

CHECKLIST



Study stay abroad at THWS

for a full semester as an exchange student

Before your stay at THWS

- Complete the selection procedure at your home university and get nominated for the study stay at THWS.

After nomination at THWS by the International Office of your home university:

- Receive the link to our online application portal for exchange students, [MoveOn](#).
- Apply via [MoveON](#) as soon as possible by filling out the application form and uploading these documents:
 - Copy of your passport (written in Latin letters)
 - Certificate of enrolment at your home university
 - Photo for the student ID card
 - Academic transcript of records (accepted only in English)
 - Letter of motivation (approx. one page)
 - ONLY for students of Bachelor Mechatronics, Electrical Engineering and Robotics: additionally, send your learning agreement to welcome@thws.de.*
 - ONLY for students of the Faculty of Visual Design: additionally, send a portfolio to welcome@thws.de (will be forwarded to the faculty in order to assess your artistic skills).*
- Receive the invitation letter → for the winter semester in May, for the summer semester in December.

After receiving the invitation letter from THWS:

- Apply for the student dormitory (for the winter semester by 15 June; for the summer semester by 15 Jan.)
- Apply for visa in case you need a student visa to enter Germany.
- Complete your Learning Agreement:
 - EU Students: Complete your digital Learning Agreement.
 - ONLY Free Mover and Non-EU (if applicable): Complete the Learning Agreement before semester start and send it to welcome@thws.de.*
- Pay the semester contribution.
- Take out health insurance policy.
- After enrolment receive your login data.

During your stay at THWS

- Participate in the orientation programme (possible on site or online).
- Pick up your Student ID card.
- Send the Confirmation of Arrival to the THWS International Office by email to welcome@thws.de for signature.
- If changes occur to the period of stay email them immediately to welcome@thws.de.
- Send the final version of your Learning Agreement to welcome@thws.de after signature of your THWS study advisor.

Before leaving:

- Send the Confirmation of Departure/Certificate of Attendance to the THWS International Office by email to welcome@thws.de for signature.
- Terminate all necessary contracts on time (health insurance, tenancy, bank account, phone contract, GEZ, etc.).

After your stay at THWS

- Download from THWS CampusPortal:
 - examination grades overview (one month after examination period)
 - transcript of records (two weeks after start of the next semester)
 - certificate of study progress
 - certificate of exmatriculation

Please remember to:

- keep us as well as your home university informed about changes to your plans (especially cancellation of study stay!), contact details, etc.*
- regularly check your emails for information.*

Find more information on the [THWS International Website](#)