Checklist of formalities after your arrival at FHWS

You should take care of the following formalities as soon as possible after your arrival at FHWS:

☐ Orientation programme
   Participate in the orientation programme, which the International Office organizes before the beginning of each semester.

☐ Registration at the Registration Office (Meldebehörde) in the City Hall (Rathaus)
   You have to register at the Registration Office in your city of stay within 14 days after your arrival.

☐ Opening a bank account/activating a blocked account
   During the orientation programme, you will receive support in opening a bank account or activating your blocked account.

☐ Rental contract [student residence]
   You have to sign the rental contract at the student residence as soon as possible after your arrival (only if you are staying at the student residence during your study stay).

☐ Residence permit [concerns only non-EU citizens]
   You have to apply for a residence permit at the Foreigners’ Office (Ausländerbehörde) in your city of stay as soon as possible after your arrival.

☐ Study course guidance
   During the orientation programme, a study course guidance will take place. All international student should go there to receive information about their degree programme.

☐ Learning Agreement [concerns only exchange students]
   All exchange students have to fill out a Learning Agreement for each semester.