

**RUB**



**A Road Map for your  
Research Stay**

## 5.1. Check list

### Before you leave home

The following check list should help you with your travel preparations:

- Decide when you are going to start work and discuss the date with your (host) institute well in advance
- Put together the most important documents (see Chapter 5.2)
- Make contact with the German diplomatic mission in good time to clarify immigration issues and, if applicable, apply for your visa (and those of any members of your family accompanying you)
- Find out about accommodation in your new place of residence
- Arrange health insurance cover (for your marital partner and children as well)
- If applicable, enquire about local child care/schools well in advance

### When you arrive

These are the first steps you will need to take as soon as you arrive:

- Visit your department/institute
- Sign your lease agreement
- Register (yourself and your family) at the local “Einwohnermeldeamt” (Residents’ Registration Office); here you can apply, if applicable, for a “Führungszeugnis” (police clearance certificate), if you will be given an employment contract or “Freizügigkeit” (freedom of movement), if you are a citizen of an EU State.
- Open a bank account
- Sign your employment contract, if applicable
- Extend your visa/residence title (and those of your marital partner and children)
- Register your child/ren at kindergarten or school
- Set up your workplace (Internet access, library card etc.)
- Obtain information as soon as possible on potential tax obligations and pension rights which may ensue from your employment status



#### INSIDER INFO:

Make contact with the Welcome Centre at the university at an early stage.

Contact the Welcome Centre if you would like someone to accompany you.

 [international.rub.de/  
welcomecentre/  
Kontaktformular  
Termine.html.en](http://international.rub.de/welcomecentre/Kontaktformular_Termine.html.en)



## 5.2 Important documents

### You will usually need the following documents in order to enter the country:

- Passports or equivalent identity documents for yourself and any members of your family accompanying you which are valid for three months longer than the entire duration of your stay in Germany
- A visa for yourself and any members of your family accompanying you (see Chapter 6.1)
- Letter of invitation from the university, fellowship award letter or hosting agreement
- A biometric passport photo for your residence permit
- Possibly other passport photos for the various ID cards you will need during your stay (please observe the requirements for passport photos laid down by the German Foreign Office)

### In many cases you will also need the following documents:

- Birth certificates for yourself and any members of your family accompanying you (preferably including a German translation)
- Marriage certificate (please enquire at the German Embassy in good time about the necessary formalities such as certification or translation)
- Certified copies of your doctoral certificate or any other certificates awarded for academic degrees (preferably including a German or English translation)
- Vaccination certificates
- A declaration stating particular or previous illness (possibly recent x-rays) and any current medication
- If you intend to drive while you are in Germany: international driving licence or foreign driving licence including translation (depending on country of issue); if you wish to take your own car with you to Germany, you will need additional documentation (see Chapter II.4)
- If you conclude an employment contract with a university – depending on the type of contract – you will need additional documents; please ascertain which documents are necessary in your particular case prior to entering the country (see Chapter 7)

# WELCOME CENTRE



FOR FURTHER INFORMATION:

 [www.euraxess.de](http://www.euraxess.de)

## 5.3 EURAXESS – the Network of European Mobility Centres

### What is EURAXESS (Germany)?

EURAXESS is an EU-wide network providing information and advice for internationally mobile researchers. At the moment 42 countries are involved. The EURAXESS network typically comprises a central organisation in each country that coordinates the activities in that country and maintains contact with the central organisations in the other countries as well as with the European Commission. In addition, numerous universities and research institutions in all the countries cooperate at local level.

### What services are on offer to mobile researchers?

- Website [www.euraxess.de](http://www.euraxess.de) and a helpdesk
- Information, initial advice and mediation services for mobile researchers and those responsible for them (incoming, outgoing, returning) dealing with entry, working, social security, taxation and practical issues as well as frequently asked questions and answers
- A free, Europe-wide job portal in which researchers and institutions can advertise positions vacant



### Interplay between Welcome Centres at local level and EURAXESS Germany:

The national EURAXESS coordinators work together with partners and research institutions in their respective countries. In Germany there are more than 90 universities and research institutions – including the universities in Dortmund, Duisburg-Essen and Bochum – which are registered as “local service points” in the EURAXESS network. For their part, the partners at universities and research institutions have agreed to support the researchers at their institutions. In practice, the distribution of work is roughly as follows:

#### EURAXESS Deutschland

- Initial guidance for researchers on the themes mentioned above
- Mediating contacts to individual universities and research institutions in Germany

- Mediating contacts to partners in the EURAXESS network in other countries
- Networking and continuing education events for “researcher advisers” at universities and research institutions in Germany (up to twice a year)
- Networking between local service points and the Europe-wide EURAXESS network

#### Local service points in the EURAXESS network:

- Dealing with individuals at the respective institution
- Providing information on the specific institution/location
- Mediating contacts to the responsible local organisations/institutions

### EURAXESS Germany – National Coordination Point

German Aerospace Center (DLR)

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🌐 [www.euraxess.de](http://www.euraxess.de)