



# Checklist for incoming degree seeking students

## Welcome to Kiel University of Applied Sciences!

This checklist provides you an overview of important steps before and after your arrival in Kiel. It helps you to keep track of what you have already done and what you still need to take care of. You can find more detailed information on our website in our brochure "Guide for International Degree Seeking Students".

Please do not hesitate to contact the International Office should you have any further questions.

## Admission received?

Steps	Done
<p><b>Visa and Residence Permit</b> The first step for your arrival is to clarify, whether you need an entry visa for Germany. You could check with the help of the Foreign Office portal whether you need an entry visa in case of studying in Germany.</p>	
<p><b>Proof of financial resources</b> Please note that you will need to have a proof of adequate financial support for the living cost in Germany, since you will be considered as a self-financed student. As of January 2023 is the presumed annual amount for a foreign student in Germany 11,208 Euros. Please visit the website of the Federal Foreign Office of Germany for more information.</p>	
<p><b>Health Insurance</b> 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 international office.</p>	
<p><b>Tuition and other fees</b> Almost all the study programs at our University is without a tuition fee. At Kiel UAS, 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.</p>	
<p><b>Accommodation</b> 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.</p>	
<p><b>Travelling to Germany</b> 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 semester start.</p>	

# After arrival in Kiel, Germany

Steps	Done
<p><b>Move into your room/sign contract for your accommodation</b></p> <p>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 (Einwohnermeldeamt).</p>	
<p><b>Register at the city hall</b></p> <p>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 have to register your address within 14 days after your arrival. You can find more detailed information in our brochure "Guide".</p>	
<p><b>Open a bank account</b></p> <p>Certain recurring payments such as health insurance, rent, mobile number, etc. must take place automatically through the so-called SEPA Direct Debit Mandate monthly. For this reason, you have to/ it is recommended to open a bank account in Germany after your arrival. You have the free choice at which bank you would like to have your account.</p>	
<p><b>Apply for a permit of residence at the Zuwanderungsbehörde</b></p> <p>According to your nationality and the type of visa, with which you entered Germany, you have to extend your visa after your arrival. Please consider to make an appointment timely (at least 2 months before the expiration of your travelling visa).</p> <p>Good to know: without a registered contact address at the registration office, you will not be able to make an appointment for the visa extension.</p>	

# Starting and during the studies

Steps	Done
<p><b>Enrolment</b></p> <p>Before you can start studying at the Kiel UAS, you must enrol. Please be sure to read the information about your enrolment in your admission letter (Zulassungsbescheid: "Einladung zur Einschreibung"- especially regarding the enrolment deadlines).</p>	
<p><b>Student ID Card</b></p> <p>All enrolled students at the Kiel UAS will receive a student ID as a chip card. The student ID can be used for different purposes during your studies: using library, using the cafeterias and copies and scanning.</p>	
<p><b>Registration for modules</b></p> <p>In order to be able to attend the courses, lectures and seminars, you must register for the desired course. You will receive more information on know-how about registration from your faculty upon the start of the semester.</p>	
<p><b>Interested to join a language course?</b></p> <p>In case you are interested in attending a language course to learn a new language or to improve your language skills, please contact our Centre for Languages and Intercultural Studies. Our colleagues offer a variety of courses per semester. All the courses will be taught exclusively by native speakers and are free of charge for the students of Kiel UAS.</p>	
<p><b>Register for exams</b></p> <p>In order to be allowed to take exams, you need to register for the exams via our platform 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!</p>	
<p><b>Registration renewal for the following semester</b></p> <p>In order to be registered in the following semester, you will need to pay the semester fees for the upcoming semester by transferring the amount to the Studentenwerk's account. Do not forget to mention your "Matrikelnummer". Please find the the deadlines for the re-registration in our academic calendar.</p>	

## Contact

Fachhochschule Kiel      Sokratesplatz 4      Phone: +49 431 210-1800  
International Office      D-24149 Kiel      E-Mail: [international@fh-kiel.de](mailto:international@fh-kiel.de)

[www.fh-kiel.de/international/](http://www.fh-kiel.de/international/)