

Checklist for Incoming Exchange Students in Wintersemester 2022/23

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

Dear Incoming 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 Student Exchange at Bauhaus-Universität Weimar

The checklist is divided into 3 sub-sections, which follow the chronology of steps you need to take:

Checklist 1: before your arrival

Checklist 2: after your arrival

Checklist 3: 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 incoming exchange students](#).
Our Academic Calendar 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 can answer your questions concerning your studies (e.g. issuing the Learning Agreement) and faculty-specific questions (e.g. classes or access to workshops). Please find your International Counsellor [here](#).

CHECKLIST 1: BEFORE YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
1.	All incoming students	Check on Covid Restrictions	<p>Unfortunately, Corona still has a firm grip on us. The German government decides anew every day which countries are classified as risk areas or virus variant areas. These decisions influence the possibility of entering Germany.</p> <p>Please note The Bauhaus Wintersemester 2022/23 is planned as an in-class semester. Unfortunately, it is not possible to start the semester online and arrive later, i.e. if your country of departure is on Germany's list for entry restrictions by the time you wish to travel to Germany, it is not possible to do your exchange studies with us. The German Intensive Language Course in Wintersemester 2022/23 takes place online (12. – 30. September). You need to be present in Weimar for Registration Days on 28. + 29. September 2022</p>	Please check the website of the Federal Foreign Office of Germany.	Website of the Federal Foreign Office of Germany.	As regulations can change every day, please check the status of your country of departure constantly; especially right before you will travel to Germany.	
2.	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. on this website.	<p>As soon as possible after receiving your "Letter of Acceptance" from us</p> <p>Students who want to study at Bauhaus-Uni during Wintersemester will receive their Letter of Acceptance by July.</p> <p>Students who want to study at Bauhaus-Uni during Summersemester will receive their Letter of Acceptance by January.</p>	

CHECKLIST 1: BEFORE YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
3.	All incoming students	Accommodation	<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>The most popular student dormitory for international students is Hummelstrasse 2 (Downtown Weimar).</p> <p>An overview of other options for accommodation can be found on our website.</p>	<p>Please inform yourself on the website of “Studierendenwerk Thüringen” about vacancies, prices and the rental agreement.</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 of your rental contract 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>	
4.	All incoming students with a German language level below B2	<p>Registration AND Placement test for the free German Intensive Language Course</p>	<p>If your German level is below B2, your participation in the German Intensive Language Course is mandatory.</p> <p>If you wish to brush up your German language skills or to get to know your fellow incoming students, you are cordially invited to take part in the German Intensive Language Course.</p> <p>Please note You may only participate in the course if you have registered AND took the placement test.</p> <p>Your first language course at the Language Center of Bauhaus-Universität Weimar is free of charge.</p>	<p>The course takes place three weeks prior to the start of the semester and comprises a total of approximately 60 hours.</p> <p>For stays during Bauhaus-Universität Weimar’s winter semester, the course takes place in September</p> <p>For stays during Bauhaus-Universität Weimar summer semester, the course takes place in March</p> <p>Please note The Language Course in Wintersemester 2022/23 takes place online (12. – 30. September).</p> <p>You need to be in Weimar for the Registration Days on 28. + 29. September 2022</p>	<p>Online.</p> <p>You may register, take the placement test and find registration deadlines for the course online on the website of the “Language Center” of Bauhaus-Universität Weimar.</p>	<p>For stays during Bauhaus-Universität Weimar’s winter semester, the registration / placement test deadline is: 31 August</p> <p>For stays during Bauhaus-Universität Weimar’s summer semester, the registration / placement test deadline is: in January</p>	

CHECKLIST 1: BEFORE YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
5.	All incoming 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. On the website of the "International Welcome" of Bauhaus-Universität Weimar.	The registration deadline is: Until one day before the event starts	
6.	ONLY ERASMUS students	Preparation of "Learning Agreement before mobility"	The "Learning Agreement before mobility" is a mandatory document within the ERASMUS programme. 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. Your home university will provide you with information and / or a template.	The "Learning Agreement before mobility" needs to be handed in at your home university in order to receive your ERASMUS grant. Please note Unfortunately, Bauhaus-Universität Weimar's course catalogue will only be published until a few weeks before the semester begins. For the timely preparation of your Learning Agreement (before mobility), please enter courses from the previous semester which can be found online .	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"	You may start issuing your Learning Agreement after you have received your "Letter of Acceptance" from us 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.	
7.	ONLY Non-EU citizens	Application for residence permit	ONLY RELEVANT FOR NON-EU CITIZENS As per legal determination, if you come from a country outside of the EU, you need to apply for a residence permit (Aufenthaltstitel) at the "Ausländerbehörde" (Foreigner's Registration Office) in Weimar.	Please check with the "Ausländerbehörde" (Foreigner's Registration Office) in Weimar if you need to apply for a residence permit. For this check you need to send these documents to the "Ausländerbehörde": 1. your visa 2. an explanation of your purpose of stay (i.e. for studying) in Weimar 3. your exact duration of stay 4. your planned arrival date Please note Non-EU citizens must present a proof of finance (about 900 Euro for each month of your stay in Germany) to the Foreigners Registration Office.	"Ausländerbehörde" (Foreigner's Registration Office) Address: Schwanseestraße 17 Building 2, Room 433 Ms. Gabriela Gremot Phone: 0049 3643 762-222 E-mail: Terminvergabe.abh@stadtweimar.de	Please send your appointment request by e-mail to the Foreigners Registration Office in Weimar (including your date of arrival) well before your departure , as there may be long waiting times (up to 4 weeks).	

8. ONLY Non-EU citizens (third-country nationals)	Confirmation of 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>Please note</p> <p>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).</p> <p>However, you need to make sure that this residence permit is <u>valid for the entire duration</u> of your stay in Germany.</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.	We will hand in your submitted documents to the Federal Office for Migration and Refugees for you after you 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 (please follow the instructions in step 7 of this checklist)</p>
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2 Registration documents to be enrolled as student of Bauhaus-Universität Weimar

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 9+10)
2. Confirmation Payment Semester Contribution (step 11)

Please find instructions on how to retrieve and fill in the documents in steps 9, 10 and 11.

Please send the three documents for registering as exchange student in separate files in one e-mail to incoming@uni-weimar.de using the e-mail subject „[DOK] Registration Documents“

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

Step	Who?	What?	Why?	How?	Where?	When?	✓
9.	ONLY 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>Please note</p> <p>Consult with your home insurance company if an additional health insurance for your stay in Germany is advisable.</p> <p>If you have questions regarding your coverage (e.g. if return medical transport is included), please get in touch with your insurance company.</p>	<p>Please send us the copy of your European Health Insurance Card (EHIC) together with the "Confirmation Payment Semester Contribution" (see step 11) by e-mail to incoming@uni-weimar.de with the e-mail subject [DOK] Registration Documents</p>	At least 4 weeks before the start of your stay at Bauhaus-Universität Weimar	
10.	ONLY 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>You may either obtain a German national health insurance for students OR – if you have a private health insurance for the time of your studies abroad in Germany from your home country –, you have to get a confirmation of sufficient health insurance coverage. This confirmation exempts you from purchasing an additional German health insurance.</p> <p>The confirmation is called „Bescheinigung über die Befreiung von der gesetzlichen Krankenversicherungspflicht“ and is being issued by a statutory health insurance in Germany. You may get in touch with them by e-mail to get such a confirmation (e.g. AOK).</p> <p>Before the German health insurance can issue the confirmation, they have to check the details of your existing health insurance. For this purpose, you need to provide them with the following information in GERMAN or ENGLISH:</p> <ol style="list-style-type: none"> (1) name of insured person (2) duration of coverage (3) coverage and benefits (4) insurance amount (5) validity of the insurance in Germany / Europe <p>Please note</p> <p>You can also obtain a German health insurance on site in Weimar after your arrival.</p>	<p>Please send us the confirmation („Bescheinigung über die Befreiung von der gesetzlichen Krankenversicherungspflicht“) together with the "Confirmation Payment Semester Contribution" (see step 11) by e-mail to incoming@uni-weimar.de with the subject [DOK] Registration Documents</p>	At least 4 weeks before the start of your stay at Bauhaus-Universität Weimar	

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

Step	Who?	What?	Why?	How?	Where?	When?	✓
11.	All incoming students	Payment of the semester contribution (service fee) for your "Thoska" card	<p>Please note 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 following services:</p> <ul style="list-style-type: none"> • Student ID (e.g. for discounts at the zoo in Erfurt or swimming pools) • Library card • Ticket for the German National Theater (DNT) • Debit card for dining halls, cafeterias and courses with registration fees (e.g. sport courses) • Train, bus and regional railway ticket within Thuringia • when activated: Key card to selected buildings and rooms 	Please pay the semester contribution (the amount can be checked here).	<p>By transfer to the following bank account:</p> <p>Recipient Landeshauptsparkasse Thüringen BIC Code HELA DE FF 820 IBAN DE52 8205 0000 3001 1113 13 Reason for payment Exchange_Your Exchange Semester (i.e. Wintersemester/Sommersemester and year)_Your Surname, Your First name</p> <p>Please note You need to send us a copy of the transfer (e.g. Screenshot) together with the "Confirmation of Health Insurance (step 9/10)" by e-mail to incoming@uni-weimar.de using the subject [DOK] Registration Documents</p>	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?	✓
12.	All incoming students with a German language level below B2	Participation in the German Intensive Language Course	Even if your studies at the Bauhaus-Universität Weimar should take place in English, a knowledge of German is a great advantage in everyday life, e.g. when visiting the doctor or the supermarket.	The course takes place three weeks prior to the start of the semester and comprises a total of approximately 60 hours. Please note The Language Course in Wintersemester 2022/23 takes place online (12. – 30. September).	Online. Information will follow from the "Language Center" of Bauhaus-Universität Weimar	For stays during Bauhaus-Universität Weimar's winter semester, the course takes place: in September For stays during Bauhaus-Universität Weimar summer semester, the course takes place: in March	
13.	ONLY ERASMUS students	Confirmation of Stay (Section: Arrival)	The "Confirmation of Stay" is a mandatory document in the ERASMUS programme. It is handed out by your home university and needs to be handed in at your home university. It consists of two parts: (1) Confirmation of Arrival (2) Confirmation of Departure	Please pre-fill the document, which you have received <u>from your home university</u> and bring it to us for signature.	You may either stop by the International Office of Bauhaus-Universität Weimar (e.g. during the Registration Days) or hand in the document by e-mail with the subject: [DOK] Confirmation of Arrival Please note In order for us to determine the start of your stay, please bring / hand in either your "Grant Agreement" or a document confirming your arrival date in Weimar (e.g. train ticket)	Right after the start of your stay at Bauhaus-Universität Weimar.	
14.	All incoming students	Pick-Up of your Student-ID Card (" Thoska ")	The Student-ID Card " Thoska " enables you to access all services mentioned above. Therefore, a timely pick-up after your arrival is advisable. Please note We can only hand out your " Thoska " if you have submitted the following documents: (1) Confirmation of Health Insurance (Step 7) (2) Confirmation of Semester Contribution (Step 8)	Your " Thoska " Card will be handed to you in person during the registration days (dates may be found on your Letter of Acceptance or in the respective e-mail). Please note If you cannot make it to the registration days, please set up a separate appointment with us to pick up your " Thoska " card.	Either during the registration days or during a separate appointment at the International Office.	Right after the start of your stay at Bauhaus-Universität Weimar.	

CHECKLIST 2: AFTER YOUR ARRIVAL

Step	Who?	What?	Why?	How?	Where?	When?	✓
15.	All incoming students	Registration as a citizen of Weimar	All each exchange students are to be registered as a citizen of the city of Weimar.	<p>Please make an appointment at “Ausländerbehörde” (Foreigner’s Registration Office) to get your “Meldebescheinigung” (Registration Certificate), which serves as your proof of residence in Germany.</p> <p>You may schedule an appointment by e-mail: Terminvergabe.abh@stadtweimar.de</p> <p>For your appointment there, you need to bring the following documents:</p> <ol style="list-style-type: none"> 1. “Mietvertrag” (Rental Contract) 2. “Wohnungsgeberbescheinigung” (Housing provider confirmation, which you will get upon request by your landlord or landlady) 	<p>“Ausländerbehörde” (Foreigner’s Registration Office) Schwaneestraße 17 Building 2 Room 433</p> <p>Ms. Gabriela Gremot</p> <p>Phone: 0049 3643 762-222</p> <p>Email: Terminvergabe.abh@stadtweimar.de</p>	<p>Right after your arrival in Weimar</p> <p>Please note you might want to schedule your appointment well before your arrival, as there may be long waiting times for an appointment (up to 4 weeks).</p>	
16.	All incoming students	Registration for German Broadcasting License Fee (“Rundfunkbeitrag”)	<p>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. The monthly fee per apartment is 17,50 Euro.</p> <p>Please note The “ARD ZDF Deutschlandradio Beitragsservice” is responsible for the fee. If you have questions, please get in touch with them directly.</p>	<p>Please note Before registering for the Broadcasting Fee, please check with your landlord or landlady and your flatmates if the “Rundfunkbeitrag” (Broadcasting License Fee) is already paid or included in your rent. In case you live in a student dormitory, “Studierendenwerk Thüringen” is your landlord. If you share your apartment you may also share the fee.</p>	<p>Please register on the homepage of “ARD ZDF Beitragsservice”</p>	<p>Right after you have your permanent address in Weimar.</p>	
17.	All incoming students who wish to extend their stay	Application for Extension	You would like to stay longer at Bauhaus-Universität Weimar? You have the possibility to apply for an extension of stay from the Wintersemester to the Summersemester.	<p>Please fill in the “Application for Extension” and have it signed by:</p> <ol style="list-style-type: none"> (1) your home university (2) the International Counsellor at your Bauhaus-faculty and (3) the International Office at Bauhaus-Universität Weimar 	<p>Fully signed application should be sent by e-mail to incoming@uni-weimar.de with the e-mail subject [DOK] Extension</p>	<p>Until 15. January</p>	

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?	✓
18.	All incoming 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 to arrange an appointment.	2 weeks before the end of your stay at Bauhaus-Universität Weimar	
19.	ONLY ERASMUS students	Confirmation of Stay (Section: Departure)	The "Confirmation of Stay" is a mandatory document in the ERASMUS programme. It is handed out by your home university and needs to be handed in at your home university. It consists of two parts: (1) Confirmation of Arrival (2) Confirmation of Departure	Please pre-fill the document, which you have received from your home university and bring it to us for signature.	You may either stop by the International Office of Bauhaus-Universität Weimar (e.g. during the registration days) or hand in the document by e-mail with the subject: [DOK] Confirmation of Departure Please note In order for us to determine the end of your stay, please bring / hand in either your "Grant Agreement" or a document confirming your departure date in Weimar (e.g. train ticket)	Max. 5 days before the end of your stay at Bauhaus-Universität Weimar	
20.	All incoming 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 mail to: auslaenderbehoerde@stadtweimar.de or terminvergabe.abh@stadtweimar.de	Before leaving Weimar	
21.	All incoming students	De-Registration From the German Broadcasting License Fee ("Rundfunkbeitrag")	Before leaving Germany, please de-register from the "German Broadcasting License Fee". This is really important! Please note If you do not de-register from the Licence Fee and come back to Germany one day (which we hope) to live here, you would be asked to pay your debts. The "Beitragsservice" is not automatically notified if you leave the country and therefore assumes that you still live in Germany without paying the fee.	De-Registration may be done on the website of the "Beitragsservice."	Online. Please visit the website of "Beitragsservice" to fill out the de-registration form of the License Fee.	Before leaving Weimar	

CHECKLIST 3: BEFORE LEAVING WEIMAR

Step	Who?	What?	Why?	How?	Where?	When?	✓
	All incoming 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	
	All incoming 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 incoming student’s experiences at Bauhaus-Universität Weimar	By filling in the experience report form in the “Bauhaus Portal for Incoming Students”	Online. In the “Bauhaus Portal for Incoming 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!