Instructions for the STINE Online Enrollment Application for Exchange Students

1. Go to [www.uni-hamburg.de/onlinebewerbung](http://www.uni-hamburg.de/onlinebewerbung).

2. Apply for an applicant account (click on ‘Bewerberaccount anlegen’). Fields marked with an asterisk (*) are required. Click on ‘Konto anlegen’ when you’re finished:

3. Check your email account regularly for your applicant account login and password. Remember to check your SPAM filter!

4. Once you have received your account information, you can log in to the application portal. ‘Kennung’ = user name and ‘Kennwort’ = password:
5. Upon logging in for the first time, you’ll be required to change your password (‘Kennwort’) and create a security question (‘Sicherheitsfrage’) and answer (‘Sicherheitsantwort’). Click ‘Abschicken’ to finish:

6. After completing questions on citizenship and higher education entrance qualification, click on ‘Im Studienangebot suchen’:
7. Choose your major (‘Fach’) from the list and, VERY IMPORTANT, click ‘Gastprogramme für internationale Studierende (Erasmus)’ for degree type (‘Abschlussart’). Do NOT click a different degree type!!

You can enter the semester you’re in (i.e., 3 or 4) and choose the semester you’ll be studying in Hamburg and then click ‘Suchen’:

8. You now should have a window open like the one below. Click on ‘Bewerben’:
9. You’re now in the application portal for exchange students. Please note your application number under ‘Bewerbungsstand’. Should any questions or technical complications arise with your application, you’ll need it for tracking your information.

10. Now click on ‘Einleitung’ (Introduction):

11. The next page contains the application form. Please complete this with the information required. You can click ‘Speichern’ at the bottom of the form at any time to save any data you’ve entered.

12. Under correspondence address (‘Korrespondenzadresse’), do NOT enter a foreign address!!! Instead, please enter your exchange coordinator’s address at the Universität Hamburg. In the field ‘Adresszusatz’, enter ‘c/o Coordinator’s Name’ and his/her department/institute.

ERASMUS students: You’ll find your coordinator’s name and link to his/her address here: http://www.uni-hamburg.de/internationales/studieren-im-ausland/programme/erasmus/ansprechpartner.html
13. Under ‘Angaben zum Gastaufenthalt’ enter your exchange coordinator’s name:

14. In the cluster ‘Angaben zur Hochschulzugangsberechtigung’, you’ll need to enter information about your higher education entrance qualification. Please enter the information as below, using the date of your secondary school certificate and entering the country from which it was received.
15. Remember to save your data by clicking ‘Speichern’!

16. Now click on ‘Vollständigkeit prüfen’. If any required information is incomplete, you’ll be asked to fill it in.
17. When everything is complete click on the button at the bottom ‘Abschicken’ to send off your application electronically:

18. After you’ll sent the application electronically, please print a hard copy of the application, sign it and send it to your exchange coordinator at the correspondence address you entered above.

EU-students: You may also include a copy of your EU insurance card to serve as your proof of health insurance.

Non-EU-students: You will need to sign up with a German health insurance carrier after your arrival in Hamburg.

19. When your exchange coordinator has received the hard copy of your application, he/she will send it along with a confirmation of supervision (‘Koordinatorenbescheinigung’) to the university’s Campus Center where your semester documents will be processed.

20. Your temporary semester ID and transport pass will be sent to your exchange coordinator’s address as you entered it in the application form.