

***Moin* and come in!**

Guide for International Students

at the

West Coast University of

Applied Sciences

Updated

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Contents

1 Introduction.....	1
2 University Application	2
2.1 Application for a degree program at the West Coast UAS	2
2.1.1 Application Requirements.....	3
2.2 Application for an exchange semester at the West Coast UAS.....	7
2.2.1 Students of partner universities	7
2.2.2 Students of non-partner universities.....	7
2.3 Prepare your stay	8
2.3.1 Formalities	8
2.3.2 Tuition fees	11
2.3.3 Living expenses	11
2.3.4 Financing your studies.....	12
2.3.5 Travelling to Heide.....	13
2.3.6 After your arrival.....	14
3. First steps in Heide	17
3.1 Enrollment at the West Coast University of Applied Science.....	17
3.3 Registration at town hall	19
3.4. Extention of your visa if needed	20
4. During your stay	21
4.1 Campus.....	21
4.2 Student Services.....	22
4.3 Moving house.....	22
4.4 In case of Emergency.....	23
5. After your stay	24
Final Remarks.....	25

1 Introduction

Studying is an important and exciting phase of your life. It is even more thrilling to experience university life in a country far away from home. We at the West Coast University of Applied Sciences (West Coast UAS, Fachhochschule Westküste, FH Westküste) want to help you make your time in Heide at the North Sea Coast of Schleswig-Holstein a beautiful and enriching experience.

For this reason, we have gathered the basics of organizing your trip in this guide so you don't have to worry too much in the run-up. Please read the following chapters thoroughly and begin to plan your stay with us early. This will help you to have an easy start and an enjoyable time.

Contact

International Office

West Coast University of Applied Sciences/
Fachhochschule Westküste
International Office
Fritz-Thiedemann-Ring 20
25746 Heide

+ 49 (0) 4 81 – 8555 171/ -172
Building: 1.2 Room: 0.034/ 0.033
E mail: international@fh-westkueste.de

We at the International Office are your contact persons in case of questions or difficulties and we are looking forward to your arrival.

Moin and come in!

The Team of the International Office

2 University Application

The International Office cordially welcomes all Incoming students to the West Coast University of Applied Sciences (FH Westküste).

Expanding horizons is our motto and we invite you to do so at one of our two faculties: The Faculty of Business Studies (Fachbereich Wirtschaft) and the Faculty of Technology (Fachbereich Technik). We are not just providing excellent theoretical

education but also want to prepare our students for the job market. Therefore, we have a strong network with regional economic partners and we also engage all of our students to take internships to gain experience.

As a young and innovative university, we're seeking to become more and more international and we are open to everyone who wants to become a part of our progress.

2.1 Application for a degree program at the West Coast UAS

Before applying for a degree program at the West Coast UAS, you should be sure that you have sufficient language skills. Even if you decide to apply for a Master's program taught in English, at least some basic German is very helpful to get to know the people and the culture.

During the application periods, you can apply via our [application portal](#). Please read the texts and instructions carefully, verify

Application deadlines
Winter Semester: April 30th – July 15th
Summer Semester: November 15th – January 15th

Certified copies of your application documents have to arrive by post at our university on the day of the deadline at the latest!



the completeness of the documents and sign the form. You are responsible for the details during entry and therefore we ask

you to be careful. Incomplete applications have to be rejected and intentional false statements can lead to a withdrawal of your acceptance.

2.1.1 Application Requirements

2.1.1.1 General requirements

In order to be allowed to study in Germany, you need a *Hochschulzugangsberechtigung* (HZB). This is the university entrance qualification, usually the school leaving certificate. In Germany, the HZB can be received with *Abitur* or *Fachhochschulreife*. If you want to check whether your school leaving certificate enables you to study in Germany, you can visit https://bit.ly/fhw_anabin and click *Suchen* to check your home country.

If you are allowed to study in Germany, you can apply for our degree programs through our online application portal at https://bit.ly/fhw_application. You need to submit the documents requested during


Applications for the first semester in all of our Bachelor's programs can only be submitted for the winter semester.

For our Master's programs, please refer to the individual website of the program.

your online application. Those include, depending on the study program, at least:

- Copy of your passport page(s) including name and photo
- School leaving certificate giving you the right to study in the country in which it was issued, including a list of subjects and marks
- Curriculum vitae with a list of previous trainings (tabular form)
- Certificate of university entrance examination (including a list of marks) or matriculation receipt of a university, if applicable OR/AND
- University report with transcript, if applicable OR/AND



- 
- Certificate of passed assessment test, so called *Feststellungsprüfung*, including a list of grades, if applicable

For applicants from China, India and Vietnam

- certificates for examination at the so-called *Akademische Prüfstelle*. Please send one original (no copy) of the result with your application documents to the West Coast University of Applied Sciences, Germany. When you receive your acceptance letter, you need to apply for your visa at the APS (China) or the German embassy (Vietnam)

If your check at anabin tells you that your school leaving certificate only gives you access to a preparatory college (*Studienkolleg*), you can go there and take the *Feststellungsprüfung*, an exam which enables you to study in Germany. You can find more information on *Studienkollegs* at <https://studienkollegs.de/home.html>. The

Studienkolleg closest to our university is in Kiel:

Studienkolleg

FH Kiel

Heikendorfer Weg 93

D-24149 Kiel

Tel.: +49 (0)431 2104-830

Fax: +49 (0)431 2104-831

[Website of Kiels Studienkolleg](#)

If you are interested in a specific degree program at our university, we can pre-check your documents and tell you if they are sufficient for an application.

If you are more GENERALLY interested in studying in Germany, you can show your certificate to the Ministry of Education (*Kultusministerium*) of one of Germany's 16 federal states for a general examination. You would in this case, by the payment of a fee, receive an examination certificate

which proves the equivalence with a German *Abitur* or *Fachhochschulreife*.

For more information, please take into consideration the following web pages for international applicants:

<https://bit.ly/fhw-international-applicants>

If you are a refugee, please also check this information:

<https://bit.ly/fhw-refugee>

We will only accept complete applications! Please send us copies of the above mentioned documents with German or English translation in case the documents' language is different.

2.1.1.2 Language requirements for German degree programs

The following degree programs require a proof of German language skills:

Bachelor

- B.A. Business Administration (BWL)
- B.A. Business Administration – Trial Model (BWL-TM)
- B.Sc. Electronics / Information Technology (E/I)
- B.A. Real Estate Business Studies (REBS)
- B.A. International Tourism Management (ITM)
- B.Sc. Management and Technology (MuT)
- B.Eng. Green Building Systems (GBS)
- B.Sc. Business Psychology (WiPsy)
- LL.B. Economics and Law (WiR)





Master

- M.Sc. Automation Technology (AT)
- M.Sc. Industrial Engineering – Digital Business Administration (WDW)
- M.Sc. Green Energy (GE)
- M.Sc. Microelectronic Systems (MeS)
- M.A. International Tourism Management (ITM) – starting in the winter semester
- M.Sc. Business Psychology (WiPsy)
- M.Sc. Business Studies, Media & Psychology (WMP), extra-occupational, online

On the following website, you can find a list with the language certificates that are approved by the West Coast UAS:

<https://bit.ly/fhw-international-applicants>

Please enclose one of the mentioned certificates in your application.

2.1.1.3 Language requirements for English taught degree programs

For the English taught branch of the **International Tourism Management M.A.** program, which is starting every summer semester, proof of your English language skills is needed. If you are interested in this degree program, please attach a copy of an English language certificate approved by the West Coast UAS and corresponding to the B2-level of the Common European Framework of Reference for Languages (CEFR) to your application.

You can find more details about the application requirements and a list of accepted English certificates for the ITM M.A. at <https://bit.ly/fhw-itm-eng>.

If you have specific questions regarding the program, you can contact the ITM-office at itm@fh-westkueste.de.

2.2 Application for an exchange semester at the West Coast UAS

2.2.1 Students of partner universities

If you want to spend a semester at our university as an exchange student and come from one of our partner institutions, you only need to take a few easy steps:

In the first step, the ERASMUS+ Office or International Office at your home institution nominates you to the West Coast UAS. You should inform yourself about the application procedure at your university as early as possible. After having received your nomination, we will send you the link to our

application portal and guide you through the next steps at our institution. Those steps include you giving us detailed information on your stay dates, degree program and qualification as well as us providing you with everything you need to know about your semester in Heide.

Once you have submitted your completed application as the final step, you will receive a letter of admission and further information on your enrollment from us.

2.2.2 Students of non-partner universities

Students applying from universities without a bilateral agreement with the West Coast UAS are of course also welcome as exchange students. However, the way is a bit different. Those students would have to contact us directly. They also have to fulfil

the same requirements as degree-seeking students including the language requirements.

(See section **2.1 Application for a degree program at the West Coast UAS**)

2.3 Prepare your stay

2.3.1 Formalities

2.3.1.1 Visa

Please gather information at the German Embassy in your country on whether you will need a visa for your stay in the Federal Republic of Germany during your studies and which formalities are required. By doing this at an early stage of your application, you will be able to have the documents of your visa application ready once you receive your admission approval from the West Coast UAS. In countries with a high demand for visa, waiting times for an appointment can be up to several months. **Therefore, it is important to make that appointment at the German Embassy or Consulate before you receive your acceptance letter.**

Please do **not travel to Germany with an invalid or tourist visa**, because these can neither be extended nor changed to another resident permit once you are in the country!

If you think about working part time during your stay at the West Coast UAS, please ask for information about your rights and obligations at the German Embassy or read their website. Working in the Federal Republic of Germany without a working permit is considered a criminal offence!

2.3.1.2 Accommodation

The most popular accommodation during studies is a room in the student dormitory. The modern and attractive residential complex is located right next to the campus.

Many rooms are furnished, the internet connection is included in the rent and students are able to get in touch with their peers quickly.

The residents usually share the kitchen and the bathroom, but for sleeping or studying they can close the door to their room.

For a room in the student dormitories, please apply directly via the online portal of the Studentenwerk of Schleswig-Holstein at bit.ly/fhw-dorm. Applying as soon as possible is recommended, as the rooms are very popular.

In addition to the dormitories, there are also private flatshare possibilities in Heide or the surrounding area. Some students also live alone. You can find private offers for apartments at the housing market on our website: bit.ly/fhw-apartments. However, most apartments in Germany are rented unfurnished. We therefore recommend the dormitory option to our international students. The International Office is

always happy to provide further information about locations and to give tips for finding suitable student accommodation.

Please don't come to Heide before having organized a place to stay or having paid the fee and first rent. Most landlords don't accept cash pay and it is almost impossible to find a room within one day. Please inform your landlord or facility manager about your arrival date.

2.3.1.3 Health Insurance

For the enrollment at the West Coast UAS, a confirmation of your health insurance is required. Students of up to 30 years of age only have to pay the students fee with statutory health insurance companies. As those companies also have the best conditions and cover many more circumstances than private insurance companies, we highly recommend them.

As an EU citizen you have access to the European Health Insurance Card. With the EHIC, your local health insurance company covers your stay in Germany. If you don't possess an EHIC, you have to request it from your local health insurance company before travelling to Germany. If you don't come from a EU country, you need to apply for a membership in a German statutory health insurance.

In case you understand German, you can find a complete list of available health insurances in our region at bit.ly/health-insurance-list and choose according to your preferences. For further information in English language, please go to bit.ly/health-insurance-eng.

The reason why you need a statutory health insurance:

1. Statutory health insurances have no fixed limit unlike most private insurances.

Therefore, private insurances can only be accepted as equivalent when they have an unlimited amount insured. Travel insurances are insufficient for enrollment.

2. When insured by private insurance companies, bills from hospitals etc. often have to be paid in advance. This means that students can receive very high bills and then need to apply at the insurance company for a refund of these costs. Furthermore, privately insured patients often get more expensive services (sometimes with no substantial advantage for the recovery of the patient in comparison to statutory insured patients).

If you are not sure whether your selected insurance is sufficient for enrollment you can send us scans of the insurance **before** you make a contract so that we can tell you if it is an accepted one or not.

2.3.2 Tuition fees

In Schleswig-Holstein, you currently do not have to pay any tuition fees. The only fee that you are required to pay is a semester contribution before the start of every semester. The semester contribution currently is € 75.00 (€ 63.00 for the Student

Union of Schleswig-Holstein and € 12.00 for the Student Union of the West Coast UAS). This fee contributes to the canteen, student housing and for student counselling as well as leisure programs and sports for students. It is an administrative fee that benefits students.

2.3.3 Living expenses

The costs of living in and around Heide are rather low in comparison to big cities like Hamburg or Munich. You should not forget to calculate the costs for housing, university material, excursions, the nightlife and of course groceries. Getting around in the city is easiest by bicycle or by foot. Once you have accommodated to the daily life in Germany, 932- 1.000 Euro per month should be sufficient.

One other expense you should be aware of is the *Rundfunkbeitrag* (television and radio license fee) which has to be paid by every household in Germany regardless of whether you have a radio or tv. It is a monthly fee which finances the public broadcasting companies. In certain cases you can file a petition to be exempted from payment. Further information and a description of possible exemptions are available at [this link](#).

2.3.4 Financing your studies

If you are already living in Germany, you might be entitled to BAföG, a financial aid for German students and students with an equal status. For more information about BAföG please follow [this link](#).

If you come from a country outside of the European Union, you will have to finance your studies on your own. Under certain circumstances, you might be allowed to work part-time in Germany. Students from the EU, Iceland, Liechtenstein, Norway and Switzerland enjoy unrestricted access to the German labour market and have practically the same rights as German students. However, if they work more than 20 hours per week they must pay certain insurance contributions (just like German students). For students from other countries, special legal regulations apply:

- International students from other countries are allowed to work 120 full days or 240 half days per year with a **student visa**.

They are not allowed to be self-employed or work as freelancers.

- Students who want to work more need permission from the *Agentur für Arbeit* (Federal Employment Agency) and the *Ausländerbehörde* (foreigners office). Whether they are given permission depends on the situation on the labour market: the chances are better in regions with low unemployment.

If you have another visa instead of a student visa, please check if the visa allows you to study in Germany and if you are allowed to work with it.

For further information regarding part-time jobs, these websites are very informative and helpful:

<https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/side-jobs/>

https://www.study-in-germany.de/en/plan-your-stay/working-while-studying/part-time-job_71027.php

Moreover, you can apply for a scholarship. The database of the DAAD provides you with scholarship offers:

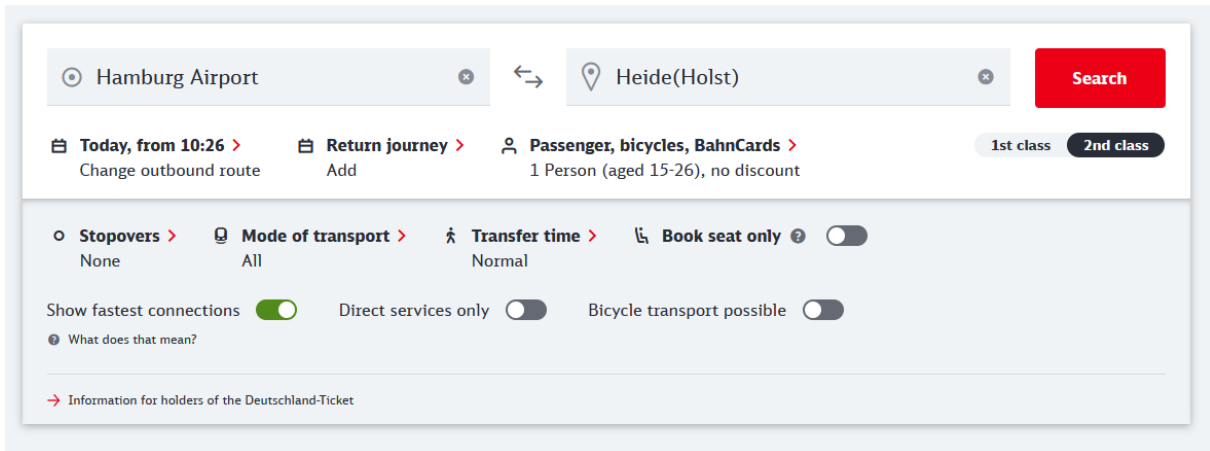
<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

2.3.5 Travelling to Heide

The closest airport is Hamburg Fuhlsbüttel. The airport is directly connected to the rail network through the suburban line S1 (*S-Bahn*). You find the train connections to Hamburg Altona Station and further to Heide at <https://www.bahn.com/en#slc>. First you have to get to Hamburg Altona

The information is available in German and English. If you would like to apply for a scholarship, please do so in sufficient time. For most of the scholarships, you will have to apply from your home country before you travel to Germany. Some programs require one year or more of preparation time. More information at: <https://en.fh-westkueste.de/en/international/incoming-students/financing/>.

from the Airport. From there, you can enter the train to Westerland which stops in Heide. You can buy the tickets online. When searching for your connections, please type in „from: **Hamburg Airport**“ and „to **Heide (Holst)**“.



The screenshot shows a train ticket search interface. At the top, there are two input fields: 'Hamburg Airport' and 'Heide(Holst)'. A red 'Search' button is to the right. Below the input fields, there are several filters and options: 'Today, from 10:26 >' (Change outbound route), 'Return journey >' (Add), 'Passenger, bicycles, BahnCards >' (1 Person (aged 15-26), no discount), and class selection ('1st class' and '2nd class'). Further down, there are more filters: 'Stopovers >' (None), 'Mode of transport >' (All), 'Transfer time >' (Normal), and 'Book seat only >' (toggle). At the bottom, there are three more toggle options: 'Show fastest connections' (checked), 'Direct services only' (unchecked), and 'Bicycle transport possible' (unchecked). A link 'What does that mean?' is below the last two toggles. At the very bottom, there is a link 'Information for holders of the Deutschland-Ticket'.

You can also buy the tickets at DB-vending machines in the airport building or outside on the platform.

There are voluntary students in the Student Union (ASTa) who can manage to pick you up from the train station in Heide and help you to get to your apartment. As they are doing it in their free time, there is no

guarantee that they will be available at the date you are arriving. To increase the chance that you are going to be picked up, you should inform us (international@fh-westkueste.de) about your exact arrival date at least three days before your arrival.

2.3.6 After your arrival

After moving into your apartment, you should attach your name to your letter box, so that your mail can reach you, otherwise

mail will not be delivered. **If you receive official mail and you don't understand it, please don't throw it away.** You should ask

someone who speaks German well or come to our office as soon as possible. Ignoring official mail is not recommendable.

Mobile cards and internet access (not necessary in the student dorm near the campus, because included in rent) can be purchased in supermarkets, electronic stores (Expert, Media Markt) or providers' shops (Vodafone, O2 etc.). Compare the prices, some companies offer a tariff for students. If you get offered a contract and you are not sure if you understood the contents, ask someone who is fluent in German for help before you sign. **Signed contracts are legally binding in Germany**, as are internet purchases!


2.3.6.1 Opening hours

Groceries and other daily purchases can be bought in numerous supermarkets in Heide. The opening hours can differ more

or less from those in your home country.

Usually, shops are open from Monday to Saturday. On weekdays, smaller shops often close at 6 pm, on Saturday at 1 or 4 pm. Bigger shops or supermarkets are open until 8 pm or also until 9 or 10 pm. On Sundays and legal holidays, all shops are closed. If you need to go to a public administration office or see a doctor on Wednesdays, you most probably need to go there in the morning because they are often closed in the afternoon. It is recommended to check the opening hours online before going. If you have a life threatening health problem outside visiting hours, you can get medical treatment at the emergency room (*Notfallambulanz*) of the hospital. You can get more information on the website of the hospital („Westküstenklinikum“) at <https://www.westkuestenklinikum.de/> (German).

2.3.6.2 Recycling

We only have one planet and everyone can do their part to protect the environment. Recycling is an important part of that, which is why we take it very serious in Germany. Returnable bottles can be given back at the same place where you bought them. Bottles and cans with this  sign can be put into a machine with the same sign on it. With the receipt from the machine you can get your deposit (*Pfand*) back at the cash desk.

[This image](#) explains how to separate the waste:



How do I sort waste in Dithmarschen?

If you have any questions relating to waste management: Abfallwirtschaft Dithmarschen GmbH (AWD) - ☎(0481) 85500 - service@awd-online.de - www.awd-online.de

- ORGANIC WASTE** (Green bin):
 - Kitchen waste: Bread and food waste, Eggshells, Filter bags, Cooked fish and meat waste, Fruit and vegetable waste
 - Garden refuse: Tree and shrub prunings, Leaves, foliage, Flowers, Grass clippings, Windfalls
- PAPER** (Blue bin):
 - Envelopes, Bread wrappers, Books, T paper, Calendars, Cartons, Catalogues, Notepads
 - Packing paper, Paper bags, Boxes, Writing paper, Exercise books, Advertising brochures, Magazines, Newspapers
- RESIDUAL WASTE** (Black bin):
 - Ashes (cold), Broken glass, Wet wipes, Disposable gloves, Cat litter, Ceramics, Candle stubs, Medicines
 - Face masks, Beer, Fish/meat, Vacuum cleaner bags, Circuit tins, Tissues, Nappies, Toothbrushes, Cigarette butts
- PACKAGING** (Yellow bin):
 - Aluminium foil, Plastic carrier bags, Dishwashing detergent bottles, Yoghurt pots, Tin cans, Shampoo bottles, Juice and milk cartons
- GLASS WASTE** (Glass with no deposit):
 - Vinegar bottles, Glass bottles, Jam jars
- RECYCLING CENTRE**:
 - Televisions, Fridges, Dairy waste, Washing machines
- HAZARDOUS SUBSTANCES**:
 - Batteries, Energy-saving bulbs, Paint waste and paint cans, Poison

3. First steps in Heide

The Student Union of the university (AStA) and the International Office are happy to assist you with your first steps as a student in Heide. Therefore, you should get into contact with the International Office after your arrival at the latest. You should take the following steps:

1. Enrollment at the university if not done online
2. Health insurance (see chapter 2.3.1.3)
3. Registration at town hall (Rathaus)
4. Extension of your visa if needed
5. Opening of a German bank account if necessary
6. First meeting with study program coordinator



3.1 Enrollment at the West Coast University of Applied Science

When you are accepted to attend our university you will receive an acceptance letter by email. Please check your emails regularly so you don't miss it. In your letter are more instructions you need to follow. That includes paying the institution fees and sending the in acceptance letter named

documents. After that you are an enrolled student of the West Coast University.

As an enrolled student you will receive a CampusCard that provides you with a few bonuses. You will receive your student card by post if you provide us with an address that is located Germany in your enrollment.

If you did not provide the information of your accommodation in Germany then you will have to pick up your CampusCard at the Admissions Office. At the beginning of every semester the CampusCard needs to be validated at a machine in the foyer.

The CampusCard has three functions:

- student card
- library card
- mensa card

As your **student card** identifies you as a student you will be able to get a few perks at multiple companies such as at companies that provide you with internet and cell phone services. Also multiple memberships are cheaper when you show your CampusCard such as gym-memberships.

As your **library card** you can take books from our library and borrow them. At first you will have to register by a document that you

will get handed if you introduce yourself at our library.

Additionally our library provides you with even more e-books that you can have access to.

For more questions you are welcome to contact us as we will arrange an introduction appointment with other students. If you prefer to have an introduction all by yourself then you can contact timmm@fh-westkueste.de to make your own appointment.

As your **mensa card** you are able to get the daily food offers for the student price. Keep in mind that it only works if you pay with your CampusCard.

You can top up your CampusCard with cash at the machine in front of the Cafeteria. There is another machine to top up your card with your girocard at the foyer. Both locations are shown in the Campus map in chapter **4.1. Campus**.

3.3 Registration at town hall

When you first come to Heide you will have to register at the town hall. For that it is necessary that you make an appointment at <https://www.heide.de/rathaus-buerger-service/oeffnungszeiten-adressen.html> (German).

To your appointment it is important that you bring your housing provider confirmation (Wohnungsgeberbestätigung) and your ID.

If you move during your stay within Heide please inform the town hall within a week about your new address.

Additionally you are able to apply for the welcome money at town hall. The welcome money is a bonus for every student who moved to Heide for the first time. Note that you have to officially register in Heide for at least 365 days. This means that if you registered your arrival at September 1st 2024 you will have to be in Heide until the 30th of August 2025. If you move back before that you will have to pay back the welcome money plus a fine.

3.4. Extension of your visa if needed

When your stay in Germany is longer than your visa allows to be here, it is extremely important to make an appointment at the foreigners office as soon as possible, as the appointments are several months later than the booking of the appointment. You

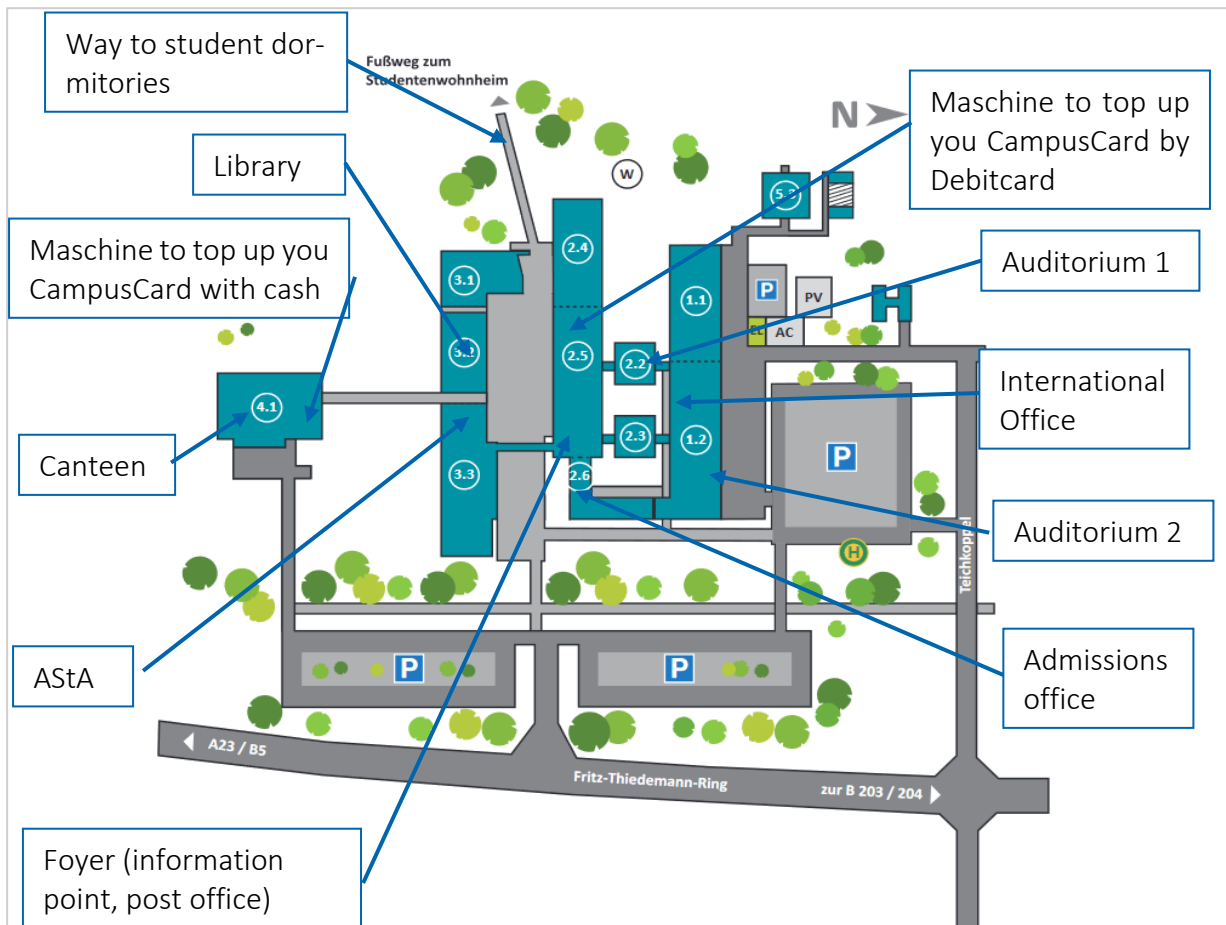
can use [this link](#) to make an appointment at the foreigners office. It is recommended to bring a German-speaking person to your appointment.

4. During your stay

4.1 Campus

The modern campus of West Coast UAS is the center piece of university life and provides you with everything you need close

by. To find your way, you can consider the campus map.



Campus map

If you have a laptop, tablet or smartphone, you can use the free wifi on campus. The access can be obtained from the IT service at the West Coast UAS. The office is in the building 3.3 on the first floor. Computers can be used in the library and the computer

labs (*DV-Labore*). If you want to print something, you can use the printer in the computer labs. You just need to bring your own paper.

4.2 Student Services

The Student Union AStA provides many services for students. They also organize many leisure activities and sports for the students. You can learn more about the AStA and the services they offer on their homepage www.asta-westkueste.de. (German)

By having paid your semester fee you also have the possibility to take part in the

AStA's sports program at no charge. You can see the current offer at the AStA's office on your way to the canteen.

If you don't find anything suitable for you, there are also various sports clubs and fitness centres in and around Heide where you can become a member.

4.3 Moving house

If you move apartments or houses during your studies in Heide, it is important that you change your address in HIS and inform the town hall within one week after the

move. You should also inform all organizations and authorities that you are in contact with about your change of address (e.g. health insurance, doctors etc.).

4.4 In case of Emergency

If you need to go to the doctor or a clinic, you must take your health insurance card with you.

In case of personal problems like home sickness or grief, the International Office and the Studentenwerk are of course always willing to listen and lend a helping hand.

If you are in a situation, in which you don't know what to do, you can always come to the International Office, as we do our best to find a solution to your problems. The consultation are confidential.

You shouldn't ignore these problems, but actively do something. We want you to study successfully at the West Coast UAS and to have a wonderful time in Heide.

Phone numbers for emergencies (*= works all over Germany):

Hospital Westküsten Klinikum Heide	Phone: 0481 7850 Address: Esmarchstraße 50 25746 Heide
Police	110*
Emergency call/ Fire brigade → Please call this number in any life threatening situations	112*
Emergency Medical Assistance Service (Ärztlicher Notdienst) → Please call this number in any cases that are not life threatening but need urgent medical help outside of opening hours	116 117*
Dental Emergency consultation	0481 6837 1755



5. After your stay

Once you have finished your studies at the West Coast UAS, it is important that you arrange some steps before leaving.

To deregister properly from our university, you have to send an application for deregistration to the Admissions Office (*Studienberatung/ Zulassung*). You can find the deregistration form here:

<https://bit.ly/fhw-deregistration>

As you need several signatures for your deregistration, please make sure that you deal with your exmatriculation within the regular opening times. As soon as you hand in your completed form at the Admissions Office, you will be exmatriculated.

Please note that only afterwards, your certificate or your transcript of records will be generated by the Examinations Office. If you have completed your degree studies at the West Coast UAS, you will receive your

certificate at the Examinations Office. In case you are not in Heide anymore and wish a delivery by post, please deposit the postage at the post office.

Exchange students will get their transcript of records sent by email.

If you still have some credit left on your CampusCard than you can get that money back in the canteen during opening hours. Afterwards you will **not** have to give up your card. You can take it with you home as a souvenir.

Before leaving Heide, you should sign off at the town hall (*Rathaus*) in person. If you are moving to another city in Germany, you have to re-register at your new residence. In this case a sign off in Heide is not necessary. Through the sign off or the registration, other institutions like the foreigners office and services like the *Rundfunkbeitrag*

(licence fee agency for general public access to radio and television) will learn that you don't live in Heide or Germany anymore. If you leave Germany, you should

also cancel fee-based memberships like the health insurance or fitness clubs by a letter of dismissal in written form.

Final Remarks

We hope this guide will lead you well through all the organizational and administrative steps that you might encounter before and during your stay in Heide. If you have any additional questions, please feel free to contact the International Office via email or phone.

We hope you will enjoy your stay with us!