

Student Service Center



Responsibilities

- Application and Admission
- General Student Affairs
- Examination Office
- International Student Affairs
- <https://www.hcu-hamburg.de/en/sv>

We are here for you during your studies from the application until the graduation

1

Application and Admission

- Admission requirements
- Online Application
- Required documents
- Admission and Enrollment

2

General Student Affairs

- Re-registration / Semester contribution / Online semester documents
- HCU-Card / Semesterticket
- Part-time studies / Leave of absence
- De-registration

3

Examination Office

- Issuing transcripts of records
- Entering recognition of study and exam achievements into the Campus Management System
- Thesis admission
- Issuing degree certificates

4

International Student Affairs

- Advice of exchange students in administrative matters
- Visa
- Certificate of Attendance / Learning Agreement

Contact Details

Ticket System: <https://ticket.hcu-hamburg.de/open.php>

E-Mail: studierendenservice@vw.hcu-hamburg.de

Telephone: 040/42827

- 4025 (Letters A-G)
- 4039 (Letters H-O)
- 4022 (Letters P-Z)

Phone consultation hours: Mo – Th from 9:00 – 12:00

Personal appointments can only be requested by email or telephone.



Submission of documents

At the Infothek (located in the entrance area of the library) during the current opening hours or in the mailbox (located in the entrance area on the ground floor, entrance west) during the current opening hours of the HCU .



Nicole Bohlken

Psychological Counseling

Counseling Offers

Individual Counseling

1st Step: Quick Orientational appointment after registration

2nd Step: depending on the topic

- Individual appointments
- Group appointments, workshops
- Referral to another service outside the university

Group Counseling

Topics: HOPES (orientation and support for students with mental illnesses), procrastination, dealing with stress-related issues for PhD students (in English)

Closed groups at regular intervals, 1,5 – 2 hours

Attendance after prior registration at the psychological counseling service

Further informationen under www.uni-hamburg.de/psychologischeberatung

Workshops and Coachings

- Various workshops: learning strategies, time management, skills development during in exam situations, procrastination, self-doubt etc.
- Online and on site
- In cooperation with the Center for Academic Advising
- Further information and registration online via www.uni-hamburg.de/woc

Open Counseling Hour

- Always on Monday from 11 to 12 am
- Without prior registration: via telephone
040 42838 -8916
- With prior registration: in person at the Campus Center in the Alsterterrasse 1
- Crisis intervention - Contact via the registration portal
- In case of an acute crisis 112

Thank you for your attention.

We wish you a succesful start of your studies