Checklist

Before Arrival

- You received the invitation letter from a University of Kassel professor a teaching or research stay.
- You have registered with the Welcome Centre: https://www.uni-kassel.de/go/welcome_anmeldung.
- 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).
- If applicable, you have applied for a certificate that proofs your health insurance coverage in Germany.
- 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.

On Arrival

- You have registered with the Citizens' Office in Kassel / Witzenhausen.
- You have opened your bank account.
- You have taken out a health insurance policy (if applicable).
- You have applied for a residence permit at the Foreigners' Registration Office (for non-EU citizens only).
- You have informed yourself whether or not you have to pay taxes in Germany.
- You have activated your UniAccount.
- You have applied for the CampusCard (library card).

In Kassel / Witzenhausen

- You have checked the Welcome Centre webpages for information on academic and organizational support services and campus activities (www.uni-kassel.de/go/welcome-centre).
- You are familiar with your contact person at the Welcome Centre.
- You know your contact person in the department.
- You come by the club evenings at the International House or other events organized by the Welcome Centre.

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).