

# checklist for incoming students

## Before arrival

- I checked the available courses ([www.mci.edu/courses-in-english](http://www.mci.edu/courses-in-english)) and discussed the course selection with my local advisor. ☐
- I have my **transcript of records** for the Online Application ready. ☐
- I did the **language proficiency test** during application or **uploaded my language certificate** to the online application platform (more information: [www.mci.edu/exchange-incoming](http://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 applied for accommodation for my exchange in Innsbruck (for more information see: [www.mci.edu/en/accommodation](http://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.) ☐

## 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). ☐
- If you are a EU/EEA/Swiss citizen: I have submitted my certificate of permanent residence to the town hall ("Rathaus") within the first four months of my stay. ☐

## 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 requested my confirmation of stay at the International Relations Office, if required from my home university. ☐
- I completed the evaluation of my exchange semester and evaluated the courses I did at MCI. ☐