



## CHECKLIST

### PRE-ARRIVAL & ARRIVAL TO GERMANY

for international students

**For detailed information on all issues including contact addresses, please have a look here:**

[https://en.fh-muenster.de/internationaloffice/international\\_students\\_staff/intro-internationale-abschluss-studierende-neu.php](https://en.fh-muenster.de/internationaloffice/international_students_staff/intro-internationale-abschluss-studierende-neu.php)

#### Things to do before coming to Germany:

**Arrange an appointment to apply for a visa at the German embassy in your country**

Due to COVID-19 you should add a confirmation about the necessity of being present for the upcoming winter semester 2020/21. Therefore, please contact the department where your study programme is being offered and ask for this confirmation letter.

**Find housing in Münster/Steinfurt**

Please check the website above to find portals on housing. If you have not found accommodation before you come to Münster/Steinfurt, do book a hostel for the first days and look for a place after your arrival.

**Fix a date for moving in and getting your keys to the room**

Contact Studierendenwerk or your property owner for this. Usually, handover of keys and moving into the dorms of Studierendenwerk is possible only during weekdays. Avoid travelling on weekends or else book a room in a hostel until you can move in.

**Familiarize yourself with the way from the airport/train station to your accommodation**

Have all important information, like your address and contact of the landlord, written on paper, in case your phone runs out of battery.

**Take care of bank formalities**

Contact your bank to enquire if you need to take steps to access your account in Germany. You can also open up a German bank account once you have arrived. Make sure to bring some cash with you.

**Buy an electrical adapter:** If necessary - line voltage in Germany is 220 V.

**Transfer the semester contribution,**

You can also pay the contribution upon arrival, if you cannot transfer it beforehand.

**Download and print your Semester ticket and FH Card**

Only possible if you are successfully enrolled at FH Münster. Please follow the link you will receive after enrolment.



□ **Sign up to the FHiRST Activities by the International Office**

Try to be present at the Orientation days at your Department and also the Online-Welcome Meetings by International Office the beginning of the semester. Here, important information regarding your stay is given. If you cannot make it to the Welcome Meeting, you can contact the International Office and fix an individual appointment for getting important information on the phone or via online consultation.

**Documents you should bring to Germany\*:**

□ **A passport/identity card**

This document has to be valid three months past your departure from Germany.

□ **A student visa**

Check with your local German consulate or embassy.

□ **Written confirmation of your health insurance coverage**

This confirmation must include an itemized description of the illnesses and treatments covered and the monetary coverage limits in English (exception: EU-countries).

□ **Proof of personal liability insurance** Not required, but recommended.

□ **Passport-sized photographs** Not required, but recommended.

□ **Rental Contract** Bring the original document with signatures

□ **“Zulassungsbescheid” from FH Münster**

In case you are asked to show a proof of acceptance at FH Münster. A copy is sufficient.

\* Make sure you carry some photocopies/print-outs of each document so that you do not need to search for a copy machine immediately.

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**After arrival in Münster / Steinfurt:**

□ **Register with the citizens' registration office (Münster or Steinfurt)**

Once you have found permanent residence, you have 14 days to register.

□ **Arrange an appointment with the immigration office (Münster or Steinfurt)**

Apply for a residence permission as soon as possible, if your visa is running out within 90 days

□ **Open a German bank account and get your blocked account activated**



In order to open a bank account at a bank in Münster/Steinfurt, you will need your passport/ID and your residential registration form from the city. Accounts are usually free for students up to 27 years of age. Make sure to bring a proof of you being a student (e.g. your Semesterbescheinigung).

□ **Get your (public) health insurance (for non-EU countries)**

e.g. TK, BARMER, AOK or others. For more information, contact the International Office.  
If you would use a private insurance (not recommended), let your papers verified at a German insurance company

□ **Attend the Orientation events offered by your department**

□ **Attend the Online-Welcome Meetings offered by International Office**

If you arrive later, contact the International Office to fix an individual appointment.

□ **Pay the semester contribution** If not done already

**For a smooth start in Münster/Steinfurt:**

□ **Safety first: get to know the emergency numbers in Münster**

**112** - Emergency doctor/Ambulance and fire and rescue service

**110** - Police

□ **Check whether you need to buy a bicycle**

Highly recommended, since Münster is an extremely bicycle-friendly city!

□ **Attend preparatory workshops, German language courses and activities offered by the International Office.**

You can find information regarding these on our website.

□ **Join the “FHiRST Activities der FH Münster” Facebook Group and Instagram**

Here, we keep you updated about the FHiRST Activities for international students throughout the semester.

**We wish you a good start!**

**Your International Office team  
ffirst@fh-muenster.de**