



# Checklist for Arriving and Settling as a new BIGSAS Junior Fellow

## AFTER ADMISSION / BEFORE ARRIVAL

- ❑ Read all the information emails and documents in detail and make sure to check the [Welcome Brochure](#) as well as the [BIGSAS Website](#) (or if already enrolled at UBT due to a previous studies, please also consider the BIGSAS E-learning courses: [Information for BIGSAS Junior Fellows](#) and [Get to know your UBT Institutions \(BIGSAS Edition\)](#))
- ❑ Look at the conditions and requirements to apply for a visa to Germany (and apply for one if necessary)
- ❑ If you need to enrol as a student for visa purposes contact the BIGSAS coordinator Michelle Heese via [michelle.heese@uni-bayreuth.de](mailto:michelle.heese@uni-bayreuth.de) for further instructions
- ❑ Research on and register with a German health insurance (if not already included in your funding/scholarship) See also [Health Insurance Foreigners](#) and [Information DAAD](#)
- ❑ Research on and register with any other necessary insurance (like an accident or liability insurance)
- ❑ Confirm a BIGSAS pre-reserved room in the student dorm via Michelle Heese, and register for it [HERE](#) OR: Look for accommodation by yourself
- ❑ Look for travel options to Germany and how to get to Bayreuth
- ❑ Get in contact with the BIGSAS Junior Fellow Reps Monika Rohmer and Eileen Jahn via [bigsas-reps@uni-bayreuth.de](mailto:bigsas-reps@uni-bayreuth.de)
- ❑ Arrange necessities to bring with you to Bayreuth for the first days including:
  - Weather appropriate clothing (as Bayreuth can get quite cold in winter bring some warm clothes/a winter jacket)
  - Basic housing equipment
  - If possible some cash in Euro



## AFTER ARRIVAL

- ❑ Get your apartment keys and all housing contract documents (and move in)
  - Please note, that if you do NOT live in a student dorm, you should ask your landlord for the form (“Formular”) “Wohnungsgeberbestätigung” as you would need this later on for your registration at the town council
  - If necessary you can be assisted by a BIGSAS assistant for this issue
- ❑ If not already existing: get a German SIM card and/or Prepaid phone contract
- ❑ If not already existing: open a German bank account
  - If necessary you can be assisted by a BIGSAS assistant for this issue
- ❑ Registration at the Bayreuth town council:
  - For international students those appointments are normally already made by BIGSAS assistants which will accompany you for the first appointment
  - Necessary documents: passport + Wohnungsgeberbestätigung (this is not necessary if you live in a student dorm)
- ❑ Transfer the student fee to the university (this is absolutely necessary in order to get enrolled)
- ❑ Enrolment at the University (in person; a BIGSAS assistant can accompany you if desired)
- ❑ Appointment at the Foreigners Authority (Ausländerbehörde)
  - A BIGSAS assistant can initiate an appointment for you and accompany you there
  - Necessary documents: passport
  - Please note, that the dates for your appointments depend on the urgency, i.e. when your current visa expires
- ❑ Drop by at the BIGSAS office at the Geschwister-Scholl-Platz 3 to receive your transponder key and your other Campus Card
  - Please note that BIGSAS normally creates a second bnumber/email for you, which gives you the same access as (visiting) researchers. This is not a student card though, and you cannot use it to travel with it
- ❑ Register as a member of the [University of Bayreuth Graduate School](#) (UBTGS)
  - Not mandatory but highly advisable
- ❑ Take part in the BIGSAS Welcome Seminar
- ❑ Start working on your IRTP (has to be handed in within 3 months after admission to BIGSAS)
- ❑ Start looking for mentors for your thesis