

# Checklist for International 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 an **international doctoral candidate** at TUM.

If you are a guest doctoral candidate please consult the „[Checklist for international Guest Doctoral Candidates](#)“.

If you are looking for information on what to pay attention to before leaving TUM/ Germany, please consult “[Before departure – Checklist for 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 doctoral candidates:

- Information on the possibilities of a doctorate at TUM including funding, application, admission and information on recognition of foreign degrees.
- Information on visa, residence permits, insurance, advice on looking for accommodation (no accommodation service!).
- Information on the registration process for the doctoral candidacy list, on the TUM-GS membership and on enrollment.
- Information on further relevant TUM-GS offers (Kick-Off Seminars, Transferable Skills Training, Internationalization Support, cultural events) as well as TUM-services (German language courses, university sports, mentoring).

## Contact:

TUM Graduate School - Welcome Office  
Technical University of Munich  
Boltzmannstr. 17  
85748 Garching b. München

Email: [welcomeoffice@gs.tum.de](mailto:welcomeoffice@gs.tum.de) | Phone: +49 8928910603 | Homepage: <https://www.gs.tum.de/en>

✓	<b>Checklist – before arrival</b>
<input type="checkbox"/>	Welcome Office of the TUM-GS
<input type="checkbox"/>	Your Graduate Center
<input type="checkbox"/>	Applying for a visa
<input type="checkbox"/>	Work contract/ employment/ contract extension/ pension insurance (if applicable)
<input type="checkbox"/>	Applying for a residence permit (appointments)
<input type="checkbox"/>	Supervision Agreement/ Doctoral Candidacy List
<input type="checkbox"/>	Recognition of foreign degrees
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Looking for accommodation
<input type="checkbox"/>	Family
<input type="checkbox"/>	Helpful networks
<input type="checkbox"/>	Discover Munich, Garching and Freising
✓	<b>Checklist – after arrival</b>
<input type="checkbox"/>	Entry into the Doctoral Candidacy List/ the Kick-Off Seminar
<input type="checkbox"/>	Welcome Teatime
<input type="checkbox"/>	Moving into your new apartment
<input type="checkbox"/>	Registering your address/ Licence Fee
<input type="checkbox"/>	Applying for a residence permit
<input type="checkbox"/>	Opening a bank account
<input type="checkbox"/>	Public transport
<input type="checkbox"/>	Enrollment
<input type="checkbox"/>	Your work place at TUM/ TUMOnline account/ TUM ID
<input type="checkbox"/>	IT Support
<input type="checkbox"/>	TUMCard/ TUM MediCard
<input type="checkbox"/>	The offers of the TUM Graduate School
<input type="checkbox"/>	University Library/ Language Center and University Sports
<input type="checkbox"/>	TUM Campus App
<input type="checkbox"/>	Leisure/ culture

Further information – before arrival	
Welcome Office of the TUM-GS	<p><a href="#">Contact us</a> any time you are in need of further information or support!</p>
Your Graduate Center	<p>Determine your future <a href="#">Graduate Center</a> with your supervisor and get in touch in due time. Talk with the colleagues from the Graduate Center about your application for the entry into the Doctoral Candidacy List (see further below), about the <a href="#">mandatory elements</a> of your doctorate and about the TUM-GS <a href="#">internationalization support</a>.</p>
Applying for a visa	<p>Future doctoral candidates who need a <a href="#">visa</a> must contact and arrange an appointment as well clarify the necessary documents at the relevant German embassy/consulate <b>as soon as possible</b>. Usually 3 <a href="#">types of visa</a> are applicable for doctoral candidates:</p> <ul style="list-style-type: none"> <li>- study (§16b Residence Act): scholarship/ self-financed, with limited employment options</li> <li>- qualified employment/ Blue Card EU (§18b Residence Act): with a concrete job offer</li> <li>- researcher (§18d Residence Act): with different funding options</li> </ul> <p>Your future supervisor will usually provide you with the following documents:</p> <p><u>In case of employment at TUM:</u></p> <ul style="list-style-type: none"> <li>- an Invitation Letter</li> <li>- a Letter of Intent and</li> <li>- the Declaration of Employment (<i>Erklärung zum Beschäftigungsverhältnis</i>)</li> </ul> <p><u>Without employment at TUM:</u></p> <ul style="list-style-type: none"> <li>- an Invitation Letter</li> <li>- for the visa for research purposes: a <a href="#">Hosting Agreement</a>, which needs to be signed by both you and your host supervisor.</li> </ul> <p>Please do not enter the country with a tourist visa, as you will not be able to apply for a suitable residence permit afterwards!</p> <p><u>Notice:</u></p> <p>If your language does not use the Latin alphabet, decide how you want your name spelled. If your passport is transcribed, always use the spelling used there. Many official forms ask for your last/family name. If your country does not follow the custom of first and last names, decide in advance which part of your name you will use as your last name and be consistent.</p>
Work contract/ employment/ contract extension/ pension insurance (if applicable)	<p><b>Clarifying and preparing all the necessary documents (including certified copies and translations) can be very time-consuming - we recommend starting the process early!</b></p> <p>If you have questions about your employment contract please contact your supervisor or the relevant <a href="#">HR department</a>.</p> <p>You will find detailed information, including the necessary documents such as e.g. the <a href="#">certificate of conduct</a>, your <a href="#">tax identification number</a> or your <a href="#">social security card</a> in the <a href="#">service compass</a>*.</p>

	<p>Please note that an extension of your residence permit is linked to a valid employment contract. Therefore, you should discuss possible extensions of your contract with your supervisor in due time.</p> <p>As an employee in Germany, you will pay into the pension insurance fund. <a href="#">German Pension Insurance</a> (<i>Deutsche Rentenversicherung</i>) will inform you about the German pension system as well as international regulations that may play a role in your future pension.</p> <p><i>*You will be able to see this information with your TUMonline account (see further below)</i></p>
Applying for a residence permit (appointments)	<p>All non-EU/EEA nationals must apply for a <a href="#">residence permit</a> at the local Foreigners Registration Authority (<i>Ausländerbehörde</i>) responsible for their respective area of residence (e.g. KVR, Landratsamt München/ Freising) no later than 90 days after arrival. We recommend you to arrange your appointment <a href="#">online</a>* already before your arrival.</p> <p><b>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 appointments and take care of necessary documents, including certified copies, well in advance.</b></p> <p><i>*website in German</i></p>
Supervision Agreement/ Doctoral Candidacy List	<p>Conclude <a href="#">the Supervision Agreement</a> with your supervisor so that you can apply for <a href="#">entry into the Doctoral Candidacy List</a> via the <a href="#">online platform DocGS</a>. This process can take a long time, especially if you have a foreign university degree.</p>
Recognition of foreign degrees	<p>Please take care of the documents and certified copies necessary for the <a href="#">recognition of foreign degrees</a> already before your arrival in Munich, as some documents need to be prepared in your home country. The recognition will also be necessary if you should be employed at TUM as well as for the application for your residence title. The TUM-GS Welcome Office will gladly provide additional information, e.g. country-specific information for applicants with a <a href="#">Chinese degree</a>.</p>
Insurance	<p>Please make sure you have a valid <a href="#">health insurance</a> and if necessary other <a href="#">insurances</a> 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.</p>
Looking for accommodation	<p>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.</p>
Family	<p><a href="#">TUM Family Service</a> offers a comprehensive range of information, advice and services relating to the compatibility of work and family at the three big TUM locations.</p> <p>Partners arriving with you are welcome to register with <a href="#">the International Dual Career Network Munich (IDCN Munich)</a>.</p>
Helpful networks	<ul style="list-style-type: none"> <li>- <a href="#">EURAXESS Germany</a> - portal and network for internationally mobile researchers</li> <li>- <a href="#">Research in Germany</a> - by the Federal Ministry of Education and Research and the German Academic Exchange Service (DAAD)</li> <li>- <a href="#">Research in Bavaria</a> - by the Bavarian State Ministry of Science and the Arts</li> </ul>

Discover Munich, Garching and Freising	Take a <a href="#">virtual</a> look around Munich and download various <a href="#">city maps and brochures</a> . Find support and new friends in Munich's large and diverse <a href="#">expat communities</a> . Get acquainted with with <a href="#">northern Munich</a> , including Garching and <a href="#">Freising</a> . Familiarize yourself with the location of your future workplace/research group at TUM. Please also note that TUM has multiple locations, e.g. in <a href="#">Straubing</a> and <a href="#">Heilbronn</a> .
<b>Further information – after arrival</b>	
Entry into the Doctoral Candidacy List/ the Kick-Off Seminar	If you have not already done so, register in <a href="#">DocGS</a> as soon as possible to apply for your <a href="#">entry into the Doctoral Candidacy List</a> . Find out about upcoming <a href="#">Kick-Off Seminars</a> and register for a date as soon as possible.
Welcome Teatime	Register for a „ <a href="#">Welcome Teatime</a> “ of the <a href="#">Welcome Office</a> and meet us in person.
Moving into your new apartment	When moving in, please remember to get the necessary landlord's confirmation ( <i>Wohnungsgeberbestätigung</i> ) and the handover protocol ( <i>Übergabeprotokoll</i> ). Put your name on your letterbox as soon as possible.
Registering your address/ Licence Fee	In Germany you are obliged to <a href="#">register your address</a> two weeks after arrival at the latest. Your landlord will issue you a confirmation ( <i>Wohnungsgeberbestätigung</i> ) necessary for the registration. After the registration, you may receive your <a href="#">tax identification number</a> by mail. In the process, you can also apply for your <a href="#">certificate of conduct</a> . As a rule, you will have to pay the <a href="#">Licence Fee</a> from the time you register in Germany. You will need your registration certificate often in the future, so keep it safe.
Applying for a residence permit	All non-EU/EEA citizens need to apply for a <a href="#">residence permit</a> ( <i>Aufenthaltserlaubnis</i> ) at the local <a href="#">Foreigners Registration Authority</a> ( <i>Ausländerbehörde</i> ) responsible for their respective area of residence (e.g. KVR, Landratsamt München/ Freising) within 90 days after arrival. Please note that even if you do not need a visa to enter Germany – and are a citizen of a non-EU/EEA member country – you will need a residence permit!
Opening a bank account	For a longer stay you might need a German <a href="#">bank account</a> . For this, your ID, your visa/ residence permit and your registration certificate will be required.
Public transport	As a TUM employee, you can apply for a <a href="#">job ticket</a> *. In case of enrollment, you will automatically receive the inexpensive basic semester ticket (see below) for the entire MVV network, which you can additionally supplement with the "Isarcard Semester". <i>*You will be able to see this information with your TUMonline account</i>
Enrollment	With the finalized entry into the doctoral candidacy list, doctoral candidates may <a href="#">enroll</a> for up to 8 semesters. The voluntary enrollment gives access to student discounts, e.g. the <a href="#">basic semester ticket</a> .

<p>Your work place at TUM/ TUMonline account/ TUM ID</p>	<p>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 (<a href="#">MyTUM portal</a>*, <a href="#">CAMPUSonline</a>* etc.). Other work equipment might be also made available (including PC/laptop, software licenses, telephone, keys, office supplies). With their employment contract/enrollment, TUM employees and enrolled doctoral candidates usually receive a <a href="#">TUM ID</a>, which you can find in your <a href="#">TUMonline account</a>.</p> <p>For external doctoral candidates, the <a href="#">guest manager</a> at your chair/research group will set up guest access in TUMonline. <i>*You will be able to see this information with your TUMonline account</i></p>
<p>IT Support</p>	<p>The central <a href="#">TUM IT support</a> 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 <a href="#">local IT support</a> of your degree-awarding institution.</p>
<p>TUMCard/ TUM MediCard</p>	<p>You will need a TUMCard, which will identify you as a member of TUM and serve both as a library card and a cafeteria card. In addition to the <a href="#">TUMCard</a> for enrolled doctoral candidates (students), for employees or external guests, the members of the TUM School of Medicine receive the <a href="#">TUM MediCard</a>.</p>
<p>The offers of the TUM Graduate School</p>	<p>Besides your Graduate Center, the <a href="#">team of the TUM Graduate School</a> will gladly advise you on our <a href="#">Transferable Skills Training</a>, the <a href="#">Kick-Off Seminar</a> as well as further relevant <a href="#">TUM offers</a>. Sign up for our <a href="#">TUM-GS newsletter</a> as well as check out the <a href="#">TUM-GS Wiki</a>*!</p> <p><i>* you will be able to view this information with your TUMonline account</i></p>
<p>University Library/ Language Center and University Sports</p>	<p>All doctoral candidates are entitled to use the <a href="#">university library</a> (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 courses offered for doctoral candidates by the <a href="#">Language Center</a> including the special German courses as well as the offers of the <a href="#">University Sports Center (ZHS)</a>.</p>
<p>TUM Campus App</p>	<p>The <a href="#">TUM Campus App</a> will help you get oriented around TUM.</p>
<p>Leisure/ culture</p>	<p>Take a look at the TUM-GS <a href="#">cultural event program</a> as well as at our social network channels <a href="#">LinkedIn</a> and <a href="#">Instagram</a>!</p>

You can find further information about your doctorate and your stay at TUM on our [website](#).