

Checklist for Exchange Students in Summersemester 2024

*Hi there!
I am your guide
throughout your abroad
adventure at Bauhaus-
Universität Weimar
Keep me at hand 😊*

Dear student,

Preparing to study abroad can be quite a challenge. We hope that this checklist makes it easier for you to orientate!

We are looking forward to meeting you,
Your team for exchange students at the International Office of Bauhaus-Universität Weimar

The checklist is divided into 4 sub-sections, which follow the chronology of steps you need to take:

- Checklist 1: application
- Checklist 2: before your arrival
- Checklist 3: after your arrival
- Checklist 4: before leaving Weimar

Please feel free to contact us at any time if you have any questions (incoming@uni-weimar.de) or visit our [website for exchange students](#).
Our Academic Calendar (incl. semester times) can be found [here](#).
Out Course Catalogue can be found [here](#).

Important note

Each faculty at Bauhaus-Universität Weimar has its own [International Counsellor](#). While we (the International Office) are your main contact point for organizational questions regarding your stay at Bauhaus-Universität Weimar, the International Counsellor and his/her colleagues at your Bauhaus-faculty (please find your faculty on your “Letter of Acceptance”) can answer your questions concerning your studies (e.g. picking courses) and faculty-specific questions (e.g. classes or access to workshops). Please find your International Counsellor [here](#).

CHECKLIST 1: APPLICATION

Step	Who?	What?	Why?	How?	Where?	When?	✓
1.	All exchange students	Nomination as exchange student by your home university	At Bauhaus-Universität we can only accept students from partner universities. Unfortunately, we cannot accept free movers.	Students from partner universities may be nominated by the responsible person at the home university. Please note Students are not allowed to nominate themselves.	If you would like to be nominated as exchange student inform yourself at your home university about the requirements.	Nomination deadline for Summer Semester at Bauhaus-Universität: 15. October Nomination deadline for Winter Semester at Bauhaus-Universität: 15. May	
2.	All exchange students	Application as exchange student at Bauhaus-Universität	Every student from a partner university that has been nominated officially as exchange student needs to apply at Bauhaus-Universität. Based on your application documents, your wish faculty at Bauhaus-Universität decides whether your expertise is an academic fit for the study programmes available.	Students may apply via our "Portal for Exchange Students"	You can find the link for application on our website for exchange students.	Application deadline for Summer Semester at Bauhaus-Universität: 15. November Application deadline for Winter Semester at Bauhaus-Universität: 15. June	
3.	All exchange students	Receipt of the „Letter of Acceptance“	After your application has been evaluated positively by the International Office and the faculty at Bauhaus-Universität you will receive a "Letter of Acceptance"	The "Letter of Acceptance" is being issued by the International Office at Bauhaus-Universität	The "Letter of Acceptance" will be sent to you by e-mail.	Feedback for students studying at Bauhaus-Uni in Summer Semester may be expected: in mid-December Feedback for students studying at Bauhaus-Uni in Winter Semester may be expected: in July	



You got in! We are happy to meet you in person soon!

CHECKLIST 1: BEFORE YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
4.	ONLY Non-EU citizens	Application for a Student Visa	<p>You may need to apply for a student visa to enter and stay in Germany.</p> <p>Please note Students from outside the EU who do not need a visa to enter Germany, please check with your embassy if you need to apply for a residence permit after your arrival in Weimar.</p> <p>If you are a non-EU citizen currently studying in an EU country and are starting your exchange at the Bauhaus-Universität Weimar from there, please also check whether you need a separate visa for Germany (third-country nationals).</p>	<p>Please get in touch with the German Embassy in your home country to find out about details and documents that you need to submit when applying for a student visa for Germany.</p> <p>Please note If you need to present your "Letter of Acceptance" in original with a stamp and a signature, please send us an E-Mail to incoming@uni-weimar.de with a postal address where we shall send to confirmation to.</p>	Please inquire early if you need a visa for your stay in Germany, e.g. by checking this website .	As soon as possible after receiving your "Letter of Acceptance" from us	
5.	All exchange students	Application for student dormitory and other accommodation options	<p>Of course, you need somewhere to stay. The furnished rooms of the student dormitories offered by "Studierendenwerk Thüringen" are a good option.</p> <p>An overview of other options for accommodation can be found on our website.</p> <p>Please note Students who do take part in the "German Language Course" (ie. German level below B1): in the dormitory application form, you need to choose the option "in the current semester" and in the date field "01 March 2024"</p> <p>Students who do not take part in the "German Language Course": please apply for a room from beginning of April - end of July (in the application form, you need to choose the option "Sommersemester 2024").</p>	<p>Please inform yourself on the website of "Studierendenwerk Thüringen" about vacancies, prices and the rental agreement.</p> <p>The most popular student dormitory for international students is Hummelstrasse 2 (Downtown Weimar).</p> <p>Please note When concluding a rental agreement, a deposit of 300 Euro is required.</p> <p>The rental contract will be sent to you in German. You may find an English translation here.</p>	<p>Online.</p> <p>Please fill in the online application on the website of "Studierendenwerk Thüringen"</p> <p>Please note You need to confirm the offer by e-mail in order to secure your spot!</p> <p>For questions please get in touch with "Studierendenwerk Thüringen" by e-mail www@stw-thueringen.de (Ms. Küttner)</p>	<p>For stays during Bauhaus-Universität Weimar's winter semester, the application deadline for the student dormitory is: 31 July</p> <p>For stays during Bauhaus-Universität Weimar's summer semester, the application deadline for the student dormitory is: 31 January</p>	

CHECKLIST 1: BEFORE YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
6.	All exchange students with a German language level below B1	Registration to <u>AND</u> handing in the results of the placement test for the free “German Intensive Language Course”	<p>If your German level is below B1, your participation in the German Intensive Language Course is mandatory.</p> <p>Your first language course at the Language Center of Bauhaus-Universität Weimar is free of charge.</p> <p>Please note The free “German Intensive Language Course” in Summersemester 2024 takes place in person (11. – 28. March 2024).</p>	<p>Register for placement test: StudIP Do the placement test: Klett Hand in the results of the placement test: e-test-daf@uni-weimar.de</p> <p>Please note The course takes place three weeks prior to the start of the semester and comprises a total of approximately 60 hours.</p> <p>You may only participate in the course if you have handed in the results of the placement.</p>	<p>Registration, placement test and enrollment to the course can be done online. The course itself will take place in person in Weimar.</p> <p>You can find the information on the steps to taking part in the language course in the e-mail we sent you with your “Letter of Acceptance” or on the website of the “Language Center” of Bauhaus-Universität Weimar.</p>	<p>For stays during Bauhaus-Universität Weimar’s winter semester, the deadline for handing in the results of the placement test is: 31 August</p> <p>For stays during Bauhaus-Universität Weimar’s summer semester, the deadline for handing in the results of the placement test is: 31 January</p> <p>Enrolment period for the Language Course via StudIP: 29 Feb – 06 March</p>	
7.	All exchange students	Online info event for exchange students	You surely have a lot of questions regarding you stay. In the online info event we will answer them all. It is also your first opportunity to get to know us and your fellow exchange students.	<p>You can participate in the event online. If you missed the event, you can download the slides from our website for exchange students.</p>	<p>Online.</p> <p>Please find the link to the event on our website for exchange students.</p>	<p>For stays during Bauhaus-Universität Weimar’s winter semester, the event takes place: In August (invitation will follow by e-mail)</p> <p>For stays during Bauhaus-Universität Weimar’s summer semester, the event takes place: 14 Feb at 2pm (German time) >> Link to the event</p>	
8.	All exchange students	Registration for the “International Welcome Events”	We look forward to welcoming you to Bauhaus-Universität Weimar. With a variety of events, we would like to make it easier for you to arrive in Weimar and start into a successful semester (or two).	To participate in the events, you have to register online. You can find the overview/schedule of the events online.	Online.	<p>Registration deadline: two weeks before the event takes place >> Link to the “Exchange welcome events”</p>	

CHECKLIST 1: BEFORE YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
9.	ONLY ERASMUS students	Preparation of "Learning Agreement before mobility"	<p>The "Learning Agreement before mobility" is a mandatory document within the ERASMUS programme.</p> <p>It is basically a contract between you, your home university and the host faculty at Bauhaus-Universität Weimar. In it, you agree which study achievements you want to complete in Weimar and to what extent.</p> <p>Your home university will provide you with information and / or a template.</p>	<p>The "Learning Agreement before mobility" needs to be handed in at your home university in order to receive your ERASMUS grant.</p> <p>Please note Unfortunately, Bauhaus-Universität Weimar's course catalogue will only be published until a few weeks before the semester begins.</p> <p>For the timely preparation of your "Learning Agreement (before mobility)", please enter courses from the previous semester which can be found in the online archive.</p>	Please get in touch with your contact person at your home university and the International Counsellor at your prospective Bauhaus-faculty in order to initiate the issuing of the "Learning Agreement before mobility"	<p>You may start issuing your "Learning Agreement" after you have received your "Letter of Acceptance" from us</p> <p>The date of submission of the Learning Agreement for the receipt of your ERASMUS grant is determined by your home university. Please ask your home university for further details.</p>	
10.	ONLY Non-EU citizens (third-country nationals)	Confirmation of your legal status	<p>Third-country nationals are students currently studying full-time at a university within Europe without an EU-citizenship.</p> <p>Third-country nationals are asked to obtain a "confirmation of the legal status" from the "Federal Office for Migration and Refugees" confirming their entitlement to stay in Germany.</p> <p>The notification is only a declaratory document, you will be allowed to enter Germany without it!</p> <p>Just like "regular" non-EU citizens, third-country nationals need to do a residence registration & apply for a residence permit after their arrival in Weimar.</p>	<p>You will receive an e-mail with detailed information on how to proceed incl. a list of documents that you need to submit to us.</p> <p>Please note If you already hold a residence permit issued by another EU member state for study purposes, you only need to do a residence registration after your arrival in Weimar (i.e. do not need to apply for a German residence permit). However, you need to make sure that this residence permit is <u>valid for the entire duration of your stay in Germany</u>.</p>	We will hand in your submitted documents to the Federal Office for Migration and Refugees for you after your sent us the mentioned documents.	<p>Right after you receive the e-mail with detailed information from us, at least 40 days prior to your stay in Germany.</p> <p>The "city registration" and (if applicable for you) the "application for a residence permit" takes place right after your arrival in Weimar (we will inform you by e-mail about the details)</p>	

All exchange students of Bauhaus-Universität Weimar need to hand in the following documents **at least 4 weeks before your arrival**:

1. **Confirmation of Health Insurance (step 11/12)**
2. **Confirmation Payment Semester Contribution (step 13)**

Please send the two documents for registering as exchange student as PDF files to incoming@uni-weimar.de

CHECKLIST 1: BEFORE YOUR ARRIVAL (registration documents for Bauhaus-Universität)

Step	Who?	What?	Why?	How?	Where?	When?	✓
11.	EU citizens	Confirmation of Health Insurance	In Germany, health insurance coverage is mandatory. In order for us to enroll you at Bauhaus-Universität Weimar, we need proof of your health insurance coverage.	<p>Send a scan of your EHIC card (front and back side!) to a German health insurance company (e.g. studentenservice@plus.aok.de or service@tk.de) AND put us (incoming@uni-weimar.de) in "CC" with the following text:</p> <p>"Good afternoon, my name is [your surname, first name]. I was born on [your date of birth] in [your place of birth]. I will be spending a semester abroad at the Bauhaus-Universität Weimar in [semester of stay at the Bauhaus-Universität]. Please find attached a scan of my EHIC card (front and back side). Please forward the data to Bauhaus-Universität Weimar (M10) so that I can be enrolled as an exchange student. Thank you very much.</p>	By e-mail.	At least 4 weeks before the start of your stay at Bauhaus-Universität Weimar	
12.	Non-EU citizens	Confirmation of Health Insurance	In Germany, health insurance coverage is mandatory. In order for us to enroll you at Bauhaus-Universität Weimar, we need proof of your health insurance coverage.	<p>Send a scan of your international health insurance documents (in English or German) to a German health insurance company (e.g. studentenservice@plus.aok.de or service@tk.de) AND put us (incoming@uni-weimar.de) in "CC" with the following text:</p> <p>"Good afternoon, my name is [your surname, first name]. I was born on [your date of birth] in [your place of birth]. I will be spending a semester abroad at the Bauhaus-Universität Weimar in [semester of stay at the Bauhaus-Universität]. Please find attached a scan of my international health insurance documents. Please forward the data to Bauhaus-Universität Weimar (M10) so that I can be enrolled as an exchange student. I would also like to ask you to issue an "Exemption from compulsory health insurance in Germany" (Befreiung zur Krankenversicherungspflicht in Deutschland". Thank you very much."¹</p>	By e-mail.	At least 4-6 weeks before the start of your stay at Bauhaus-Universität Weimar	
13.	All exchange students	Payment of the semester contribution (service fee) for your "Thoska" card	<p>Please note</p> <p>The semester contribution is no tuition fee! All students at Bauhaus-Universität Weimar need to pay the contribution in order to get access to the central services and the public transportation.</p> <p>The contribution is used for issuing the "Thuringian University and Studierendenwerk Card", or "Thoska" for short, which gives you access to the services listed here.</p>	<p>Please pay the semester contribution ("Semesterbeitrag"). The amount to be transferred can be checked here.</p> <p>Please note</p> <p>Exchange students do NOT need to transfer the one-time fee of 20 Euros!</p> <p>Please send us a copy of the transfer (e.g. Screenshot) by e-mail to incoming@uni-weimar.de using the subject [DOK] Semester Contribution</p> <p>Recipient: Landeshauptsparkasse Thüringen BIC Code: HELA DE FF 820 IBAN: DE52 8205 0000 3001 1113 13 Subject for payment Exchange_Your Exchange Semester (e.g. Summer Semester 2024)_Exchange year (e.g. 2023/24)_Your Surname(s), Your First name(s)</p>	By money transfer.	4 weeks before the start of your stay at Bauhaus-Universität Weimar	



The time has come: Let's pack your bags and come meet us in person! We are looking forward to getting to know you!

CHECKLIST 2: AFTER YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
14.	All exchange students	“Enrollment Days”	<p>We are looking forward to get to know you in person and will happily introduce you to your fellow exchange students.</p> <p>For this purpose, we organized a diverse social programme for you to take part in and get to know each other.</p>	You will get an invitation for the registration to the “Enrollment Days” by e-mail and during our online info event.	In Weimar at the International Office	<p>If you do take part in the “German Language Course”: 07. + 08. March 2024</p> <p>If you do not take part in the “German Language Course”: please make an individual appointment with us</p>	
15.	All exchange students	Pick-Up of your Student-ID Card (“Thoska”)	<p>The Student-ID Card “Thoska” enables you to access all services mentioned above.</p> <p>Please note We can only hand out your “Thoska” if you have submitted the following documents to us (incoming@uni-weimar.de):</p> <ol style="list-style-type: none"> (1) Confirmation of Health Insurance (2) Confirmation of Semester Contribution 	Your “Thoska” Card will be handed to you in person during “Enrollment days” (dates may be found on your “Letter of Acceptance” or in the respective e-mail).	During the “Enrollment Days” at the International Office	During the “Enrollment Days”	
16.	All exchange students	“Exchange welcome events”	<p>We are looking forward to get to know you in person and will happily introduce you to your fellow exchange students.</p> <p>For this purpose, we organized a social diverse programme for you to take part in.</p>	You will get an invitation for the registration to the “exchange welcome events” by e-mail.	In Weimar.	For exchanges in Summer Semester 2024: 07. – 28. March 2024	
17.	All exchange students with a German level below B1	Free “German Language Course”	Whether you wish to brush up your German language skills or to get to know your fellow exchange students, you are cordially invited to take part in the “German Intensive Language Course”.	<p>The course takes place at our “Language Center”.</p> <p>If you have questions regarding the course, please get in touch with our “Language Center”: sprachenzentrum@uni-weimar.de</p>	In Weimar at the “Language Center”	The free “German Intensive Language Course” in Summersemester 2024 takes place: 11. – 28. March 2024	

CHECKLIST 2: AFTER YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
18.	ONLY ERASMUS students	„Confirmation of Arrival“	The “Confirmation of Arrival” is a document in the ERASMUS programme to be handed out by your home university.	Please pre-fill the document, which you have received <u>from your home university</u> and bring it to us for signature.	Stop by at the International Office of Bauhaus-Universität Weimar to have your “Confirmation of Arrival” signed	During the “Enrollment Days” OR right after the start of your stay at Bauhaus-Universität Weimar.	
19.	All exchange students	Registration as a citizen of Weimar	All each exchange students must register as a citizen of the city of Weimar.	We will help you to get an appointment at “Ausländerbehörde” (Foreigner’s Registration Office) to get your “Meldebescheinigung” (Registration Certificate), which serves as your proof of residence in Germany. Please note For your appointment you need to bring the following documents: 1. “Mietvertrag” (Rental Contract of Weimar) 2. “Wohnungsgeberbescheinigung” (“Housing provider confirmation”, which you will get automatically by “Studierendenwerk” if you live in a student dormitory or upon request by your landlord / landlady)	“Ausländerbehörde” (Foreigner’s Registration Office) Schwanseestraße 17 Building 2 Room 433 0049 3643 - 762-222 auslaenderbehoerde@stadtweimar.de	We will send you an e-mail update on the appointment procedure	
20.	All exchange students	Registration for German Broadcasting License Fee (“Rundfunkbeitrag”)	The “Rundfunkbeitrag” is a monthly TV and radio license fee which is to be paid per apartment. It is charged by “ARD ZDF Deutschlandradio Beitragsservice”. Unfortunately, there are no exceptions for foreign students.	If you need consultation, please visit the “INFOtake”, located on the ground floor of the “Mensa am Park” (Marienstraße 15b) 0049 3643-581506 infotake-weimar@stw-thueringen.de	Please find all information on the homepage of “ARD ZDF Beitragsservice”	Right after you have your permanent address in Weimar.	



Finally: The bureaucracy is (mostly) done and student life at the Bauhaus-Universität Weimar can begin! Have fun!

CHECKLIST 3: BEFORE LEAVING WEIMAR

Step	Who?	What?	Why?	How?	Where?	When?	✓
21.	All exchange students staying in student dormitories	Check-Out of Student Dormitory	In order for you to get your deposit back, you have to officially check-out from your student dormitory.	Please read §7 on the Check-Out in the "General Rental Terms and Conditions of Studierendenwerk" carefully.	Please make an appointment with the caretaker of your student dormitory to organize your check-out.	6 weeks before the end of your renting contract	
22.	All exchange students	Applying for a "Transcript of Records"	The "Transcript of Records" serves as a confirmation of which classes you took at Bauhaus-Universität Weimar including your grades and earned credit points. You need your Transcript of Records to have your academic achievements to be recognized by your home university.	Please note You may download Transcript of Records from the BISON portal , however it only becomes official when it is signed and stamped by your Bauhaus-faculty.	Please get in touch with the International Counsellor of your Bauhaus-faculty	4 weeks before the end of your stay at Bauhaus-Universität Weimar	
23.	ONLY ERASMUS students	„Confirmation of Departure“	The "Confirmation of Departure" is a document in the ERASMUS programme to be handed out by your home university.	Please pre-fill the document, which you have received from your home university and bring it to us for signature.	Stop by the International Office of Bauhaus-Universität Weimar to have your "Confirmation of Departure" signed	Max. 5 days before the end of your stay at Bauhaus-Universität Weimar	
24.	All exchange students	De-Registration as a citizen of Weimar	The de-registration serves as proof for the authorities in your home country.	Fill in the online document "Abmeldung" (De-registration) on the website of the "Ausländerbehörde Weimar" (Foreigner's Registration Office)	Please complete the form and hand it in at the "Ausländerbehörde" (Foreigner's Registration Office) or send it via e-mail to: auslaenderbehoerde@stadtweimar.de	Before leaving Weimar	
25.	All exchange students	Submission of Personal Experience Report	We would like to hear about your experiences during your stay at Bauhaus-Universität Weimar. What went well? What can be improved? Please help us to constantly enhance exchange student's experiences at Bauhaus-Universität Weimar	By filling in the experience report form in the "Bauhaus Portal for Exchange Students"	Online. In the "Bauhaus Portal for Exchange Students"	2 weeks after your departure	



Wow! The semester is already over and it is time to go back home. We hope you had a great time here and come back again!