

## CHECKLISTS FOR STUDENTS COMING TO MCI MANAGEMENT CENTER INNSBRUCK

### Before arrival

- I checked the available courses ([www.mci.edu/courses-in-english](http://www.mci.edu/courses-in-english)) and discussed the course selection with my local advisor.
- I have my **transcript of records** for Online Application ready (**for fall Online Application starts mid/end of April; for spring mid/end of October**).
- I did the **language proficiency test** during application or **sent my language certificate** to the coordinator at MCI (more information: [www.mci.edu/exchange-incoming](http://www.mci.edu/exchange-incoming) --> English requirements).
- My passport is valid and, if necessary, I have applied for a visa.
- My insurance covers medical treatment in Austria.
- I organized the accommodation for my exchange in Innsbruck (for more information see: [www.mci.edu/en/accommodation](http://www.mci.edu/en/accommodation))
- I paid the **administrative and student union fee** for my stay at MCI (about 1 month before the semester starts).

### To bring along

- valid passport and visa/residence permit (if required)
- proof of valid health insurance
- proof of sufficient financial means for your stay in Austria (e.g. proof of stipend/scholarship, credit card or bank statement, financial support letter from your parents, etc.)
- Letter of Acceptance from MCI Management Center Innsbruck

### First days in Innsbruck

- I participated in the orientation program of the International Relations Office.
- I have paid my first month's rent (if I have not done that before).
- I opened a bank account, if necessary.
- I submitted my registration form to the town hall ("Rathaus") within three days of my arrival (bring along your passport).

### Before departure

- I de-registered at the town hall (bring your "Meldebescheinigung" form and passport).
- I returned my keys, paid any open bills (telephone, etc.), and closed my austrian bank account, if necessary.
- I picked up my confirmation of stay in the International Relations Office, if requested from my home university.
- I completed the evaluation of my exchange semester and evaluated the courses I did at MCI.
- Students who did a German Language course: Pick up your certificate at the Info Desk.