

## Checklist - When you arrive



### Do these things in the first days after your arrival:

What?	Where?	Done?
Collect your Confirmation of Move-in	From the dormitory management or your private landlord	
Send a copy of your move-in confirmation and a template for an arrival certificate from your home university as a PDF file	From your Smart phone to International Office, E-Mail: <a href="mailto:exchange-students@hhu.de">exchange-students@hhu.de</a>	
Receive your Confirmation of arrival	From the International Office by E-Mail.	
Make an appointment at the Residence Registration Office or local Town Hall and register your place of residence	You can arrange an appointment at the Residence Registration Office	
Send a scan of your registration certificate from the Residence Registration Office to Cornelia Grosse (Ms)	E-Mail to: <a href="mailto:cornelia.grosse@rh.aok.de">cornelia.grosse@rh.aok.de</a>	
If the hall manager or your landlord so requires, please show him/her your registration certificate	To your hall manager or landlord or at your private accommodation	
Activate your university identifier if you did not already do so before leaving home	<a href="https://idm.hhu.de">https://idm.hhu.de</a>	
Register for the courses agreed in your Learning Agreement (except for Medical students and Language assistants)	Online (HISLSF) Medicine Students: Course requests	
Take part in the German language placement test if you want to attend a German language course	At the Student Academy: <a href="https://www.studierendenakademie.hhu.de/en.html">https://www.studierendenakademie.hhu.de/en.html</a>	
Take part in the English language placement test if you want to attend an English language course	At the Student Academy: <a href="https://www.studierendenakademie.hhu.de/en.html">https://www.studierendenakademie.hhu.de/en.html</a>	
Get in touch with your Erasmus Coordinator	You received already the contact details	
Join in the ESN programme if you like	<a href="http://duesseldorf.esn-germany.de/">http://duesseldorf.esn-germany.de/</a>	
Take part in university sports if you like	<a href="https://asta.hhu.de/referate/hochschulsport-ev/">https://asta.hhu.de/referate/hochschulsport-ev/</a>	