

Check List: Travel Preparations

Program Documents

Students who participate in one of our exchange or scholarship programs have to submit program documents during and/or after the stay abroad. We strongly advise students who are planning a semester abroad outside of our partnerships to complete a Learning Agreement.

You find templates, forms and guidelines, as well as a list of contact persons on our website in the sections European Exchange Erasmus+, Overseas Exchange and Study Abroad, and PROMOS via **Downloads** or **Contacts**.

Passport

Remember to check the expiration date of your passport. If applicable, apply for a (new) passport well in advance. Some host universities ask for a passport copy, passport number or passport validity during the application process.

Visa and Entry Regulations

Check visa and entry regulations of your host country well in advance. Research different types of visa and check requirements for study or internship purposes as well! Apply for your visa as soon as you receive your acceptance letter and/or certificates required for visa application from your host institutions.

Travel Health Advice and Disease Prevention Advice

Information on current and country-specific medical preventive care you can find on the website of the Federal Foreign Office. Check the vaccination recommendations and make an appointment with your doctor well in advance.

International (Travel) Health Insurance, Casualty and Liability Insurance

Exchange programs of the University of Siegen do not include insurance coverage. Neither the EU Commission (Erasmus+), nor the University of Siegen is liable for damages, diseases and accidents linked to a stay abroad.

Contact your insurance provider(s) in due time and make sure you have sufficient insurance coverage for the duration of your stay abroad.

Re-Enrolment or Leave of Absence

During your stay abroad you have to be fully enrolled at the University of Siegen. Therefore, remember to re-enrol by paying your semester fee or to apply for a leave of absence in due time!

Do not apply for a leave of absence if you plan on taking exams at University of Siegen or graduate in the respective semester. For further information, please refer to the [International Registrar's Office](#).

Documentation of a Stay Abroad in *unisono*

You have to record your stays abroad (studies, internship, other study related stays abroad) in *unisono* under My Studies/Study Service/Contact. Select the option "Enter data for statistical purposes" (right hand side of the page).

Credit Card, Cash Money and Bank Account

Take care of financial matters (running domestic expenses, expenses incurring abroad, bank account, international money transfer, credit card) well in advance and check foreign currencies and exchange rates. Remember to take sufficient cash money with you for the first days on-site!

Letter of Authority

You may want to authorize a person (your proxy) to act on your behalf while you are abroad (e.g. with the bank, university, scholarship program, or landlord or lady). The letter of authority should include your full name, address and signature of you and your proxy.

International Student ID

You can apply for an international student ID online for approx. 15 Euros. Required documents usually include a passport photo, a copy of an identification document (no passport or identification card) and a student registration certificate.

International Driver's License

For stays outside of the EU you can have the driving license and registration office issue an international driver's license (valid in conjunction with your German driver's license) for approx. 15 Euros.