

☑ Checklist for Students in the Global Exchange Program with Partner Universities - Incomings

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 the Global Exchange Program at the University of Bonn.	<input type="checkbox"/>
March 01 - April 14 for the winter term September 01 - October 14 for the summer term	Your home university nominates you on Mobility Online for a stay in Bonn as part of the Global Exchange Program during the specified period.	<input type="checkbox"/>
April 01 - May 31 for the winter semester October 01 - November 30 for the summer semester	Register online with the University of Bonn on Mobility Online , provide all required information and upload all requested documents for your application. Please make sure that all information is correct as it will be used for official documents.	<input type="checkbox"/>
July for the winter semester January for the summer semester	Prepare the necessary travel documents (visa etc.) and take care of the formalities (insurance etc.) for foreign students in Germany.	<input type="checkbox"/>
July for the winter semester January for the 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.	<input type="checkbox"/>
As soon as you receive the request to pay from the student secretary after enrolment	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.	<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 pay the deposit . Send the Studierendenwerk the signed lease as well as proof of payment.	<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"/>
During the registration period, which you can see here	Register for courses through Basis or by writing an e-mail to the lecturers of the courses you would like to take.	<input type="checkbox"/>
During your stay in Bonn	What?	
Within the 1st week of your stay	Participate in the program of the Welcome Days to get assistance with formalities.	<input type="checkbox"/>
Within the 1 st week of your stay	Registration in the city of Bonn (for more information, please click here).	<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.	<input type="checkbox"/>
Within the 1 st week of your stay	Sign-up for and pay the public broadcasting fee (for more information, please click here).	<input type="checkbox"/>
Within the 1 st week of your stay	If you receive a scholarship from us: Make an appointment with the International Office to hand-in the filled-out scholarship agreement.	<input type="checkbox"/>
Within the first 3 weeks of the semester, exact deadlines will be communicated via e-mail	Fill out your study plan on Mobility Online.	<input type="checkbox"/>
Before your departure	What?	
At the end of your stay	The International Office prepares your Transcript of Records and will send it to you and your home university.	<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"/>

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 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 contact, embassy, study buddy, international office, etc.)	<input type="checkbox"/>