

Things to know before you go....

At the end of the class period you will receive a Confirmation Letter for your stay at the University of Hildesheim.

If you have a Leaving Certificate from your home university which needs to be signed by us, please complete all information on the sheet before coming to the International Office for the signature. In the following you will find all necessary information:

Ulrike Bädecker-Zimmermann (Exchange Student Advisor)
Universität Hildesheim / University of Hildesheim
International Office
Universitätsplatz 1
D-31141 Hildesheim
Germany
Raum: G 208
Tel: +49-5121-883 92006
Fax: +49-5121-883 92007
email: baezi@uni-hildesheim.de
ERASMUS-Code: D Hildesh01 PIC: 999656975

or

Steffi Albrecht (International Student Advisor)
International Office
Universitätsplatz 1
D-31141 Hildesheim
Germany
Raum: N 247 (Neubau/Forum)
Tel: +49-5121-883 92010
Fax: +49-5121-883 92011
email: steffi.albrecht@uni-hildesheim.de
ERASMUS-Code: D Hildesh01 PIC: 999656975

Books:

Please return all books you have borrowed from the library resp. infotheque.

Bank account

Please terminate your bank account, if you have opened one at a bank in Hildesheim. It is important that you make sure that all payments you made with your EC card are debited before closing the account. If you have a German health insurance, please also remember to pay the fee before terminating the account.

Residence

If you live in a student residence, please inform the janitor / facility manager soon enough about your departure date. If you live in a private shared flat, please inform your room mates. That way you will have enough time to resolve all remaining questions. Please hand in your *Wohnungsgeberbescheinigung* at the IO/Ms Kroppach before you leave Hildesheim.

City of Hildesheim

You don't have to de-register at the local registration office. All program students (ERASMUS, DAAD etc.) who leave Hildesheim will be de-registered directly by the International Office. We need your *Wohnungsgeberbescheinigung* for your de-registration!

Transcript of Records:

Please register online in the POS system for the seminars and courses for which you need ECTS credits and grades. Once your teachers and lecturers have entered the grades and your Transcript of Records is complete, you can print it out. Either your departmental coordinator or the International Office can sign and stamp it. Please hand in a copy of the signed transcript at the International Office.

In case your transcript could only be completed after your departure, please send it to your departmental coordinator or the International Office via email (PDF file). We will send the signed document via e-mail or to your home address. If you have any questions concerning ECTS credits and grades, please contact your departmental coordinator or the lecturer!

Contracts

Please cancel all contracts in Germany in time (e.g. mobile phone, GEZ, etc.)

