

## Enrolment and Start of Term Master's Degree Course Summer Semester 2018

What?	Where?	When?	Done?
<b>1. To do now</b>			
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 for 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). <b>Please note the deadline for registration (on the letter of acceptance), otherwise your enrolment will not be valid!</b>	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 an equivalent test ( <a href="http://www.uni-frankfurt.de/44388079/language req">www.uni-frankfurt.de/44388079/language req</a> ) to demonstrate your proficiency in German. The DSH test will be held on 10.02.2018, in Hörsaalzentrum (Campus Westend) at Goethe University.	DSH 10.02.2018, 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 affordable accommodation in Frankfurt. It is best to start looking straight away: <a href="http://www.studentenwerkfrankfurt.de/en/accommodation/general-information/">www.studentenwerkfrankfurt.de/en/accommodation/general-information/</a> , <a href="http://www.wg-gesucht.de/">www.wg-gesucht.de/</a> , <a href="http://www.uni-frankfurt.de/44656772/living">www.uni-frankfurt.de/44656772/living</a> . Many students come to Germany several weeks before the start of the semester 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 international and German students at Goethe University can be found here: <a href="http://www.uni-frankfurt.de/50306771/studienbeginn">www.uni-frankfurt.de/50306771/studienbeginn</a>	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 your course of study.	Before departure	<input type="checkbox"/>
<b>2. After arriving in Germany</b>			
Register at the local administrative office	You need to register at the local administrative office (Bürgeramt) within one week of your arrival: <a href="http://www.frankfurt.de/sixcms/detail.php?id=2916&amp;ffmparf_id_inhalt=102670">www.frankfurt.de/sixcms/detail.php?id=2916&amp;ffmparf_id_inhalt=102670</a>	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 are required and to make an appointment. <a href="http://www.frankfurt.de/sixcms/detail.php?id=2943&amp;ffmparf_id_inhalt=102250">www.frankfurt.de/sixcms/detail.php?id=2943&amp;ffmparf_id_inhalt=102250</a>	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 other services.		<input type="checkbox"/>
Take out health insurance	If you need insurance in Germany, please read the information on our website: <a href="http://www.uni-frankfurt.de/44657464/healthinsurance">www.uni-frankfurt.de/44657464/healthinsurance</a> It is generally advisable to take out a 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 with the admissions office of Goethe-University, if you have not already enrolled by mail	Give the office your new address in Germany, if 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 serves as a ticket for public transport (e.g. S-Bahn, regional trains, buses) in Frankfurt and in the Rhine-Main Region. You will also get the access details for your university account and your student email address.	see deadline (on letter of acceptance!)	<input type="checkbox"/>

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<b>3. At beginning of term – before lectures start</b>			
Attend induction session in your faculty	You can find the dates for your course or faculty in the admission 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 April	<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 course units can be found here: <a href="http://www.uni-frankfurt.de/51174856/Vorlesungsverzeichnis">www.uni-frankfurt.de/51174856/Vorlesungsverzeichnis</a>	Start of April, in some cases earlier / later	<input type="checkbox"/>
Orientation session for international students	You will have a general introduction to student life at Goethe University, will get to know your way around the campus and you will also have the opportunity to talk to students who are already in a Master's degree course: Where: Campus Westend, PEG, 2 <sup>nd</sup> floor, Room 2G. 202 <b>Please register!</b> You can find the registration form and instructions here: <a href="http://www.goethe-university-frankfurt.de/62987419/300_OrientationPrograms">www.goethe-university-frankfurt.de/62987419/300_OrientationPrograms</a>	04. April 2018, from 1 p.m.	<input type="checkbox"/>
Read through the guide for first-year students, course regulations and general examination regulations	Before you start your courses, 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 study programme and the general examination regulations. You will be given a "Wegweiser" guide when you collect your Goethe Card. The regulations for your course can be found here: <a href="http://www.uni-frankfurt.de/36351994/overview">www.uni-frankfurt.de/36351994/overview</a> Click on the name of your programme, then on the link "Course Regulations".	Before lectures start	<input type="checkbox"/>
Approach the relevant advisor if you have questions about the course	If you have questions about your course, 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: <a href="http://www.uni-frankfurt.de/36351994/overview">www.uni-frankfurt.de/36351994/overview</a> Click on the name of your programme, then you will find the relevant advisor's contact details 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 university, your studies and life in Frankfurt (i.e. accommodation, formalities, leisure activities). There are weekly consultation hours, excursions and monthly international meet-ups: <a href="http://www.goethe-university-frankfurt.de/62902487/200_InternationalerStudientreff">www.goethe-university-frankfurt.de/62902487/200_InternationalerStudientreff</a> If you'd like to be informed about upcoming events, please send an email to: <a href="mailto:studientreff.international@uni-frankfurt.de">studientreff.international@uni-frankfurt.de</a>	Weekly office hours	<input type="checkbox"/>
<b>4. At start of term – start of the university session</b>			
Attend start of course units	Start of summer semester 2018	09.04.2018	<input type="checkbox"/>
Take part in a library tour	You will need to use the library in the first few weeks of your course in order to borrow reference books. The offered library tours are important as staff will explain how to look for reference material: <a href="http://www.ub.uni-frankfurt.de/benutzung/literatursuche.html">www.ub.uni-frankfurt.de/benutzung/literatursuche.html</a>	In the first few weeks of term	<input type="checkbox"/>
Attend supplementary courses and workshops, e.g. on study skills, PC skills, German language courses	A degree course requires self-discipline, good organisation, helpful study techniques and self-motivation; this also applies to German students. Goethe University provides many supplementary 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"> <li>▪ Courses run by the Writing Centre/coaching sessions in writing (e.g. to help with written assignments): <a href="http://www.uni-frankfurt.de/43423905/schreibberatung">www.uni-frankfurt.de/43423905/schreibberatung</a></li> <li>▪ Courses run by the International Study Centre / Language Centre (e.g. German courses, language tandem schemes): <a href="http://www.uni-frankfurt.de/43662553/Fremdsprachen">www.uni-frankfurt.de/43662553/Fremdsprachen</a></li> <li>▪ Events run by the University Computer Centre (e.g. PC skills): <a href="http://www.uni-frankfurt.de/hrz">www.uni-frankfurt.de/hrz</a></li> <li>▪ Training sessions in key skills (e.g. time management, presentation skills): <a href="http://www.starkerstart.uni-frankfurt.de/45043283/schluesselkompetenzen">www.starkerstart.uni-frankfurt.de/45043283/schluesselkompetenzen</a></li> </ul>	During degree course, especially in the first semester	<input type="checkbox"/>

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