

Exchange Student Checklist

(Pre-Arrival, Upon Arrival, Pre-Departure)

Pre Arrival: What to do before you get here

Application: After your nomination by your home university, the link for the online application will be sent to you directly.

Accommodation: Please send your applications for accommodation in a student residence to all the housing associations in the link in order to increase your chances of getting a room.

VISA: Some students might need to apply for a visa. For more information please visit the website of the German embassy in your home country.

Health Insurance: Students in Germany are required by law to have health insurance. You will not be allowed to register at the university until you have provided proof that you are properly insured.

Do not hesitate to speak with your coordinator here in Reutlingen or someone in the RIO to find out if your home insurance plan covers you in Germany, or if you need help selecting a provider or insurance plan here; it's much better to triple check and avoid any mistakes.

Buddy Program / Students4Students: Information about Students4Students can be found [here](#). Ask your coordinator if your study program automatically signs you up, if not sign up yourself! Get a buddy to show you around Reutlingen and take you on cool trips in and around the area of Reutlingen.

Arrival: What to do once you arrive

Buying Bedding: Upon arrival to Reutlingen, students may purchase bedding from RIO. Please send an [email to RIO](#) prior to your arrival to set up an appointment for pick up. **Students living in Pestalozzistr. 41, 63, or 65 should speak with the building manager (Hausmeister/in) about buying bedding.** You can also purchase bedding privately at stores and shops in the city.

City Registration: **** For those staying longer than 3 months ****

Upon arriving in Reutlingen, you must register with the city. Anyone living in an apartment/dorm room is required by law to register with the city (Bürgeramt) within 14 days of their arrival. Note: Students participating in the intensive language courses will complete this process with help from the RIO. Otherwise, you will need to complete this process on your own. You can download the form as a PDF [here](#). (Click *Vordruck herunterladen*)

Activate your accounts, set your passwords, pick up your student ID confirmation paper/ Student ID: Use the log-in information sheet that comes with your student ID number to create a custom password and set up your campus Wi-Fi, E-Mail, RELAX, and BSCW accounts. For students participating in the intensive language courses, the RIO hosts a special help session for you on “orientation day”.

Opening a Bank Account (Optional): Having a bank account in Reutlingen will make your life a lot easier. Credit cards are less widely used in Germany than in some other countries, and they are not always accepted in smaller shops or restaurants.

It is easy to open a current or checking account (Girokonto). Many banks offer students under the age of 25 a free account. Take your passport as well as your student ID, semester address, and phone number when you go to open your account. Some banks request a confirmation of your registration with the city before opening a bank account.

TV-/RADIO-LICENCE FEE (GEZ): You are legally required to pay for the TV/Radio Public Fund while you are in Germany. You can sign up all online or wait until you receive a letter from the ARD2 and fill it out by hand. For more information about the license fee please click [here](#).

Residence Permit: After registering with the Bürgeramt, **non-EU students** will also have to go to the Foreigners' Office (Ausländeramt) in Reutlingen to apply for a residence permit. For more information, check out what is on our main [page](#). Be sure to apply well before your visa expires!

Departure: What to do before you leave

Cancelling Contracts: Make sure to cancel all contracts before leaving Germany!

Rental contract

This is one of the most important contracts to cancel upon leaving Germany. Make sure you have read through your rental agreement or spoken with your building manager or landlord to find out about the cancellation deadlines. If you live in a dorm, make sure to read up on the steps of moving out/handing over your keys.

All other contracts

In addition to your rental contract make sure to cancel all other contracts you have signed (internet, cell phone, bank, health insurance, etc.) on time. **Contract termination in Germany** usually has to be done **in written form** (preferably by post) and **at least 4 weeks in advance**. When in doubt, make sure to contact the company and find out about the exact termination conditions. If you are still unsure about the exact procedure, ask your student buddy for help. Pay special attention to the termination policy of saving accounts ("Sparkonto") and blocked accounts ("Sperrkonto") with German banks. Make sure you have made arrangements to unblock the account before you leave. *Also, make sure you have arranged to receive your Security Deposit back in a different account that will still be open after you leave!

De-registration with the City: Before leaving Reutlingen, you must de-register with the city a week before you plan to return to your home country or leave for your next destination. Email the city for a form or acquire one in the RIO.

If you will be staying in a different city in Germany, you must still notify the city but you will need to fill out a different form for moving ("Umzüge").

Moving Out/ Handing over your keys: Make sure you contact your building manager (Hausmeister/in) and discuss your plans to move out. Usually, you are REQUIRED to make an **appointment** with them to have your room inspected on the day you leave. **Appointments should be made at least two weeks in advance. Appointments are only available during the week (Monday - Friday).**

If you have private accommodations, you should speak with your landlord about the moving out process. *Also, make sure you have made arrangements to receive your Security Deposit back in a different account that will still be open after you leave!

Return any borrowed books or devices to the library and be sure to pay any outstanding fees! Transcripts are usually not sent out to your home Uni if there are still fees outstanding!