

CHECKLIST FOR VISITING RESEARCHERS

Pre-Arrival

	WHAT YOU NEED	Extra Information
1.	<p>Visa application (if applicable):</p> <p>Invitation letter for the visa application/If necessary “Hosting Agreement”. Your host professor will draft this letter, which should include the following details:</p> <ul style="list-style-type: none"> • Name (as appears in passport), birthdate and birth place • Planned research project • Length of stay • Host professor’s name, department and faculty • How will the research stay be financed • If already known, address in Regensburg 	<p>Personal data:</p> <p>You will have to fill in many forms after your arrival in Regensburg. It is important that you always give the same information, especially when filling in official forms:</p> <p>If your language does not use the Roman alphabet, decide what spelling your name should take (use the spelling from your passport if it is transliterated into English) and always write it in the same way.</p> <p>If your country does not follow the custom of first and surname, decide in advance which part of your name you will use as your surname and always use it. Many application forms will ask for your surname (family name/ last name).</p> <p>Recording dates e.g. date of birth: In Germany, the normal format of recording a date is day, month, year (dd.mm.yyyy).</p>
2.	<p>Accommodation search</p> <p>We can assist you in finding appropriate accommodation. Please contact us appr. 3-4 months prior to your stay.</p>	<p>For more information please visit our homepage.</p>

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3.	<p>For PhD candidates: Acceptance and enrollment as a PhD candidate</p> <p>There are two different processes for PhD candidates at the UR:</p> <p>Acceptance as a PhD candidate from the respective faculty. In order to be accepted, you must meet the respective requirements for a doctorate and receive the confirmation of supervision from your doctoral supervisor. The acceptance through the faculty can take several months.</p> <p>Enrollment as a student. This allows you to receive a student ID (valid for cafeterias, the library, sports center AND on public transportation). However, this enrollment is only possible once the faculty has issued your acceptance as a PhD candidate. The enrollment process is not compulsory, but it definitely offers advantages.</p>	<p>For more information, please visit our homepage.</p>
4.	<p>Should you need childcare or schooling options for your child/ren, please let us know.</p> <p>We can gladly help you to search for appropriate childcare/school.</p>	<p>The UR Family Service helps us to find suitable options. For this, we need:</p> <ul style="list-style-type: none"> ✓ Name and family name of your child/ren ✓ Birthdate for each child ✓ In case of schooling, which grade your child/ren already attended in your home country. ✓ How many hours a day you need either childcare or (if available) after-school programs.
5.	<p>Research about how things work in Germany</p> <p>You may be interested in culture and society in general or you may have more specific questions about taxes, pension, insurances, how to open a bank account, schooling, work options for your spouse, German classes, research funding options, etc.</p>	<p>Useful links about Germany:</p> <ul style="list-style-type: none"> ➤ http://www.uni-regensburg.de/ur-international/welcome-center/index.html ➤ http://www.tatsachen-ueber-deutschland.de/en/

	<p>On the right column you will find useful links that cover many of the above topics.</p>	<p>➤ http://www.make-it-in-germany.com/en/</p> <p>Useful links about Research:</p> <p>➤ https://euraxess.ec.europa.eu/</p> <p>➤ http://www.land-der-ideen.de/en</p> <p>➤ https://www.research-in-germany.org/en</p> <p>➤ https://www.research-in-bavaria.de/</p>
6.	<p>Research or inquire about health insurance</p> <ul style="list-style-type: none"> • If your research stay is financed with a scholarship or from your own financial resources, it is compulsory to take out private health insurance with a German company (unless you already have adequate coverage). • If you have a work contract at the UR, you must apply to one of the statutory health insurance companies for social security coverage. 	<p>The Welcome Center can assist you with advice on private health insurance.</p> <p>For more information about social security and statutory health insurance, please refer to our website or contact us.</p>

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Upon Arrival

	WHAT YOU NEED	Extra considerations
1.	<p>Transfer service from airport.</p> <p>Note that this service can be booked through: www.Airportliner.com or through https://www.flixbus.com/. You can also travel from the airport to Regensburg by train: https://www.bahn.com/en/view/index.shtml</p>	<p>Please make sure that your landlord/landlady knows your arrival date and time.</p> <p>It is also wise to have his/her mobile phone number to be able to notify him/her of a delay in arrival time.</p>
2.	<p>Welcome Package</p>	<p>The Welcome Package will be sent digitally via email. You can also make an appointment with us.</p>
3.	<p>If you have a work contract with the UR, make sure that you have clarified all formalities with your chair and the HR department and that a date for signing the contract has also been arranged. You will need the contract for all other formalities.</p>	<p>Contact your host department.</p>
4.	<p>Take out health insurance</p> <ul style="list-style-type: none"> • If you have a work contract at the UR, you must apply at one of the statutory health insurance companies for social security coverage • If your research stay is financed with a scholarship or from your own financial resources, it is compulsory to take out private health insurance with a German company (unless you already have adequate coverage). 	<p>Contact your host department.</p> <p>Please get in touch with the Welcome Center for any questions related to health insurance.</p>

	WHAT YOU NEED	Extra considerations
5.	<p>Registration with the City</p> <p>Non-EU citizens must register their address and apply for a residence permit at the local immigration office (<i>Ausländerbehörde</i>).</p> <p>EU citizens only need to register their address at the Residents' Office (<i>Bürgerbüro</i>). The following documents are required:</p> <ul style="list-style-type: none"> • EU notification of stay form (<i>Aufenthaltsanzeige EU</i>) • Passport or personal identification card • Wohnungsgeberbestätigung/Confirmation of Housing (filled in and signed by your landlord) <p>You can open a German bank account with the confirmation that you have registered your address.</p>	<p>The Welcome Center can assist with filling out the forms and provide you with further information. Please make an appointment.</p>
6.	<p>Open a German bank account</p>	<p>If desired, the Welcome Center can provide extra information.</p>
7.	<p>Tax-ID</p> <p>Expect to receive your Tax-ID by mail after you have registered your address.</p>	<p>Contact the Welcome Center if you have not received it.</p>
8.	<p>German Broadcasting License Fee</p> <p>Expect to receive a letter from <i>ARD ZDF Deutschlandradio Beitragsservice</i> (German Broadcasting License Fee) after you have registered your address.</p> <p>The monthly fee amounts to € 17.50 per household.</p>	<p>More information in the Welcome Guide.</p>
9.	<p>Take out other insurances (liability, etc.)</p>	<p>If desired, advice is offered at the Welcome Center.</p>

	WHAT TO DO	Extra considerations
10.	<p>Apply for a Mensa (Cafeteria) Card, Library Card, and Sports Card</p> <ul style="list-style-type: none"> • If you enroll at UR as a PhD student, you will receive the UR-Card, which can be used for the Mensa (cafeteria), the library, the sports center, and to use public transportation. • Visiting researchers that are not enrolled need to present their invitation letter or their work contract with the UR Mensa Card office (Mensabüro) to receive a Mensa and Sports Card. You must separately apply for a Library Card at the UR library. Public transportation tickets need to be purchased separately. 	Contact your host department or the Welcome Center .
11.	Register with the utility companies (electricity, gas, water, TV, internet, telephone, Broadcasting fee), if applicable.	You are responsible for taking care of this.
12.	If necessary, apply for a German driver's license.	You are responsible for taking care of this.