4.1 Checklists

Before You Leave Home

The following checklist 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 4.2).
- Apply for your visa and those of any members of your family accompanying you (see Chapter 5.1).
- Find out about accommodation in Bonn (see Chapter 7).
- Arrange health insurance cover for yourself and any members of your family accompanying you (see Chapter 8).
- If applicable, enquire about local childcare/schools well in advance (see Chapter 10).
- Visit the EURAXESS Germany website for additional useful information (see Chapter 4.3).

A Roadmap for Your Research Visit

Insider Info

The Welcome Center at the University of Bonn is there to help you prepare your research stay and assist you in completing the formalities. In order for us to be able to offer you the best possible support, please register at the Welcome Center as soon as possible.

www.welcome-center.uni-bonn.de
4.2 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 the entire duration of your stay in Germany

- A visa for yourself and any members of your family accompanying you (see Chapter 5.1)

- A letter of invitation from the university or fellowship award letter or hosting agreement

- A biometric passport photo for your residence permit (please observe the requirements for passport photos laid down by the German Foreign Office)

- Possibly other passport photos for the various ID cards you will need during your stay

In many cases you will also need the following documents:

- Birth certificates for yourself and any members of your family accompanying you (preferably in German translation)

- Marriage certificate (preferably in German translation)

- Certified copies of your doctoral certificate or any other certificates awarded for academic degrees (preferably in German or English translation)

- Confirmation of financing (refers to fellowship-holders and self-financers)

- Vaccination certificate and documents referring to illness or medication, if applicable

- Confirmation from your health insurance provider if your health insurance cover is also valid in Germany (in German or English)

- If you intend to drive while you are in Germany: International driver’s license or foreign driver’s license including translation (depending on country of issue); if you wish to take your car with you to Germany, you will need additional documentation. Please contact the Welcome Center for further information

- If you sign an employment contract with the 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 6.1)

When You Arrive

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

- Visit your department/institute
- If you have an employment contract, sign it at the responsible HR Department (please note that, in this case, you will have to apply for a ‘Führungszeugnis’ (certificate of good conduct) at the Residents’ Registration Office
- Sign your lease agreement and ask your landlord to sign the “Wohnungsgeberbestätigung” (landlord’s confirmation)
- Register yourself (and your family) at the local “Einwohnermeldeamt” (Residents’ Registration Office) (see Chapter 5.2)
- Open a bank account
- Take out health insurance for the entire period
- Extend your visa or apply for a residence title, also for any members of your family accompanying you (see Chapter 5.3)
- Register your children at kindergarten or school
- Set up your workplace (internet access, library card etc.)
- Obtain information as soon as possible on potential taxation obligations and pension rights
Interplay Between Welcome Centers 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 80 universities and research institutions – including the University of Bonn – which are registered as local EURAXESS centers. For their part, the partners at universities and research institutions have agreed to support the researchers at their institutions. In practice, tasks are roughly distributed as follows:

**EURAXESS Germany at the DLR Project Management Agency**
- Initial guidance for researchers on the topics 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
- Networking between local EURAXESS centers and the Europe-wide EURAXESS network

**Local EURAXESS centers in the network:**
- Dealing with individuals at the local institution
- Providing information on the specific institution/location
- Mediating contacts to the responsible local organizations/institutions

4.3 EURAXESS – the Network of European Mobility Centers

**What is EURAXESS (Germany)?** EURAXESS is a Europe-wide network providing information and advice for internationally mobile researchers. Forty countries are involved. The EURAXESS network typically comprises a central organization in each country that coordinates the activities in that country and maintains contact with the central organizations in the other countries as well as with the European Commission. In addition, numerous universities and research institutions in all the countries cooperate at the local level. In Germany, the role of "National Coordination Point for EURAXESS Germany" has been taken on by the DLR Project Management Agency.

**What Services Does EURAXESS Germany Offer to Mobile Researchers?**
- Website: www.euraxess.de with extensive information for mobile researchers as well as FAQs on the topics: visa & entry, working, social security, taxation etc.
- A Helpdesk (info@euraxess.de): initial advice and potential mediation with responsible local service centers for mobile researchers
- Facebook page: "EURAXESS Germany – Support for mobile researchers" where questions about researcher mobility can also be answered
- A comprehensive funding database
- A free, Europe-wide job portal in which researchers can post their CVs and institutions can advertise vacant positions

**EURAXESS Germany at the DLR Project Management Agency**
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EURAXESS Germany
National Coordination Point
German Aerospace Center (DLR)
DLR Project Management Agency
European and International Cooperation
Heinrich-Konen Str. 1
53227 Bonn
Visitors’ entrance: Heinrich-Konen Str. 5
53227 Bonn
0228 / 38211382
info@euraxess.de
www.euraxess.de

A Roadmap for Your Research Visit