

Checklist for Supervisors of 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 in creating optimum conditions for your **international doctoral candidates** at TUM.

For supervision of guest doctoral candidates please consult the „[Checklist for supervisors of international guest 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 registration process for the doctoral candidacy list, on the TUM-GS membership and on enrollment.
- Information on further relevant TUM-GS services (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

Phone: +49 89 289 10603

Homepage: <https://www.gs.tum.de/en>

|  Checklist – before arrival | |
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| <input type="checkbox"/> | Welcome Office of the TUM-GS |
| <input type="checkbox"/> | Graduate Center |
| <input type="checkbox"/> | Applying for a visa |
| <input type="checkbox"/> | Invitation Letter |
| <input type="checkbox"/> | Hosting Agreement |
| <input type="checkbox"/> | Letter of Intent/ Declaration of Employment |
| <input type="checkbox"/> | Work contract/ employment/ contract extension |
| <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"/> | Work place/ TUMonline Account/ TUM ID |
| <input type="checkbox"/> | IT Support |
| <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"/> | Enrollment |
| <input type="checkbox"/> | TUMCard/ TUM MediCard |
| <input type="checkbox"/> | University Library/ Language Center and University Sports |

| Further information – before arrival | |
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| Welcome Office of the TUM-GS | Refer your doctoral candidate to the „ Checklist for International Doctoral Candidates “ of the TUM-GS Welcome Office. |
| Graduate Center | Determine the future Graduate Center with your doctoral candidate and recommend that they get in touch with the Graduate Center in due time. |
| Applying for a visa | <p>Future doctoral candidates who need a visa must contact and arrange an appointment at the relevant German embassy/consulate as soon as possible. Usually 3 types of visa are applicable for doctoral candidates:</p> <ul style="list-style-type: none"> - study (§16b Residence Act): scholarship/ self-financed, with limited employment options - qualified employment/ Blue Card EU (§18b Residence Act): with a concrete job offer - researcher (§18d Residence Act): with different funding options |

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| | <p>As future host you will usually provide your doctoral candidate with the following documents:</p> <p><u>In case of employment at TUM:</u></p> <ul style="list-style-type: none"> - an Invitation Letter - a Letter of Intent and - the Declaration of Employment (<i>Erklärung zum Beschäftigungsverhältnis</i>) <p><u>Without employment at TUM:</u></p> <ul style="list-style-type: none"> - an Invitation Letter - for the visa for research purposes: a Hosting Agreement |
| 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. |
| Hosting Agreement | 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 doctoral candidate. |
| Letter of Intent/ Declaration of Employment | The Letter of Intent and the Declaration of Employment are usually required for doctoral candidates with a TUM employment contract (residence permit according to AufenthG §18b and if applicable also according to AufenthG §18d). In the Service Compass you will find the corresponding forms as well as a completion guide from the HR department. |
| Work contract/ employment/ contract extension | Please contact the relevant HR department as soon as possible, because the drafting of the contract usually takes at least 6 weeks after all the paperwork has been submitted. You will find detailed relevant information in the service compass . Please note that a contract extension should usually be applied for at least 4 months before the intended extension date and is usually combined with the corresponding extension of the residence title. |
| Supervision Agreement/ Doctoral Candidacy List | Conclude the Supervision Agreement with your doctoral candidate so that they can apply for the entry into the Doctoral Candidacy List as soon as possible. The process can take a long time, especially in case of doctoral candidates with foreign degrees. |
| Recognition of foreign degrees | Please advise your doctoral candidate to take care of the documents and certified copies necessary for the recognition of foreign degrees already before their arrival, as some documents need to be prepared in their home country. The TUM-GS Welcome Office will gladly provide additional information, e.g. country-specific information for applicants with a Chinese degree . |
| Insurance | <p>Please advise the doctoral candidate 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>Further information on the status of insurance for TUM employees/ non-TUM employees can be found in the TUM service compass at liability insurance, accident insurance (in German only).</p> |

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| Looking for accommodation | Please inform your doctoral candidate 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 doctoral candidate with helpful information and advice. |
| Work place/ TUMonline account/ TUM ID | 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. Clarify the provision of a suitable TUMonline account with a TUM ID for: - enrolled doctoral candidates (students) - employers with a work contract - external doctoral candidates with a guest account. You can find detailed instructions for TUMonline guest management in the TUM Wiki. |
| IT Support | 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 degree-awarding institution. Among others, TUM IT support takes care of the provision of workstation computers . |
| Phone and phone book entry | In case you need a new phone connection or authorization for your doctoral candidate, please contact the phone service of your TUM location. |
| 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. Partners accompanying the doctoral candidate are welcome to register with the International Dual Career Network Munich (IDCN Munich) . |
| Further information – after arrival | |
| Introduction and instruction | If your doctoral candidate 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.). |
| Enrollment | With the finalized entry into the doctoral candidacy list, doctoral candidates may enroll for up to 8 semesters. The voluntary enrollment gives access to student discounts, e.g. the basic semester ticket . |
| TUMCard/ TUM MediCard | Your doctoral candidate will need a TUMcard, which will identify them as a member of TUM and also work as a library card and a card to the university cafeteria. In addition to the TUMCard for enrolled doctoral candidates (students), for employees or external guests, the members of the TUM School of Medicine receive the TUM MediCard . |

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| <p>University Library/ Language Center and University Sports</p> | <p>All doctoral candidates 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 on subjects like literature search, correct citations and publishing.</p> <p>Doctoral candidates also have the option to use the courses offer of the Language Center as well as the offers of the University Sports Center (ZHS). Please make your doctoral candidate aware of the special German language courses.</p> |
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For more information, visit our [website for supervisors](#).