
GUIDE TO WEIMAR

*FOR INTERNATIONAL DOCTORAL CANDIDATES,
GUEST RESEARCHERS/ARTISTS*

CONTENT

1 Introduction	3	4 When you arrive	33	6 Checklists	45
1.1 Welcome	3	4.1 Registration, enrolment and employment	33	Checklist A: Registration at the Bauhaus-	
1.2 How to use this guide	4	4.2 Signing your rental contract	35	Universität Weimar	45
2 Doctoral and Research Studies in Weimar	5	4.3 Registering at the local Residents' Registration Office	36	Checklist B: Applying for a visa	52
2.1 Doctoral candidates in Weimar	5	4.4 Opening a German bank account	37	Checklist C: Entering Germany	53
2.2 Guest researchers and artists in Weimar	9	4.5 Extending a visa and applying for a residence permit	38	Checklist D: Applying for a residence permit	54
3 Before you arrive	10	4.6 Employment contract or appointment	39	Checklist E: Registering at the local Residents' Registration Office	55
3.1 Invitation or acceptance letter	10	4.7 Taxation in Germany	40	Checklist F: Opening a bank account	55
3.2 Admission to the university	12	4.8 Pension scheme	42	7 Glossary	56
3.3 Applying for a visa	13	5 Getting around	43	8 Link list of important (online) forms	58
3.4 Scholarships and finances	17	5.1 Map	43		
3.5 Finding accommodation	19	5.2 The International Office (DIB)	44		
3.6 Organising health insurance	26	5.3 The Bauhaus Research School (BRS)	44		
3.7 Organising formalities for your family	30				

1 INTRODUCTION

1.1 WELCOME

The Bauhaus-Universität Weimar is an international research university that is committed to the idea of the Bauhaus and therefore has a traditionally international orientation. As the "International University 2011", we endeavour to provide a sound basis for our international scholars. Its aspiration is to combine the arts with science and technology which makes our institution unlike any other in Germany.

The experimental character of interdisciplinary teaching and research fundamentally shapes the University's profile. This is particularly reflected in our multi-faceted focal areas of research: "Digital Engineering", "Media and Culture", "City, Architecture and Nature", "Materials and Structures" and "Arts, Design and Media Arts".

In the spirit of Germany's great poet, natural scientist, art critic, lawyer and statesman Johann Wolfgang von Goethe, – I welcome you and wish you an inspiring research stay in Weimar. I hope this guide will help you find your bearings and get you off to a good start at the Bauhaus-Universität Weimar.

*Doch Forschung strebt und ringt, ermüdend nie,
Nach dem Gesetz, dem Grund, Warum und Wie.*

Johann Wolfgang von Goethe

Prof. Dr. – Ing. Karl Beucke,
President of the Bauhaus-Universität Weimar



1.2 HOW TO USE THIS GUIDE

This guide is aimed primarily at international doctoral candidates, guest researchers and artists arriving in Weimar from around the world. To help you get started with your new phase we have compiled practical and comprehensive information in this guide. We hope it will aid you in organising your

stay not only when you arrive in Weimar (see [chapter 4](#) ) but also help you coordinate and establish important connections prior to your arrival in Germany (see [chapter 2](#) )

This document also contains checklists to help you complete fundamental administrative tasks quickly and independently.

We have outlined several processes and steps, which we recommend you follow.

We hope this guide will provide you with useful information for your stay in Weimar. For further assistance, please contact the Bauhaus Research School or the International Office.

PLEASE NOTE

Throughout this guide you will find three types of icons, indicating different groups of interest. When particular information is relevant to only a specific group, you will find the respective icon at the top of the paragraph.

 *doctoral candidates pursuing individual doctoral studies*

 *doctoral candidates pursuing structured doctoral studies*

 *guest researchers/artists*

You will also find an icon for internal links, which will lead you to the respective chapters and sections within this guide and an icon for external links leading you to diverse third party websites.

 *internal link*

 *external link*

2 DOCTORAL AND RESEARCH STUDIES IN WEIMAR

2.1 DOCTORAL CANDIDATES IN WEIMAR



There are two ways to earn a PhD, through a traditional individual doctoral study or through one of the structured doctoral programmes. (Please refer to our website for detailed information about current structured doctoral [programmes](#) )

Individual doctoral studies vs. doctoral studies within a structured doctoral programme: What are the differences?

Doctoral candidates who choose to pursue individual doctoral studies are required to identify a supervisor at the Bauhaus-Universität Weimar, who is willing to guide and supervise the research for the duration of the doctoral studies. This system offers a lot of flexibility as there is no compulsory attend-

ance, deadlines or curriculum, but requires a great deal of dedication from the candidate. Depending on the organisation and structure of the doctoral project, the average length of this kind of PhD may take between four and six years.

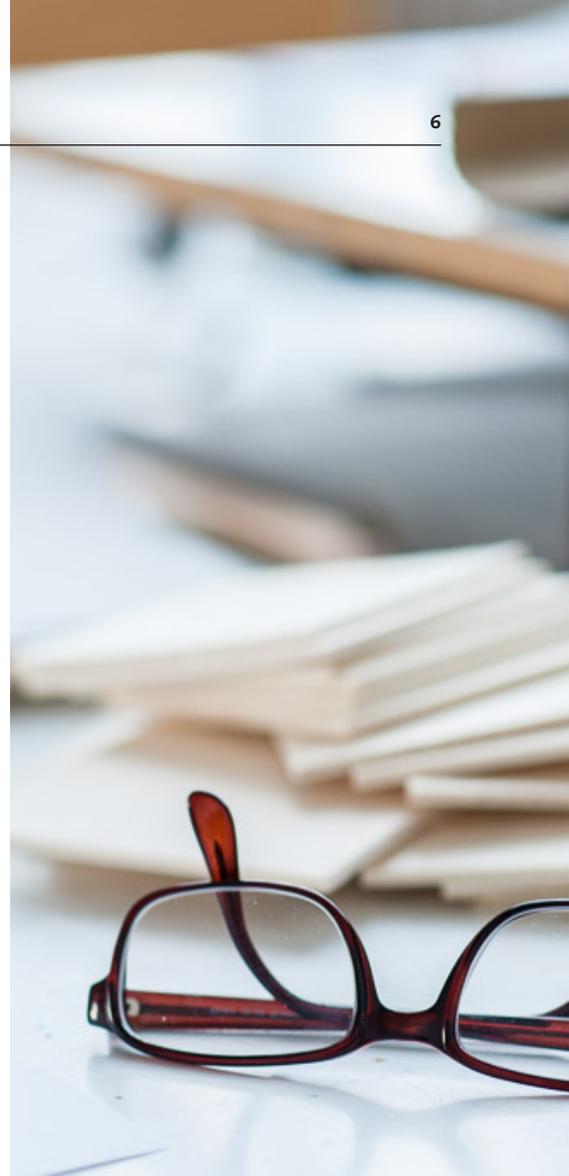
Structured doctoral programmes, otherwise known as research study groups or research schools (Graduieratenkollegs, Promotionskollegs or international doctoral programmes), are additional models of doctoral study at the Bauhaus-Universität Weimar. Structured doctoral programmes are mostly internationally-oriented, conducted mainly in English. Candidates in such programmes are not only required to work individually but also in wider research projects. Furthermore, structured graduate courses and the training of transferable skills are a vital part of these programmes. Depending on the



financing and structure of the programme, candidates can earn a PhD in about 3 years. A further difference between the two models is that doctoral candidates who apply for a place within a structured doctoral programme must generally pass through a multistage application procedure. These doctoral candidates are often supervised by several professors rather than by only one doctoral supervisor, as is the case in individual doctoral studies. In addition to these academic differences, doctoral study within a structured programme is, in some cases, subject to different administrative procedures.

id sd PLEASE NOTE

The fundamental requirement for every doctoral candidate is the acceptance letter from your future doctoral supervisor and/or the confirmation of admission as a doctoral candidate to the appropriate faculty. These two documents are particularly important as they form the basis of the binding confirmation that both your supervisor and the faculty from which you will ultimately receive your doctorate are prepared to support your doctoral work until its completion.



Main differences between individual doctoral study and structured doctoral programmes:

	id Individual doctoral studies	sd Structured doctoral programmes
Characteristics	<ul style="list-style-type: none"> _ more traditional way _ individual selection of topic _ individual choice of supervisor _ acceptance letter from supervisor _ no deadlines _ not funded/financed 	<ul style="list-style-type: none"> _ more internationally oriented _ multi-stage selection process _ application within deadline _ language requirements _ often funded/financed through third-party funding
Supervision	<p>Professor (primary supervisor) Candidate is responsible for finding his/her own supervisor</p>	<p>Supervisory professors Faculty chooses supervisor according to the candidate's research field</p>
Character	<p>more flexible (no compulsory attendance, deadlines or curriculum)</p>	<p>more structured (compulsory attendance, deadlines and curriculum)</p>

Regardless of the type of PhD programme you aim to pursue, there are different ways to finance your stay in Weimar:

[_ Employment at the Bauhaus-Universität Weimar](#)

If you are employed as a research associate at the university, you receive a fixed-term contract from the Bauhaus-Universität Weimar (employer) and work at the respective institute of your supervising professor or research group. If you pursue an individual doctoral study, your work contract will generally include teaching duties to be completed alongside your dissertation work.

[_ Scholarship or private funding](#)

You will find further information on scholarships and living expenses in Weimar in this guide (see [section 3.4](#) ).
The Bauhaus Research School may support you with certain doctoral study grants and provide you with consultation on various scholarships offered at the university. We recommend visiting our [website](#)  for more details and guidelines.



2.2 GUEST RESEARCHERS AND ARTISTS IN WEIMAR

g/a

The Bauhaus-Universität Weimar also invites visiting scholars to conduct research or work on an artistic project during a long or short-term stay at the university. As a visiting scholar, you will either work individually with a supervising professor, or join a research study group.

g/a PLEASE NOTE

Regardless of the kind of project or status guest researchers or artists pursue, an agreement with a professor or institute of the Bauhaus-Universität Weimar is indispensable.

Your status will depend on your financing model and whether you are enrolled as a student:

_ Scholarships and private funding

- *If you are enrolled at your home university, you can enrol as a guest student at the Bauhaus-Universität Weimar. You are then assigned the status of a student guest researcher or artist.*
- *Scholars who are not enrolled at their home university are entitled to use certain university services but cannot be enrolled as students. At the Bauhaus-Universität Weimar, your status is that of a free guest researcher or artist.*

_ Employment at the Bauhaus-Universität Weimar

- *If you have an employment contract with the Bauhaus-Universität Weimar, your*

*enrolment status at your home university has no relevance. At our university, you are assigned the status of an **employed guest researcher or artist**.*

Scholarships for guest researchers and artists are offered by several German funding institutions. For further information on scholarships and living expenses in Weimar, see [section 3.4](#) .

For general information and links, please refer to the web portal [Research in Germany](#) .



3 BEFORE YOU ARRIVE

3.1 INVITATION OR ACCEPTANCE LETTER

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Depending on the type of doctoral study you intend to pursue – individual doctoral study or a structural doctoral programme (see [chapter 2](#) ) – you will be required to complete different steps. Our [website](#)  will inform you about the different structural programmes and research projects offered at the faculties of [Architecture](#), [Civil Engineering](#), [Art and Design](#) and [Media](#)  at the Bauhaus-Universität Weimar.

id

The first step is to obtain information as to whether you fulfil the requirements for admission to doctoral study at the the Bauhaus-Universität Weimar. (Please read our

[Doctoral Study Regulations \(Promotionsordnung\)](#) )

Subsequently you need to find a suitable professor at the university to supervise your research project. After you have agreed upon the framework and conditions of your research project, (see [checklist A for doctoral candidates](#) ) , you will receive an acceptance letter from your professor.

sd

First you need to contact the coordinator of the structured doctoral programme you wish to join, inquire about the specific application procedure, and apply for a position by the given deadline. Once you have been accepted, you will receive an official acceptance letter from the responsible faculty ([checklist A for doctoral candidates](#) ).

Candidates, who wish to be supervised by a particular professor in a structured doctoral programme, have the possibility to state their preference in the online application. The faculty will choose your supervising professor according to your research field. As soon as you have obtained the acceptance letter, you can follow [STEP 2 in checklist A](#) .

id sd

It is important that the following information and documents are included in the supervision agreement:

- *name of the doctoral candidate*
- *the title or topic of the doctoral project*
- *a statement of the supervisor agreeing to supervise the doctoral candidate*

The agreement can be defined more precisely concerning:

- *the rights and duties of the doctoral candidate*
- *the rights and duties of the supervisor*
- *a schedule and timetable for the completion of your doctoral project*

g/a

As a guest researcher or artist, you can refer to our [website](#) , which serves as a starting point to help you find a suitable project and establish contact with a professor, research or artistic project. You will receive an official invitation letter, if your prospective supervising professor or institution approves your proposed research or artistic project. It is vitally important that you agree upon the status you will hold in Weimar with your professor or faculty. Please refer to [section](#)

[2.2](#)  and [checklist A](#)  to learn more about the differences between students, free or employed guest researchers and artists.

id sd g/a PLEASE NOTE

An invitation or acceptance letter is the key element of your application. We advise you to review the specific admission procedures of the doctoral studies/research project by contacting your supervising professor/programme coordinator at an early stage. It is important to pay attention to the enrolment or admission deadlines. If you have any questions, please do not hesitate to e-mail the International Office or the Bauhaus Research School.

3.2 ADMISSION TO THE UNIVERSITY



Once you have obtained the acceptance letter from your supervising professor, you need to formally apply for admission at the Bauhaus-Universität Weimar.

First you [apply online](#)  and submit the requested documents (see [checklist A](#) ) to the International Office. Our staff will check if your qualifications are recognised by the Central Federal Agency for Foreign Education by using the [anabin certificate recognition database](#)  (page only available in German) and will calculate the German equivalent of your grades. Then your application will be forwarded to the faculty.

The doctoral candidate admissions board of your faculty will decide if your qualifications fulfil the requirements for admission. The conditions for admission are laid down in your faculty's doctoral examination regulations. In some cases, you may have to complete preparatory training or additional examinations before starting your doctoral studies.

Once you have been accepted by your faculty, the International Office will issue you your official acceptance letter (*Zulassung*) for university registration. This letter is valid for one year and can be extended for an additional year if necessary. You must present this letter in Weimar at the time of enrolment (*Immatrikulation*).



3.3 APPLYING FOR A VISA

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If you are planning to pursue research or work on an artistic project at the Bauhaus-Universität Weimar, one of your first steps should be to look into the entrance (visa) requirements for traveling to Germany which apply to your personal situation. Generally speaking, every international doctoral candidate or guest researcher/artist requires a visa to enter and stay in Germany. The type of visa required, however, will depend on your country of origin and the duration of your stay.

Citizens from the EU, EEA or Switzerland

Candidates from the European Union (EU), European Economic Area and Switzerland do not need to apply for an entry visa. Your

national identity card or passport is sufficient to enter Germany.

Citizens from non-European countries

If you come from a *non-European country*, for which an entry visa required in Germany, (please check the following [list](#) ) you need to apply for a visa at the German embassy or German consulate in your home country. It is important that you begin the application process as soon as possible (at least three months in advance) and apply for the correct visa (see below) before travelling to Germany. The entry visa allows you to enter Germany and is valid for three months. Candidates, who do not need an entry visa, can apply for a residence permit once they have arrived in Germany (see [section 4.5](#) )

Short-term stay

If you intend to stay three months or less,

you may enter Germany with a Schengen/ Tourist visa obtained at the German embassy or consulate in your home country. This visa entitles you to stay but not to work in Germany. If you apply for this visa, you usually have to submit an official invitation, proof of sufficient funds for your living expenses for the length of your stay, and proof of health insurance. However *we strongly advise you not to enter Germany with a Schengen or tourist visa* if you intend to stay longer than three months. Because this visa cannot be converted into another type of visa or in a residence permit, you will be obliged to leave Germany after three months.

Long-term stay

If you intend to stay longer than three months in Germany, you must apply for a temporary residence permit (see [section 3.6](#) )

PLEASE NOTE

For all doctoral candidates we highly recommend entering Germany with a student visa, even if you are offered an employment contract as a researcher and thus would be eligible for a work visa. The work visa and residence permit is restricted to the duration of your contract and can not be prolonged or converted into a student visa/residence permit. If your contract ends before you finish your doctoral studies, you will have to return to your home country and apply there for a student visa for the time you need to finish your degree. We have compiled a [flow chart](#)  below showing what type of visa is recommended for which purpose.

The most common kinds of visas according to the [Aufenthaltsgesetz \(German Residence Act\)](#)  are:

Student visa (§ 16):

e.g. for doctoral students (with or without scholarship funding) who want to obtain a doctoral title in Germany or guest researchers and artists. They might receive a scholarship for working within a research project or an employment contract with the Bauhaus-Universität Weimar.

Work visa (§ 18):

e.g. for academics who plan to work in a research or art project (remuneration might be salary or scholarship) and for doctoral candidates with an employment contract who are certain they will finish their doctoral degree successfully within the duration of the contract.

Research visa (§ 20):

for researchers/artists who have a Forschervereinbarung (research agreement) with the Bauhaus-Universität Weimar, signed by their professor and the Personnel Department.

The research visa (§20) has some important advantages over other kinds of visas:

- *It is issued directly (without the embassy consulting the Immigration Office in Weimar) which speeds up the visa application process.*
- *Accompanying spouses do not have to prove German language proficiency and are not subject to restrictions for working in Germany.*
- *Research visa holders have freedom of movement for three months within the [Schengen countries](#)  as long as their travels are related to their research projects.*

We have compiled a list of documents you need to hand in when you apply for your visa at the German consulate or embassy in your home country (see [checklist B](#) ). If you enter Germany with your family, you have to submit additional documents for each family member (see [checklist B](#) ). If you have further questions, on this issue please contact the German embassy or consulate in your home country.

Click [here](#)  for a list of countries with links to the websites of German embassies and consulates (link in German only).

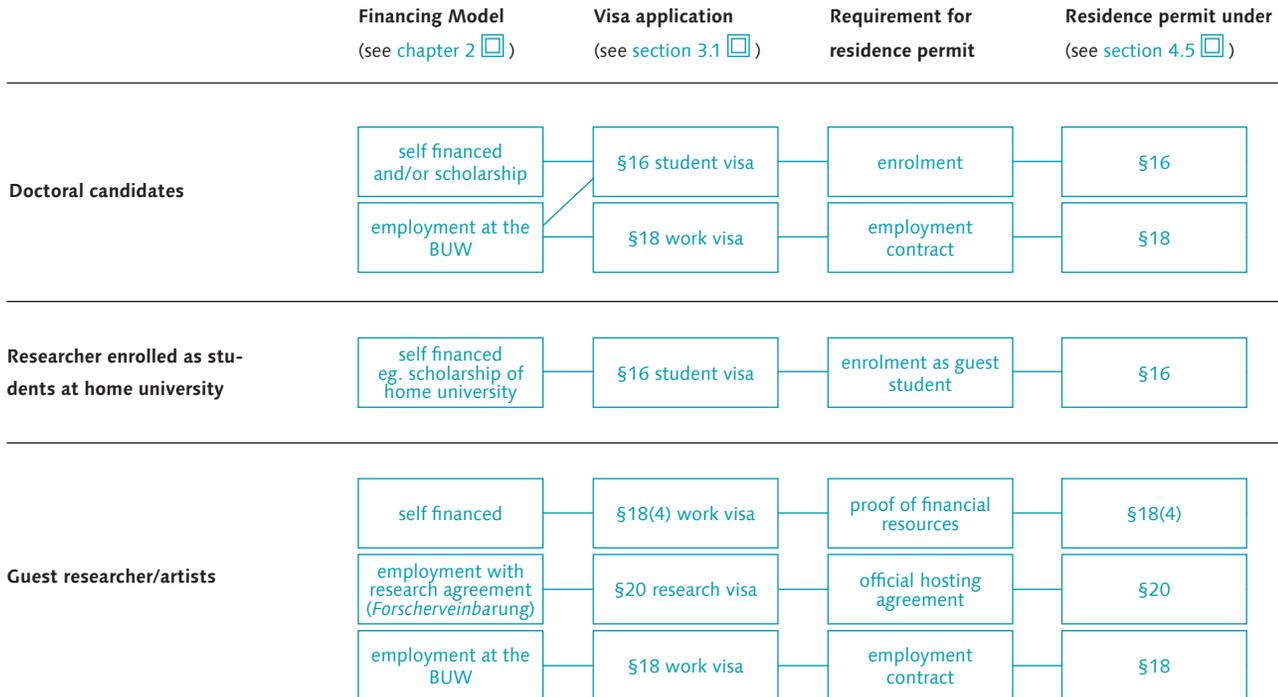
For further information on visa matters, please refer to the download information on [Legal Requirements for the Entry and Residence of Foreign Students, Academics and Scientist](#)  of the German Academic Exchange Service (DAAD).

PLEASE NOTE

You will require several documents, which are only available or are easier to access in your home country. Please refer to [checklist C](#)  to ensure that you collect all the documents that you will later need in Germany.



What kind of visa and residence permit do I have to apply for?



3.4 SCHOLARSHIPS AND FINANCES

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Applying for a scholarship

There are various German funding organisations offering scholarships for international doctoral candidates and guest researchers/artists. Generally the scholarships are granted for a period of up to three years. Candidates can reapply for an extension after the first year of funding.

Additionally, other scholarship providers can be found via several [online](#)  scholarship databases. For general information please refer to the [Research in Germany](#)  web portal. The Bauhaus-Universität Weimar also awards scholarships for further funding once you have worked on your project for some time after your arrival, as well as doctoral study completion grants.

id sd g/a

The Bauhaus-Universität Weimar awards scholarships, which you can apply for during your stay in Weimar. There is a wide range of available scholarships, such as:

- *the Thüringer Graduiertenförderung (Thuringian Post-Graduate Funding Programme)*
- *Equal Opportunity Scholarships for Female Artists and Designers*
- *Equal Opportunity Career Continuation Scholarships*
- *Bauhaus Scholarship for PostDocs*

For further information, visit our [website](#) .

id sd

Furthermore, we offer teaching and research assistantships to international PhD and

post-docs as part of the German Academic Exchange Service's (DAAD) scholarship and support programme STIBET. Information about STIBET assistantships and the admission process can be found [here](#) .

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Funding towards the end of your doctoral degree

You can also apply for a range of scholarships which can help advance the completion of your doctoral degree. Candidates are permitted to apply for different scholarships simultaneously. Depending on the available funds, there are also special scholarships for women or international doctoral candidates.

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

PLEASE NOTE

The application deadline for the scholarships awarded by the Bauhaus-Universität Weimar is on 15 December each year.

Living costs in Weimar

According to statistics provided by the German Studentenwerk (2012), students in Germany pay an average of 794 euros per month to cover all their expenses. The cost of accommodation accounts for the largest expenditure for students – all additional expenses depend on one's lifestyle.

The cost of living in Weimar is lower in comparison to German standards. For your residence permit you have to prove that you have approximately 700 euros at your disposal each month.

Food.....	150 euros
Rent	285 euros
Health insurance.....	80 euros
Clothing.....	50 euros
Miscellaneous.....	135 euros

Average monthly living expenses **700** euros

PLEASE NOTE

The Studentenwerk Thüringen offers inexpensive meals at the [university cafeterias](#)  and accommodation (see [section 3.5](#) ) especially for students. Museums and movie theatres offer student discounts. At the [INFOtake](#)  you can receive useful information. Researchers, who are accompanied by their family to Germany, can apply for a child ID card, which allows children (up to the age of 6 years) to eat lunch for free in the dining halls.

3.5 FINDING ACCOMMODATION

id sd g/a

Weimar is a small city and – due to the increasing number of students – the housing market has become very limited. We strongly recommend to start looking for a suitable accommodation as soon as possible.

[Below](#) , you will find useful addresses and links for short-term and long-term accommodation. Another useful tool in the search for accommodation is the university's online bulletin board called [Piazza](#)  which provides space for people offering or looking for various items and services, including inexpensive apartments offered by private households.

The *Studentenwohnheime* (student halls of residence) in Weimar are not maintained by the Bauhaus-Universität Weimar but by the *Studentenwerk Thüringen* (Thuringia Student Services). Due to high demand you should apply for a room as soon as possible. The online application can be found [here](#) .

The *Studentenwerk Thüringen* offers furnished rooms for students in various *Studentenwohnheime* throughout Weimar. The farther away you live from the centre of town, the less expensive the rental prices are (between 150 and 300 euros per month). You can find a list of all *Studentenwohnheime* and further information in the list [below](#) .

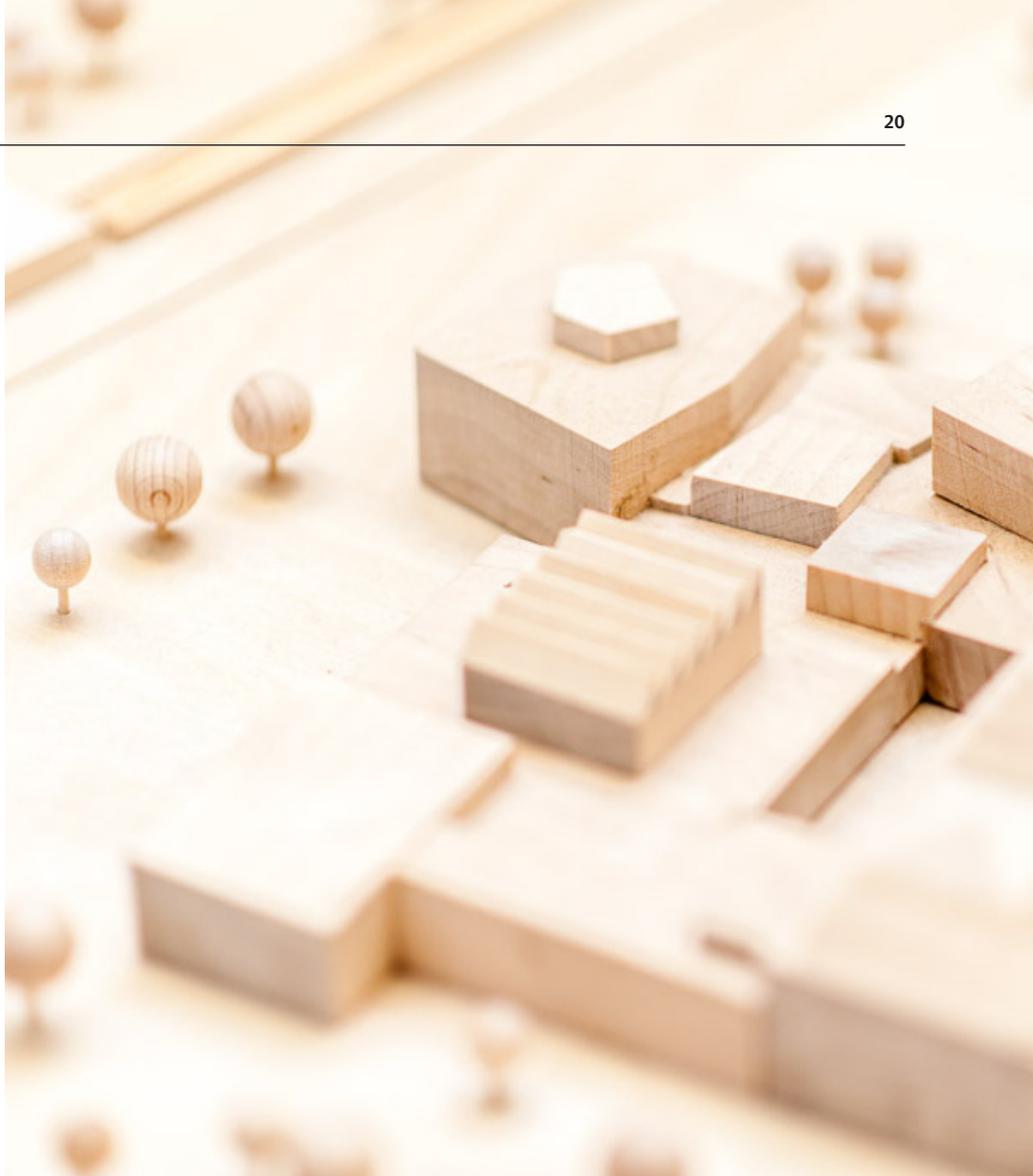
PLEASE NOTE

*Bear in mind that simply submitting your application for a room in the *Studentenwohnheim* is no guarantee that you will receive a room. The applications are processed in the order they are received until all the rooms have been allocated. Therefore, the sooner you send in your application, the better your chances of receiving a room. If you applied in time, you will receive a room offer (in German) via e-mail. You need to confirm the offer within 10 days. You are required to sign the tenancy agreement in person in Weimar and present your confirmation of enrolment.*

If you come to Weimar with your spouse and/or children, we strongly advise you to independently search on the private housing market for suitable accommodation:

- [Weimarer Wohnstätte](#) 
- [Immoscout 24](#) 

The university has a few furnished 2- and 3-room apartments available in the so-called *IBZ*. The rental prices range from 390 euros/month for a 2-room apartment to 640 euros/month for a 3-room apartment. For more information, please contact Susanne Wille (susanne.wille@uni-weimar.de )



Short term accommodation

Hotels

[Listing of hotels in Weimar](#)

The Bauhaus-Universität Weimar has agreements with a few hotels in Weimar offering reduced room prices to members of the university. Please contact your faculty for further information.

Hostels

[Labyrinth Hostel](#)

Goetheplatz 6

Phone: +49 (0) 3643 811 822

info@weimar-hostel.com

[Hummel Hostel](#)

Steubenstraße 19A

Phone: +49 (0)176 6276 0939

info@hummel-hostel.de

Youth Hostels

[Germania](#)

Carl-August-Allee 13

Phone: +49 3643 8504 90

jh-germania@djh-thuringen.de

[Poseckscher Garten](#)

Humboldtstr. 17

Phone: +49 3643 8507 92

jh-posgarten@djh-thuringen.de

[Jugendgästehaus Maxim Gorki](#)

Zum wilden Graben 12

Phone: +49 3643 8507 50

jgh-weimar@djh-thuringen.de

Inexpensive apartments

[Business apartments Weimar](#)

Long term accommodation

Studentenwohnheime

One student hall is like the other? Wrong! Every hall has its special features:

Jakobsplan 1

- international charm (flats with 4 rooms, 6 single apartments, 2 barrier-free apartments)
- rooms: 12sqm-23sqm; rent: 105-170 euros/month
- big shared kitchen on each floor, lift
- close to the centre, cheap, some floors are not renovated, sports centre on the first floor

Hummelstraße 2/ Schützengasse 2

- for party people (flat for 2, flat for 4, 6 single apartments)
- rooms: 17-23 sqm, rent: 160-207 euros/month
- very good for party people
- situated in the city centre
- tenants are asked to move out in August due to Bauhaus Summer School reservations

Herrenrödchen 1a-d

- for those who like it quiet (flats for 2 or 3)
- rooms: 12-23 sqm; some with balcony
- rent: 138-188 euros/month
- in the northern periphery of the city
- a few family apartments

Streichhan-Straße 4/4a

- *for nature lovers*
- *rooms: 14-29 sqm; rent: 172-226 euros/month*
- *big yard; close to the Ilm Park; big shared kitchen; large apartments have two bathrooms*

Amalienstraße 1/3

- *very close to campus and city centre (flats of 2 or 5, 7 or single apartments)*
- *rooms: 14-29 sqm; rent: 185-216 euros/month*
- *parking spots available (only with reservation)*

Marienstraße 4/6

- *noble and chic (flats for 4)*
- *rooms: 21 sqm; rent: 218-261 euros/month*
- *close to the centre, directly on campus; renovated in 2008 (new interior)*

Belvederer Allee 21

- *country-house style (flats for 3)*
- *rooms: 16-23 sqm, 148-184 euros/month*
- *yard; close to campus, right next to the Ilm Park*

Merketalstraße 48

- *for people with kids and/or instruments*
- *single and double rooms, family apartments*
- *rooms: 8-35 sqm; rent: 104-176 euros/month*
- *shared kitchens, room for clubbing*
- *in the south of the city; exercise rooms*
- *for musicians, nursery and kindergarten next door*

Windmühlenstr. 31/33

- *up on the hill (single rooms, 1 room for 2)*
- *rooms: 9-26 sqm; rent: 218-261 euros/month*
- *big yard, room for clubbing*
- *in the south of the city; shared kitchens, bathrooms and showers in the corridor*

Leibnizallee 10, 10a/b

- *nice and spacious (flats for 2 or 4, 21 single apartments)*
- *rooms: 14-32 sqm, 150-238 euros/month*
- *rooms for clubbing and conferences; close to Ilm Park*

Information about rental contract for the halls of residence are only for students currently enrolled at the Bauhaus-Universität Weimar.

You are required to hand in your enrolment certificate to the *Studentenwerk* in order to be allowed to live in a student hall (exception: children or spouses of the students who want to move in).

Rent

Monthly rent will be withdrawn from your bank account, usually on the 3rd working day of the month (see rental contract).

Deposit

*After signing the contract, you are required to transfer a deposit of 200 to 300 euros to the *Studentenwerk*, which will be refunded after you move out (but only if your room is clean and undamaged).*

Cancellation

You must cancel your rental contract no later than six weeks before the semester ends.

You can obtain a sample cancellation from the International Office. Alternatively, if you would like to move out of your room earlier, you can find a new tenant yourself.

Contacts in the student halls

You can find a list of the respective student residence tutors (students assigned to help you with residence matters) [here](#) .

PLEASE NOTE

All student halls are fully furnished and equipped with telephone, internet and TV connections, but you need to register to be able to use them (see your rental contract). The monthly rent includes the charges for water, power and waste disposal.

Flats / WGs (shared flats)

›How to find private housing?‹

Pinboard ›Wohnen‹

Message board on the university's website with flat sharing offers and furniture sales: uni-weimar.de > [Pinnwand](#) > [Wohnen](#) .

Wohnstätte

The municipal housing association: offers low-priced accommodation: weimarer-wohnstaette.de .

Cooperative

The *Wohnungsgenossenschaft* (housing cooperative) owns an entire district within Weimar. As a deposit you must pay cooperative shares, but usually the rent in *Wohn-genossenschaften* is cheaper than for flats: gwg-weimar.de .

Online search

- wg-gesucht.de 
- studenten-wg.de 
- meinestadt.de/weimar-thuringen 

Other sources

- [INFOtake](#) 
(located in the Mensa am Park)
- Message boards
- newspaper
- postings

Realtor

A realtor can help you find an appropriate flat. Realtors, however, usually charge a provision for their services (one to two times the monthly rental price).



What is a Wohngemeinschaft (WG)?

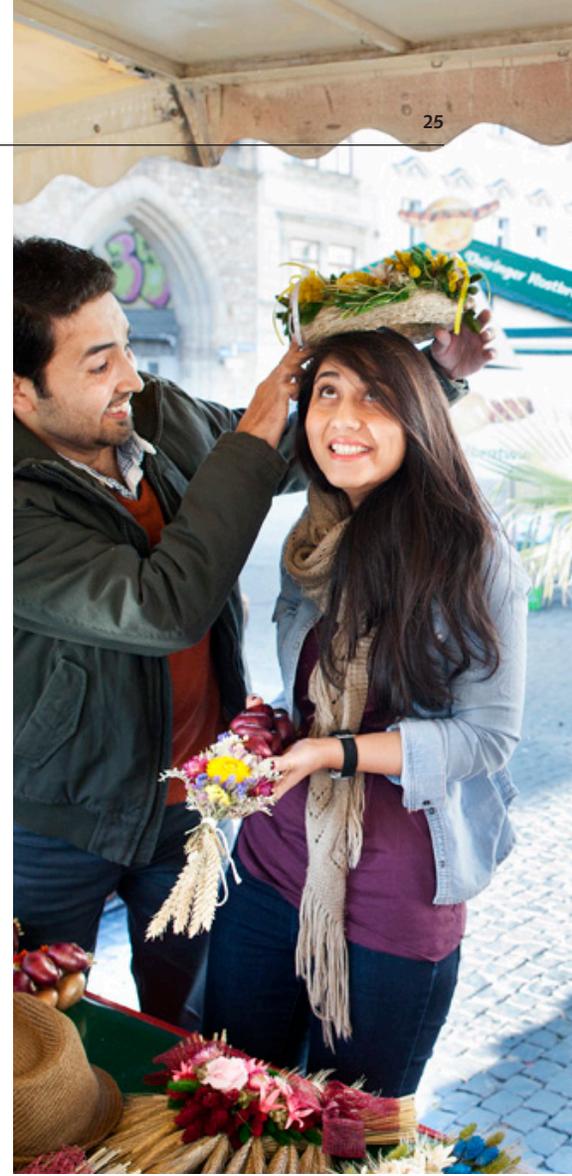
In WGs (flat shares), you live together with other students in one flat. You have your own room, while sharing the kitchen, living room and bathroom. Living in flat shares is a great opportunity to get to know German students and Weimar's student scene. It is convivial and you will benefit from the help and advice from your flat mates.

Rental contract

Contains requirements concerning renovations, permitted pets etc.; a flat share can have one principle tenant who controls all rental payments, or every flatmate is his/her own principle tenant responsible for their share of the rental payment. You probably have to provide information concerning your financial situation before signing the contract.

Cancellation

If you wish to cancel your contract, you must give your notice three months in advance or find a new tenant yourself.



3.6 ORGANISING HEALTH INSURANCE

id sd g/a

Health insurance (*Krankenversicherung*) is mandatory for every resident in Germany. International health insurance is not officially accepted as a substitute for national insurance. Proper health insurance is a prerequisite for residence or work permits.

In some cases, the health insurance regulations of your home country may be applicable in Germany (see [Health insurance for employed academics](#) ).

PLEASE NOTE

In general there are two types of health insurance: the private health insurance (private Krankenversicherung) and the statutory health insurance (gesetzliche Krankenversicherung). In some cases, private health insurance rates might be cheaper than those offered by statutory health insurance. However, policies with lower monthly premiums often require you to pay for outpatient treatment and medicine yourself and then provide the insurance company with receipts for later reimbursement.

id sd

Health Insurance for enrolled academics

In general, enrolled doctoral students take out a private health insurance. Only students under 30 years of age and those who have been previously insured by a public provider may take out statutory health insurance policy.

There is a wide range of health insurance companies in Germany which offer various rates and insurance plans. The [Deutsches Studentenwerk](#)  (German National Association for Student Affairs) has made a [special agreement with the Union Versicherungsdienst](#)  to provide affordable coverage to foreign students.

As a scholarship holder, you are likely to take out an insurance policy directly through your scholarship provider.

PLEASE NOTE

We strongly recommend that doctoral candidates and guest researchers/artists, who bring family members with them to Germany, apply for a statutory health insurance policy. Such policies additionally cover spouses and children free of charge. Private insurance companies, however, require policies for each family member which can end up being very expensive.

g/a

Health insurance for free guest researchers and artists

If you plan on staying in Germany for only a short time and you will neither enrol as a student nor take up employment with the university, your international health insurance might be sufficient. If you need to obtain a

temporary residence permit in Weimar, your health insurance provider at home must confirm in writing that your coverage extends to Germany. This will be assessed by the Immigration Office (*Ausländerbehörde*) in Weimar. If your coverage is deemed insufficient, you will be required to purchase an additional policy in Germany. The same applies to all family members travelling with you.

For longer periods of stay, which require you to become a temporary resident of Germany, you will have to have health insurance cover from an insurance provider licensed in Germany. Depending on your age and purpose of stay, you may take out a statutory or private insurance policy.

id sd g/a

Health insurance for employed academics

Employed doctoral candidates and guest researcher/artists can either be insured under a statutory or private health insurance policy. If a social security agreement (*Sozialversicherungsabkommen*) exists between Germany and your home country, the health insurance regulation of your home policy may also apply in Germany. Your health insurance provider in your home country will confirm this for you by issuing an [A 1 \(formerly the E101\) form](#) . On the basis of this form, you are not required to take out a German health insurance policy as your national coverage will continue during your stay in Germany.

As an employed person, you will be required to take out German health insurance if you do not possess the A1 form. Your level of income will then determine whether you must obtain private or statutory health insurance.

Statutory health insurance

As an employee with a yearly gross income of up to 52,200 EUR you are automatically eligible for coverage under statutory health insurance. Generally, spouses or partners and children are covered as family members, with no need to pay contributions. After registering with your chosen health insurance provider, you will receive a chip card that you will need for all necessary doctor visits. You also need to inform the Personnel Department at the Bauhaus-Universität Weimar of your chosen health insurance provider. The university will then register you with your provider as a new employee. Premiums will be directly deducted from your monthly gross salary. Both you and your employer will each pay half of the overall premium rate to your insurance provider.

Statutory health insurance covers medical

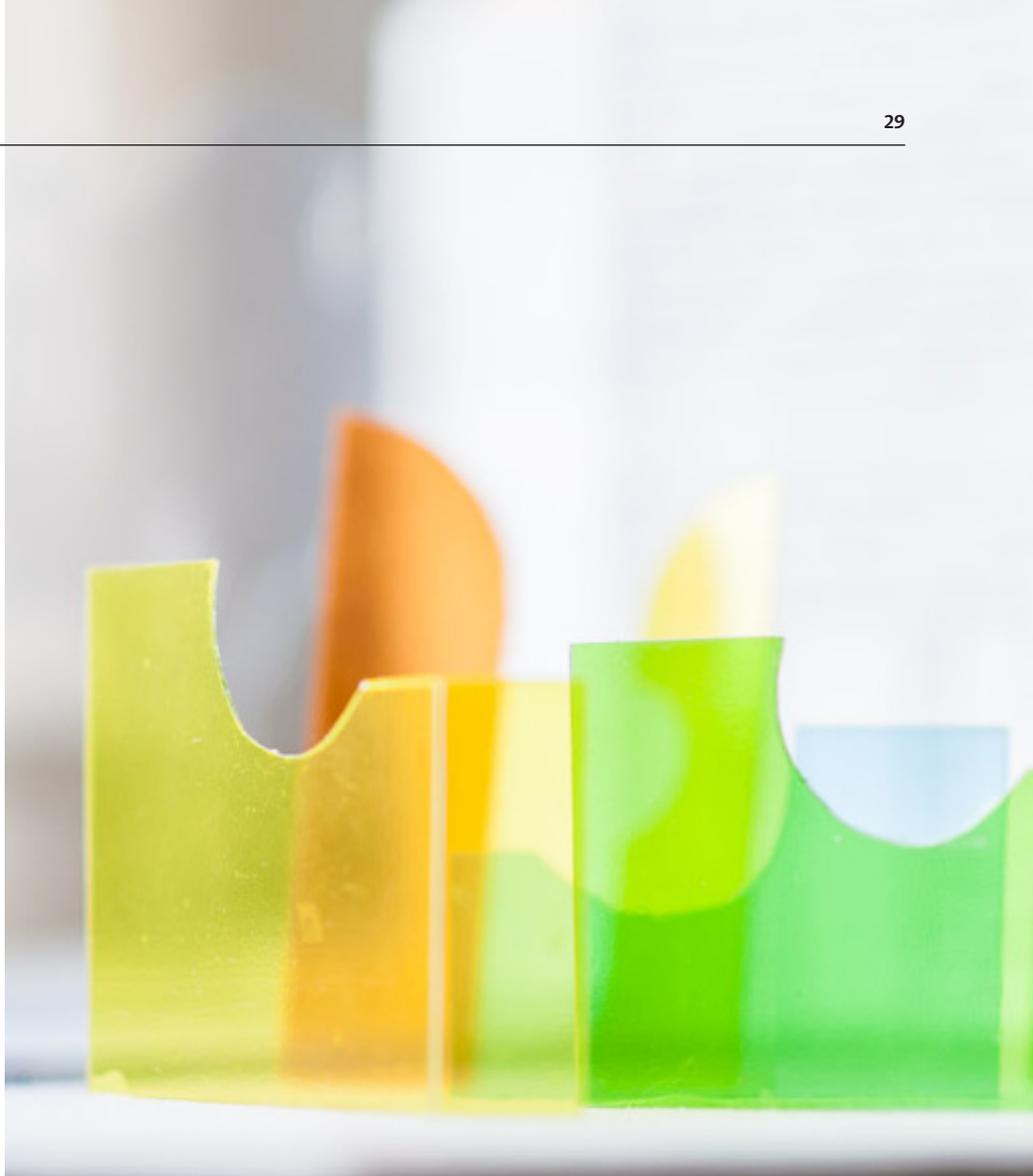
and dental treatment, and entitles you to all necessary treatments provided by the doctor of your choice. You must, however, pay a portion of the expenses for medicine, bandages, remedies, glasses, and hospital stays. In the event that you become sick, you have the right to full continuation of wages for up to six weeks. After that, you receive sickness benefits from your health insurance provider. If you receive a medical certificate from your physician, you must present this to the Personnel Department within three days. The Personnel Department will then forward a copy of the certificate to your health insurance provider.

Private health insurance

If your yearly gross income exceeds 52,200 euros, as an employee, you have the freedom to choose between a statutory or private health insurance provider. The more comprehensive the private health insurance package is, the more expensive it becomes. Private patients receive personal invoices, which the patient must pay and then submitted to the insurance company for a refund.

Helpful link: [Euraxess](#) 

3.7 ORGANISING FORMALITIES FOR



YOUR FAMILY

id sd g/a

Spouses of students or long-term guest researchers' might need to provide proof of German language proficiency when applying for a visa.

Only specific German language courses are accepted as proof of language skills. Spouses of those academics or artists, who have signed a special research agreement (Forschervereinbarung) with the Personnel Department and thus receive a visa on the basis of §20 "Forscher" (see [section 3.3](#) ), do not need to provide proof of language skills. Children under the age of 16 are generally allowed to come along.

 PLEASE NOTE

Childcare and schools



In Weimar you have a choice of different childcare facilities, but most of them are overbooked and have long waiting lists. The *Studentenwerk* operates [two childcare facilities](#) , where children of members of the university have priority. Some of the staff speak English. In all cases, it is advisable to apply as soon as possible for a place for your child. The cost for childcare depends on your monthly income and is very reasonable compared to other countries.

All children living in Germany are required to attend school between the ages of 6 and 15. The first stage of school is called *Grundschule* (grades 1 to 4). At the end of the fourth grade, children may choose to go to one of four different secondary schools:

[_ Hauptschule](#)

continues until grades 9 or 10 and leads to a general school-leaving certificate called Hauptschulabschluss

[_ Realschule](#)

continues until grade 10 and culminates in an intermediate school-leaving certificate called Realschulabschluss

[_ Gymnasium](#)

continues until grade 12 and leads to an advanced certificate called Abitur. This certificate is the entrance qualification for higher education.

[_ Gesamtschule](#)

is a comprehensive school combining all three types of schools under one roof. Pupils are divided into groups according to their abilities.

State-run schools in Germany are free of

charge. However, parents do have to pay for their child's material and excursions. Depending on where you live in Weimar, you will be assigned to a certain state-run school. The language of instruction in these schools is German.

For English speaking families the [ThiS – Thuringia International School](#)  offers a curriculum based on PYP – Primary Years Programme, MYP – Middle Years Programme and IB – International Baccalaureate programme. As a private school the ThiS charges a monthly or yearly fee.

Child benefit

Parents or legal guardians of children in Germany receive monthly child benefits called *Kindergeld*. The amount depends on the ages and number of children in the household, currently 184 euros for the first and second

child, 190 euros for the third child and 215 euros for the fourth and each additional child. Non-German parents are eligible to apply only under certain circumstances. In general, students who hold a residence permit as per § 16 of the Residency Act are not entitled to receive child benefits. Exceptions are made for students from the EU, Switzerland, Turkey, former Yugoslavia, Marocco, Tunisia and Algeria.

Applications must be submitted [online](#)  or in writing to the local family benefit office (*Familienkasse*). You will find useful information about *Kindergeld* on the [website of the Bundesagentur für Arbeit](#)  (Federal Employment Agency).

Children's allowance

Families in the low-income sector can apply for a children's allowance (*Kindergeldzuschlag*) paid by the federal government as a family benefit. Depending on your assets and income, you can receive up to 140 euros per month.

You can hand in your application for an additional child allowance at the family benefit office where you can also obtain the application form. Please refer to the [website of the Bundesagentur für Arbeit](#)  for further information.

The same applies here, too – university students holding a residence permit as per § 16 of the Residency Act are not eligible!

PLEASE NOTE

If you are not from the EU, EEA or Switzerland, you will have to provide the family benefit office with proof of your residence title (e.g. certified copy of your passport). Please refer to the family benefit office for further information.

Familienkasse Erfurt

Agentur für Arbeit Erfurt

Juri-Gagarin-Ring 160

99084 Erfurt

Phone 0800 4 5555 30 (Mon to Fri, 8am to 6pm)

You will require several documents, which are only available or easier to access in your home country. Please refer to [checklist C](#)  for a list of documents you will require once you are in Germany.

4 WHEN YOU ARRIVE

4.1 REGISTRATION, ENROLMENT AND EMPLOYMENT

id sd g/a

Once you arrive in Weimar, one of your first steps is to meet your supervising professor or the coordinator of your PhD programme. Furthermore, you are required to follow the procedures to register and enrol at the university or sign your employment contract.

THOSKA

The Thuringian University and Studentenwerk Card, or *thoska* for short, is an ID card used by students and employees at Weimar's higher education institutions.

Functions of the *thoska*:

- Identification (student, employee or guest status)
- library card
- debit card for dining halls, cafeterias and courses with registration fees (e.g. sport courses)
- train, bus and regional railway ticket only for enrolled students and researchers of the Bauhaus-Universität Weimar (*applies in specific regions only* )
- key card to selected buildings and rooms (when activated by your faculty)

Students and employees of the Bauhaus-Universität Weimar receive the *thoska* (first card) for a deposit of 20 euros. Visitors can obtain a guest card at the Campus Office for a deposit of 10 euros.

Please refer to the [website](#)  of the Bauhaus-Universität Weimar for further information.



Academics enrolled as students of Bauhaus-Universität Weimar

The next destination for doctoral candidates and student researchers/artists (see [section 2.2](#)) who are not employed at the Bauhaus-Universität Weimar (e.g. scholarship holders) is the Campus Office in order to register at the university. Here, after your application is reviewed, you will obtain your enrolment documents. With your enrolment you can apply for the thoska card for students. You will find the application form [online](#).

PLEASE NOTE

For enrolment, you need to pay a semester contribution which also covers the cost of a public transportation ticket. Please visit the university's [website](#) for further information.

Free guest researchers and artists

If you are a free guest researcher/artist (see [section 2.2](#)) you must hand in the thoska form for guests ([online](#)) in order to access the IT infrastructure and become a registered member at the Bauhaus-Universität Weimar. If you have any further questions regarding your stay in Weimar, please do not hesitate to contact the International Office.

Academics employed at the Bauhaus-Universität Weimar

As an *employed doctoral candidate or guest researcher/artist* your destination will be the Personnel department. There you will receive your contract and a list of documents which you are required to submit (see [checklist A](#)).

As an employee, you need to have a tax identification number (*Steuer-Identifikationsnummer*), which you can obtain from the

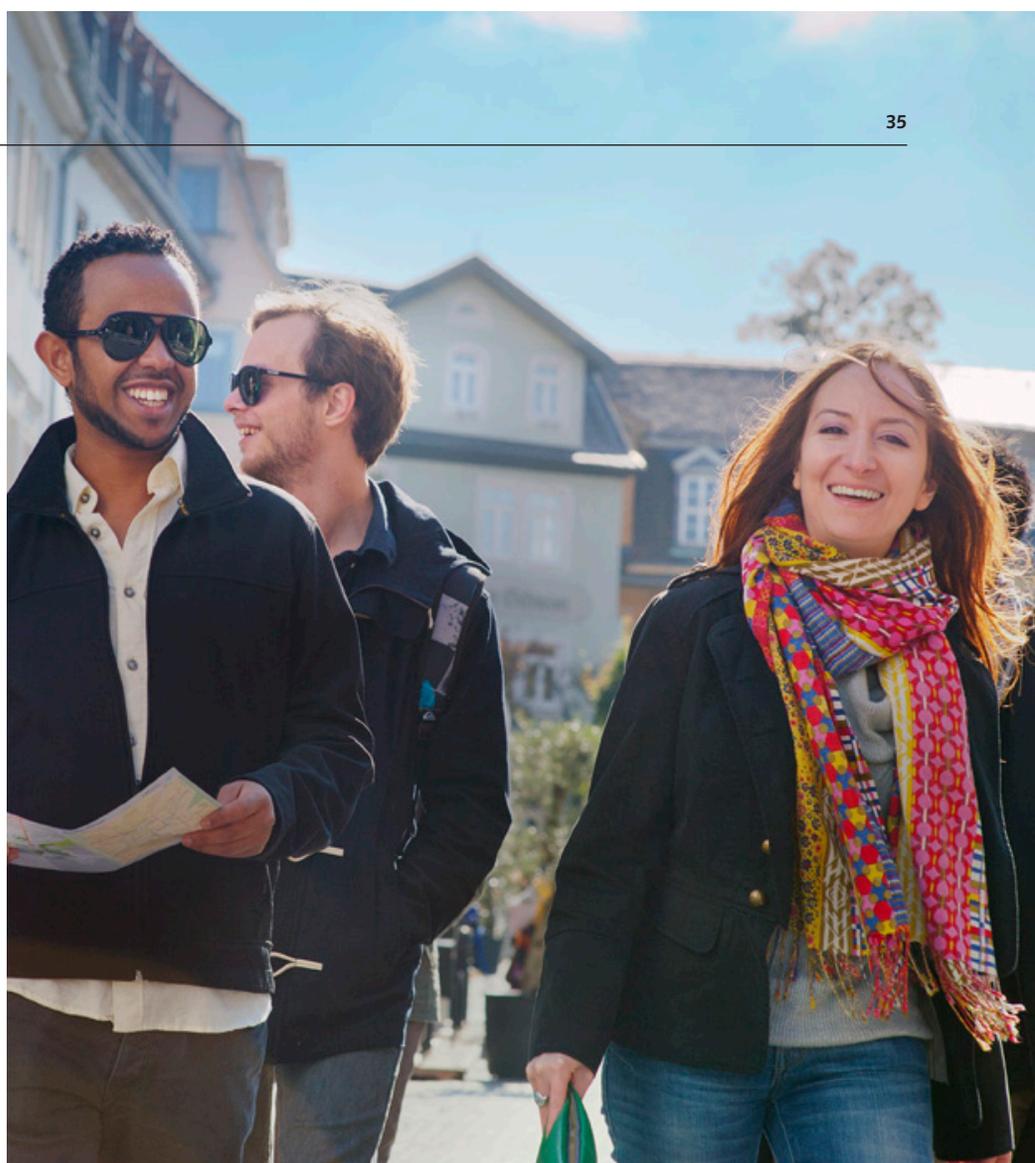
German tax office (*Finanzamt*) (see [section 4.7](#)). You will need to provide this number to the Personnel Department at the time you begin your employment and before your first salary payment is issued. You will also need to fill in the thoska form for employees ([online](#)) at the Personnel Department in order to receive your staff thoska.

4.2 SIGNING YOUR RENTAL CONTRACT

id sd g/a

Upon arrival please sign the rental contract as soon as possible and make several copies. You will have to present your rental contract as proof of residence when you

- *open a bank account*
- *register in Weimar*
- *register at the Personnel Department*



4.3 REGISTERING AT THE LOCAL RESIDENTS' REGISTRATION OFFICE



When moving into a house or flat in Weimar, as an international guest, you (and your family) will have to register at the Immigration Office (*Ausländerbehörde*) within a week of entering the country.

You are required to present several documents in order to register (see [checklist E](#) ) for a list of documents).

At the Immigration Office you will be given a *Meldebescheinigung*, a certificate confirming that you have registered. You will need official proof of registration if you wish to extend your visa (see [section 4.5](#) ) or to open a bank account (see [section 4.4](#) )

AUSLÄNDERBEHÖRDE

Stadtverwaltung Weimar Ausländerbehörde

Schwanseestr. 17

99423 Weimar

Phone (03643) 762222

Fax (03643) 762250

E-Mail: auslaenderbehoerde@stadtweimar.de

Opening Hours

Tuesday 9:00 am – 12:00 pm

1:00 pm – 6:00 pm

Thursday 9:00 am – 12:00 pm

1:00 pm – 3:00 pm

Friday 9:00 am – 12:00 pm

4.4 OPENING A GERMAN BANK ACCOUNT

id sd g/a

It is vital to have a bank account in Germany in order to pay bills and receive your salary. Furthermore, if you are at the Bauhaus-Universität Weimar as an employee or scholarship holder, the university will only deposit your salary or the scholarship funds into a German bank account.

We advise you to open a checking account called a *Girokonto* (current account) with a bank located in Weimar. A checking account will allow you to do the following:

- *deposit and withdraw money*
- *transfer money to other accounts, e.g. with online banking*
- *make regular payments of a certain amount at a certain point in time (e.g.*

rent) with a standing order

- *give someone permission to withdraw money from your account (direct debit authorisation). This can be particularly helpful for regular payments in varying amounts (e.g. utility bills)*

You may only open a bank account in person upon your arrival. Please make sure to submit the necessary documents (see [checklist F](#) : Opening a bank account).

Another useful document would be a letter from the hosting institute confirming your status as a visiting scholar and your intent to stay for longer than three months.

When you open an account, the bank may offer you a Maestro card (debit card) or credit card.

The Maestro card will allow you to pay for items at many stores without cash, to

withdraw cash from many automated teller machines (in Germany and other Eurozone countries) for a fee, and to withdraw cash from your own bank at no charge.

Before issuing a credit card, the bank usually checks how long you intend to live in Germany and whether you have sufficient funds at your disposal.

4.5 EXTENDING A VISA AND APPLYING FOR A RESIDENCE PERMIT

id sd g/a

If you intend to stay in Germany for more than three months and you are not a citizen of the EU, the EEA or Switzerland, you are required to apply for a residence permit or extend your visa at the Immigration Office (*Ausländerbehörde*) in the town where you reside. The residence permit is generally valid for one year and can be extended for a maximum of two more years if the candidate's doctoral work is progressing according to plan and the candidate continues to have sufficient financial resources.

We recommend you to submit your application as soon as possible to the German Federal Foreign Office. You will have to provide

some documents with your application (see [checklist D](#) ).

Please contact the [Foreigners' Registration Office](#)  in Weimar for detailed information.

If your application for a residence permit is successful, you will receive an electronic residence permit (*Elektronischer Aufenthaltstitel*) in credit-card form, replacing the adhesive label in the ID card/passport. For further information, refer to the [online brochure](#)  issued by the Federal Office for Migration and Refugees (*Bundesamt für Migration und Flüchtlinge*).

For more information, please visit the website of the [German Federal Foreign Office](#)  (*Auswärtiges Amt*).



4.6 EMPLOYMENT CONTRACT OR APPOINTMENT

id sd g/a

Citizens from the EU, EEA or Switzerland

Candidates who are citizens of the European Union (EU), the European Economic Area (EEA) or Switzerland do not require a work permit except for those candidates from new EU member states. Due to transition regulations, citizens from Romania and Bulgaria need to apply for a special labour permit at the International Placement Service (ZAV).

PLEASE NOTE

The International Placement Service is the responsible authority which grants work permits and accepts residence titles. If you have any

questions concerning your work permit, please refer to the [website of the ZAV](#) or contact the authority directly. On the website you can also find useful information about working in Germany.

Citizens from non-EU or EEA countries

If you want to work in Germany (e.g. as an academic employee at the university), you require a residence title, which will enable you to pursue gainful employment. You can apply for a residence permit at the Immigration Office (*Ausländerbehörde*) in Weimar. Your residence permit must clearly show whether gainful employment is allowed. You can only be employed if you are in possession of the appropriate permit. A residence permit for the purpose of employment provides the holder with the right to execute the type of work explicitly stated in the permit.

EXCEPTION

If you are enrolled as a student at the Bauhaus-Universität Weimar and work 120 days (8 hours per day), 240 half days (4-5 hours per day) or less per year, you do not need a work permit as a non-EU citizen.

If you have an employment contract, you are liable for social security deductions and subject to the tax regulations in accordance with the German law (see [section 4.7](#)). The salary you earn through employment at the university is usually subject to tax in Germany. The compulsory tax deductions are made directly from your gross salary (see [section 4.7](#)).

4.7 TAXATION IN GERMANY



If your research visit is based on an employment contract in Germany and will last more than six months, you will effectively be liable to taxation in Germany on your globally-earned salary and assets.

Income tax (*Einkommenssteuer*) is directly deducted from your salary and paid to the state by your employer. The amount of income tax deducted depends on your income, your marital or family status and your tax bracket/class.

Every paid employee is issued a tax identification number (*Steuer-Identifikationsnummer*), which is sent to you by post a few days after registration. This tax identification

number enables you to access your electronic tax card and must be submitted to your employer.

Obtaining a tax identification number

Your tax identification number is a unique number issued to you by the tax office (*Finanzamt*). You need to apply for the German tax identification number at your local tax office for the purposes of taxation, government benefits and health care.

The tax number (*Steuernummer*) and tax identification number are used for different tax purposes. They both exist side by side and the employer requires the tax identification number.

If you do not have a tax identification number, you may:

- *have to pay more tax than necessary*

- *not be able to get government benefits you are entitled to receive*

FINANZAMT

Finanzamt Weimar / Jena

Location: Leutragraben 8, 07743 Jena

Postal address: Finanzamt Jena, 07740 Jena

Phone (03641) 378 0

Fax (03641) 378 653

E-Mail: poststelle@finanzamt-jena.thueringen.de

Opening Hours

Monday 8:00 am – 3:30 pm

Tuesday 8:00 am – 3:30 pm

Wednesday 8:00 am – 3:30 pm

Thursday 8:00 am – 6:00 pm

Friday 8:00 am – 12:00 pm

After you have registered in Weimar, the tax identification number will automatically be sent to you via post to your new residential address by the Federal Ministry of Finance (*Bundeszentralamt für Steuern*). However, if you do not receive a letter within three months, you can contact the Federal Ministry of Finance by filling out an [online form](#) .

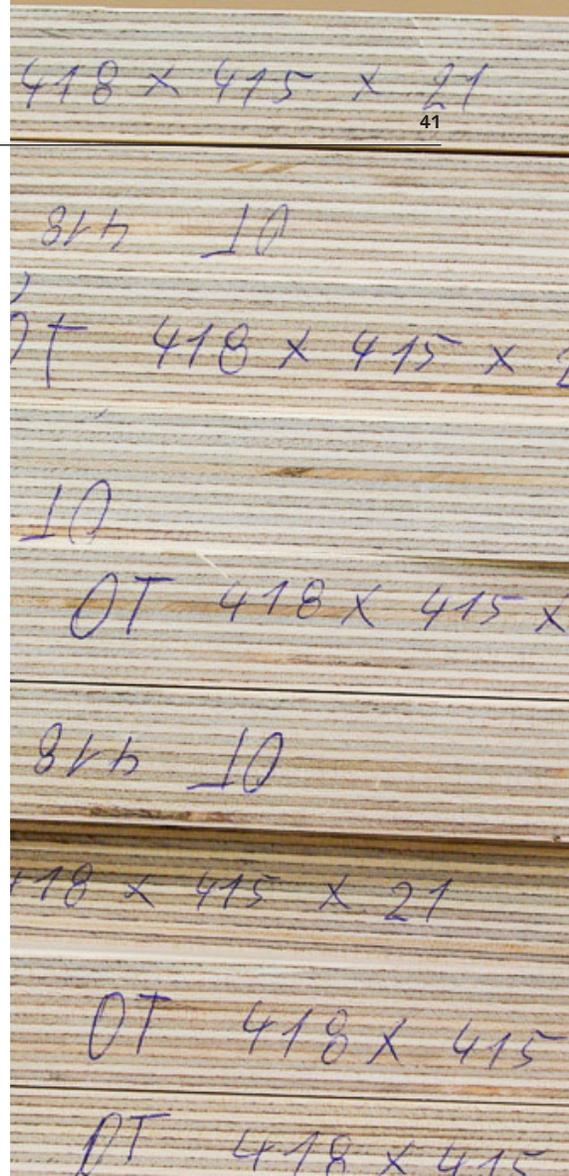
Although you can work without a tax identification number, taxes will be deducted from your income at the maximum rate and you will not be able to claim this back by submitting a tax return. Therefore, we advise you to ask for the tax identification number and have the correct amount deducted from the start. It is illegal to work in gainful employment without paying income tax and the employer is legally required to deduct the appropriate amount of tax from your salary and to forward this to the tax office.

Double taxation agreements

In order to avoid a situation in which foreign employees are liable to pay tax both in their own countries and in Germany, double taxation agreements now exist between [many countries](#) . These agreements regulate in which country you have to pay tax.

For detailed information on this subject, please contact the tax office in Jena.

4.8 PENSION SCHEME



id sd g/a

Your pension scheme protects you and your family if your ability to work is endangered, reduced or ends due to age or death. It not only pays out pensions during retirement, but also aims to sustain your ability to work.

In case of a claim, the pension scheme offers:

- *medical rehabilitation services*
- *occupational rehabilitation*
- *pension due to complete reduction in earning capacity*
- *old-age pension*
- *survivorship annuity*

The statutory pension insurance will be taken directly from your gross salary. Half is paid by the employer and half is paid by the employee. Registration is automatically taken care of by your employer.

Reimbursement of pension premiums

If you are returning to a country that does not have a social insurance agreement with Germany, you can be reimbursed for the pension premiums which were paid in Germany. Only premiums paid by the employee can be reimbursed. After a two-year waiting period, you can apply for reimbursement with the German pension scheme fund. We recommend that you request the necessary application forms from the responsible pension office before you leave Germany. If over the course of your career you have worked in different countries and paid social and pension insurance premiums in the respective countries, you should inquire early on with the insurance carriers in these countries about your entitlement to claims.



5 GETTING AROUND

5.1 MAP

- 1 Campus Office/International Office
- 2 Bauhaus Research School
- 3 Personnel Department

-  Bauhaus-Universität Weimar
-  Registration Office and Immigration Office
-  Health insurance companies (only a selection)
-  Banks (only a selection)



5.2 THE INTERNATIONAL OFFICE (DIB)

The International Office is entrusted with implementing the internationalisation measures of the Bauhaus-Universität Weimar and regards itself as an intermediary between the university's board of directors, the administration, the faculties and student body. For international doctoral candidates as well as guest researchers and artists, we offer counselling and support with regard to university admissions as well as with non-academic matters such as financing, accommodation, arrival and integration in Weimar.

5.3 THE BAUHAUS RESEARCH SCHOOL (BRS)

As a central research institute of the Bauhaus-Universität Weimar, the Bauhaus Research School works as an umbrella institution for all structured doctoral programmes. Our objective is to support young researchers, offering them the best possible research environment. The BRS aims to improve the quality of doctoral training at the Bauhaus-Universität Weimar. It is a place for exchange and advanced training beyond disciplinary and departmental boundaries. By organising a range of services, the BRS strives to support its doctoral students and post-docs with their excellent and experimental research in Weimar. For more details, including our event calendar, service and current course offerings, please visit our [website](#) .



6 CHECKLISTS

CHECKLIST A: REGISTRATION AT THE BAUHAUS- UNIVERSITÄT WEIMAR

In order to successfully plan and organise your admission at the Bauhaus-Universität Weimar, we recommend you follow the steps outlined in the checklists. We have compiled a checklist for doctoral candidates, as well as for guest researchers and artists.

PLEASE NOTE

Admission procedures vary depending on whether you are enrolled or hold an employment contract at the Bauhaus-Universität Weimar. For more information about the different steps you will have to take, see the checklists on the following pages (e.g. [STEP 5](#) ).



CHECKLIST A FOR DOCTORAL STUDENTS id sd

STEP 1 Acceptance letter from a doctoral supervisor (*Betreuungszusage*)

(for further details see [section 3.1](#) )

- id
- write a research proposal
 - contact a supervising professor by sending a short letter of motivation, CV and research proposal
 - agree with your professor on the following:
 - the topic of your thesis*
 - how your studies will be financed (scholarship, work contract, savings etc.)*
 - the time that you will have to be present in Weimar*
 - obtain acceptance letter from your supervisor

- sd
- application for doctoral studies within a structured programme
 - obtain acceptance letter for your PhD programme

STEP 2 Online application

(*Online Bewerbung*) and **submission of documents** to the International Office

- id sd
- Fill in the online application at the online application portal 
 - Print, sign and submit it together with the following documents
 - certified copies of your diplomas as well as certified translation in German or English*
 - academic CV*
 - research proposal*
 - supervisor's acceptance letter (only id)*
 - Fill in the application form to register as a doctoral student at your faculty and submit it together with your other documents

CHECKLIST A FOR DOCTORAL STUDENTS  **STEP 2 Online application**

(*Online Bewerbung*) and **submission of documents** to the International Office

 **PLEASE NOTE**

Further documentation, such as proof of language skills, might be required. Please refer to the doctoral examination regulations issued by your faculty.

STEP 3 Faculty acceptance letter

(*Annahme von der Fakultät*)

obtain admission letter from your faculty

 **PLEASE NOTE**

Keep this acceptance letter from your faculty in your documents. You will need to present it when you submit your doctoral thesis.

STEP 4 University admission

(*Zulassung von der Universität*)

obtain admission letter from the university

 **PLEASE NOTE**

You will need this document when applying for your visa at the German embassy.

CHECKLIST A FOR DOCTORAL STUDENTS  **STEP 5 Student enrolment (Immatrikulation) – OR Conclusion of an employment contract (Abschluss eines Arbeitsvertrags)**

For the International Office

- letter confirming admission
- proof of health insurance (see section 3.6 )
- original certificate of your last academic degree
- proof of payment of the semester contribution
- application form or the thoska (see section 3.3 ) including your personal data, a picture and your signature
- proof of language skills (if required)
- copy of passport

For the Personnel Department

- two certified copies of the personal status certificates (birth or marriage certificate, children's birth certificates) with German translations
- certified copies of academic certificates (bachelor's and master's degrees, Diplom certificate, etc.) and a German or English translation of these
- proof of prior employment (copies of employment contracts, reference letters, etc.)
- in case you have resided in Germany for the last five years: police clearance certificate "for presentation to the German authorities" (available at the Bürgerbüro, fee can be refunded with proof of payment)

- Tax identification number or confirmation of income tax deduction (available at the tax office)
- confirmation of health insurance cover
- bank details (German banks only)
- passport photo for your identity card (please include, but do not affix the photo onto your Personnel Record form)
- if you are not a citizen of a member state of the European Union (EU) or the European Economic Area (EEA) or Switzerland, you must apply for a residence permit for the purpose of gainful employment. For more information see section 3.6  .

CHECKLIST A FOR STUDENT GUEST RESEARCHERS AND ARTISTS

STEP 1

Establish contact with faculty/professor/
research/artistic group (see [section 3.1](#) )

- contact your potential supervising professor, research/artistic group or institute
- agree with the respective faculty on the terms of your stay at the Bauhaus-Universität Weimar
- obtain the invitation letter
- obtain and submit proof of student status from your home university if applicable

STEP 2

Online application (*Online Bewerbung*)
and **submission of documents** to the
International Office

- complete and submit the application form to register as a guest researcher/artist at your faculty

PLEASE NOTE

You do not have to submit copies of your diplomas if you are not seeking a degree from the Bauhaus-Universität Weimar.

STEP 3

Enrolment as a student (*Immatrikulation*)

- complete the application form for the student thoska (see [chapter 8](#) ) and hand it in to the International Office together with
 - a passport photo
 - proof of student status from your home university in German or English
 - invitation letter
 - proof of German health insurance (see [section 3.6](#) )

CHECKLIST A FOR FREE GUEST RESEARCHERS AND ARTISTS **STEP 1**

Establish contact with faculty/professor/
research/artistic group (see [section 3.1](#) )

- contact your potential supervising professor, research or artistic group, institute
- agree with the respective faculty on the terms of your stay at the Bauhaus-Universität Weimar
- obtain the invitation letter

STEP 2

Registration (Registrierung)

- complete the application form for the guest Thoska (see [chapter 8](#) ) and hand it in to the International Office together with
 - a *passport photo*
 - invitation letter*
 - proof of German health insurance* (see [section 3.6](#) )

CHECKLIST A FOR EMPLOYED GUEST RESEARCHERS AND ARTISTS

STEP 1

Establish contact with faculty/professor/research/artistic group (see [section 3.1](#) )

- contact your potential supervising professor, research or artistic group, institute
- agree with the respective faculty on the terms of your stay at the Bauhaus-Universität Weimar
- obtain the invitation letter

STEP 2

Contact Personnel Department

- sign research agreement with Personnel Department

STEP 3

Conclusion of an employment contract
(*Abschluss eines Arbeitsvertrags*)

- two certified copies of your personal status certificates (birth or marriage certificate, children's birth certificates) with German translations
- certified copies of academic certificates (bachelor's and master's degrees, Diplom certificate, etc.) and a German or English translation of these
- proof of prior employment (copies of employment contracts, reference letters, etc.)
- in case you have resided in Germany for the last five years: police clearance certificate "for presentation to the German authorities" (available at the

Bürgerbüro, fee can be refunded with proof of payment)

- Tax identification number or confirmation of income tax deduction (available at the tax office)
- confirmation of cover through a health insurance provider
- bank details (German banks only)
- passport photo for your identity card (please include, but do not affix the photo onto your Personnel Record form)
- if you are not a citizen of a member state of the European Union (EU) or the European Economic Area (EEA) or Switzerland, you must apply for a residence permit for the purpose of gainful employment. For more information see [section 3.6](#) .

CHECKLIST B: APPLYING FOR A VISA (see [section 3.3](#) )**id** **sd** **g/a**

- invitation or admission letter from the university (see [section 3.1](#) )
- proof of sufficient financial resources
- proof of health insurance (see [section 3.6](#) )

Candidates who plan on coming to Weimar with their family will also have to organise

- a temporary residence permit for each family member
- proof of adequate living space
- sufficient funds covering all living expenses

! PLEASE NOTE

Some embassies require additional documents, e.g. the university invitation or acceptance letter (see [section 3.1](#) ) or language certificates. We strongly recommend you find out beforehand what specific documents to bring for your visa appointment in order to avoid having to wait for another appointment.

CHECKLIST C: ENTERING GERMANY

- passport
- appropriate visa for yourself and each family member accompanying you
- invitation and/or acceptance letter from the university, scholarship award letter if applicable
- proof of health insurance if the cover is valid in Germany (in German or English)
- marital and birth certificate/s for your accompanying spouse and children and certified translation in German or English
- several biometric passport photos for ID cards and documents
- certified copies and translations (in German and English) of all academic certificates (BA, MA, Dipl., PhD), insurance documents, marital and birth certificates
- vaccination certificate and important medical documents

- international driving license if applicable
- credit card or Maestro card
- cash for the first couple of days

 **PLEASE NOTE**

Health insurance coverage for you (and each of your family members) has to be effective from the day of arrival in Germany until the date of your return.

There is a limitation to the amount of cash you are allowed to bring with you when entering Germany. Please consult with your embassy or consulate!

CHECKLIST D: APPLYING FOR A RESIDENCE PERMIT (see [section 4.5](#))

- completed application form  for a residence permit. This is available at the Immigration Office or can be downloaded from their website  via the link *Antrag auf Erteilung/Verlängerung Aufenthaltstitel* (application to receive/extend a residence permit)
- one of the following documents if applicable:
 - free*  > admission letter from the Bauhaus-Universität Weimar OR
 - id*  *student*  > enrolment certificate from the Bauhaus-Universität Weimar OR
 - employed*  > employment contract with the Bauhaus-Universität Weimar
- valid passport
- biometric passport photo
- proof of health insurance cover valid in Germany: your insurance card is not sufficient (see [section 3.6](#))
- proof of financial resources (employment contract with salary, scholarship award letter, blocked bank account etc.) of 659 euros per month for the requested time
- for spouses: certified German or English translations of marriage and birth certificates
- rental contract
- registration from the Resident Registration Office
- 130 euros processing fee

PLEASE NOTE

Submit copies of your original documents when you apply for a residence permit. But do not forget to bring the original documents along as you will be asked to present them to the Immigration Office.

Your passport must be valid for the entire duration of the proposed stay.

CHECKLIST E: REGISTERING AT THE LOCAL IMMIGRATION OFFICE (see [section 4.3](#) )

- valid passport (for yourself and each member of your family)
- the rental contract for your apartment

CHECKLIST F: OPENING A BANK ACCOUNT

- valid passport
- your registration form (see Checklist E)
- your rental contract

7 GLOSSARY

_ Abitur	secondary school-leaving certificate	_ Forschervereinbarung	research agreement
_ Abschluss eines Arbeitsvertrags	conclusion of a work contract	_ Freizügigkeitsbescheinigung	Freedom of Movement Certificate
_ Annahme von der Fakultät	acceptance by the faculty	_ Gesamtschule	comprehensive school
_ Antrag auf Erteilung/Verlängerung eines Aufenthaltstitels	application to receive/extend a residence permit	_ gesetzliche Krankenversicherung	statutory health insurance
_ Aufenthaltsgesetz	German Residence Act	_ Girokonto	current account
_ Ausländerbehörde	Immigration Office	_ Gymnasium	university-preparatory secondary school
_ Auswärtiges Amt	German Federal Foreign Office	_ Hauptschule	secondary school for vocational occupations
_ Betreuungszusage	supervisor's acceptance letter	_ IBZ	short for Internationales Begegnungszentrum
_ Bundesagentur für Arbeit	Federal Employment Agency	_ InfoTake	Information centre run by the Studentenwerk Thüringen
_ Bundesamt für Migration und Flüchtlinge	Federal Office for Migration and Refugees	_ Internationales Begegnungszentrum	guest house of the BUW
_ Bundeszentralamt für Steuern	Federal Ministry of Finance	_ Immatrikulation	enrolment
_ BUW	short for Bauhaus-Universität Weimar	_ Kindergeld	child benefits
_ Deutsches Studentenwerk	German National Association for Student Affairs	_ Kindergeldzuschlag	children's allowance
_ Einwohnermeldeamt	Resident Registration Office	_ Krankenversicherung	health insurance
_ Elektronischer Aufenthaltstitel	electronic residence permit	_ Lohnsteuerkarte	income tax card
_ Familienkasse	family benefit office	_ Meldebescheinigung	proof of registration
_ Finanzamt	German tax office	_ Online Bewerbung	online application
		_ Online Bewerbungsportal	online application portal

_ PhD Studenten	doctoral candidates
_ Piazza	online bulletin board
_ private Krankenversicherung	private health insurance
_ Promotionsordnung	doctoral examination regulations
_ Realschule	general secondary school
_ Registrierung	registration
_ Steueridentifikationsnummer	tax identification number (tax ID)
_ Steuernummer	tax number
_ Sozialversicherung	social security
_ Studentenwerk Thüringen	Thuringia Student Services
_ Studentenwohnheime	student halls of residence
_ Thoska	multi-purpose ID card for students, guest researchers, artists and employees of the university
_ Thüringer Graduiertenförderung	Thuringian post-graduate funding programme
_ Verwendungszweck	intended purpose
_ WG (Wohngemeinschaft)	shared flat
_ Wohngenossenschaft	housing cooperative
_ Zulassung von der Universität	university admission



8 LINK LIST OF IMPORTANT (ONLINE) FORMS

Chapter	Link	Relevant for
2.1	Current structured doctoral programmes 	sd
3.1	Doctoral examination regulations  (<i>Promotionsordnung</i>)	id
3.5	Application form student residence 	id sd g/a <i>enrolled</i>
3.6	Health insurance form A1  (<i>only applicable if your home country holds a social security agreement with Germany</i>)	id sd g/a <i>employed</i>
3.7	Application form child allowance 	id sd g/a
4.1	Application form thoska card 	id sd g/a
4.5	Application form residence permit  (<i>Antrag auf Erteilung/Verlängerung Aufenthaltstitel</i>)	id sd g/a

IMPRINT

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Tuesday and Thursday 10 am - 12 pm and
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International Hours at help.desk at Campus.Office:
Tuesday and Thursday 10 am - 1 pm

Bauhaus Research School
Berkaer Straße 9
99423 Weimar

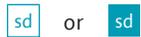
Phone: +49 (0) 36 43/58 41 00
Fax: +49 (0) 36 43/58 41 01
E-Mail: research-school[at]uni-weimar.de

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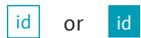
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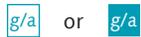
doctoral candidates pursuing individual
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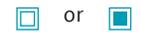
doctoral candidates pursuing structured
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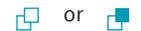
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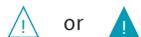
interne Links



externe Links



Please note



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