

Checklist for International Guest Doctoral Candidates

The [Welcome Office](#) of the [TUM Graduate School](#) (TUM-GS) is an advice and service point for (international) doctoral candidates, guest doctoral candidates and their host chairs/ research groups at TUM. With this checklist we would like to support you as a **guest doctoral candidate** (in the following: **guest**) at TUM.

If you are a regular doctoral candidate (obtaining a TUM doctoral degree) please consult the „[Checklist for International Doctoral Candidates](#)“.

If you are looking for information on what to do before leaving TUM/ Germany, please consult “[Before departure – Checklist for International Doctoral Candidates](#)”.

Please note that international postdocs and international visiting professors are supported by [the Welcome Services](#) of the TUM Global & Alumni Office.

Support offer of the TUM Graduate School Welcome Office for guests:

- Information on the possibilities of a guest doctorate at TUM including funding and application.
- Information on visa, residence permits, insurance, advice on looking for accommodation (no accommodation service!).
- Information on guest enrollment.
- Information on further relevant TUM-GS services (cultural events) as well as TUM-services (German language courses).



Contact:

TUM Graduate School - Welcome Office
Technical University of Munich

Boltzmannstr. 17
85748 Garching b. München

Email: welcomeoffice@gs.tum.de
Phone: +49 89 289 10603

Homepage: <https://www.gs.tum.de/en>

 Checklist – before arrival	
<input type="checkbox"/>	Information on guest doctorate/ Welcome Office of the TUM-GS
<input type="checkbox"/>	Applying for a visa/ Hosting Agreement/ Invitation Letter
<input type="checkbox"/>	REST Directive EU (REsearchers & STudents)
<input type="checkbox"/>	Applying for a residence permit (making appointments)
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Looking for accommodation
<input type="checkbox"/>	Family
<input type="checkbox"/>	Helpful networks
<input type="checkbox"/>	Discover Munich, Garching and Freising
 Checklist – after arrival	
<input type="checkbox"/>	Moving into your new apartment
<input type="checkbox"/>	Registering your address/ Licence Fee
<input type="checkbox"/>	Applying for a residence permit
<input type="checkbox"/>	Opening a bank account
<input type="checkbox"/>	Guest enrollment
<input type="checkbox"/>	Your workplace at TUM/ User Agreement
<input type="checkbox"/>	IT Support/ TUMonline guest account/ TUM guest ID
<input type="checkbox"/>	GuestCard
<input type="checkbox"/>	Course offer at the Graduate Center/ at TUM Graduate School
<input type="checkbox"/>	University Library/ Language Center
<input type="checkbox"/>	TUM Campus App
<input type="checkbox"/>	Leisure/ culture

Further information – before arrival	
Information on guest doctorate/ Welcome Office of the TUM-GS	<p>You will find selected information for guest doctorate on our website. Make sure to also check out our Guide for Visiting Doctoral Researchers!</p> <p>Contact us any time you are in need of further information or support!</p>
Applying for a visa/ Hosting Agreement/ Invitation Letter	<p>Future guests who need a visa must contact and arrange an appointment at the relevant German embassy/consulate as soon as possible. Depending on the length of stay a short-term Schengen visa or a visa for researchers (§18d residence act) will usually be issued.</p> <p>Your future host will usually provide you with following documents:</p> <ul style="list-style-type: none"> - Hosting Agreement needed for the visa for researchers (§18d residence act) which needs to be signed by both you and your host supervisor. - an Invitation Letter.

REST Directive EU (REsearchers & STudents)	<p>Guests who meet the requirements for the short-term mobility according to the REST Directive (Directive (EU) 2016/801 of the European Parliament and the Council) need to be registered at the federal Office for Migration and Refugees by the TUM-GS Welcome Office. Please contact us in case:</p> <ul style="list-style-type: none"> - you are not an EU-national and - you already have a residence permit for research purposes in an EU country (except Denmark, Great Britain and Ireland) and - your planned research stay at TUM will be less than 180 days during a period of maximum 360 days.
Applying for a residence permit (making appointments)	<p>All non-EU/EEA nationals must apply for a residence permit (<i>Aufenthaltserlaubnis</i>) at the local Foreigners Registration Authority (<i>Ausländerbehörde</i>) responsible for their respective area of residence no later than 90 days after arrival. We recommend you to arrange your appointment online* already before your arrival. Please note that the processes relating to your residence permit (as well as future extensions!) often take a lot of time. We therefore strongly recommend that you arrange further appointments and take care of necessary documents, including certified copies, well in advance.</p> <p><i>*website in German</i></p>
Insurance	<p>Please make sure you have a valid health insurance and if necessary other insurances for you and your accompanying family (if applicable). Please especially clarify a suitable (lab) liability insurance. A valid health insurance will as a rule already be required for the visa application.</p>
Looking for accommodation	<p>Please remember that accommodation in Munich is scarce and expensive, therefore you'll need to start your search as soon as possible. The TUM-GS Welcome Office can support you with helpful information and advice.</p>
Family	<p>TUM Family Service offers a comprehensive range of information, advice and services relating to the compatibility of work and family at the three big TUM locations.</p>
Helpful networks	<ul style="list-style-type: none"> - EURAXESS Germany - portal and network for internationally mobile researchers - Research in Germany - by the Federal Ministry of Education and Research and the German Academic Exchange Service (DAAD) - Research in Bavaria - by the Bavarian State Ministry of Science and the Arts.
Discover Munich, Garching and Freising	<p>Take a virtual look around Munich and download various city maps and brochures. Find support and new friends in Munich's large and diverse expat communities. Get acquainted with northern Munich, including Garching and Freising. Familiarize yourself with the location of your future workplace/research group at TUM. Please also note that TUM has multiple locations, e.g. in Straubing and Heilbronn.</p>

Further information – after arrival	
Moving into your new apartment	When moving in, please remember to get the necessary landlord's confirmation (<i>Wohnungsgeberbestätigung</i>) and the handover protocol (<i>Übergabeprotokoll</i>). Put your name on your letterbox as soon as possible.
Registering your address/ Licence Fee	In Germany you are obliged to register your address two weeks after arrival at the latest. Your landlord will issue you a confirmation (<i>Wohnungsgeberbestätigung</i>) necessary for the registration. You might need your registration certificate in the future, so keep it safe. As a rule, you will have to pay the Licence Fee from the time you register in Germany.
Applying for a residence permit	All non-EU/EEA citizens staying longer than 90 days need to apply for a for a residence permit (<i>Aufenthaltserlaubnis</i>) at the local Foreigners Registration Authority (<i>Ausländerbehörde</i>) responsible for their respective area of residence (e.g. KVR, Landratsamt München/ Freising). Please note that you will need a residence permit for stays of 90 days and longer even if you do not need a visa to enter Germany and are a citizen of a non-EU/EEA member country.
Opening a bank account	For a longer stay you might need a German bank account . For this, your ID, your visa/ residence permit and your registration certificate will be required.
Guest enrollment	Doctoral candidates from TUM's international partner universities , participants in one of TUM-GS exchange programs and those with HELENA can voluntarily enroll as guest doctoral candidates at TUM if their research stay at TUM lasts at least 3 months. The enrollment is voluntary and gives access to student discounts, e.g. the reduced "Deutschlandticket" . If you fulfil the requirements and wish to be enrolled, please contact the TUM-GS Welcome Office .
Your work place at TUM/ User Agreement	If your work place is at a TUM chair/ research group, you will be introduced to relevant administrative processes (e.g. the premises, contact persons, insurance status, procedure in the event of illness, useful TUM websites (MyTUM portal *, service compass *, CAMPUSonline * etc.)). Other work equipment might be also made available (including PC/laptop, software licenses, telephone, keys, office supplies). In case a guest enrollment is not desired/ possible, a user agreement (<i>Benutzungsvereinbarung</i>)* might be necessary for the use of TUM facilities. * you will be able to view this information once you have your TUMonline account
IT Support/ TUMonline guest account/ TUM guest ID	The central TUM IT support is your first point of contact for questions and problems relating to central IT services and applications. For faculty-specific questions you can also contact the local IT support of your faculty. The guest administrator of your chair/ research group will create a TUMonline guest account with a TUM guest ID for you.

GuestCard	In case you do not wish to/ cannot enroll as a guest doctoral candidate, ask about a TUM-GuestCard , which will identify you as a member of TUM and also work as a library card and a card to the student canteen/ cafeteria.
Course offer at the Graduate Center/ at TUM Graduate School	Enquire at your host's Graduate Center about possible course offers. The Transferable Skills Training offered by TUM GS is available to you if there are sufficient free spots.
University Library/ Language Center	Guests are also entitled to use the university library (barring some restrictions for holders of a guest account). In addition to an extensive range of (e-)resources, it also offers library tours as well as various training courses. Please also have a look at the special German courses offered for all doctoral candidates by the Language Center .
TUM Campus App	The TUM Campus App will help you get oriented around TUM.
Leisure/ culture	Take a look at the TUM-GS cultural event program as well as at our social network channels LinkedIn and Instagram !