Checklist for your exchange stay in Oldenburg

**January**
- Send us your application documents not later than January 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 the semester fee (exact amount and bank details are stated on admission letter)

**March**
- 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)
- Join the International Orientation week (mandatory)
- 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)

**April**
- Set-up a 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)
- Check our website or social media for daytrips and social events during the semester on a regular basis.

**June**
- 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 (mandatory)
- Join our international summer fair
- Plan your trip back home

**July**
- Join the farewell meeting for all international exchange students (mandatory)
- De-register with the City of Oldenburg & the University of Oldenburg or:
  - 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)
- 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

www.uol.de/exchange-studies