

# Incoming Task-Timeline

## Nomination

- Home university's outgoing coordinator receives the link to the **online nomination and application platform „MobilityOnline“** and nominates prospective incoming students.

**WINTER SEMESTER:**  
March – 15th April

**SUMMER SEMESTER:**  
Mid-September – 15th October

When nominating, please refer to our Interinstitutional Agreement. Please be aware that the quantity of students as well as the study programme incoming students are eligible to study at HTW Berlin is regulated by the bilateral exchange agreement.

## Application

For further information regarding the application documents, please refer to our website.

- Nominated students receive the **link to the online nomination and application platform via e-mail** and apply at HTW Berlin via „MobilityOnline“.

**WINTER SEMESTER:**  
Mid-April – 11th May

**SUMMER SEMESTER:**  
Mid-October – 11th November

- HTW sends out **Letter of Acceptance** to accepted incoming students.

**WINTER SEMESTER:**  
End of May

**SUMMER SEMESTER:**  
End of November

All Application documents must be submitted in English or German.

## Further Students' To-Do's before the mobility

- **Visa and/or Residence permits**
- **Health Insurance:** Please note that EU and non-EU students must register with a German health provider. A copy of your EHIC is no longer enough.
- **Registration** at the Citizen's Office
- Opening a **European Bank Account**

Promptly after receiving the Letter of Acceptance

- **Learning Agreement**  
For rules and regulations, refer to our website. Please note that all changes must be communicated with the HTW International Office.

**WINTER SEMESTER:**  
31st May

**SUMMER SEMESTER:**  
30th November

- **Obligatory Semester Contribution**  
Academic Calendar: <https://www.htw-berlin.de/en/studies/organising-your-studies/academic-calendar/>

**WINTER SEMESTER:**  
paid by 15th July

**SUMMER SEMESTER:**  
paid by 5th February

## Student's To-Do's during the mobility

- **Exam Registration**
- Pick up **language certificates** from the HTW Language Center (after completing the semester)

## Student Accommodation

- When applying at HTW Berlin, tick the respective box in „MobilityOnline“, stating that you want to **apply for a room in student accommodation**.

**Winter Semester:** On 1st June, we will provide you with information on how to further proceed with the application. At the beginning of July, we will let you know whether you have secured a room in student accommodation.

**Summer Semester:** On 1st December, we will provide you with information on how to further proceed with the application. At the end of January, we will let you know whether you have secured a room in student accommodation.

**Would you like to stay for the following winter or summer semester?** Please let us know and submit your new Learning Agreement by **31st May** or **30th November**, respectively. Please note that for the second semester you must pay the semester contribution again and extend your German health insurance.