Checklist for International Guest Doctoral 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 as a guest doctoral candidate (in the following: guest) at TUM.

If you are a regular doctoral candidate (obtaining a TUM doctoral degree) please consult the Checklist for International Doctoral Candidates.

If you are looking for information on what to do before leaving TUM/ Germany, please consult “Before departure – Checklist for 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).

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: https://www.gs.tum.de/en
**Checklist – before arrival**

- Information on guest doctorate/ Welcome Office of the TUM-GS
- Applying for a visa/ Hosting Agreement/ Invitation Letter
- REST Directive EU (REsearchers & STudents)
- Applying for a residence permit (making appointments)
- Insurance
- Looking for accommodation
- Family
- Helpful networks
- Discover Munich, Garching and Freising

**Checklist – after arrival**

- Moving into your new apartment
- Registering your address/ Licence Fee
- Applying for a residence permit
- Opening a bank account
- Guest enrollment
- Your workplace at TUM/ User Agreement
- IT Support/ TUMonline guest account/ TUM guest ID
- GuestCard
- Course offer at the Graduate Center/ at TUM Graduate School
- University Library/ Language Center
- TUM Campus App
- Leisure/ culture

**Further information – before arrival**

Information on guest doctorate/ Welcome Office of the TUM-GS

You will find selected information for guest doctorate on our [website](#). Contact us any time you are in need of further information or support!

Applying for a visa/ Hosting Agreement/ Invitation Letter

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.

Your future host will usually provide you with following documents:
- Hosting Agreement needed for the visa for researchers (§18d residence act) which needs to be signed by both you and your host supervisor.
- an Invitation Letter.
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 contact us in case:
- you are not an EU-national and
- you already have a residence permit for research purposes in an EU country (except Denmark, Great Britain and Ireland) and
- your planned research stay at TUM will be less than 180 days during a period of maximum 360 days.

All non-EU/EEA nationals must apply for a residence permit (Aufenthaltserlaubnis) at the local Foreigners Registration Authority (Ausländerbehörde) responsible for their respective area of residence no later than 90 days after arrival. We recommend you to arrange your appointment online* already before your arrival. Please note that the processes relating to your residence permit (as well as future extensions) often take a lot of time. We therefore strongly recommend that you arrange further appointments and take care of necessary documents, including certified copies, well in advance.

*website in German

Please make sure you have a valid health insurance and if necessary other insurances for you and your accompanying family (if applicable). Please especially clarify a suitable (lab) liability insurance. A valid health insurance will as a rule already be required for the visa application.

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

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

- EURAXESS Germany - portal and network for internationally mobile researchers
- Research in Germany - by the Federal Ministry of Education and Research and the German Academic Exchange Service (DAAD)
- Research in Bavaria - by the Bavarian State Ministry of Science and the Arts

Take a virtual look around Munich and download various city maps and brochures. Find support and new friends in Munich's large and diverse expat communities. Get acquainted with with northern Munich, including Garching and Freising. Familiarize yourself with the location of your future workplace/research group at TUM. Please also note that TUM has multiple locations, e.g. in Straubing and Heilbronn.
**Further information – after arrival**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving into your new apartment</td>
<td>When moving in, please remember to get the necessary landlord's confirmation (<em>Wohnungsgeberbestätigung</em>) and the handover protocol (<em>Übergabeprotokoll</em>). Put your name on your letterbox as soon as possible.</td>
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<tr>
<td>Registering your address/ Licence Fee</td>
<td>In Germany you are obliged to register your address two weeks after arrival. Your landlord will issue you a confirmation (<em>Wohnungsgeberbestätigung</em>) necessary for the registration. You might need your registration certificate in the future, so keep it safe. As a rule, you will have to pay the Licence Fee from the time you register in Germany. All non-EU/EEA citizens staying longer than 90 days need to apply for a for a residence permit (<em>Aufenthaltserlaubnis</em>) at the local Foreigners Registration Authority (<em>Ausländerbehörde</em>) responsible for their respective area of residence (e.g. KVR, Landratsamt München/ Freising). Please note that you will need a residence permit for stays of 90 days and longer even if you do not need a visa to enter Germany and are a citizen of a non-EU/EEA member country.</td>
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<tr>
<td>Applying for a residence permit</td>
<td>For a longer stay you might need a German bank account. For this, your ID, your visa/ residence permit and your registration certificate will be required.</td>
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<tr>
<td>Opening a bank account</td>
<td>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. The enrollment is voluntary and gives access to student discounts, e.g. the basic semester ticket. If you fulfil the requirements and wish to be enrolled, please contact the TUM-GS Welcome Office.</td>
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<tr>
<td>Guest enrollment</td>
<td>If your work place is at a TUM chair/ research group, you will be introduced to relevant administrative processes (e.g. the premises, contact persons, insurance status, procedure in the event of illness, useful TUM websites (MyTUM portal*, service compass*, CAMPUSonline* etc.). Other work equipment might be also made available (including PC/laptop, software licenses, telephone, keys, office supplies). In case a guest enrollment is not desired/ possible, a user agreement (Benutzungsvereinbarung)* might be necessary for the use of TUM facilities. *you will be able to view this information once you have your TUMonline account</td>
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<tr>
<td>Your work place at TUM/ User Agreement</td>
<td>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. The guest administrator of your chair/ research group will create a TUMonline guest account with a TUM guest ID for you.</td>
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*You will be able to view this information once you have your TUMonline account.*
In case you do not wish to/ cannot enroll as a guest doctoral candidate, ask about a TUM-GuestCard, which will identify you as a member of TUM and also work as a library card and a card to the student canteen/ cafeteria.

Enquire at your host’s Graduate Center about possible course offers. The Transferrable Skills Training offered by TUM GS is available to you if there are sufficient free spots.

Guests are also entitled to use the university library (barring some restrictions for holders of a guest account). In addition to an extensive range of (e-)resources, it also offers library tours as well as various training courses. Please also have a look at the special German courses offered for all doctoral candidates by the Language Center.

The TUM Campus App will help you get oriented around TUM.

Take a look at the TUM-GS cultural event program as well as at our social network channels LinkedIn and Instagram!