



Pre-Departure Checklist

Thank you for accepting your offer letter!

Here is an overview of the steps you need to complete before arriving to Leipzig.

Receive your Letter of Acceptance

This is the document you need for the student visa application and accommodation booking. It is issued to students who have met all conditions from their offer letter and accepted the offer by signing the Acceptance Form and paying the deposit.

Check if the university has your personal email address

Your email address is required to share important communications related to your IT set-up, etc. Agents' or parents' email addresses cannot be used for these purposes. Please check your email regularly, including your spam folder!

STUDENT VISA

Check if you require a visa

You can find relevant information and links on our website under [Visa Process](#) 

Open a blocked bank account

This step is required for all non-EU students – this will be required for your residence permit application. You can find links to the blocked bank account providers on our Visa Process website.

Make a visa appointment and submit your full application

Contact the nearest consulate and submit all required documents. Please follow the instructions provided on your consulate's website.



ACCOMMODATION

 Review accommodation options	We list all the options on our website under Accommodation 
 Book your apartment directly with one of the providers	Most providers open for booking three months before the start of the tenancy period. To book, please follow the instructions on the provider's website.
 Make a move-in appointment with your landlord	Please note that in most cases you cannot receive your keys during weekends and public holidays, so it is important that you agree about your move-in date and time in advance.

PRE-DEPARTURE WEBINARS

 Check your emails for webinar invites	Registration links will be shared with all accepted students by email. You will be able to access the recordings of these webinars later.
 Attend our Pre-departure webinar	During this webinar, we will go through each step of the pre-departure process, and you will be able to ask any questions you have. The link will be shared with you by email in advance.
 Attend our Compliance webinar	This webinar is additional to the general Pre-departure webinar and will cover your first steps upon arrival to Germany. A health insurance representative will be joining this webinar as well. The link will be shared with you by email in advance.



HEALTH INSURANCE

 Check if you have a valid health insurance

Students from EU countries, Turkey and Bosnia might get an exemption, please read more about it on our website under [Health Insurance](#) 

 Start the registration process with a statutory health insurance

You could book a public health insurance plus travel insurance package when opening your blocked bank account. If you haven't, you may prefer to contact one of the insurance representatives from our website for further instructions.

IT SET-UP

 Read the email with the instructions

The email on how to set-up your student account will be sent by Lancaster University (UK) a few weeks before the Welcome Week. Please also check your spam folder.

 Set up your student account

Upload all the requested documents to the student portal. This is an important step that you need to complete before you can complete your on-campus enrolment during the Welcome Week.

PLAN YOUR ARRIVAL

 Book your tickets to Leipzig

International students: please do not forget to check the visa validity date before booking your trip. Convenient ways of getting to Leipzig will be discussed within our Pre-departure webinar.

 Fill out the Pre-arrival form

Once you planned your arrival to Leipzig, please fill out the form on our website [Arrival Confirmation Form](#) 



Pack your documents

You need to bring:

- Passport (with visa) or ID card
- Letter of Acceptance
- Original high school or university diploma with transcript (translated into English, where applicable)
- Proof of valid health insurance
- Accommodation contract
- Health/vaccination records, if available
- Under-18 students must check our [website](#)  for additional documents.



Pack your bags

Watch our [What To Pack](#)  video on our YouTube channel @lancasterleipzig



Check your emails for important updates

The Welcome Week timetable will be shared with all students a few weeks in advance.

UNDER-18 STUDENTS



Attend our pre-departure webinars together with your parents

Apart from the webinars, we will also be hosting an under-18 information session during the Welcome Week



Plan arriving to Leipzig with your parents/guardians

Under-18 students need to travel to Leipzig with at least one parent/legal representative. If both parents cannot travel with you, you need to bring these two templates signed by both parents in advance (documents on our [website](#)): 

1. Power of Attorney
2. Consent form for your residence permit application



Review instructions on opening a German bank account, if relevant

The instructions will be shared with all international under-18 students and available on the [under-18 website](#). 



POINTS OF CONTACT



Accommodation enquiries:

studentaccommodation@lancasterleipzig.de



General pre-departure enquiries:

welcome@lancasterleipzig.de



Virtual drop-in session for last-minute questions (close to the Welcome Week):

The link will be shared with you by email. Please attend this call only if you have remaining questions.



Digital student community on TAP:

You will receive an invite to join our student community chat on The Ambassador Platform. This will be an opportunity for you to connect with other incoming students prior to your arrival.

You may also use this platform to chat with our current Student Ambassadors – however, please note they cannot advise you on pre-arrival formalities. For this, please contact the university representatives.



Visa
Process



Accommodation



Health
Insurance



Arrival
Form

