

## Visa application – Important steps for employees from non-European countries



Julius-Maximilians-  
**UNIVERSITÄT  
WÜRZBURG**



## Dear international professors and employees,

Welcome to Würzburg and to Julius-Maximilians-Universität!

Our university is one of the oldest universities in the country and was the first one in Bavaria. It was founded in 1402 and has a rich tradition. Numerous famous scholars and scientists conducted their research here, including Wilhelm Conrad Röntgen and 13 other Nobel laureates. The university hosts more than 28 000 students, enrolled in 10 faculties, and together with its hospital provides employment for 10 000 people.

The Welcome Centre, as well as our Human Resources Department, and the local authorities are pleased to assist you and to answer your questions.

This booklet will provide you with the most important information on visa regulations and registration processes.

For further questions concerning visa regulations prior to your arrival, please contact the respective German Embassy. For further questions regarding residence and work permits after your arrival in Germany, you can contact the "Department for Nationality Issues and Foreigner Affairs" in the city of Würzburg by writing an email to [ausland@stadt.wuerzburg.de](mailto:ausland@stadt.wuerzburg.de).

If you have any questions or concerns, please do not hesitate to contact the Welcome Centre via email or phone. You are making an important contribution to academic life and international exchange at our institution.

We wish you all the best for your employment in Germany and look forward to meeting you.

With kind regards, your Welcome Centre Team

### Contact:

Julius-Maximilians-Universität Würzburg  
Welcome Centre  
Room 204  
Sanderring 2  
97070 Würzburg

phone +49 931 31-84356

[welcomecentre@uni-wuerzburg.de](mailto:welcomecentre@uni-wuerzburg.de)

[www.welcomecentre.uni-wuerzburg.de](http://www.welcomecentre.uni-wuerzburg.de)



## Six important steps for employees from non-European countries prior to your arrival ...



### The steps to obtain your residence and work permit are as follows:

1. The department that has hired you has to confirm your stay and the commencement date of your paid employment at the University of Würzburg in writing.
2. The Human Resources Department ("Personalabteilung") at the University of Würzburg will send you all necessary employment documents and forms. Please fill in these forms completely in order to obtain your contract of employment.
3. You then submit the documents to the Human Resources Department and receive a letter of intent for your employment. For the visa application, you do not necessarily need your signed contract. You will, however, need a confirmation issued by our university concerning your employment or a hosting agreement.

As it may take some time until your contract is finalised, the Human Resources Department of our university will also send you these documents with valuable information concerning the required type of visa (National Visa, category D including a work visa) for your employment in Germany.

4. You apply for a **National Visa (category D) including a work visa (if you will be employed) or a research visa (if you are staying for research purposes)** at the German Embassy in your current country of residence. It is important to **not enter Germany with a Schengen visa because you are not allowed to work and are only entitled to stay in the country for a period of 180 days**. Since this type of visa cannot be extended, you would have to return to your country at your own expense to apply for the correct type. The **national visa** is also valid for the whole Schengen area. This means that you can travel to other Schengen countries for holiday purposes for up to 90 days.

#### **IMPORTANT**

**You are only allowed to start working directly after your arrival if you have a National Visa D including a conforming work visa. Furthermore, you can only sign your contract if you have the correct working visa upon your arrival.**

The application process for a national visa may, in some cases, take up to three months, especially in the periods before a new semester starts. So it is advisable to submit your application at the German Embassy in your country as soon as possible.

*Please note that these general rules apply to 90% of all cases but cannot cover each individual case. If you have questions, please contact the Welcome Centre for further advice.*

## ... and after your arrival in Germany



5. Once in Germany, you have to register with the Citizens Registration Office ("Bürgerbüro") in the town hall of Würzburg or the respective municipality where you are going to reside if your flat is not located in the city but in one of the villages surrounding Würzburg.

### Please note:

You have to register within a few days after your arrival – even if you do not have a permanent place to stay yet. You can also register with a hotel name or the name and address of your current host in Germany and subsequently change your details after moving. Proof of registration is also necessary to open a bank account with a German bank and for you to receive your **German Tax ID (important for determining the respective tax class)**.

6. After registration, you have to go to the Department for Nationality Issues and Foreigner Affairs ("Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten") in the town hall of Würzburg. They will advise you on and grant your residence and work permit.

### Be sure to bring:

- A letter of intent from the Human Resources Department for your employment at the university
- Proof of health insurance
- A biometric picture

The whole process will take approximately 6-8 weeks, but the department can issue a preliminary certificate for your residence permit, which is **needed to sign your contract**.

## Detailed information on the visa for research and teaching activities

Foreign employees and professors from non-EU states, who are employed at our university, need a residence permit according to § 18b or § 18d of the German Residence Act. German language skills are not required for the visa application.

### To apply for the National Visa (D) with a work visa at the German Embassy in your home country you need:

- A passport (valid for the entire duration of your stay)
- Proof of your intended activity (e.g. employment contract, job offer or hosting agreement from the university)
- Adequate health insurance cover
- Details of proposed accommodation in Germany
- Marriage and birth certificates of family members
- Application form (available from diplomatic missions)

You will need to renew your visa again if your contract changes or if you are assigned to a new project. For the registration with the Department for Nationality Issues and Foreigner Affairs after arrival, you might also need to show proof of a minimum income depending on the type of residence permit assigned to you.

### The residence permit grants you several rights, such as the right to:

- Work without asking for the approval of the Federal Employment Agency ("Bundesagentur für Arbeit"); the residence permit allows you to take up the authorised employment
- Enjoy freedom of movement within the Schengen area for a stay of up to 90 days
- Obtain a residence permit for your spouse:  
Spouses have to apply for a visa separately and may have to show proof of German language skills upon arrival (minimum level: A1 according to the Common European Framework of Reference for Languages) depending on your type of residence permit
- Receive parental benefits and child benefits

## Registration and work permit: Addresses and contacts



Photo: Elmar Hahn

For researchers who not only work but also live in Würzburg (including the neighbourhoods Altstadt, Zellerau, Grombühl, Frauenland, Dürrbachtal, Lindleinsmühle, Sanderau, Heidingsfeld, Heuchelhof, Steinbachtal, Versbach, Lengfeld and Rottenbauer):

### 1. Registration: Würzburg Citizens Registration Office ("Bürgerbüro")

At the Citizens Registration Office in the town hall, you can register your new place of residence. To avoid long waiting times you can also make your appointment online (information in German only): <http://www.wuerzburg.de/buerger/buergerbuero/terminvereinbarung>

Rückermainstraße 2  
97070 Würzburg  
phone +49 (0)931 37-2000  
fax +49 (0)931 37-2029  
buergerbuero@stadt.wuerzburg.de

Opening hours:

Monday	7:30 am – 1:00 pm
Tuesday	7:30 am – 12:00 pm and 1:30 – 4:00 pm
Wednesday	7:30 am – 1:00 pm
Thursday	7:30 am – 12:00 pm and 1:30 – 6:00 pm
Friday	7:30 am – 12:00 pm

*The terminal where you can draw a waiting number for an appointment with the Citizens Registration Office closes 30 minutes prior to the closing time of the office.*

### 2. Work permit: Department for Nationality Issues and Foreigner Affairs ("Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten")

Here, you can obtain your residence and work permit (if you live in the city of Würzburg). Residents from some countries may enter Germany without a visa. However, they also have to register with the Citizens Registration Office and apply for a residence permit after arrival.

Rückermainstraße 2  
97070 Würzburg  
phone +49 (0)931 37-0  
fax +49 (0)931 37-3390  
ausland@stadt.wuerzburg.de

Opening hours:

Monday	8:30 am – 1:00 pm
Tuesday	only with appointment
Wednesday	only with appointment
Thursday	2:00 pm – 6:00 pm
Friday	8:30 am – 12:00 pm



Photo: Elmar Hahn

*You find the service office in room 12 of the Würzburg town hall. Please draw a number at the terminal in front of room 4 when you arrive.*



## Locations



- 1 Citizens Registration Office and Department for Nationality Issues and Foreigner Affairs ("Bürgerbüro" & "Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten")  
Rückermanstraße 2
- 2 Human Resources Department ("Personalabteilung")  
Julius-Maximilians-Universität  
Ottostraße 16
- 3 Welcome Centre  
Julius-Maximilians-Universität  
Sanderring 2

Employees who do not live in the city itself but in the surrounding villages (like Gerbrunn, Veitshöchheim, Rottendorf etc.) have to register with the local municipality. In this case, you may contact the administrative district office ("Landratsamt") for the wider region of Würzburg:

- 4 Landratsamt Würzburg  
Zeppelinstraße 15  
97074 Würzburg  
phone +49 (0)931 8003-0  
fax +49 (0)931 8003-5690  
www.landkreis-wuerzburg.de  
poststelle@lra-wue.bayern.de

You can find links to other regional offices that deal with foreigner affairs here:  
[www.freistaat.bayern.de](http://www.freistaat.bayern.de)

*Please do not hesitate to contact the Welcome Centre if you are not sure, which office to contact.*

Julius-Maximilians-Universität Würzburg  
Welcome Centre  
Room 204  
Sanderring 2  
97070 Würzburg  
phone +49 931 31-84356  
welcomecentre@uni-wuerzburg.de  
www.welcomecentre.uni-wuerzburg.de

In cooperation with the Department for  
Nationality Issues and Foreigner Affairs  
of the city of Würzburg



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### **Editor**

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### **Pictures**

Julius-Maximilians-Universität Würzburg  
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### **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 always 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 Human Resources Department or the respective Foreigner's Registration Office for advice if you have any further questions.