Checklist for Supervisors of International Guest Candidates

The Welcome Office of the TUM Graduate School (TUM-GS) is an advice and service point for (international) doctoral candidates, guest doctoral candidates and their host chairs/research groups at TUM. With this checklist we would like to support you in creating optimum conditions for your international guest doctoral candidate (in the following: guest) at TUM.

For supervision of regular doctoral candidates (obtaining a TUM doctoral degree) please consult the „Checklist for supervisors of international doctoral candidates“.

Please note that international postdocs and international visiting professors are supported by the Welcome Services of the TUM Global & Alumni Office.

Support offer of the TUM Graduate School Welcome Office for guests:
- Information on the possibilities of a guest doctorate at TUM including funding and application.
- Information on visa, residence permits, insurance, advice on looking for accommodation (no accommodation service!).
- Information on guest enrollment.
- Information on further relevant TUM-GS services (cultural events) as well as TUM-services (German language courses, university sports).

Contact:
TUM Graduate School - Welcome Office
Technical University of Munich

Boltzmannstr. 17
85748 Garching b. München

Email: welcomeoffice@gs.tum.de
Phone: +49 89 289 10603
Homepage: www.gs.tum.de
## Checklist – before arrival

- ☐ Information from the Welcome Office
- ☐ Applying for a visa
- ☐ Hosting Agreement
- ☐ REST Directive EU (REsearchers & STudents)
- ☐ Insurance
- ☐ Looking for accommodation
- ☐ Work place
- ☐ IT Support/ TUMonline guest account/ TUM guest ID
- ☐ Phone and phone book entry
- ☐ Key/ transponder
- ☐ Guest enrollment and User Agreement
- ☐ TUM Family Service

## Checklist – after arrival

- ☐ Introduction and instruction
- ☐ GuestCard
- ☐ University Library

### Further information – before arrival

<table>
<thead>
<tr>
<th>Information from the Welcome Office</th>
<th>Refer your guest to the „Checklist for international guest doctoral candidates“.</th>
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</thead>
<tbody>
<tr>
<td>Applying for a visa</td>
<td>Future guests who need a visa must contact and arrange an appointment at the relevant German embassy/consulate as soon as possible. Depending on the length of stay a short-term Schengen visa or a visa for researchers (§18d residence act) will usually be issued. As future host you will usually provide your guest with a Hosting Agreement as well as an Invitation Letter.</td>
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<tr>
<td>Hosting Agreement</td>
<td>A Hosting Agreement is necessary for a visa for researchers (§18d residence act) and needs to be signed by you as well as by your guest.</td>
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<tr>
<td>REST Directive EU (REsearchers &amp; STudents)</td>
<td>Guests who meet the requirements for the short-term mobility according to the REST Directive (Directive (EU) 2016/801 of the European Parliament and the Council) need to be registered at the Federal Office for Migration and Refugees by the TUM-GS Welcome Office. Please tell your guest to contact us in case:</td>
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<td>- they are not an EU-national and</td>
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<td>- they already have a residence permit for research purposes in an EU country (except Denmark, Great Britain and Ireland) and</td>
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<td>- their planned research stay at TUM will be less than 180 days during a period of maximum 360 days.</td>
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Please advise your guest to take care of a valid health insurance and if necessary other insurances. A valid health insurance is usually already required for the visa application. Please clarify whether your guest has a suitable (lab) liability insurance.

Looking for accommodation
Please inform your guest that accommodation in Munich is scarce and expensive, therefore they'll need to start their search as soon as possible. The TUM-GS Welcome Office can support your guest with helpful information and advice.

Work place
Before the arrival of your guest, please arrange for a suitable work place and materials (including a pc/laptop, software licences, office materials).

IT Support/
TUMonline guest account/
TUM guest ID
The central TUM IT support is your first point of contact for questions and problems relating to central IT services and applications. For faculty-specific questions you can also contact the local IT support of your faculty. Among others, TUM IT support takes care of the following topics:
- provision of workstation computers,
- setting up a TUMonline guest account with a TUM guest ID for scientists without an employment contract. You can find detailed instructions for TUMonline guest management in the TUM Wiki.

Phone and phone book entry
In case you need a new phone connection or authorization for your guest, please contact the phone service of your TUM location.

Key/ transponder
Request a key/ transponder for your guest at the key management of your TUM location.

Guest enrollment and User Agreement
Doctoral candidates from TUM's international partner universities, participants in one of TUM-GS exchange programs and those with HELENA/ HEPP can voluntarily enroll as guest doctoral candidates at TUM if their research stay at TUM lasts at least 3 months. Please tell your guest to contact the TUM-GS Welcome Office if they wish to be enrolled. In case a guest enrollment is not desired/ possible, a User Agreement (Benutzungsvereinbarung) might be necessary for the use of TUM facilities.

TUM Family Service
TUM Family Service offers a comprehensive range of information, advice and services relating to the compatibility of work and family.

Further information – after arrival
If your guest doctoral candidate has a work place at your chair/ research institute, instruct him/her in the relevant administrative processes (e.g. the premises, contact persons, insurance status, how to proceed in the event of illness, useful TUM websites such as service compass, CAMPUSonline etc.).

GuestCard
In case guest enrollment is not desired/ possible, your guest will need a TUM-GuestCard, which will identify him/her as a member of TUM and also work as a library card and a card to the student canteen/ cafeteria.
Guests are also entitled to use the university library. In addition to an extensive range of (e-)resources, it also offers library tours as well as various training courses.