

Enrolment and Start of Term Master's Degree Course Winter Semester 2016/17

What?	Where?	When?	Done?
1. To do now			
Apply for study visa	Before travelling to Germany you need to apply to the German embassy in your country for a study visa (this does not apply to EU or EEA nationals). Please visit the embassy website to find out which documents you will need to bring. As a general rule, you will need your passport, proof of finance, letter of acceptance and travel health insurance.	Now	<input type="checkbox"/>
Prepare enrolment and transfer the semester fee	You can register in writing or in person. Make sure that you have included all the necessary papers (see letter of acceptance). Please note the deadline for registration (on the letter of acceptance), otherwise your letter of acceptance will not be valid!	Now (see deadline on letter of acceptance!)	<input type="checkbox"/>
Proficiency test in German (DSH) (not applicable for degree courses conducted completely in English!)	When you register, you will need to take the DSH 2 or equivalent test www.uni-frankfurt.de/44388079/language req to demonstrate your proficiency in German. The DSH test will be held on 13.02.2016 in the International Study and Language Centre (ISZ) at the Goethe University.	DSH 24.08.2016, 8.30 a.m.	<input type="checkbox"/>
Look for a place to live in Frankfurt or the surrounding area	It is very difficult to find an affordable apartment or room in Frankfurt. It is best to start looking for somewhere straight away: www.wg-gesucht.de/ , www.uni-frankfurt.de/44656772/living , www.studentenwerkfrankfurt.de/wohnen.html Many students come to Germany several weeks before the start of their course and stay in temporary accommodation (e.g. youth hostel or with friends) and then look for an apartment or room.	Now	<input type="checkbox"/>
Collect the latest information about the start of term	Information for all new overseas and German students at the Goethe University can be found here: www.uni-frankfurt.de/50306771/studienbeginn	Now	<input type="checkbox"/>
Get hold of certified copies of important documents	We recommend that you bring certified copies of important documents to Germany, e.g. school reports, academic records, any other certificates which may be relevant to the course of study.	Before departure	<input type="checkbox"/>
2. After arriving in Germany			
Register at the local administrative office	You need to register at the local administrative office (Bürgeramt) within one week of your arrival: www.frankfurt.de/sixcms/detail.php?id=2916&ffmpar[id_inhalt]=102670	First week	<input type="checkbox"/>
Apply to the authorities for a residence permit	You will need to apply to the relevant authorities (Ausländerbehörde) for a residence permit before your entry visa expires. Contact the relevant authorities in good time to find out what documents you require and to make an appointment. www.frankfurt.de/sixcms/detail.php?id=2943&ffmpar[id_inhalt]=102250	Before expiry of entry visa	<input type="checkbox"/>
Open bank account	There are banks in Germany which do not charge fees for account management or for other services.		<input type="checkbox"/>
Take out health insurance	If you need insurance in Germany, please read the information on our website: www.uni-frankfurt.de/44657464/healthinsurance It is generally advisable to take out the student insurance policy with a statutory health insurance company. To do this, you usually need a postal address in Germany and a German (or European) bank account.		<input type="checkbox"/>
Register in the admissions office of Goethe-University, if you have not already enrolled in writing	Give the office your new address in Germany, where applicable. One to two weeks after enrolment you can collect your Goethe Card (student identity card) from the Service Point in the Student Service Centre (Campus Westend, PEG building, ground floor). This card is valid as a ticket for public transport (e.g. S-Bahn, suburban trains, buses) in Frankfurt and in the Rhine-Main Region. You will also get the access details for your university account and for your email address.	see deadline (on letter of acceptance!)	<input type="checkbox"/>

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3. At start of term – before the University session starts			
Attend induction session in your faculty	You can find the dates for your course or faculty in the admissions documents (letter from the faculty) or ask your course advisor (see below) – it is extremely important that you attend this session!	Beginning or middle of October	<input type="checkbox"/>
Sign up for course units / lectures	You will find out how to sign up for the course units at the induction session for your course or faculty. All the course units can be found here: www.uni-frankfurt.de/51174856/Vorlesungsverzeichnis	Beginning of October, in some cases earlier / later	<input type="checkbox"/>
Orientation day for international students	Please register: b.budzisz@em.uni-frankfurt.de ! You will have a general introduction to student life at Goethe University. You will get to know your way around the campus and you will be shown the way to the library and to other important University buildings. You will also have the opportunity to talk to students who are already on a Master degree course: Campus Westend, PEG, Foyer	13.-14. October 2016, 9:30 a.m.- 15:30 p.m.	<input type="checkbox"/>
Read through the guide for first-year students, course regulations and general examination regulations	Before you start your course, you should have read through the "Wegweiser" guide for first-year students issued by the Central Student Advisory Service, as well as the regulations for your course and the general examination regulations. You will be issued with the "Wegweiser" guide when you collect your Goethe Card. The regulations for your course can be found here: http://www.uni-frankfurt.de/36351994/overview Click on the name of your course, then on the link "Course Regulations".	Before the University session starts	<input type="checkbox"/>
Approach the relevant advisor, if you have questions about the course	If you have questions about your course or timetable, etc., please see the advisor assigned to your course of study. He or she will be pleased to help you. All the course advisors can be found here: http://www.uni-frankfurt.de/36351994/overview Click on the name of your course, then you will see the course advisors in the middle of the page.		<input type="checkbox"/>
Internationaler Studientreff (IST)	The "Internationaler Studientreff" at the Goethe University in Frankfurt is a contact point for questions regarding orientation at the University, your studies and life in Frankfurt (i.e. accommodation, formalities, leisure activities). There are weekly consultation hours, excursions and monthly international bar meet-ups: www.uni-frankfurt.de/IST If you like to be informed about upcoming events, please write an email to: studientreff.international@uni-frankfurt.de	Weekly office hours	<input type="checkbox"/>
4. At start of term – start of the University session			
Attend start of course units	Start of Winter semester 2016	17.10.2016	<input type="checkbox"/>
Go on the tour of the library	You will need to use the library in the first few weeks of your course in order to borrow reference books. The tours of the library are important because the staff will explain how to look for reference material: www.ub.uni-frankfurt.de/benutzung/literatursuche.html	In the first few weeks of term	<input type="checkbox"/>
Attend parallel courses and workshops, e.g. on study skills, PC skills, German courses	A degree course requires self-discipline, good organisation, helpful study techniques and self-motivation; this also applies to German students. The University runs many parallel courses and workshops - it is best to go early on in order to get some useful tips for your studies. Here are some examples: <ul style="list-style-type: none"> ▪ Courses run by the Writing Centre/coaching sessions in writing (e.g. to help with written assignments): www.uni-frankfurt.de/43423905/schreibberatung ▪ Courses run by the International Study Centre / Language Centre (e.g. German courses, language twinning schemes): www.uni-frankfurt.de/43662553/Fremdsprachen ▪ Events run by the University Computer Centre (e.g. PC skills): www.uni-frankfurt.de/hrz ▪ Training sessions in key skills (e.g. time management, presentation skills): www.starkerstart.uni-frankfurt.de/45043283/schluesselkompetenzen 	During degree course, especially in the first few semester	<input type="checkbox"/>

The International Office team wishes you all the best for your studies!