☑ Checklist for Erasmus Student mobility

with program countries – Incomings Europe

Please also read the [Incoming Guide](#) closely, which provides more information for preparing for your stay in Bonn.

Before your stay in Bonn	What?	☑
Check the application deadline of your home university	You have been **nominated** by your home university for an Erasmus stay at the University of Bonn.	☐
May 1 for the winter semester **November 1 for the summer semester**	**Register** online with the University of Bonn on **Mobility Online**. Please make sure that all information is correct as it will be used for official documents.	☐
Before your stay in Bonn	Prepare the necessary **travel documents** (if necessary: visa, REST Directive, eAT etc.) and take care of the **formalities** (insurance etc.) for international students in Germany.	☐
July for winter semester **January for summer semester**	Prepare the **documents required for enrolment**: Carry out the online pre-enrolment, upload your enrolment documents to Mobility Online and send them by postal mail to the International Office at the University of Bonn.	☐
As soon as you receive the request to pay from the student registry	Transfer the **social contribution** to the University of Bonn to finalize the enrolment. You will receive the amount of the fee, bank details and the matriculation number for the purpose of payment at the end of the online pre-enrolment.	☐
Before your stay in Bonn	Fill in the **Learning Agreement before the mobility** (in cooperation with your Erasmus Departmental Coordinator at the University of Bonn and the responsible person at your home university, consider the minimum number of credits required by your home university).	☐

During your stay in Bonn	What?	
Check the deadline with your home university	Send the **Confirmation of Arrival** to your home university.	☐
Dates will be communicated by email	Participate in the **orientation program** for international students to get assistance with formalities.	☐
Within the 1st week of your stay	**Registration** with the city of Bonn (for more information, please click here)	☐
Within the 1st week of your stay	Sign-up for and pay the **public broadcasting fee** (for more information, please click here)	☐
Within the first 5 weeks of your stay	**If applicable:** Changes in your study plan? → Fill in **Learning Agreement During the Mobility** in cooperation with your Erasmus Departmental Coordinator and the responsible person at your home university, (incl. signatures / email confirmations until deadline, if one is given by your home university!).	☐
Before your departure	What?	
At the end of your stay, possible as soon as your exact date of departure is fixed (the last examination date)	**Get the Confirmation of Stay** with your individual date of departure signed by your Erasmus Departmental Coordinator and send it to your home university (consider possible deadlines of your home university!).	☐
Before your departure	Take care of **formalities** (city deregistration, moving out of your accommodation, cancel broadcasting fee etc.)	☐
At the end of your stay	Ask for a **Transcript of Records** from your Erasmus Departmental Coordinator.	☐

Most important documents/items to bring:

What?	☑
Valid passport/ID and, if applicable, student visa (+ copies of this documents stored separately in case you lose the originals)	☐
Documents relating to your studies which you have already received (i.e. acceptance letter)	☐
Proof of health insurance	☐
Important medical documents, medicine or prescriptions	☐
Vaccination record, COVID-19 vaccination certificate if applicable	☐
Debit/credit card as well as cash for the first few days in Bonn	☐
First month's rent for your dorm room (credit card or cash) if you pay upon arrival and if applicable	☐
Charging cable for your electronic devices	☐
Plug adapters (Germany uses Type F plug sockets and 220 V mains electricity)	☐
Ethernet cable to use the Internet in your dormitory	☐
Towels, bed linen etc. - you can order a "Dorm Basic Set" before you arrive providing you with essentials in the dorm (if applicable)	☐
Clothes, toiletries personal items (to decorate your room or keep memories)	☐
Directions to your accommodation	☐
Translation app	☐
List with most important contact details (emergency contact, embassy, study buddy, international office, etc.)	☐