Checklist for International Visiting Academics

Dear visiting guest researcher,

Preparing for a stay abroad is a challenge. We hope that this checklist will help to guide you through the preparations. If you have any questions or problems, you can always contact Daniela Raddi at the International Office.

The checklist is divided into 3 sub-sections, which follow the chronology of steps you need to take:

1. Before your visit
2. Upon your arrival
3. Before you leave

Further information, detailed descriptions of all the individual steps of the checklist and numerous tips for leisure activities and the arriving in Weimar can also be found on our website: https://www.uni-weimar.de/en/university/international/international-visiting-academics/

Important Note
The International Office is your main contact point for organizational questions regarding your stay at Bauhaus-Universität Weimar. We are happy to help you find the right contact person at the faculty or chair where you would like to spend your research stay. You then agree on the duration, goals, and conditions of your stay with your contact person at the faculty/ the chair.

We are looking forward to meeting you,

The International Office at the Bauhaus-Universität Weimar

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Important Documents

- A valid passport or ID
- Biometric passport photos
- Your credit/debit card
- Your vaccination certificate
- Documents on illnesses or medications (if applicable)
- Letter of invitation from the hosting faculty
- Proof of financing
- Visa (if applicable)
- Certified copies of qualification certificates (university entrance certificate, university transcripts, doctoral certificate, habilitation certificate) (if applicable)

The following documents are required if you are bringing your family with you:

- Valid passports or ID for your spouse and/or child(ren)
- Birth certificates for you, your spouse and/or child(ren)
- Marriage certificate

Please note
Depending on the country of issue, you may need to procure a certified translation or authentication of your documents. Be sure to inform yourself on this at the German Embassy or Consulate in your home country.

CHECKLISTS

1. Before your visit

☐ Check on Covid Restrictions

Constantly, right before your travel

WHAT? Check the website of the Federal Foreign Office of Germany.

☐ Application for a Visa (Non-EU citizens)

Immediately after your acceptance

WHAT? You will need a visa for entering and staying in Germany. Find out about the different types of visa on the website of the Federal Foreign Office of Germany well in advance. Please get in touch with the German Embassy or Consulate in your home country for information on applying for a visa.

Please note
For your visa application you need an official »Letter of Acceptance«. You will receive this letter from the professor with whom you will complete your research stay.

☐ Application for Funding

Immediately after your acceptance

WHAT? You have several opportunities for financing your visit in Weimar, e.g., through the Erasmus+ programme or special funds of your home university. For information on applying, contact your university’s International Office or find out more online.

Please note
For your funding you need an official »Letter of Acceptance«. You will receive this letter from the professor with whom you will complete your research stay.
☐ Finding Accommodation

Immediately after your acceptance

**WHAT?** The Bauhaus-Universität Weimar has an International Guest House (IBZ) that provides guest researchers with short-term options. However, it is usually fully booked. You have several other options for finding an accommodation in Weimar. It is common for students and guest researchers in Weimar to live in a shared flat (»WG«). WGs sometimes sublet rooms to international guests for a short time. You can also check the website of Studierendenwerk Thüringen for short term rentals. More information can be found [here](#).

☐ Registering your Child(ren) in a Kindergarten/ at a School

3 to 6 months before your travel

**WHAT?** In Germany, school attendance is compulsory for children over the age of 6. If your school-age children accompany you, they must attend school. Younger children can attend a kindergarten or a day care centre. For more information on childcare and the school system in Germany, visit our [website](#).

☐ Application for a European Health Insurance Card (EHIC) (EU citizens)

At least 4 weeks before the start of your stay

**WHAT?** You can apply for an European Health Insurance Card (EHIC) for your temporary stay in Germany. The EHIC gives you access to medically necessary, state-provided healthcare during your stay.

**Please note**

If you have questions regarding your coverage, please get in touch with your insurance company.

☐ Confirmation of Health Insurance (Non-EU citizens)

3 to 6 months before your travel

**WHAT?** You have two options: Your health insurance provider in your home country may cover medical services in Germany or you can take out supplementary insurance.

If this is not an option for you, you are required to take out insurance with a private health insurance provider in Germany. You can find more information about health insurance and the German health system on our [website](#).

2. Upon your arrival

☐ Registration at the Bürgerbüro

Within seven days of your arrival

**WHAT?** Within seven days of your arrival in Weimar, you will have to register at the Bürgerbüro. You will need to bring your rental contract and the Wohnungsgeberbestätigung filled out by the property owner.

**Adress:**

Bürgerbüro and Ausländerbehörde  
Schwanseestr. 17, House II  
99423 Weimar

**Phone:** +49 (0) 3643/ 762 762

Appointments can be made using the online portal: [tevis.weimar.de](#)
### Application for a Residency Permit for Non-EU Citizens

**WHAT?** After your arrival, you will need to have your visa converted to a residency permit. To do this, you will need to make an appointment with the Ausländerbehörde (»immigration office«). You can find more information on our website.

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**Phone:** +49 (0) 3643/ 762 762

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### Picking up your Employee ID (thoska) at the International Office

**WHAT?** After your arrival

### Registration for the Broadcasting Licence Fee

**WHAT?** The broadcasting licence fee (»Rundfunkbeitrag«) supports public broadcasting in Germany. If you are renting a flat or a room in a shared flat in Germany, you are required to pay the fee. Please register on the homepage of the Broadcasting Licence Fee and fill out the form.

**Please note**
Before registering, please check with your landlord or landlady and your flatmates if the »Rundfunkbeitrag« is already paid or included in your rent. If you share your flat with flatmates, you also share the fee, as this only must be paid once per household.

### Opening a Bank Account

**WHAT?** If you will be in Germany for longer than three months, we recommend that you open a German account. You must open an account in person at a bank in Weimar.

### Signing a German Mobile Phone Contract

**WHAT?** If you are staying in Germany for a longer period, it is worth taking out a mobile phone contract with a German mobile phone provider. In Weimar, various suppliers have shops that can advise you personally.

### Before you leave

**WHAT?** Before you leave Weimar and return to your home country, you will need to de-register both yourself and your flat at the City of Weimar’s Ausländerbehörde (»immigration office«).

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**Phone:** +49 (0) 3643/ 762 762

**Appointments can be made using the online portal:** tevis.weimar.de
Cancellations

- Termination of your lease
- Cancellation of your water, heating, and electricity provider
- Termination of your Bank Account
- Termination of your Mobile Phone Contract

**WHAT?** The period of notice in Germany can vary. However, you will find the relevant deadlines in your contracts.

**Please note**
Find out whether the contracts with the water, electricity, and heating providers are also cancelled when you terminate your lease. It is best to ask your landlord or landlady about this.
If you have opened a bank account, you must cancel it in person at your bank in Weimar.

De-Registration from the Broadcasting Licence Fee

**WHAT?** Before you leave Weimar, it is important you de-register from the Broadcasting Licence Fee, as the »Beitragsservice« is not automatically notified when you leave the country.
Fill out the [de-registration form](#) and select the option »Ich ziehe dauerhaft ins Ausland«.

De-Registering at the University Library

**WHAT?** You have to de-register at the University Library in person. The library will confirm that you have handed in all the books on loan and that you no longer have any overdue fines.

Returning your Employee ID (thoska)

De-Registering your Child(ren) from School and Day Care

Registration for the Mail Forwarding Service

**WHAT?** If you have lived in Weimar for a longer period, you can apply for the Mail Forwarding Service. The Deutsche Post will send your mail from Germany to your address in your home country for several months. You can register [online](#).

Join the Alumni Network

**WHAT?** The [Alumni Network](#) is an association of former students and employees of the Bauhaus-Universität Weimar. It is an important resource for connecting with other students and alumni and for sharing professional experiences and knowledge. You can register for the network [online](#).