



Checklist

Before Arrival

- You have applied to study abroad as an exchange student.
- You have selected courses you would like to take in Kassel.
- You have completed the Learning Agreement form (for LLP/Erasmus students only).
- 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 proves 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 a health insurance policy (for non-EU citizens only).
- You have applied for a residence permit at the Foreigners' Registration Office (for non-EU citizens only).
- You have transferred your semester fee.
- You have collected your certificate of study from the Admissions Office.
- Your Learning Agreement has been signed (for Erasmus students only).
- You have activated your UniAccount.
- You have applied for a library card.
- You have entered your courses into your online course list.

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 know your contact person at the International Office (Ms Sabine Ernst).
- 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 arranged your move out.
- You have de-registered with the Citizens' Service Office, your health insurance company and your bank.
- You have canceled all other contracts, for example, with your internet and phone provider.