

Application Process

- ☐ All documents uploaded in the “move on” online portal
- ☐ Online Application completed; all data checked carefully
- ☐ Photo
- ☐ Proof of Languages
- ☐ Transcript of Records
- ☐ Learning Agreement
 - Choose courses
 - Signed by responsible person in the home university
- ☐ Complete online form at online portal “Move On” before the deadline

Before departure

- ☐ Visa (if needed)
- ☐ Accommodation (starting from the day of your arrival)
- ☐ Validity of Health-Insurance
- ☐ Application for German Course
- ☐ Online Enrolment
- ☐ Payment of your semester fee

After Arrival

- ☐ Pick up of your student ID in building 1 (Campus Welcome Center)
- ☐ Activation of your student account
- ☐ Signing the Rental contract of the Studentenwerk
- ☐ Registration at the Citizen’s Office
- ☐ Joining the events of the Welcome Week
- ☐ Confirmation of arrival signed at the International Office online or in Building 1 (Campus Welcome Center)

During the Semester

- ☐ Changes of the Learning Agreement must be approved
- ☐ Registration for exams online or via e-mail
- ☐ Re-registration for the next semester

End of Semester / Before Departure

- ☐ De-Registration of the university
- ☐ Deregistration from the Citizen’s Office
- ☐ Confirmation of departure signed at the International Office online or in Building 1 (Campus Welcome Center)