

CHECKLIST INCOMING EXCHANGE STUDENTS

Preparations before arrival:

- ☐ I have read the information available about study opportunities at the Kufstein University (HOK) and discussed the course selection with my local advisor.
- ☐ I have completed my (Online) Learning Agreement and it has been signed by me, my home university and the Kufstein University (HOK)
- ☐ I have participated in the Virtual Orientation Day.
- ☐ My passport is valid and I have applied for a visa (if required).
- ☐ My insurance covers medical treatment in Austria.
- ☐ I have applied for a room in the International Student Residence (if desired).

MAHL 231
Please note the application deadlines as stated on the university website.
Rooms are allocated on a first come, first served basis.

Don't forget to travel with:

- ☐ Your valid passport and visa (if required).
- ☐ Proof of valid health insurance.
- ☐ Letter of Acceptance from the Kufstein University (HOK).

During your first days in Kufstein:

- ☐ I have participated in the Orientation Days on Campus and received my Certificate of Arrival.
- ☐ I have paid the ÖH-Fee.
- ☐ I have paid my first month's rent.
- ☐ I have opened a bank account (if needed).
- ☐ I have completed and submitted my registration form to the registry office ("Meldeamt") within three days of my arrival (bring your passport!).

Before you leave Kufstein:

- ☐ I have completed my deregistration at the registry office ("Meldeamt").
- ☐ I have returned my keys, paid any open bills (telephone, etc.) and received my deposit.
- ☐ I have downloaded my transcript of records (ToR) in the student portal. The ToR will also be sent via e-mail to your home university.

Please note your e-mail account and login to the student portal of the Kufstein University (HOK) will be deleted within a few months after the end of your stay.

WELCOME