

SHORT-CHECKLIST  
**DURING THE SEMESTER**

<i>To-Do:</i>	<i>Important contacts:</i>
<p style="text-align: center;"><b><u>Registration for examinations:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Get informed about the registration deadline</li> <li><input type="checkbox"/> Find out whether an examination is required to obtain ECTS</li> <li><input type="checkbox"/> Register for all the exams you want to take</li> </ul>	<p style="text-align: center;"><b>Examination office of your department</b></p> <p>You can find the contact details of the examination offices here:  <a href="https://www.uni-rostock.de/studium/studienorganisation/im-studium/pruefungsaemter/">https://www.uni-rostock.de/studium/studienorganisation/im-studium/pruefungsaemter/</a></p>
<p><b>If you would like to stay in Rostock for longer than one semester:</b></p>	
<p style="text-align: center;"><b><u>Re-registration:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pay attention to the re-registration deadline:  <u>Winter semester:</u> 01.06. bis 30.06. of the year  <u>Summer semester:</u> 02.01. bis 01.02. of the year</li> <li><input type="checkbox"/> Transfer the semester contribution</li> </ul>	<p style="text-align: center;"><b>Studierendensekretariat</b></p> <p><a href="https://www.uni-rostock.de/studium/studienorganisation/im-studium/rueckmeldung/studierendensekretariat@uni-rostock.de">https://www.uni-rostock.de/studium/studienorganisation/im-studium/rueckmeldung/studierendensekretariat@uni-rostock.de</a>            Tel.: +49 (0) 381 498 1230</p>
<p style="text-align: center;"><b><u>Creation of a New Learning Agreement/ Study Plan:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify the Rostock International House of extension</li> <li><input type="checkbox"/> Complete new Learning Agreement/ Study Plan</li> <li><input type="checkbox"/> Let the department coordinator / Rostock International House sign the form</li> <li><input type="checkbox"/> Send a copy of the new LA/ Study Plan to the RIH by e-mail</li> </ul>	<p style="text-align: center;"><b>Rostock International House – Incoming Section</b></p> <p><a href="mailto:incoming.rih@uni-rostock.de">incoming.rih@uni-rostock.de</a>            Tel.: +49 (0) 381 498 1209</p> <p style="text-align: center;"><b>ERASMUS+ Coordinators</b></p> <p><a href="#">PDF List with ERASMUS+ Coordinators</a></p>
<p><b>Do you have any further questions?</b>            Contact us any time via <a href="mailto:incoming.rih@uni-rostock.de">incoming.rih@uni-rostock.de</a></p>	