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	
BEFORE DEPARTURE	\checkmark	fall term	spring term
Nomination I contact my home coordinator and ask for a nomination at the host university of my choice.		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: Engish Course Offers Course Catalogue Study Guide Key Data Sheet 		31.05.	30.11.
I check the available courses and discuss the course selection with my home coordinator.		31.05.	30.11.
 For the Online Applicaton (via StipSys / SoleMove) I have to upload following documents as a PDF file in each case: Transcript of Records CV / Curriculum Vitae Copy of a valid passport or ID-Card Language certificate Learning Agreement (LA) 		31.05.	30.11.
LA is obligatory for ERASMUS students, optional for other exchange students. (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)).		31.05.	30.11.
Letter of Admisson / 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.		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. (For example you can use the special offer of the "Techniker Krankenkasse". If you are interested you can ask your Erasmus coordinator.)			

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. Visa As a student from all other countries I need, in addition to my valid passport, a visa (for study purposes). (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/	Beginning of June	Early to mid December
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. (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/		
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. We recommend students to book their accommodation as soon as they are nominated.	15.06 .	15. Dez
Privat housingIf you don't move into a room in a student residence, you have the following options for finding a room in Ansbach yourself:WG Gesucht – a site to look for accommodation: www.wg-gesucht.deImmowelt – another site to look for accomodation: www.immowelt.de/suche/ansbach/wohnungenFacebook group to offer and search for things at Ansbach University: www.facebook.com/groups/577125858965957/Facebook group for accommodation in and around Ansbach: www.facebook.com/groups/315666851825757/	as soon as possible	
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) <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>	Mid July	Mid January
Arrival I inform the International Office of my arrival and make an appointment via mail. 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	Mid July	Mid February

In order to participate in the orientation week and the German language course, I will arrive in Ansbach at least <u>2 weeks before the beginning</u> of the winter term (1st October) or summer term (15th March).

	DEADLINE	
Upon arriving in Ansbach We will take care of most of these matters during orientation week together	fall term	spring term
 Residents' Registration Office I register at the Residents' Registration Office within one week to get a residence permit. Checklist: passport, valid visa (if student from no EU country), address in Germany, proof of residence by the landlord (= Wohnungsgeberbescheinigung) Only non-EU students with Visa: I apply for an extension of my residence within the expiry date of my visa at the Immigration Office. 		the first eek
 Bank account - only non EU students: I open a bank account at a local bank (Sparkasse) to pay the rent and other expenses and hand in the "SEPA Lastschrift Mandat" as soon as possible to the International Office (only students living in the student residence). Checklist: a blocked account (only students with visa), passport (and visa), tax ID, copy of proof of resident registration (Meldebescheinigung). You will receive your tax ID number within 10-15 days after you have registered with the residents' registration office. 		the first eek
 Only tenants of student residence I have an appointment at International Office to sign both versions of my rent contract I fill in "SEPA Lastschrift Mandat" I get a copy of both documents Once I am enrolled at Ansbach University I will mail my "Certificate of Enrollent" (= Studienbescheinigung) to: WohnService.N@werkswelt.de 		the first eek
 Health insurance If not already done, go to German health insurance provider to obtain proof of adequate health insurance cover or make a contract with a German health insurance provider. If my national health insurance is deemed inadequate or if I don't have any health insurance, I will require a German health insurance contract (approx. 80€/month). 		the first eek
Radio and TV License Fees I register the radio and television broadcasting fees here: https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmeld en/index_ger.html I will find more information here: https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html	-	n two eks
Learning Agreement Should you wish to make changes to your LA after your arrival at the University of Ansbach, you must complete and have confirmed the section "Changes to Learning Agreement", if possible by 1 month after arrival (Table A2 and, if applicable, Table B2 to be inserted if this also results in changes in recognition). Changes can also be confirmed via mail by your home university and department.		-5 weeks u arrival
Doctor's visit Before I make a doctor's appointment or have to see a doctor for an emergency, I inform my buddy or the International Office at my host university. If possible, I should have a German speaking person accompanying me.	any	time

		DEADLINE	
Before leaving Ansbach		fall term	spring term
Appointment to return the room key I make an appointment with the person responsible for returning the room keys on my last day.		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		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/abmeld en/index_ger.html		at the re	egistration esidents' ion office
German bank account I close my bank account.		last	week
Letter of Confirmation I go to the International Office and get my "Letter of Confirmation".			y of my stay ay before