Checklist

Before Arrival

- As a PhD candidate, you have arranged (i.e. successfully applied for) supervision of your PhD project by a professor or a doctoral studies group (“Graduiertenzentrum”). As a PhD applicant, you have successfully applied for a position as an exchange student.
- You have been admitted as a PhD applicant or candidate and have registered with the database for visiting scientists and scholars.
- You have ensured sufficient funding for your stay in Germany and you can proof it, for example by means of a scholarship.
- You have received your own visa and, if applicable, visas for family members.
- You have arranged accommodation and an appointment to move in.
- If applicable, you have taken care of childcare or schooling for your child(ren).
- You have applied for a certificate that proofs your health insurance coverage in Germany (if applicable).
- You have registered for the German language course (only if you want to).
- You have planned your journey to Kassel.
- You have compiled all documents you may need.

Upon Arrival

- You have registered with the Citizens’ Office in Kassel/Witzenhausen.
- You have opened your bank account.
- You have taken out an health insurance policy (if applicable).
- You have applied for a residence permit at the Foreigners’ Registration Office (for non-EU citizens only).
- You have transferred your semester fee, and you have collected your certificate of study from the Admissions Office.
- You have informed yourself whether or not you have to pay taxes in Germany.
- You have activated your UniAccount.
- You have applied for a library card.

On the Ground

- You have taken part in the Orientation Week.
- You have checked the International Office webpages for information on academic and organisational support services and campus activities.
- You are familiar with your contact person and the tutors at the International Office.
- You come by the Campus Club, the club evenings at the International House or other events organised by the Welcome Centre.
- If you want to extend your stay for another semester, you are required to re-register by paying the semester fee once again.

Before Departure

- You have deregistered with the Citizens’ Service Office, your health insurance company and your bank.
- You have canceled your lease in due time, and you have arranged your move out with your landlord. Make sure that you get your deposit back.
- You have cancelled all other contracts, for example, with your internet and phone provider or your energy utility.
- You have deregistered your child(ren) from school and/or kindergarten (if applicable).
- You have deregistered your car (if applicable).
- If you want to, you can place a (fee-based) change-of-address order with your post office, so that Deutsche Post will forward your mail.
- If you intend to return home with items liable to duty, please make sure you are in accordance with the relevant customs regulations.
- Make sure you submit your tax declaration by 31st May of the following year (documents are available at the relevant revenue office).