



## **To-Do Checklist**

We have collected all the to-dos we sent you in the last months in this document. Please note this is only meant to be a suggestion and only covers the to-dos that we are aware of. Use the blanks to fill in your specific tasks.

1. Confirm via email your study place with KSOP Student Office as soon as possible.
2. Download your admission letter from the KIT application portal.
3. Apply for enrollment through the application portal.
4. Pay your tuition fees and keep the bank receipt.
5. Apply for a student visa.
6. Let us know when you will have your visa application appointment. If you encounter any difficulties you can <b>fill in this form</b> and send it to <b>mscapplication@ksop.de</b> .
7. Double check the date of your English proficiency test. Please note: The tests are expiring two years after the test date. If your test will expire before enrollment, please plan to retake the test in time.
8. If you have translated your documents yourself, you must make an official translation of the documents in question in order to successfully enroll at the KIT.
9. Double check you are bringing with you all the originals of the documents required for your enrollment. You can refer to this list .
10. Find accommodation in Karlsruhe.
11. Start with your technical preparation to KSOP.
12. Upload your German language proficiency test via email by October 1, 2024.
13. Let us know when you plan to arrive to Karlsruhe.
14. Register for the <b>Business Innovation in Optics and Photonics</b> lecture by sending an email to studentoffice@ksop.de (this event is recommended).





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15. Let the International Student Office (IStO) and the KSOP office know if you have not received your official diploma yet, despite completing the Bachelor degree. If your final degree certificate will not be available by October, you must inform your contact person of the IStO and the KSOP office in advance (mscapplications@ksop.de). Please note that you must submit the official diploma to the IStO by November 30, 2024 at the latest.	nd
16. Register at the Karlsruhe City Hall within two weeks after your arrival in Karlsruhe.	
Your To-Do Checklist	