



## ARRIVAL CHECKLIST FOR EXCHANGE STUDENTS

### After you arrive in Münster/Steinfurt, you need to take care of some formalities:

- ❑ **Register with the citizens' registration office (NOT the foreigners' office)**

Once you have found permanent residence, you have 14 days to register.  
You can fix an appointment at their website:  
<https://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/anmeldung.html>
- ❑ **Attend the FHiRST Orientation Activities, offered by the International Office (IO)**

If you arrive later, contact the IO to fix an individual appointment.
- ❑ **Get your Certificate of Arrival signed by the coordinator at the IO**

If applicable (only for Erasmus+ students).
- ❑ **Check if all necessary documents for your enrolment are submitted**

If not, submit them as soon as possible, so you can get enrolled.
- ❑ **Pay the semester contribution**

If not done already.
- ❑ **Fix an appointment with your departmental coordinator at FH Münster**

Discuss the timetable, deadlines for course and exam registration and changes to your Learning Agreement, if necessary. Make sure to get any changes approved by your home university. You can find the name of your departmental coordinator in your Letter of Acceptance/Invitation.
- ❑ **Make sure your name is written on your mailbox**

Otherwise, letters, for example containing your FH-Card, will not be delivered to you.

### 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 or rent a bicycle**

Highly recommended, since Münster is an extremely bicycle-friendly city!
- ❑ **Attend preparatory workshops, German language courses and activities offered by the IO or Pluspunkt**

You can find information regarding these on our website.
- ❑ **Follow the *FHiRST Activities der FH Münster* Facebook page and our Instagram account *fh\_muenster\_international***

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

**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](mailto:auslaenderbehoerde@kreis-steinfurt.de)

Phone: 0049 (0)2551 69-1717

□ **Insure yourself at a German health insurance company or get your insurance papers from your home country verified at a German insurance company**

If your existing health insurance is accepted, you will get a proof of exemption (= Befreiung von der Versicherungspflicht) from the German insurance company. You need this proof of exemption for the enrolment at FH Münster.

Residents of the EU can use their EHIC (European Health Insurance Card).

For more information, contact the IO.

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

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