STUDENT INFO SESSION ENROLLMENT

KLU
KÜHNE LOGISTICS UNIVERSITY
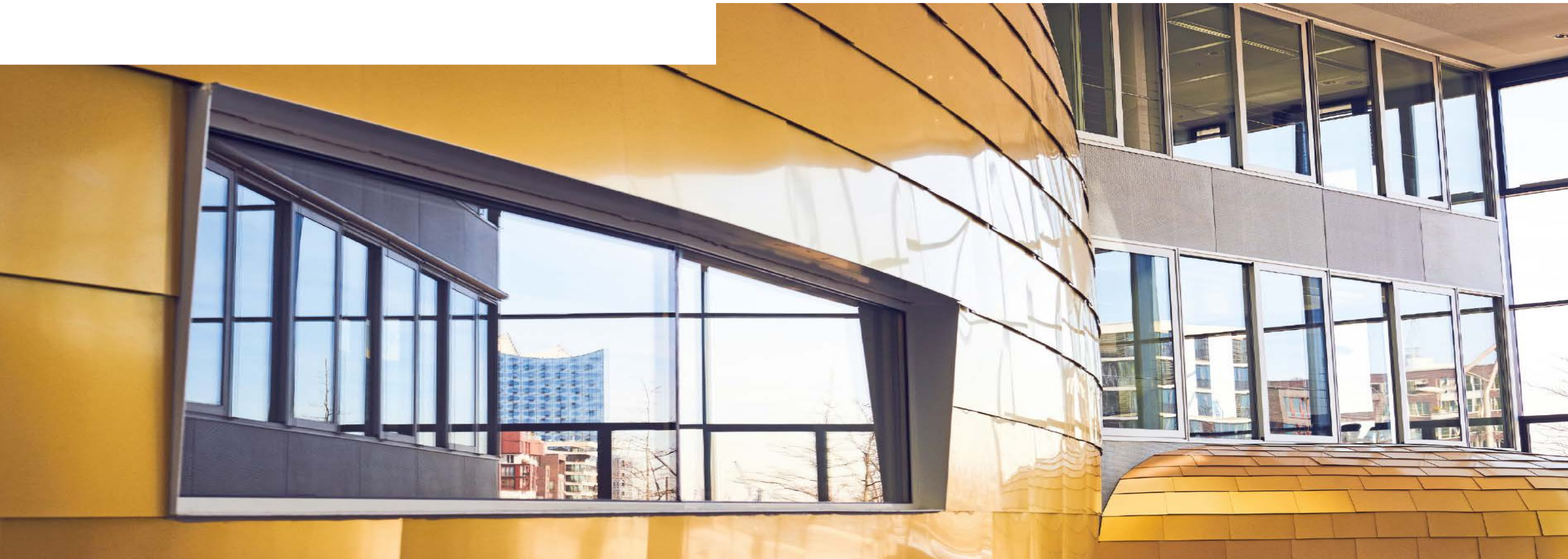
WHAT IS COVERED IN THIS SESSION?

Basic information on the enrollment process	• When does it start? • What do I need to provide? • When do I need to provide it?
Open Q&A	• Please write your questions in the chat
Who can help?	• KLU Student Services: studentservices@klu.org • Office of Admissions (**only for questions regarding your original transcripts and degree certificates!**)

WHEN DOES THE ENROLLMENT PROCESS START FOR EXCHANGE STUDENTS?

Almost all required documents had to already be uploaded on Mobility Online

The Welcome Mails for exchange students will be sent out in time

You will be informed what documents might still be missing

Please send missing documents directly to studentservices@klu.org.

WHEN DOES THE ENROLLMENT PROCESS START?

Enrollment starts once you have accepted your place of study at KLU

You receive a Welcome E-Mail from Student Services with the most important infos

Congrats! You've sealed the deal on your study contract, your spot is locked in, and your journey as a KLU student is about to begin! While there is a mix of intense and fun moments in store, the first pitstop is less thrilling: Yes, paperwork. Don't worry though! At KLU, we have streamlined the process and are here to guide you every step of the way.

To start your enrollment, head to our student intranet Moodle
(https://myklumoodle.the-klu.org/course/view.php?id=357)

Once there, click on "Enrollment 2024" and choose your future academic program in the enrollment chapter (see image below), fill in the necessary forms, and send them over via email to @KLU Student Services. Keep an eye on the enrollment deadline mentioned in the chapter.

Critical note: Your enrollment must be finalized to commence your degree program at KLU. Ensure you follow the enrollment checklist diligently and submit all required documents. We suggest sending in your documents early to avoid any hiccups.

Do not hesitate to contact us in case of queries.

Cheers from Hamburg,
Your Student Services team

IS IT THE SAME FOR ALL PROGRAMS?

Students of all programs have to undergo basically the same process.

General deadline is July 31.

For MBA students the deadline is August 20.

PhD might have different deadlines depending on start date
-> see Certificate of Admission

Students of the Preparation Program might need to provide a German language certificate for enrollment

IS IT THE SAME FOR ALL PROGRAMS?

All information that you need is on Moodle, our online platform

Completeness is key   Avoid missing, incomplete, or unsigned documents

In-Person verification: Original final degree documents are mandatory. Present these documents in person at the Office of Admissions at the start of your study program.

APPLICATION FOR ENROLLMENT

Application is combined in one PDF with **Library Regulations**, **Code of Academic Integrity**, and **Declaration of Consent to the use of Zoom, Panopto, and Moodle**

· Documents need to be filled out completely and signed (eletronic signature is preferred)

· **4 signatures in total are required!**

"Rufname" = the name by which you want to be known.

This name will be used for your KLU email address.

Personal details & KLU email address

Last name(s) (as per passport)   First name(s) (as per passport)

An email address will automatically be assigned to each person at KLU. It consists of your first name and your last name (e.g., john.doe@stud.the-klu.org). **If you have more than one first or last name, please let us know your "Rufname"** = the name by which you are known. This name will be used for your KLU email address.

Last name ("Rufname")   First name ("Rufname")

HEALTH INSURANCE

See also a previous session on **Visa & Health Insurance**

Proof and form of submission depend on nationality and age: Please read through the relevant chapter on Moodle

Health insurance is mandatory for all students in Germany, you cannot be enrolled without one!

Public and private providers – in most cases, public providers are required, private usually only if public is not an option due to age or program status (PhD)

Proof of health insurance is submitted electronically by the provider

If you have an EHIC or other insurance from abroad, an exemption from German provider is required

DIFFERENCES BETWEEN STATUS

International non-EU students <30

- Travel insurance needed before enrollment
- Statutory health insurance needed during enrollment
- International insurances are not accepted
- Application possible before study start, activation after you arrive in Germany
- Proof is sent electronically by provider

International non-EU students >30

- Travel insurance needed before enrollment
- Statutory health insurance is not an option
- Private health insurance is required
- Appendix 1 must be filled out for residence permit
  - Otherwise coverage is not sufficient
- Please send both documents to Student Services

EU / Countries with social security agreement

- Public insurance from home country can be used
- Scan of European Health Insurance Card (EHIC) should be sent to Student Services
- Foreign insurance becomes invalid once employment in Germany is taken up!
  - German insurance is then necessary

Germany

- Proof of public insurance to be transmitted electronically by provider
- Exemption from public insurance is needed if you have a private health insurance
- Family insurance possible until 25

COPY OF YOUR ID/VISA (IF APPLICABLE)

On any scans you hand in, all information must be readable.
Preferrably both sides of ID card (same goes for EHIC)

Best to apply early for visa, to receive it on time!
Requirements differ between countries

Please send a scan/digital copy of the received visa to Student Services

PROOF OF REMOVAL FROM REGISTER OF STUDENTS ("EXMATRIKULATIONSBESCHEINIGUNG")

Only necessary if you have studied at German university before

Deadline is July 31, but if it can only be issued after the date, please inform Student Services early

Please send a scan/digital copy to Student Services

DIGITAL PASSPORT PHOTO

Will be used to compile class overviews, so faculty and staff can quickly learn your names ☺

Photo should be recent and in color with a neutral background

Business look encouraged, but not required

WHEN DO I NEED TO HAND IT IN?

The sooner, the better, so there is time for adjustments

Deadline is July 31, 2024!
Unless otherwise specified. Kindly be aware that missing, incomplete or unsigned documents may stop your enrollment process.

If at any point you realize, that a deadline might be missed, inform Student Services right away!

WHAT ELSE IS THERE?

All program students are additionally required to present their original final transcript of records and (if applicable) degree certificates in person at the Office of Admissions at the **beginning of their study program**.

If your original documents are not in English or German, you must additionally submit a certified translation.

The Office of Admissions will get in touch with you in due time about the process.

TIME FOR YOUR QUESTIONS