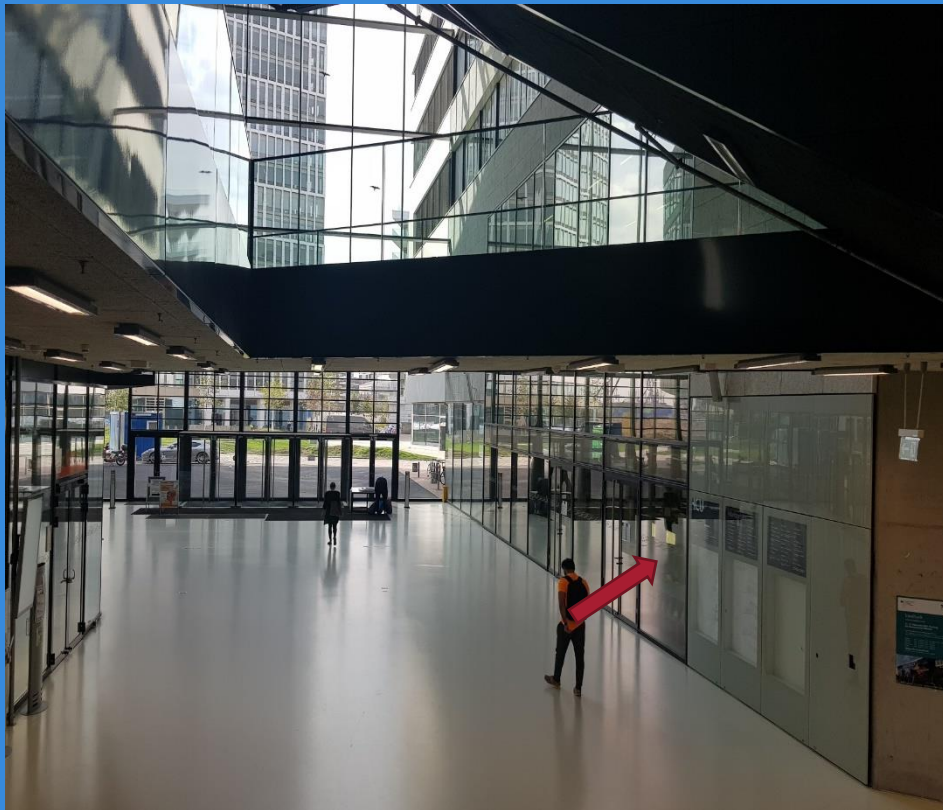


Student Service Center



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 .

