



## **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. Confirm via email your study place with KSOP Student Office as soon as possible
5. Pay your tuition fees and keep the bank receipt
6. Apply for a student visa
7. Let us know when you will have your visa application appointment. If you encounter any difficulties you can <u>fill in this form</u> and send it to mscapplication@ksop.de
8. Double check the date of your English proficiency test. It should not be older than November 2020
9. 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
10. Double check you are bringing with you all the originals of the documents required for your enrollment. You can refer to this list.
11. Make sure your COVID-19 vaccine is one of the vaccines recognized in Germany
12. Find accommodation in Karlsruhe
13. Start with your technical preparation to KSOP
14. Send us your German language proficiency test via email by October 1, 2022
15. Let us know when you plan to arrive to Karlsruhe
16. Register for the Business Innovation in Optics and Photonics lecture by sending an email to studentoffice@ksop.de (this event is recommended)





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	17. Let the <u>International Student Office (IStO)</u> 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 are the KSOP office in advance (mscapplications@ksop.de). Please note that you must submit the official diploma to the IStO by November 30, 2022, at the latest.	nd
	18. Register at the Karlsruhe City Hall within two weeks after your arrival in Karlsruhe	
	Your To-Do Checklist	
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