UNIVERSITY OF TWENTE.

First name Last name

(Home country, Home institution)

Exchange student (Exchange programme) within the *UT Study level* programme of **UT Study field**.

CHECKLIST KICK IN
EXCHANGE STUDENTS OF ENGINEERING TECHNOLOGY
(CIVIL ENGINEERING / INDUSTRIAL DESIGN ENGINEERING / MECHANICAL ENGINEERING / SUSTAINABLE ENERGY)

	Student enrolment / contact info	
☐	completed enrolment	- OSIRIS: check contact info - OSIRIS: upload your photo - Other actions required? Student services UT will inform you (check your email) - If you haven't received your Student Card yet, please go to the Student Services Desk in the Vrijhof.

	Course enrolment	
☐	checked course list	- do you have all required pre-knowledge? - is there overlap in the lectures? - is there another reason why you might want to change your list? - course catalogue: osiris.utwente.nl/student/OnderwijsCatalogus.do - schedules: rooster.utwente.nl
☐	discussed course list with and possible changes approved by the *Exchange Coordinator*	
☐	finalised schedule in My Timetable	rooster.utwente.nl
☐	registered for courses in Q1 (= block 1A) (**this week**!)	osiris.utwente.nl - in case of warning: *'this course module is not included in the fixed part of your exam programme'* -> ignore warning and continue course-enrolment (use the link 'Register', bottom left in screen). - registration in Osiris should automatically have you registered in Canvas.
☐	checked registration in online learning environment	canvas.utwente.nl

	Books etc.	
☐	became a member of one of the study associations (recommended)	www.utwente.nl/en/et/organization/study-alumniassociations/ Note: on the 27th of August, 14:30 you will meet your study association
☐	ordered books via de study association (recommended; if appl.)	- Discount for members of the study associations
☐	bought readers (if applicable)	Building Bastille, Unionshop (see su.utwente.nl/en/unionshop for opening hours)
☐	arranged locker (if desired)	Horst OH-wing. See for instructions the terminals near the lockers. You will need your **student card.** For rules see e.g. www.utwente.nl/en/bscme/rules-regulations/Regulations_Lockers/

	ICT	
☐	checked account + password, wireless internet	www.utwente.nl/lisa/newstudents - In case of problems, contact the Service desk (Citadel Building)
☐	checked UT student email (...@utwente.nl)	- student number & login credentials required - In case of problems, contact the Service desk (Citadel Building) - Optional: have your UT student email automatically forwarded to your own private/home university mail account (www.utwente.nl/en/lisa/ict/manuals/email/)

	Other aspects	
☐	In case you need test facilities (i.e. extra time-dyslexia) show your certificate to proof your rights	Contact the Study Adviser of the concerned educational programme (see: www.utwente.nl/en/et/student-mobility/contact/who-is-who/)

Useful websites

ET Student Mobility	www.utwente.nl/en/et/student-mobility/incoming/	General information for exchange students
Student Portal / Student Services Contact Centre	www.utwente.nl/en/education/student-services/	Or visit Student Services (Building Vrijhof)
Email	www.utwente.nl/en/lisa/ict/manuals/email/	Info on how to access UT email
OSIRIS	osiris.utwente.nl/	Course enrolment, grades, registration for re-sits (!)
Registration deadlines course enrolment	www.utwente.nl/en/student-services/education/register-or-de-register-for-education.pdf	Note: during 1st week of Q1 (= black 1A) and Q2 (= block 1B), course registration is still open
Online learning environment (Canvas)	canvas.utwente.nl	
Educational Systems (overview)	www.utwente.nl/en/educational-systems/new_students/	Powerpoint with an overview of Osiris, Canvs, Web Room Booking, etc.
Timetable	rooster.utwente.nl	
When will timetable for next quartile become available?	www.utwente.nl/en/ces/planning-schedules > FAQ	
Academic calendar	www.utwente.nl/en/ces/planning-schedules/academic-calendar/	
Web Room Booking	wrb.utwente.nl/	Book a room to work with your (project)group
ICT/software	www.utwente.nl/lisa/newstudents	Building Citadel
Map of the campus	www.utwente.nl/campusmap www.utwente.nl/download/campusmap.pdf	
Campus App	www.utwente.nl/en/campusapp	
People Pages	people.utwente.nl	Contact information UT employees

Contact:

Exchange coordinator (learning agreements, changing courses, etc.)

Dr.ir. Dorien van de Belt
- Horstring W103
- Exchange-ET@utwente.nl
- Open office hours (signatures …): www.utwente.nl/en/et/student-mobility/contact/OfficeHours/

International Student Support Officers

Elke Vinke - Dinius , Brigitte Leurink
- Buitenhorst, BH 113
- Exchange-ET@utwente.nl