

Checklist INCOMING

Things to do by March 30		
	Inform yourself about exchange possibilities	
	Contact the relevant persons in your home university	
	Visit website of UniNE	
	www.unine.ch	
	http://www2.unine.ch/mobilite/page-3577_en_US.html	
	Apply in your university for an exchange at UniNE	
Application for accommodation : April 30		
	http://www.alfen.ch/fr/content/demande-logement-1	
Document to return to UniNE by May 15		
	Application form	
Documents you will receive from the Mobility Office by June 5		
	E-mail of admission which contains information about :	
	<i>Accommodation</i>	
	<i>Health Insurance</i>	
	<i>Immersion Course</i>	
	<i>Learning Agreement</i>	
	<i>Course program</i>	
	<i>Academic Calendar</i>	
	<i>for non UE-citizens : admission letter</i>	
Things to do by June 30		
	Citizens from non EU-countries have to apply for a visa at the Swiss Embassy of their home country	
	Send your registration form for the Immersion Course	
	Send your learning agreement duly signed by your home university	
Things to do by July 30		
	Send copy of your European Health Insurance Card or Check Form for the equivalent of Swiss Health Insurance	
	Refresh your knowledge of French (level B2 is requested)	
Document you will receive from the Mobility Office by August 15		
	Detailed programme of the Immersion Course	
	Confirmation of your learning agreement (with required modification)	
After arriving in Neuchâtel		
	Take possession of your accommodation	
	Participate in the Immersion Course	
	If you don't take part in the Immersion Course, register at the Mobility Office (ID card and password, E-mail address)	urgent
	Go to <i>Police des Habitants</i> or relevant authorities and bring your passport or identity card, 2 passport photos, your admission letter and CHF 80.-	urgent
	Register for the French language Courses at Institute of French Language and Culture	semester 1st week
	Make any changes if necessary in your learning agreement	semester 3rd week
	Register for the courses	semester 1st month
	Register for the exams	mid november