Please also read the **Incoming Guide** closely, which provides more information for preparing for your stay in Bonn.

<table>
<thead>
<tr>
<th>Before your stay in Bonn</th>
<th>What?</th>
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<tbody>
<tr>
<td>Check the application deadline of your home university</td>
<td>You have been <strong>nominated</strong> by your home university for the Global Exchange Program at the University of Bonn.</td>
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</tbody>
</table>
| 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. |  |
| July for winter semester  
January for summer semester | Prepare the necessary **travel documents** (visa etc.) and take care of the **formalities** (insurance etc.) for foreign students in Germany. |  |
| July for winter semester  
January for summer semester | Prepare the **documents required for enrolment**, upload them to Mobility Online and send them by mail to the International Office. |  |
| 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. |  |
<p>| Before your stay in Bonn | Pay the <strong>first month’s rent</strong> 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. |  |</p>
<table>
<thead>
<tr>
<th>During your stay in Bonn</th>
<th>What?</th>
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<tbody>
<tr>
<td>Within the 1st week of your stay</td>
<td>If you receive a scholarship from us: Make an appointment with the International Office to hand-in the filled-out scholarship agreement.</td>
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<tr>
<td>Dates will be communicated by email</td>
<td>Participate in the orientation program for Global Exchange Program students to get assistance with formalities.</td>
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<tr>
<td>Within the 1st week of your stay</td>
<td>Registration in the city of Bonn (for more information, please click here).</td>
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<tr>
<td>Within the 1st week of your stay, after registration at the city hall</td>
<td>Open a German bank account at the bank of your choice.</td>
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<tr>
<td>As soon as you receive the request to pay from the student secretary after enrolment</td>
<td>Transfer the social fee of about 315 € to the University (bank details are given via mail after enrolment).</td>
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<tr>
<td>Within the 1st week of your stay</td>
<td>Sign-up for and pay the public broadcasting fee (for more information, please click here).</td>
</tr>
<tr>
<td>During the registration period, which you can see here</td>
<td>Register for courses through Basis or by writing an email to the lecturers of the courses you would like to take.</td>
</tr>
<tr>
<td>Within the first 5 weeks of your stay, exact deadlines will be communicated via email</td>
<td>Fill out your study plan on Mobility Online.</td>
</tr>
<tr>
<td>Before your departure</td>
<td>What?</td>
</tr>
<tr>
<td>At the end of your stay</td>
<td>Ask for your Transcript of Records from the International Office, if you want to receive it. The Transcript will automatically be sent to your home university.</td>
</tr>
<tr>
<td>Before your departure</td>
<td>Take care of formalities (city deregistration, close your German bank account, moving out of your dorm, cancel broadcasting fee etc.)</td>
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**Most important documents/items to bring:**

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