LEUPHANA
UNIVERSITÄT LÜNEBURG
INTERNATIONAL OFFICE

Checklist for Incoming Students

1. Preparation of the study abroad period

☐ Contact the International Office of your home institution to find out whether they have entered into an agreement with Leuphana University of Lüneburg and whether you are eligible.

☐ If an agreement has been entered into between your home institution and Leuphana University (ERASMUS, Bilateral Agreement), please apply to your home institution first to be selected for the exchange program. If no agreement has been concluded, you need to apply as a freemover (please contact the International Office at Leuphana University directly). Your application to Leuphana University will be handled online at:
www.leuphana.de/en/services/io/incoming/exchange/prearrangement/antrag-auf-zulassung.html

- Application deadlines: winter semester (starting in October): July 15
  summer semester (starting in April): January 15

☐ The original copy of the application form and all supporting documentation/signatures must be sent to the International Office at Leuphana University. Supporting documentation includes: original Transcript of Records, preliminary Learning Agreement, passport-sized photograph, proof of German language proficiency (A2).

2. After acceptance as an exchange student

- A "Letter of Acceptance" will be forwarded to you and your home institution.

☐ Upon request, the University's Housing Service will prearrange accommodation for international students. For more details please see our website at:
www.leuphana.de/en/services/io/incoming/exchange/prearrangement/wohnen.html

☐ Please find out whether you need a student visa to enter Germany.

- Further information regarding your arrival and the orientation program will be provided in due time (please also visit our website at: www.leuphana.de/en/services/io/incoming/exchange/in-lueneburg/orientierungsprogramm.html).

☐ Please inform us of the date and time of your arrival as soon as possible.

3. After arrival in Lüneburg

- The International Office (in close collaboration with the L.A.S.S.I student organization.) assigns every new exchange student a buddy. Your buddy is a German student who will welcome you in Lüneburg and help you settle in quickly.

☐ After your arrival you will either participate in the welcome program or, in case you arrive late, come directly to the International Office. Please bring along your passport and pay the registration and service fees in cash.

☐ During the first days of the orientation program, formalities and health insurance issues will be settled. You will be introduced to the study system at Leuphana in Lüneburg, and student tutors will help you set up your personal class schedule, your study plan and your Learning Agreement.

☐ Once lectures have started you will need to have your study plan signed by all lecturers and hand in a copy of the signed study plan, your final Learning Agreement and the application for issuance of an official Transcript of Records to the International Office.

- We will submit the Learning Agreement to your home university for signature.

4. Before departure from Lüneburg

☐ Hand in the original study plan to the International Office. The study plan must either indicate the grades or, if no grades are given, have been signed by all lecturers for a second time.

☐ Please inform us of your departure date.

☐ Cancel your German health insurance policy.

☐ Contact the Housing Service (if applicable).

- Your home university will automatically receive an Academic Transcript indicating the results of all courses shown in the Learning Agreement as soon as we have received all grades.