

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**
Once you have found permanent residence, you have 7 days to register.
- Attend the FHiRST Orientation Week offered by the International Office (IO)**
If you arrive later, contact the International Office to fix an individual appointment.
- Get your Certificate of Arrival signed by the coordinator at the IO**
If applicable
- Check if all necessary documents for the enrolment are submitted to the IO**
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 the faculty coordinator at FH Münster**
Discuss the timetable, courses and possibly change your Learning Agreement. The name of the faculty coordinator is mentioned in your Letter of Acceptance/Invitation.

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

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

- Get your health insurance papers verified at a German insurance company**
e.g. AOK or TK. For more information, contact the International Office.
- Open a German bank account or 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).