

☑ Checklist for Erasmus-Worldwide Students - Incomings

Please also read the [Incoming Guide](#) closely which provides more information for preparing for your stay in Bonn. If you have any further questions, please contact erasmus-incoming@uni-bonn.de.

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.	<input type="checkbox"/>
May 31 for the winter semester November 30 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.	<input type="checkbox"/>
July for winter semester January for summer semester	Prepare the necessary travel documents (visa etc.) and take care of the formalities (insurance etc.) for international students in Germany.	<input type="checkbox"/>
July for winter semester January for summer semester	Prepare the documents required for enrollment : Carry out the online pre-enrollment and upload your enrollment documents to Mobility Online.	<input type="checkbox"/>
After the online pre-enrollment	Transfer the social contribution to the University of Bonn to finalize the enrollment. You will receive the amount of the fee, bank details and the matriculation number to put in the payment reference at the end of the online pre-enrollment.	<input type="checkbox"/>
By mid-August for the winter semester By mid-February for the summer semester	Fill in the Learning Agreement before the mobility (p. 1-3) (in cooperation with your Erasmus department 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). Upload your Learning Agreement (p. 1-3; not before all signatures have been made!) to your Mobility Online account.	<input type="checkbox"/>
August for the winter semester February for the summer semester	Sign the lease sent by the Studierendenwerk Bonn (owner of the dorms) and send it back to them. If you would like the International Office to cover the deposit, send the International Office your contract and inform the Studierendenwerk.	<input type="checkbox"/>
According to the deadline stated in the email.	Download your Grant Agreement from Mobility Online, sign it and upload it to your Mobility Online account.	<input type="checkbox"/>

Before your stay in Bonn	Pay the first month's rent of your dorm and provide proof to the Studierendenwerk through a scanned pay slip. Alternatively, you can pay via credit card or cash upon your arrival in Bonn.	<input type="checkbox"/>
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During your stay in Bonn	What?	
Within the 1 st week of your stay	Make an appointment with the International Office to get the original copy of your Grant Agreement signed and to pick up your first instalment of the Erasmus stipend . Bring your ID/ passport.	<input type="checkbox"/>
Dates will be communicated by email	Participate in the program of the Welcome Days to get assistance with formalities.	<input type="checkbox"/>
Within the 1 st week of your stay	Carry out the city registration .	<input type="checkbox"/>
Within the 1 st week of your stay, after registration at the city hall	Open a German bank account at the bank of your choice and enter your bank details in Mobility Online, so you can receive the remainder of your Erasmus grant by bank transfer.	<input type="checkbox"/>
Within the 1 st week of your stay	Sign up for and pay the public broadcasting fee .	<input type="checkbox"/>
Within the first 5 weeks of your stay	If applicable: Changes in your study plan? → Fill in the Learning Agreement During the Mobility (p. 4-5) in cooperation with your Erasmus departmental coordinator and the responsible person at your home university, (incl. signatures/ email confirmations by the deadline!). Please upload the complete document as pdf-file to your Mobility Online account.	<input type="checkbox"/>
As soon as your exact departure date (last date of exams) is fixed - no later than 30 days prior to your departure.	Get the Confirmation of Stay with updated departure date from the International office (m.meraner@uni-bonn.de) or your departmental coordinator no later than 30 days prior to your departure and upload it to your Mobility Online account.	<input type="checkbox"/>
Within 10 days of receiving the survey email	Fill in the EU Online Survey to receive your final grant payment. You will receive a link to the survey 30 days prior to your departure.	<input type="checkbox"/>
Before your departure	What?	
At the end of your stay	Ask for a Transcript of Records from your Erasmus departmental coordinator.	<input type="checkbox"/>

Before your departure	Take care of formalities (city deregistration, close your German bank account, moving out of your dorm, cancel broadcasting fee etc.)	<input type="checkbox"/>
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Please note: If you do not upload the completed documents by the dates indicated, you will not receive your funding and will be asked to return the funds already received.

Most important documents/items to bring:

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

Translation app	<input type="checkbox"/>
List with most important contact details (emergency numbers, embassy, Study Buddy , International Office, etc.)	<input type="checkbox"/>