10.2025	03.10.2025	04.10.2025
morning	German				Bank holiday	
14:15 - 19:15	Control Engineering with Matlab AUT (Christian Reimund / Karl Kleinmann) (D11 01.61 /D11 01.62)					
	Digital Signal Processing COM (Prof Krauss) (D17 01.15, D17 01.16)			Registrations Lectures / Labs / Projects (EMB/POW) (M. Hubrich) C10/03.01		
	06.10.2025	07.10.2025	08.10.2025	09.10.2025	10.10.2025	11.10.2025
	Start of Lectures for the Winter Semester 2024/2025					

German Placement



You need to
improve your
German skills
by 2 levels!

Email from the language center **on 15. July** to make the online placement test

- The result is a first estimate of your abilities
- Changing courses will still be possible within the first few days
- Enter your grades of the different tests and the recommendation in our survey and submit your entry by 31. July
- If you already have a certificate from Goethe Institute or similar upload it on the system

German A1 Certificate:

A1_MSE_YourLastName_YourFirstName

upload: [link will be provided](#)

German A2 Certificate:

A2_MSE_YourLastName_YourFirstName

upload: [link will be provided](#)

German B1 Certificate:

B1_MSE_YourLastName_YourFirstName

upload: [link will be provided](#)

How does the learn progress work?

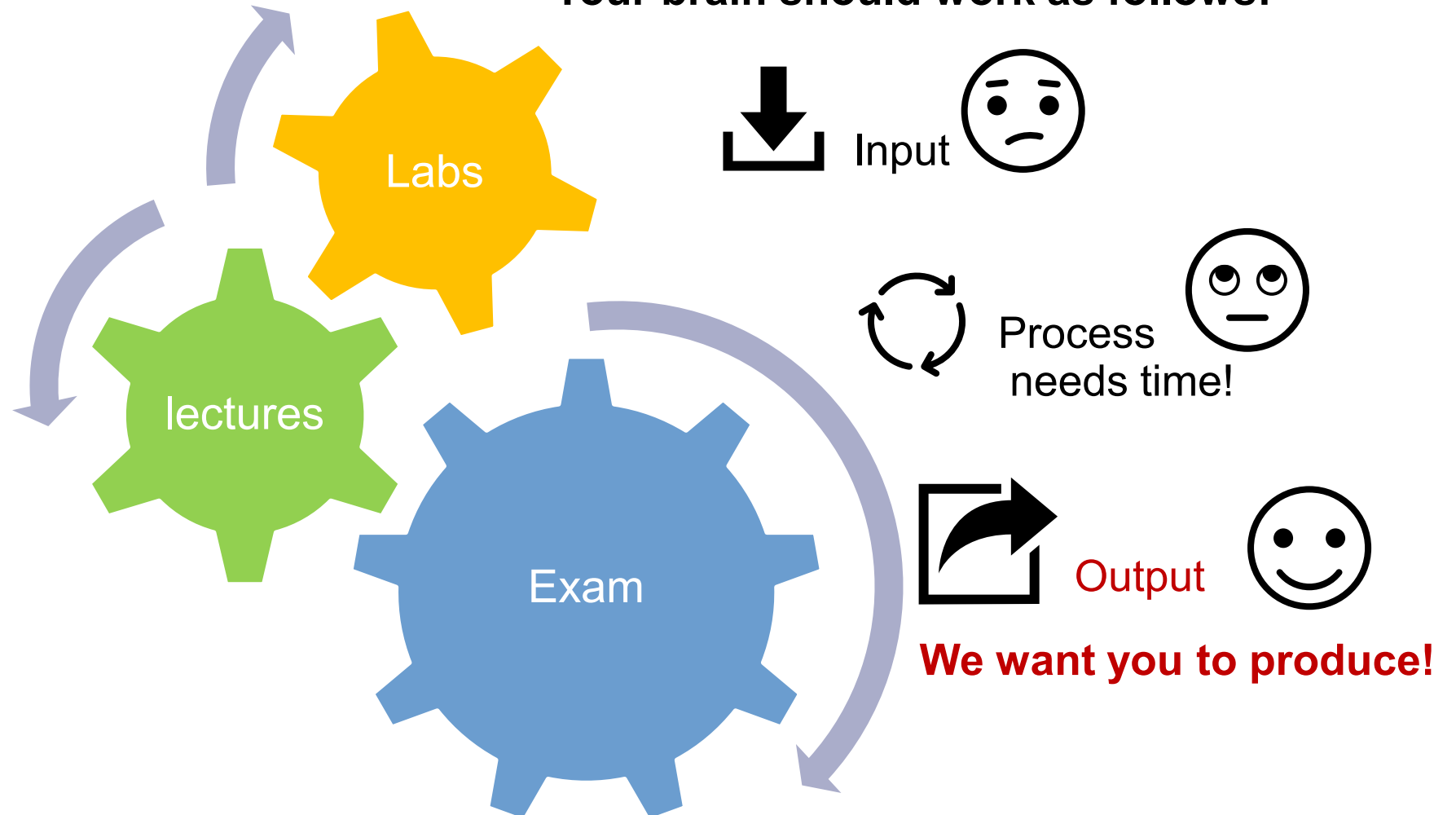
adapt to a new system:

we do not want you to
reproduce...

ask questions as soon as they
arise

remember:
success does not come to you
– you have to go towards it

Your brain should work as follows:



Visa, Enrolment and Arrival Time

FAQ

Q: Do I need an enrolment letter for my visa authorities?

A: Normally not, because the winter semester has not yet started.

Q: Until when can I be enrolled, if my visa is delayed?

A: Enrolment is possible without visa. Arrival until:

→ 08.09.24 – should be fine

→ 14.10.24 – missed German and technical pre-semester classes → get motivated to catch up

→ later – repetition of semester required

Q: Can I defer a semester, if I do not get my visa in time?

A: No, as we only offer the relevant pre-classes in September.

Q: Do I have to pay my rent, even if I am delayed?

A: Yes, in order to keep your room, you have to pay your rent.

First week of September

2nd week but still in September:
delay of 1 semester likely

After pre-semester courses:
delay of 1 semester

Information channels

Contact your tutors:

What's App Group

Email-address

msetutors.fbe@h-da.de

Contact university:

Faculty

Prof. Fromm / Sabine Francois

master.fbe@h-da.de

Accommodation

<https://mse.h-da.de/our-service/accommodation>

Preparations

<https://mse.h-da.de/our-service/technical-bridging-classes>

Arrival page

<https://mse.h-da.de/en/our-service/arrival>

Student Service Center

international@h-da.de

Language Center Dr. Morgret, Sabine Rothermel

german@h-da.de

Enrollment: Student Service Center

international@h-da.de

Contingent Rooms: Studierendenwerk

wrv@stwda.de

German Classes:

german@h-da.de