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 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

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85748 Garching b. München

Email: welcomeoffice@gs.tum.de
Phone: +49 89 289 10603

Homepage: www.gs.tum.de
Checklist – before arrival

☐ Welcome Office of the TUM-GS
☐ Applying for a visa/ Hosting Agreement/ Invitation Letter
☐ REST Directive EU (REsearchers & STudents)
☐ Applying for a residence permit (make appointment)
☐ Insurance
☐ Looking for accommodation
☐ Guest enrollment
☐ TUM Family Service

Checklist – after arrival

☐ Registering your address
☐ Applying for a residence permit
☐ Opening a bank account
☐ 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
☐ Leisure/ culture

Further information – before arrival

Welcome Office of the TUM-GS
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 a visa for researchers (§18d residence act) which needs to be signed by both you and your host supervisor.
- Invitation Letter.

REST Directive EU (REsearchers & STudents)
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.

Applying for a residence permit
(make appointment)
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. *website in German

Insurance
Please take care of a valid health insurance and if necessary other insurances, especially a suitable (lab) liability insurance. A valid health insurance is usually already required for the visa application.

Looking for accommodation
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.

Guest enrollment
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. If you wish to be enrolled, please contact the TUM-GS Welcome Office.

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

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**Further information – after arrival**

**Registering your address**
In Germany you are obliged to register your address two weeks after arrival at the latest. Your landlord will issue you a confirmation (Wohnungsgeberbestätigung) necessary for the registration.

All non-EU/EEA citizens staying longer than 90 days need to apply for a residence permit (Aufenthaltserlaubnis) at the local Foreigners Registration Authority (Ausländerbehörde) responsible for their respective area of residence within 90 days after arrival. 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.

**Applying for a residence permit**

**Opening a bank account**
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.
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 (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

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.

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 Transferable 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. In addition to an extensive range of (e-)resources, it also offers library tours as well as various training courses.

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

TUM-GS October 2022