

Checklist for incoming exchange students

Before the mobility

If you wish to come to FH Kiel for an exchange semester, there must be an agreement between your home university and FH Kiel. Check with the International Office of your home university what their deadlines for application are. They will nominate the students who are selected to go abroad at the respective partner universities.

Steps	Done
Application: After being nominated by your home university, the staff of the International Office (IO) at FH Kiel will send you information on the application process. You then register via our Mobility Online platform where you upload your application documents (deadlines: 1 June for winter semester, 1 November for summer semester). After your application is accepted, your admission letter will be ready for download via Mobility Online and you will receive further information on housing in Kiel, the enrolment process etc.	<input type="checkbox"/>
Visa and Residence Permit: Non-EU residents have to file an application for a student visa at the German embassy of their country of residence. Please note that the processing of your application takes at least 6 weeks, so make sure to apply early.	<input type="checkbox"/>
Health Insurance: In order to be enrolled at a German university, every student needs to be insured. If you have a European Health Insurance Card, you do not need to take out a German Health Insurance. If not, please look for health insurance providers or contact the IO.	<input type="checkbox"/>
Tuition and other fees: Tuition fees are payable to your home institution. At FH Kiel, you are required to pay a semester contribution of about €270 (including the semester ticket for local transport). Nobody can be exempt from paying these fees.	<input type="checkbox"/>
Accommodation: After your admission, you will receive detailed information on housing options. Please apply for a room/apartment early on. Especially for the Studentenwerk the waiting lists are quite long.	<input type="checkbox"/>
Travelling to Germany: Book a flight to Germany (preferably to Hamburg, otherwise to Frankfurt/Main or Berlin, which requires travel to Kiel by trains or bus.) It is advisable to arrive in Kiel about 4 to 5 days before the official orientation for exchange students takes place. Please inform the IO of your planned arrival date.	<input type="checkbox"/>

After your arrival / during your mobility

Steps	Done
Move into your room/sign contract for your accommodation: If you have rented a private room, you will sign the contract immediately after arriving in Kiel or possibly even beforehand, depending on your landlord. If you live in one of the Studentenwerk's dorms please contact the caretaker of your dorm in order to schedule an appointment for receiving your keys. The contact details can be found in the documents from the Studentenwerk. Your landlord/caretaker needs to give you a paper called "Wohnungsgeberbestätigung" which confirms you moved in. You will need this paper for the registration at city hall.	<input type="checkbox"/>
Participate in obligatory Orientation Programme: The Orientation Programme takes place before the semester starts. You will finalise your enrolment, receive lots of important information on studying at FH Kiel and meet the other exchange students.	<input type="checkbox"/>

Register at the city hall:

Every person moving to Germany (also temporarily) needs to register at the city hall of their German city of residence. You can schedule an appointment online or simply go to city hall during the open consultation hours. You will receive detailed information on this during the Orientation Programme.

Apply for a permit of residence at the Zuwanderungsbehörde:

Non-EU residents will have to make an appointment with the immigration office within a month after their arrival in Kiel for their residence permit.

Open a bank account:

If you receive a scholarship via FH Kiel, you have to open a bank account in Germany. Otherwise, it is up to you if you wish to do so. You need to bring the confirmation of registration with the city hall to the bank. After you have opened a German bank account, the monthly rent can be deducted automatically from your bank account. Please give the Studentenwerk/your landlord written permission to do so.

Register for courses, prepare your timetable and complete the Learning Agreement:

Prepare your timetable together with your local departmental coordinator. It might be necessary to register for courses online. Please fill in the section "during the mobility – changes to the learning agreement" together with your departmental coordinator, have it signed and upload it to Mobility Online.

Register for exams:

In order to be allowed to take exams, you need to register via Moodle. Usually, the registration period starts at the end of the lecture period. If you are unable to register online, please register with the teacher of your class. You cannot take an exam if you have not registered beforehand!

Registration renewal for the following semester:

In order to be registered in the following semester, you will need to pay the semester fees for the upcoming semester by transferring them to the Studentenwerk's account. Do not forget to mention your "Matrikelnummer". If you wish to extend your mobility, please inform us early on.

After your mobility

Exmatriculation (official end of your enrolment): You will be automatically removed from the students' register

Steps

Done

Confirmation of attendance:

If needed, we will provide you with a confirmation of attendance from the IO (not earlier than 3 days prior to your departure). Please let the IO staff know in advance so that your documents can be prepared.

Transcript of Records:

It might take a while for all your grades to be processed. Your Transcript of Records will be issued by the respective examination office and signed by the IO. It will be uploaded to your Mobility Online account.

De-register at the city hall:

You must go to the town hall in your place of residence to declare that you are leaving Germany. You do not need an appointment for this.

Cancel the contract with the German health insurance:

In order to cancel your insurance plan, you need to provide the insurance company with a deregistration confirmation. Please contact the IO once you know when you are leaving Kiel.

Move out of your accommodation:

Clean your room thoroughly and make an appointment with your caretaker or landlord to return your keys. If you dealt directly with the water and electricity providers, you should read the meters and go to the respective companies to end your contracts and settle the remaining balances.

Close your bank account:

Only when all payments have been made (rent, water, electricity, mobile phone contract, etc.) you can close your German bank account. You can either close the account in person or let the bank know on which date the account should be closed so you can for example withdraw the rental deposit from abroad with your bank card before the account is closed.