

## Checklist - When you arrive



### Do these things in the first days after your arrival:

| What?  | Where?  | Done? |
|--|---|-------|
| Collect your Confirmation of Move-in   | From the dormitory management or your private landlord  |       |
| Send a copy of your Confirmation of Move-in as PDF file  | From your Smart phone to International Office, E-Mail: <a href="mailto:exchange-students@hhu.de">exchange-students@hhu.de</a>         |       |
| Receive your Confirmation of arrival   | From the International Office by E-Mail.  |       |
| Make an appointment at the Residence Registration Office or local Town Hall and register your place of residence | You can arrange an appointment at the Residence Registration Office   |       |
| Send a scan of your registration certificate from the Residence Registration Office to Cornelia Grosse (Ms)      | E-Mail to: <a href="mailto:cornelia.grosse@rh.aok.de">cornelia.grosse@rh.aok.de</a>   |       |
| If the hall manager or your landlord so requires, please show him/her your registration certificate              | To your hall manager or landlord or at your private accommodation   |       |
| Activate your university identifier if you did not already do so before leaving home                             | <a href="https://idm.hhu.de">https://idm.hhu.de</a>   |       |
| Register for the courses agreed in your Learning Agreement (except for Medical students and Language assistants) | Online (HISLSF)<br>Medicine Students: Course requests   |       |
| Take part in the German language placement test if you want to attend a German language course                   | At the Student Academy: <a href="https://www.studierendenakademie.hhu.de/en.html">https://www.studierendenakademie.hhu.de/en.html</a> |       |
| Take part in the English language placement test if you want to attend an English language course                | At the Student Academy: <a href="https://www.studierendenakademie.hhu.de/en.html">https://www.studierendenakademie.hhu.de/en.html</a> |       |
| Get in touch with your Erasmus Coordinator   | You received already the contact details  |       |
| Join in the ESN programme if you like  | <a href="http://duesseldorf.esn-germany.de/">http://duesseldorf.esn-germany.de/</a>   |       |
| Take part in university sports if you like   | <a href="https://asta.hhu.de/referate/hochschulsport-ev/">https://asta.hhu.de/referate/hochschulsport-ev/</a>                         |       |