

Check List for Erasmus / Exchange Students to RheinAhrCampus, Koblenz Uni of Applied Sciences

Name: _____

#	To Be Done	Checked by Student
1	Go to your home university's International Office to get yourself officially nominated to our university. Nominations via email to: Rajah@RheinAhrCampus.de	
2	Download and fill out Application Form: https://www.hs-koblenz.de/rac/international-programs/international-students/exchange-students/semester-dates/	
3	Get the correct Learning Agreement Form from our university: Rajah@RheinAhrCampus.de , and fill it out. Ensure that the prescribed courses are included, and that you fulfil the minimum requirement of taking 30 ECTS. Courses in English: www.hs-koblenz.de/rac-english Courses in German: www.myrac.de/syllabus	
4	Obtain the latest Academic Transcript from your home university.	
5	Send the filled out Application Form, Learning Agreement, and Transcript to: Rajah@RheinAhrCampus.de	
6	Academic Internship: If you would like to apply for an Academic Internship, please send an email for prior arrangement and interview: Rajah@RheinAhrCampus.de	
7	Once you send a completed application, you will receive an Acceptance Letter from our university to be used for official matters e.g., scholarship application, student visa application, proof of student status prior to arrival in Germany etc.	
8	Compulsory Health Insurance for Students: Make sure you have a statutory health insurance and are insured by one of these companies: https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/ We have a partnership with Techniker Krankenkasse. Email Rajah@RheinAhrCampus.de to get the Application Form if you wish to be insured by them. If not, send proof of statutory health insurance in Germany via email also to Rajah@RheinAhrCampus.de	
9	For comprehensive information, read the Exchange Student Handbook: www.hs-koblenz.de/rac-handbook and watch our video: https://www.youtube.com/watch?v=E23NUFE32Tg	
	3 months before arrival in Germany:	
10	For non-EU citizens: Make an appointment with the German Embassy in your nearest city. Take note that the next available appointment might be in a month's time, so book an appointment early.	
11	Research on all necessary documents needed for a student visa application e.g., Acceptance Letter, Blocked Bank Account, Health Insurance etc.	
12	Set up a Blocked Bank Account if necessary	
13	Get a student visa before arrival in Germany, and send a copy of the passport page with the visa to our university via email.	
14	Bank account in Germany: If you would like to open a free student bank account in Germany, email your passport page to: Rajah@RheinAhrCampus.de . We have a partnership with Volksbank Remagen. Please note that Volksbank does not do blocked bank accounts, so you have to arrange that with another bank separately e.g., Deutsche Bank.	

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	Accommodation:	
15	Some spaces are reserved every semester in the dorms for exchange students. First come, first served. Priority is given to students with complete applications .	
16	Watch the our video on accommodation done by previous exchange students for tips and insights: https://www.youtube.com/watch?v=olOof9RcBQk , as well as read information about this from the Exchange Student Handbook: www.hs-koblenz.de/rac-handbook	
17	Transfer the first month's rent and deposit as per the rental agreement, sometimes even prior to arrival. Please note that you are responsible for international transfer fees.	
	Getting Immatriculated:	
18	Transfer the semester fees (about 260 Euros) to the university's bank account. Details will be sent via email. No cash, credit cards or Western Union transfers are accepted. Again, please note that you are responsible for international transfer fees.	
19	Send a 3:4 photo of yourself against a white background via email.	
	Arrival:	
20	Prior to arrival you will be assigned to a Student Buddy who will keep in touch with you to get to know you.	
21	Let our university and your Student Buddy know about the date and time of your arrival in Remagen. Be exact! Tell us the train time, train number, and platform number that you will be arriving in.	
22	Bring some pictures and/or tangible items which represent your home country and region. This will enable other exchange students and your German buddies, flatmates and new friends to learn a bit more about your country and culture.	
23	A university representative will hand you the key to your accommodation and bring you to campus for pre-orientation.	
24	When moving into your accommodation, be sure to take some photographs. If you find damages, be sure to document them in the contract or in your photographs so that you don't lose your deposit when moving out.	