# Checklist for your exchange studies in Oldenburg

**July**

- **Send us your application documents**
  - no later than July 15
- **Apply for visa/residence permit**
  - if applicable (Non-EU citizens)
- Organise your travel to Oldenburg
  - (e.g. flight tickets, check your insurances...)
- **Register for the preparatory language course**
  - (if applicable)
- Transfer semester fee (amount and bank details as stated on admission letter)

**December**

- Join the examination-meeting (how to apply for exams, how to avoid plagiarism, how to obtain the Transcript of Records)
  - for all international exchange students
- Enjoy the traditional Christmas markets in Oldenburg and the region

**September**

- Plan your trip to Oldenburg: contact your Buddy, check out your accommodation, organise for room keys, ...
- Contact your departmental coordinator at UOL for course information and Learning Agreement (if necessary)
- Enrol at the University of Oldenburg (assisted)
- Register with the City of Oldenburg (assisted)
- Non-EU citizens: **Apply for visa/residence permit**
  - (if you haven’t done so far)
- Join the **Welcome Week** (mandatory)
- Set-up your timetable (Stud.IP)
- Attend the first session of your chosen courses to talk to the lecturer about how to obtain the credit points (written/oral exam, paper, ...)
- Enjoy your studies!
  - (and Oldenburg, of course)

**October**

- **Check our calendar of events** or social media for daytrips and social events during the semester on a regular basis.

**Winter semester**

- **Join the examination-meeting** (how to apply for exams, how to avoid plagiarism, how to obtain the Transcript of Records)
  - for all international exchange students
- **Transfer semester fee** (amount and bank details as stated on admission letter)
- **Plan your trip back home**
- **De-register with the City of Oldenburg**
- Contact your health insurance company in Oldenburg to de-register (if applicable)
- Contact the housing office (Studentenwerk) or your landlord to arrange for handing over your apartment
- **If applicable: cancel your German bank account**
- **Before you leave**: come to the International Office to get your Confirmation of Stay signed
- **If you plan to extend for a second semester**, transfer the semester fee to the university’s bank account (please contact us at the International Office before you do so)

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