

Before the mobility

APPLICATION PROCESS	Gathering information on the application process.	<input type="checkbox"/>
	Nomination by the home university.	<input type="checkbox"/>
	Contact team.internationales@hfg-offenbach or erasmus@hfg-offenbach.de (for Erasmus+ exchange) for an cloud link.	<input type="checkbox"/>
	Upload in time required application documents to the cloud link.	<input type="checkbox"/>
	Apartment search, travel arrangements and gathering of information.	<input type="checkbox"/>
	(Online) Learning Agreement	<input type="checkbox"/>
ENROLMENT	You have received the letter of acceptance (Zulassungsbescheinigung).	<input type="checkbox"/>
	Online registration for enrolment.	<input type="checkbox"/>
	Transfer the social contribution to the bank account of HfG Offenbach.	<input type="checkbox"/>
	Complete the Online Learning Agreement or Learning Agreement	<input type="checkbox"/>
TRAVEL ARRANGEMENTS	Required and valid travel documents e. g. visa, passport, ID Card, ...	<input type="checkbox"/>
	Statutory health insurance for enrolment / European Health Insurance Card (EHIC) study-in-germany.de health insurance	<input type="checkbox"/>
	Registration on a Crisis Prevention List of your country (if available).	<input type="checkbox"/>
	Emergency Contact	<input type="checkbox"/>
ACCOMMODATION	Signed rental contract with Studentenwerk Frankfurt (student dormitory) or landlord	<input type="checkbox"/>
	Transfer the deposit	<input type="checkbox"/>
	Transfer the first month's rent	<input type="checkbox"/>

The Arrival

ARRIVAL AT HFG OFFENBACH	Letter of Duration of Mobility (signed by International Office HfG Offenbach)	<input type="checkbox"/>
	Orientation day or week	<input type="checkbox"/>
	Login data for student email, eCampus and WiFi on Campus.	<input type="checkbox"/>
	Registration for courses on eCampus.	<input type="checkbox"/>
	Changes concerning Online Learning Agreement / Learning Agreement	<input type="checkbox"/>
	Informationen on sports, advice, and support programmes at HfG Offenbach	<input type="checkbox"/>
ARRIVAL IN OFFENBACH AM MAIN / FRANKFURT AM MAIN	Registration of residence (Wohnsitz anmelden)	<input type="checkbox"/>
	Registration at foreigner's office (for third-country nationals)	<input type="checkbox"/>
	German bank account (if necessary)	<input type="checkbox"/>
	Fees public broadcasting services (Rundfunkbeitrag) If you live in a shared apartment, you can share licence rights with your (future) flatmates.	<input type="checkbox"/>
UPDATE ADDRESS	Update your address (German address) and mobile phone number on eCampus.	<input type="checkbox"/>

Extension of Mobility

	Approval by the International Office at HfG Offenbach	<input type="checkbox"/>
	Approved by a teacher or professor at HfG Offenbach	<input type="checkbox"/>
	Please forward both approvals to the International Office of your home university	<input type="checkbox"/>

Before Leaving

CREDITS (ECTS)	Transcript of Records	<input type="checkbox"/>
SIGN OFF	De-registration of residence at local authorities	<input type="checkbox"/>
	Close german bank account	<input type="checkbox"/>
	Move out of apartment / student dorm	<input type="checkbox"/>
	De-registration german statutory insurance	<input type="checkbox"/>
	De-registration public broadcasting services	<input type="checkbox"/>
	Bring back all lent books and media to the library and lending services at HfG Offenbach	<input type="checkbox"/>

Contact International Office at HfG Offenbach

POSTAL ADDRESS	University of Art and Design Offenbach Study Information Center Schlossstr. 31 D-63065 Offenbach am Main
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