

## Before leaving home

- I contact my home Coordinator for a nomination
- I apply online for admission and send a CV, a copy of passport and a Learning Agreement (signed by my home Coordinator) to the International Office in Ansbach
- As a student from EU/EEA countries and Switzerland I need a valid passport
- As a student from all other countries I need, in addition to my valid passport, a visa
- I apply online for a room and transfer the reservation deposit (within the deadline!)
- I check that my passport is valid for the whole period
- I obtain proof of my national health insurance and check that it is valid for the whole period
- I plan my arrival at the student hall of residence and make an appointment with the care taker Mr. Stützer
- I inform the International Office of my arrival and make an appointment for signing the rent contract

## Upon arriving in Ansbach

- I register at the Residents Registration Office within 1 week
- I apply for residence within the expiration date of my visa at the Immigration Office
- I open a bank account at a local bank to pay the rent and other expenses
- I open a restricted bank account for the residence permit, if necessary
- I pay the tuition fees (only degree seeking students)
- I go to a German health insurance provider to obtain a proof of adequate health insurance cover or make a contract with a German health insurance provider
- I go to the Student Services to enroll
- I participate in the Orientation Week or orientation session
- I pay the due Radio and TV Licence Fees (GEZ-Gebühren)

## Before leaving Ansbach

- I notify the Residents Registration Office of my departure (during the last 3 days)
- I make an appointment with the care taker to return the room key
- I pay any open bills (telephone etc.)
- I close my bank account
- I go to the International Office to get my Letter of Confirmation signed