

Checklist for Supervisors of 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 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).



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 | |
|--|--|
| <input type="checkbox"/> | Welcome Office of the TUM-GS/ Information on guest doctorate |
| <input type="checkbox"/> | Applying for a visa |
| <input type="checkbox"/> | Hosting Agreement |
| <input type="checkbox"/> | Invitation Letter |
| <input type="checkbox"/> | REST Directive EU (REsearchers & STudents) |
| <input type="checkbox"/> | Insurance |
| <input type="checkbox"/> | Looking for accommodation |
| <input type="checkbox"/> | Guest enrollment and User Agreement |
| <input type="checkbox"/> | Work place |
| <input type="checkbox"/> | IT Support/ TUMonline guest account/ TUM guest ID |
| <input type="checkbox"/> | Phone and phone book entry |
| <input type="checkbox"/> | Key/ transponder |
| <input type="checkbox"/> | Family |
|  Checklist – after arrival | |
| <input type="checkbox"/> | Introduction and instruction |
| <input type="checkbox"/> | GuestCard |
| <input type="checkbox"/> | Course offer at the Graduate Center/ at TUM Graduate School |
| <input type="checkbox"/> | University Library/ Language Center |

| Further information – before arrival | |
|---|--|
| Welcome Office of the TUM-GS / Information on guest doctorate | Refer your guest to the Welcome Office of the TUM Graduate School as well as to our website for guests where they will find the „Checklist for International Guest Doctoral Candidates“. |
| Applying for a visa | 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. |
| Hosting Agreement | A Hosting Agreement is necessary for the visa for researchers (§18d Residence Act) and needs to be signed by you as well as by your guest. |
| Invitation Letter | The Invitation Letter is usually needed for all types of visa and typically includes the title of the doctoral project, the expected duration of the doctorate, the language for interaction as well as the type of secured funding. |

| | |
|--|---|
| <p>REST Directive EU (REsearchers & STudents)</p> | <p>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:</p> <ul style="list-style-type: none"> - they are not an EU-national and - they already have a residence permit for research purposes in an EU country (except Denmark, Great Britain and Ireland) and - their planned research stay at TUM will be less than 180 days during a period of maximum 360 days. |
| <p>Insurance</p> | <p>Please advise your guest to take care of a valid health insurance and if necessary other insurances for them, and if applicable, for their accompanying family. A valid health insurance is usually already required for the visa application. Please clarify whether your doctoral candidate needs/ has a suitable (lab) liability insurance.</p> |
| <p>Looking for accommodation</p> | <p>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.</p> |
| <p>Guest enrollment and User Agreement</p> | <p>Doctoral candidates from TUM's international partner universities, participants in one of TUM-GS exchange programs and those with HELENA/ HEPP can 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. Please tell your guest to contact the TUM-GS Welcome Office if they fulfil the requirements and wish to be enrolled.</p> <p>In case a guest enrollment is not desired/ possible, a user agreement (<i>Benutzungsvereinbarung</i>) might be necessary for the use of TUM facilities.</p> |
| <p>Work place</p> | <p>If your guest has a work place at your chair/ research institute, please arrange for a suitable work place and materials (including a pc/laptop, software licences, office materials) before their arrival.</p> |
| <p>IT Support/ TUMonline guest account/ TUM guest ID</p> | <p>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:</p> <ul style="list-style-type: none"> - provision of workstation computers, - In case a guest enrollment (including the student TUMonline account) is not desired/ possible, 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. |
| <p>Phone and phone book entry</p> | <p>In case you need a new phone connection or authorization for your guest, please contact the phone service of your TUM location.</p> |

| | |
|---|---|
| Key/ transponder | Request a key/ transponder for your doctoral candidate at the key management of your TUM location. You will find the corresponding contacts in the service compass . |
| Family | 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. |
| Further information – after arrival | |
| Introduction and instruction | If your guest has a work place at your chair/ research institute, instruct them 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 MyTUM portal *, CAMPUSonline * etc.). |
| GuestCard | In case guest enrollment is not desired/ possible, your guest will need a TUM-GuestCard , which will identify them as a member of TUM and also work as a library card and a card to the student canteen/ cafeteria. |
| Course offer at the Graduate Center/ at TUM Graduate School | Make your guest aware of the possible course offers of your degree-awarding institution's Graduate Center as well as the Transferable Skills Training offered by TUM GS also available for guests if there are sufficient free spots. |
| University library/ Language Center | 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 make your guest aware of the special German courses offered for all doctoral candidates by the Language Center . |

For more information, visit our [website for supervisors](#).