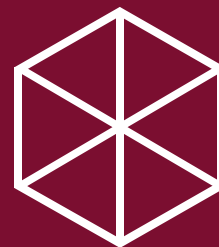


LEUPHANA UNIVERSITY LÜNEBURG

INCOMING EXCHANGE STUDENTS

CHECKLIST



Before the Mobility

- ☐ Read carefully the information email from the International Center.
- ☐ Contact your authorized medical insurance agency at home about coverage abroad.
- ☐ If you are citizens of non-EU/EEA countries (third countries) you might require a visa for Germany. Get in contact with your embassy/consulate regarding the visa modalities.
- ☐ Find your modules on myStudy and fill in your (Online) Learning Agreement.
- ☐ Register online for your stay abroad.
- ☐ Pay your student fee.

Arriving in Lüneburg

- ☐ Join all events from Language and Orientation Program.
- ☐ Register in Lüneburg.
- ☐ If needed, apply for residence permit.
- ☐ Get your Confirmation of Arrival signed (if needed).
- ☐ Get your semester ticket.
- ☐ Get your Leuphana Card at the MIZ.

During the Mobility

- ☐ Join the events offered by the International Center.
- ☐ Update your Learning Agreement "During the Mobility".
- ☐ Find friends 😊
- ☐ Get engaged in student life: volunteer at an initiative like i:si or the International Society, book a course at the University sports center (Hochschulsport) and enjoy the events on campus and in town.

Extending the Mobility

- ☐ Fill in the extension form from the website and let it sign by your home university before you hand it to us.
- ☐ Pay your student fee.
- ☐ Renew your Learning Agreement.
- ☐ Check if you need to extend your health insurance.
- ☐ Check if you need to extend your residence permit.
- ☐ Check if you need to extend your accommodation.

End of the Mobility

- ☐ Get your Confirmation of Departure.
- ☐ Fill in the Online Survey.
- ☐ Get your grades (Ask your teachers, look up here if your grades appear: myCampus).
- ☐ Get your Transcript of Records from the Student Service by sending an email to studierendenservice@leuphana.de with your Leuphana email address.



For further information, check out our website:
www.leuphana.de and our Instagram channel
[@leuphanainternational](https://www.instagram.com/leuphanainternational)