

# 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*



**Daniela Raddi, Dipl.-Ing.**

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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.

## The main points

### Before your visit:

- Application for a Visa (Non-EU citizens)
- Finding Accommodation
- Application for Funding
- Confirmation of adequate Health Insurance

### Upon your arrival:

- Registration at the Bürgerbüro within 7 days
- Application for a Residency Permit for Non-EU citizens
- Picking up your Employee ID (thoska) at the International Office

### Before you leave:

- De-Registering at the Bürgerbüro
- Cancellations of your lease and in case: cancellations of your water, heating and electricity provider
- De-Registering at the University Library
- Returning your Employee ID (thoska) at the International Office

## 1. Before your visit

<input type="checkbox"/> <b>Check on Covid Restrictions</b>	<i>Constantly, right before your travel</i>
<b>WHAT?</b> Check the website of the <a href="#">Federal Foreign Office of Germany</a> .	
<input type="checkbox"/> <b>Application for a Visa (Non-EU citizens)</b>	<i>Immediately after your acceptance</i>
<p><b>WHAT?</b> Usually, you will need a visa for entering and staying in Germany. Depending on your home country, there are different conditions for applying for a visa. It is therefore essential that you initiate the application process with plenty of time to spare. <a href="#">Here</a> you can find initial information on the visa process.</p> <p style="text-align: center;"><b>Please note</b></p> <p>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.</p>	
<input type="checkbox"/> <b>Application for Funding</b>	<i>Immediately after your acceptance</i>
<p><b>WHAT?</b> 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 <a href="#">online</a>.</p> <p style="text-align: center;"><b>Please note</b></p> <p>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.</p>	
<input type="checkbox"/> <b>Finding Accommodation</b>	<i>Immediately after your acceptance</i>
<p><b>WHAT?</b> The Bauhaus-Universität Weimar has an <a href="#">International Guest House (IBZ)</a> 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 <a href="#">Studierendenwerk Thüringen</a> for short term rentals. More information can be found <a href="#">here</a>.</p>	
<input type="checkbox"/> <b>Registering your Child(ren) in a Kindergarten/ at a School</b>	<i>3 to 6 months before your travel</i>
<p><b>WHAT?</b> 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 <a href="#">website</a>.</p>	
<input type="checkbox"/> <b>Application for a European Health Insurance Card (EHIC) (EU citizens)</b>	<i>At least 4 weeks before the start of your stay</i>
<p><b>WHAT?</b> You can apply for an <a href="#">European Health Insurance Card (EHIC)</a> for your temporary stay in Germany. The EHIC gives you access to medically necessary, state-provided healthcare during your stay.</p> <p style="text-align: center;"><b>Please note</b></p> <p>If you have questions regarding your coverage, please get in touch with your insurance company.</p>	

<input type="checkbox"/> <b>Confirmation of Health Insurance (Non-EU citizens)</b>	<i>3 to 6 months before your travel</i>
<p><b>WHAT?</b> 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 <a href="#">website</a>.</p>	

## 2. Upon your arrival

<input type="checkbox"/> <b>Registration at the Bürgerbüro</b>	<i>Within seven days of your arrival</i>
<p><b>WHAT?</b> Within seven days of your arrival in Weimar, you will have to register at the <a href="#">Bürgerbüro</a>. You will need to bring your rental contract and the <a href="#">Wohnungsgeberbestätigung</a> filled out by the property owner.</p> <p><b>Adress:</b>  <i>Bürgerbüro and Ausländerbehörde          Schwanseestr. 17, House II          99423 Weimar</i></p> <p style="text-align: right;"><i>Phone: +49 (0) 3643/ 762 762          Appointments can be made using the online portal:  <a href="https://tevis.weimar.de">tevis.weimar.de</a></i></p>	
<input checked="" type="checkbox"/> <b>Application for a Residency Permit for Non-EU Citizens</b>	<i>Immediately after your arrival</i>
<p><b>WHAT?</b> After your arrival, you will need to have your visa converted to a <a href="#">residency permit</a>. To do this, you will need to make an appointment with the <a href="#">Ausländerbehörde</a> («immigration office»). You can find more information on our <a href="#">website</a>.</p> <p><b>Adress:</b>  <i>Bürgerbüro and Ausländerbehörde          Schwanseestr. 17, House II          99423 Weimar</i></p> <p style="text-align: right;"><i>Phone: +49 (0) 3643/ 762 762          Appointments can be made using the online portal:  <a href="https://tevis.weimar.de">tevis.weimar.de</a></i></p>	
<input type="checkbox"/> <b>Picking up your Employee ID (thoska) at the International Office</b>	<i>After your arrival</i>
<input type="checkbox"/> <b>Registration for the Broadcasting Licence Fee</b>	<i>After moving in and receiving the Wohnungsgeberbestätigung</i>
<p><b>WHAT?</b> 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 <a href="#">homepage of the Broadcasting Licence Fee</a> and fill out the form.</p> <p style="text-align: center;"><b>Please note</b></p> <p>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.</p>	



<input type="checkbox"/> <b>De-Registering at the University Library</b>	<i>Before you leave</i>
<p><b>WHAT?</b> 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.</p>	
<input type="checkbox"/> <b>Returning your Employee ID (thoska)</b>	<i>Before you leave</i>
<input type="checkbox"/> <b>De-Registering your Child(ren) from School and Day Care</b>	<i>Before you leave</i>
<input type="checkbox"/> <b>Registration for the Mail Forwarding Service</b>	<i>Before you leave</i>
<p><b>WHAT?</b> 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 <a href="#">online</a>.</p>	
<input type="checkbox"/> <b>Join the Alumni Network</b>	<i>Before you leave</i>
<p><b>WHAT?</b> The <a href="#">Alumni Network</a> 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 <a href="#">online</a>.</p>	