



PRE-ARRIVAL CHECKLIST FOR EXCHANGE STUDENTS

Things to take care of before coming to Germany:

Find housing in Münster/Steinfurt

If you have not found accommodation before you come to Münster/Steinfurt, book a hostel for the first days and look for a place after your arrival.

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

Contact Studierendenwerk or your property owner for this. Usually, handover of keys and moving into the dorms of Studierendenwerk is only possible 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 (in Euros).

Transfer the semester contribution

If you cannot transfer the contribution beforehand, you can also pay it upon arrival. However, you will not get enrolled before your payment has been processed.

Download and/or print your semester ticket

Only possible if you are already enrolled at FH Münster.

Sign up to the FHiRST Activities by the International Office

Try to be present at the ERASMUS+ Meeting at the beginning of the semester. Here, important information regarding your stay is given. If you cannot make it to the meeting, you can contact the International Office and fix an individual appointment for getting your Letter of Arrival signed.

Buy an electrical adapter

If necessary - line voltage in Germany is 220 V.



If you are from a non-EU country, you additionally need to:

- **Request an appointment to get your residence permit at the foreigners' office**

For the foreigners' office in Münster, you can only request an appointment online:

<https://www.stadt-muenster.de/en/auslaenderamt/online-appointment-1>

Chose the option *Application for a granting or extension of a residence permit*.

An officer of the foreigners' office will contact you within a week. Please be patient until you get a reply and do not submit an appointment request twice since it will not speed up the process!

For the foreigners' office in Steinfurt, you can fix an appointment via email or phone:

Email: auslaenderbehoerde@kreis-steinfurt.de

Phone: 0049 (0)2551 69-1717

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 (or a visa for exchange)**

If necessary. Check with your local German consulate or embassy.

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

for verification in Germany. This confirmation must include an itemized description of the illnesses and treatments covered and the monetary coverage limits in English (exception: EU-countries - your EHIC Card is sufficient).

- **Proof of personal liability insurance**

Not required, but recommended.

- **Passport-sized photographs**

Not required, but recommended.

- **Rental Contract**

Bring the original document with signatures.

- **Letter of Acceptance/Invitation 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.