



## Study Start >> Important Contacts for international degree seeking students

### Student Administration (Studienamt)

>> **Your first contact for applications, admission, and enrolment.** Pick up your **student card** at the Student Administration at the start of your studies. As part of the Student Service Center, it deals with the following concerns:

- Applications / Admissions
- Matriculation / Enrolment
- Student Card
- Student Union fee
- Visiting students
- Change of address / name of students
- Leave of absence for students
- Re-registration / Exmatriculation

E-Mail: [studienamt@th-rosenheim.de](mailto:studienamt@th-rosenheim.de)

Office: **Room B1.36** (Campus Rosenheim, Building B, 1<sup>st</sup> floor)

### Central Student Advisory Office (Studienberatung)

>> **Information and advice for students.** The Central Student Advisory Office, as part of the Student Service Center, provides help and counseling in difficult study situations and with all topics related to studying:

- Course organisation
- Formal study-related questions
- Difficult study situations
- Reorientation (doubts about studies/terminating studies, changing degree programme)

E-Mail: [studienberatung@th-rosenheim.de](mailto:studienberatung@th-rosenheim.de)

Office: **Room A2.20** (Campus Rosenheim, Building A, 2<sup>nd</sup> floor)

### Examination Office (Prüfungsamt)

>> **Your contact for legally binding advice and information on examinations,** recognition of previous studies, degree certificates.

E-Mail: [pruefungsamt@th-rosenheim.de](mailto:pruefungsamt@th-rosenheim.de)

Office: **Room B1.35** (Campus Rosenheim, Building B, 1<sup>st</sup> floor)

### International Office (Auslandsamt)

>> **Your contact for mobility programmes.** As part of the Student Service Center, it provides information about study-related stays abroad and international scholarships for mobility programmes.

E-Mail: [international@th-rosenheim.de](mailto:international@th-rosenheim.de)

Office: **Room R2.22** (Campus Rosenheim, Building R, 2<sup>nd</sup> floor)