Checklist

Before Arrival

• You have applied for the degree programme of your choice.
• You have been admitted to your degree programme.
• You have received your visa (if applicable).
• You have registered for a room at one of the student halls of residence or found private accommodation elsewhere.
• 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 ensured sufficient funding for your stay in Germany.
• You have planned your journey to Kassel.
• You have arranged an appointment to move in.

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 (for non-EU citizens only).
• You have transferred your semester fee.
• You have collected your certificate of study from the Admissions Office.
• You have activated your UniAccount.
• You have applied for a library card.
• You have applied for a residence permit at the Foreigners’ Registration Office (for non-EU citizens only).

During the Semester

• You have taken part in the Orientation Week for international students.
• You have joined the introductory session of your department or programme.
• You have prepared your own timetable.
• You have checked the International Office webpages for information on academic and organisational support services and campus activities.
• You are familiar with the tutors at the International Office.
• You know the Departmental Coordinator.
• You come by the Campus Club.
• 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 de-registered from the university.
• You have arranged your move out.
• You have de-registered with the Citizens’ Service Office, your health insurance company and your bank.
• You have cancelled all other contracts, for example, with your internet and phone provider.