

Freshie's Arrival Guide

Follow these steps for a smooth arrival

Welcome to Constructor University!

We are excited to welcome you on campus!

- Your first stop upon arrival is at the Main Gate where you will pick up your room key. The Main Gate Security team is ready to welcome you 24/7
- If you arrive during Opening Hours you can next visit the Student Service Center and formally check-in. *Make sure you book a Check-in Appointment!*
- At the Student Service Center you will also receive important information about the campus, the services we provide and your next steps in the check-in process.

Student Service Center



RLH, Room 102 and 103



Monday: 09:30 – 15:30

Tuesday: 09:30 – 14:00

Wednesday: 09:30 – 15:30

Thursday: 09:30 – 15:30

Friday: 09:30 – 15:30



studentservice@constructor.university

Have you booked a Check-in Appointment?

- Use the QR code below and book a Check-in appointment with the Student Service Center
- If you arrive outside Opening Hours please proceed to your room and attend your appointment at the date and time your booking indicates.

Check-in Booking Code



Check-in Booking Link

<https://outlook.office365.com/owa/calendar/StudentServicesCenter@constructor.university/bookings/s/ueTHz2zB30-it6JsolDoeQ2>

Visit the Housing Office

- At the Housing Office you will pick up your Campus Card which you can use to pay for your meals on campus as well as for laundry, printing and making copies
- The Housing Team will assist you with registering your on-campus address with the Bremen City Authorities

Housing Office



RLH, Room 104



Tuesday: 10:00-12:00 / 13:00-15:00

Wednesday: 11:00-12:00 / 13:00-15:00



housing@constructor.university

Sign up for Health Insurance

- As a university student in Germany you are obliged to have German Public Health Insurance (*exceptions apply – our on-campus health insurance providers can offer further details)

TK Office



RLH, Room 100



Tuesday: 11:00-12:00 / 13:00-15:00
Thursday: 11:00-12:00 / 13:00-15:00



constructor.university@tk.de

Steps Summary:

1. Pick up your room key at the Main Gate
2. Check-in with the Student Service Center
3. Check-in with Housing
4. Sign-up for Health Insurance

Once you have completed the steps above your check-in is complete! Please make sure to attend all the Orientation Sessions as listed in your [Schedule](#).

If you have any questions or require additional support, we are here for you! Please contact us at studentservice@constructor.university

Thank you!