



CHECKLIST VISA & ENTRY

FOR INTERNATIONAL DEGREE-SEEKING STUDENTS FROM NON-EU/EEA COUNTRIES

Dear Students,

We have compiled this checklist to guide you through the process of enrolling at Leuphana University and entering Germany. For questions please do not hesitate to contact us!

Your International Center Team

OVERVIEW	WINTERSEMESTER 2024/2025 – IMPORTANT DATES	
	Language and Orientation Program	3 September – 30 September 2025
	Opening days of the schools	1 October 2025 – 10 October 2025
	Lecture period	13 October 2025 – 30 January 2026
	Christmas holidays	20 December 2025 – 3 January 2026
	Block week & reflection	31 January 2026 – 8 February 2026

BEFORE ADMISSION: PLAN VISA APPLICATION

BEFORE ADMISSION	<p>Check whether you need a visa to enter the country or whether you can enter visa-free. Overview of visa requirements/exemptions for entry into the Federal Republic of Germany</p>	
	<p>On the website of the Federal Foreign Office and the German Embassy in your home country, you will find information on which documents you need to apply for a visa, how to register for an appointment and the current waiting time for a visa.</p>	
	<p>For a student visa and a residence permit, proof of financing for studies is required, which is usually proven by a blocked account. Applicant must provide proof of sufficient funds of at least 992 € per month for the duration of their stay in Germany. When submitting the visa application, proof of these funds must be provided for a period of one year in advance (= 11.904 €). (as of 19/02/2025)</p>	
	<p>Attention! Even students who can enter Germany without a visa must submit proof of financing - in most cases a blocked account - to the Foreigners Registration Office in Lüneburg in order to be granted a residence permit.</p>	
	<p>There are providers who offer both a blocked account and statutory health insurance, as well as health insurance for the period before the official start of the semester, and liability insurance. Check different offers!</p>	



I HAVE RECEIVED AN ADMISSION!

What do I have to do to accept the study place and enter Germany? What are the next steps on my way to Leuphana University Lüneburg?

ACCEPT MY PLACE	Accept study place in myCampus (paperless) https://mycampus.leuphana.de	
	Enrolment in myCampus: Take out German health insurance (preferably statutory!) and enter the information in myCampus. The health insurance company sends the notification electronically directly to Leuphana. A travel insurance is not sufficient. Pay semester contribution. Enrolment is carried out by Student Services. Please direct any questions you may have about the process to studierendenservice@leuphana.de .	

APPLY FOR VISA

APPLY	With admission letter and proof of financing (usually blocked account) apply for student visa (check in advance on the website of the responsible embassy for you which documents you need) You can find the admission letter for download in myCampus .	
	Wait for the visa to be issued – DO NOT enter Germany with a tourist visa!	

PLAN ENTRY

ENTRY	Search for apartment/flat share Studierendenwerk Ost Niedersachsen, Living in Lüneburg	
	We recommend that you book your flight only after your visa has been issued.	
	The semester starts on 1 October, lectures begin in the 3rd week of October.	
	Optional: Registration for the Language and Orientation Program in September. (If you would like to take part in this program and arrive before the semester starts, you will need extra health insurance for this period.) If entry is not possible by 15 November at the latest please contact us.	

AT THE START OF THE SEMESTER: REGISTER FOR CLASSES AND EXAMS

Registration works online (even from your home country)

START	Create your schedule with myStudy	
	Register for exams with myCampus	



AFTER ENTRY: REGISTER WITH THE AUTHORITIES

Registration of residence at the Registration Office = “Einwohnermeldeamt“ with passport and confirmation of your landlord . Appointments in Lüneburg can be made online	
After receiving your registration of residence, apply for Leuphana Card at the library. With the Leuphana Card you can borrow books, print and get a reduced price on meals in the canteen (“Mensa”).	
The tax number is sent by post to the registration address 1-2 weeks after registration. With this tax number and the confirmation of registration, a German bank account can be opened for withdrawals from the blocked account.	
The responsible Foreigners Registration Office depends on your place of residence.	
Submit documents for the residence permit to the Foreigners Registration Office . It is only possible to apply for a residence permit at the Foreigners Office once you have registered with your new address at the Registration office.	
If you live in Lüneburg and have registered there, you can apply for your residence permit at the Foreigners Registration Office Lüneburg , if you live in Hamburg at Hamburg Welcome Centre	
If you have any questions about enrolment, e.g the letter of admission or the transfer of the semester contribution, please contact Student Services . If you have any questions about registering with the Registration Office and the Foreigners Office, please contact the International Center . This is also part of the language and orientation program.	

Have a good start to your studies at Leuphana!