



## **Welcome to Germany!**

### **Checklist: Before your arrival in Würzburg**

#### **1. Discuss the details of your employment or stay with your host institute**

- Plan the commencement and duration of your research stay or contract with your host institute.
- The Human Resources Department will thereupon notify you in writing on the documents you will have to submit for your employment at Julius-Maximilians-Universität. Some documents are mandatory and you have to hand them in before your arrival in Würzburg to be able to sign your work contract within the first days after your arrival (**on presentation of a visum with a valid working permission**). Other documents are not obligatory and you can hand them in later.

#### **2. Register online with the Welcome Centre**

- In order to support you concerning your move to Germany and your start at Julius-Maximilians-Universität, we kindly ask you to register with the Welcome Centre before your arrival in Germany.
- [Registration form](#)

#### **3. Apply for a visa**

- Since the application process can take up to four months, apply early for a visa for you and accompanying family members.
- You can find more information about the application process, documents and procedures in the brochure "[Visa Application: Important Steps for Researchers from non-European countries](#)" on our webpage.

**Please note: If you come to Würzburg under a contract with the University, you must apply for the National Visa D including a work visa at the embassy responsible for you before entering Germany. Only with a work visa, you can start working immediately after arrival!**

- Also consult the [links](#) to the information provided by the Federal Foreign Office and the German Rectors' Conference

#### **4. Get information about health insurance**

- If you are staying in Germany only for a shorter research visit without an employment contract, travel health insurance may suffice.
- If you conclude a contract with Julius-Maximilians-Universität as a doctoral or postdoctoral researcher, you will normally become a member of the Statutory Health Insurance system ("gesetzliche Krankenversicherung"). In this case, you can travel to Germany with the health insurance covering you in your home-country (if it covers travels) and can take out a German health insurance when you arrive in Würzburg.
- If your income exceeds a specific amount, you may also decide to take out private health insurance.
- You can find more [information on the health insurance system in Germany](#) on our webpage.

#### **5. Start looking for an apartment or intermediate accommodation**

- Due to a very large housing need in Würzburg you have to arrange enough time (preferably several months) to search for an apartment. Especially for international researchers, who usually need furnished accommodation which is located close to the Hubland campus or the city centre, it is sometimes hard to find a flat that is affordable and meets these criteria.
- Please contact the Welcome Centre as well as your hosting institute for questions concerning accommodation. We may not be able to find a long-term solution for you, but we can give you advice for your apartment search as well as information on the local market and can support you to find accommodation for the first days or weeks. In case of language difficulties we can also establish the initial contact to potential landlords.

- If you know early in advance that you will come to Würzburg for a research visit, ask the Welcome Centre or your host institute to enquire if there are any vacancies at our Guesthouse for international researchers. The apartments are usually booked out months in advance so you have to be quick. You can find more information on the [webpage of the guesthouse](#).

## **6. If your children accompany you:**

### **Reserve a place at the university Kindergarten or daycare centre "Campus-Kinderhaus"**

- If you are planning to work in Germany for one year or longer and to bring your children with you, please contact the Welcome Centre. We speak to our colleagues in the "Campus-Kinderhaus" for you, establish necessary contacts and try to find a solution for your individual needs.
- On the webpage of the "Campus-Kinderhaus" you can fill out a [reservation form](#) to apply for child care places in advance. If you need any help with registration or more information, the Welcome Centre is happy to support you.

### **Find out if your family is eligible for child benefits in Germany**

- Under certain conditions foreign researchers may be eligible to apply for child benefit in Germany. For general information on the topic, please see the [information provided by Euraxess](#).
- On the webpage of the German Federal Employment Agency you can find [information on requirements as well as application forms](#).
- In case of any specific questions you may want to contact the local family office ("Familienkasse"):  
Familienkasse Aschaffenburg  
Hofgartenstr. 14-16  
63739 Aschaffenburg  
eMail: Familienkasse-Bayern-Nord@arbeitsagentur.de  
Kindergeldkasse Tel-Nr: 0800 / 4 5555 30

## **7. Make an appointment with a tutor if you need practical help during the first days of your stay in Germany**

- Newly appointed international professors and postdoctoral researchers are invited to contact the Welcome Centre to make an individual appointment if they wish to be accompanied to the public authorities.
- International doctoral students can contact the Welcome Centre but also have the opportunity to use the service provided by our International Office. The IO employs about 40 tutors from many different countries who can help you during your first days in Germany. Apart from English and French you can also find tutors who speak Russian, Spanish, Portuguese, Chinese, Arabic and other languages. You can find more information in this [booklet](#)

## **Important documents for your visa application, residence permit and employment contract**

1. Passport, valid for the entire duration of your stay
2. Entry visa, also for family members
3. Letter of invitation by the host institute, confirmation that you have been awarded a research fellowship (if applicable)
4. Confirmation of your health insurance provider that you are covered in Germany for the duration of your stay in English or German (if applicable)
  - Employees normally come to Germany with travel health insurance and take out German health insurance within the first days after arrival.
5. Birth certificates of accompanying children, marriage certificate (if applicable)
6. Several passport photographs (please note regulations for biometric pictures required for official documents like the residence permit)
7. Certified copies of your final degree and doctoral degree as well as of insurance documents with German or English translations, if possible
8. Vaccination certificate, if you have one, other important medical documents and medication currently needed
9. International driver's license or foreign national driver's license (if applicable)

## 10. Credit card, money in cash for the first couple of days

**Disclaimer:**

Please note that information provided by the University of Würzburg is not complete or legally binding and cannot replace a consultation of experts in the field. We compiled this manual with care but do not assume liability for its content and cannot keep it up-to-date in every detail. The information given is of quite general nature and does not cover the peculiarities of individual cases. Please ask the respective specialist contact person for advice if you have any further questions.

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