

Dear student, in order to provide you the best possible preparation for your study stay in Ansbach, we provide you with the following checklist.

Checklist for ERASMUS students (Incomings)

		DEADLINE	
		fall term	spring term
BEFORE DEPARTURE		✓	
Nomination I contact my home coordinator and ask for a nomination at the host university of my choice.	<input type="checkbox"/>	30.04.	31.10.
Application to the Ansbach University The host university / International Office will send me and / or my home university a confirmation of receipt of my nomination and a link for the Online Application form . Additionally I get the following information from the host university: <ul style="list-style-type: none"> • English Course Offers • Course Catalogue • Study Guide • Key Data Sheet 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	31.05.	30.11.
I check the available courses and discuss the course selection with my home coordinator.	<input type="checkbox"/>	31.05.	30.11.
For the Online Application (via StipSys / SoleMove) I have to upload following documents as a PDF file in each case: <ul style="list-style-type: none"> • Transcript of Records • CV / Curriculum Vitae • Copy of a valid passport or ID-Card • Language certificate • Learning Agreement (LA) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	31.05.	30.11.
LA is obligatory for ERASMUS students , optional for other exchange students. <i>(This is an official form to be signed by the ERASMUS coordinator at your home university which includes all the courses you wish to attend in Ansbach. Send it to your host university with the request to confirm your course selection (via mail, in your online application or via Erasmus App (EWP)).</i>		31.05.	30.11.
Letter of Admission / Acceptance Once all documents are complete and have been submitted to the host university (passport, CV, transcript of records, language certificate, LA), I will receive the "Letter of Admission" via mail and/or the "Letter of Acceptance" that will help me to apply for a visa (only non EU nationals) by post within a few days.	<input type="checkbox"/>	Beginning of June	Early to mid December
		DEADLINE	
Organizational matters		fall term	spring term
National Health Insurance I obtain proof of my national health insurance and check that it is valid for the whole period. For EU students : The European Health Insurance Card (EHIC) covers nearly all cases. For non-EU students : There are various options of insurance coverage. <i>(For example you can use the special offer of the "Techniker Krankenkasse". If you are interested you can ask your Erasmus coordinator.)</i>	<input type="checkbox"/>		

<p>Identity Card / Passport As a student from EU / EEA countries and Switzerland I need a valid identity card or a passport. I have checked that my identity card is valid for the entire period.</p> <p>Visa As a student from all other countries I need, in addition to my valid passport, a visa (for study purposes).</p> <p><i>(Apply for your visa as soon as possible, you may have to expect long processing times. Please find more information here: https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/visas/</i></p>	<input type="checkbox"/>	Beginning of June	Early to mid December
<p>Living expenses In order to obtain a residence permit for Germany, I must have sufficient financial means to cover my living expenses for the duration of my stay in Germany. Adequate financial means are defined by the minimum funding rate for German students, which is currently 853 € per month.</p> <p><i>(You will receive a separate mail with the subject "Living expenses" with all necessary information or click on the link below: http://www.https.com/www.daad.de/en/study-and-research-in-germany/plan-your-studies/costs-of-education-and-living/.de/en/study-and-research-in-germany/plan-your-studies/visas/</i></p>	<input type="checkbox"/>		
<p>Accommodation in a student residence Special contracts for exchange students are offered by the Studentenwerk. The host university will send important information about the student residence via mail as well as a link to the application form.</p> <p><i>We recommend students to book their accommodation as soon as they are nominated.</i></p>	<input type="checkbox"/>	15.06.	15. Dez
<p>Privat housing <i>If you don't move into a room in a student residence, you have the following options for finding a room in Ansbach yourself:</i></p> <p>WG Gesucht – a site to look for accommodation: www.wg-gesucht.de</p> <p>Immowelt – another site to look for accomodation: www.immowelt.de/suche/ansbach/wohnungen</p> <p>Facebook group to offer and search for things at Ansbach University: www.facebook.com/groups/577125858965957/</p> <p>Facebook group for accommodation in and around Ansbach: www.facebook.com/groups/315666851825757/</p>	<input type="checkbox"/>	as soon as possible	
<p>PRIMUSS online My access data was sent to me via mail (Studierendenservice). If I didn't receive it, I check my junk/spam mails. Then I create an account and upload the requested documents in Primuss (curriculum vitae, Transcript of Records, proof of health insurance, copy identity card or passport, portrait picture)</p> <p><i>PRIMUSS online services provide access to important information and services for study organisation and tracking of study progress such as study certificates, grade sheet, exam registration, exam results. You will receive an instruction which explains the steps of this procedure via mail.</i></p>	<input type="checkbox"/>	Mid July	Mid January
<p>Arrival I inform the International Office of my arrival and make an appointment via mail.</p> <p>I plan my arrival at the accommodation I have rented and make an appointment with the person responsible for handing over the keys via mail: helmut.stuetzer@werkswelt.de</p>	<input type="checkbox"/> <input type="checkbox"/>	Mid July	Mid February

		DEADLINE	
		fall term	spring term
Before leaving Ansbach			
Appointment to return the room key I make an appointment with the person responsible for returning the room keys on my last day.	<input type="checkbox"/>	1-2 weeks before my departure	
Deregistration Residents' Registration Office I will inform the Residents' Registration Office of my departure, in person or via mail with a copy of my identity card and deregistration certificate	<input type="checkbox"/>	at the earliest one week of departure, at the latest two weeks afterwards	
Deregistraion radio/TV contribution I would like to unsubscribe from the radio/TV licence fee online. I need my contribution number and deregistration certificate from the residents' registration office. https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html	<input type="checkbox"/>	after deregistration at the residents' registration office	
German bank account I close my bank account.	<input type="checkbox"/>	last week	
Letter of Confirmation I go to the International Office and get my "Letter of Confirmation".	<input type="checkbox"/>	the last day of my stay or the day before	