CHECKLISTS FOR STUDENTS COMING TO MCI MANAGEMENT CENTER INNSBRUCK

Before arrival

I checked the available courses (www.mci.edu/courses-in-english) and discussed the course selection with my local advisor. ☐

I have my **transcript of records** for Online Application ready (**for fall Online Application starts mid/end of April**; **for spring mid/end of October**). ☐

I did the **language proficiency test** during application or **sent my language certificate** to the coordinator at MCI (more information: www.mci.edu/exchange-incoming --> English requirements). ☐

My passport is valid and, if necessary, I have applied for a visa. ☐

My insurance covers medical treatment in Austria. ☐

I organized the accommodation for my exchange in Innsbruck (for more information see: www.mci.edu/en/accommodation) ☐

I paid the **administrative and student union fee** for my stay at MCI (about 1 month before the semester starts). ☐

To bring along

valid passport and visa/residence permit (if required) ☐

proof of valid health insurance ☐

If you are a EU/EEA/Swiss citizen: proof of sufficient financial means for your stay in Austria (e.g. proof of stipend/scholarship, credit card or bank statement, financial support letter from your parents, etc.) ☐

Letter of Acceptance from MCI Management Center Innsbruck ☐

First days in Innsbruck

I participated in the orientation program of the International Relations Office. ☐

I have paid my first month's rent (if I have not done that before). ☐

I opened a bank account, if necessary. ☐

I submitted my registration form to the town hall ("Rathaus") within three days of my arrival (bring along your passport). ☐

Before departure

I de-registered at the town hall (bring your "Meldebescheinigung" form and passport). ☐

I returned my keys, paid any open bills (telephone, etc.), and closed my austrian bank account, if necessary. ☐

I picked up my confirmation of stay in the International Relations Office, if requested from my home university. ☐

I completed the evaluation of my exchange semester and evaluated the courses I did at MCI. ☐