



Pre-Arrival Checklist for host institutions of international researchers

Get in touch with the International Office.

The International Office advises and supports institutes and research facilities of the university if they plan on hiring international researchers.

Check if the scientist's university degrees and diplomas are accepted in Germany.

This is especially important if the researcher is supposed to be employed by the university. In case of prospective PhD students, it should be checked in good time if their foreign university degrees allow them to start their doctoral research in Germany. This can either be done when handing in the request for admission as a doctoral candidate at the respective doctoral office or by the admissions office in advance.

Request for equivalency check (*German & English*): <https://www.uni-ulm.de/index.php?id=91231>

Information of the staff services concerning the employment of foreigners: <https://www.uni-ulm.de/index.php?id=88845> (only available in German)

Get in touch with the staff services as soon as possible if a contract of employment should be entered.

In order to check the employment prerequisites, the staff services need to have access to the required documents as early as possible. Please get in touch with the official in charge of your facility: <https://www.uni-ulm.de/index.php?id=91415> (only available in German).

Write an invitation letter and support the scientist in their application for a visa

If the scientist has to apply for a visa, they need an invitation letter from the university or your facility. This letter must contain information about the planned research activities as well as the duration and financing of the researcher's stay. The International Office can provide you with further information.

Normally, a visa is valid for three months.

Please note: A contract of employment can only be entered if the visa states that the respective person may work as an academic assistant (*Akademische/r Mitarbeiter/in*) at Ulm University. For longer stays it is required to apply for a residence permit (*zweckmäßiger Aufenthaltstitel*) allowing an employment by Ulm University at the Foreigners' Office after arrival.

Researchers from privileged third countries (§ 41 Abs. 1 AufenthV) - at the moment Australia, Israel, Japan, Canada, New Zealand, the Republic of Korea, the US - do not need a visa to enter Germany. However, they need a residence permit if they want to work. Please get in touch with the International Office as soon as possible to avoid any delays.

In case of financing through scholarships: Consider the possibility of drawing up an agreement of admission.

An agreement of admission is compulsory for getting a residence permit according to § 20 of the residential law (so-called "*Forscherrichtlinie*") for stays exceeding three months. This regulation offers important benefits for scientists from non-EU-countries in the context of the subsequent migration of family members as well as in case of a planned research activity in another EU-country (except Great Britain and Denmark).

In case of scholarship students, please contact the International Office in good time.



Support your guest or new employee in their search for a place to live.

If accommodation in one of the guest apartments of the university is wanted, you should send a reservation inquiry to Dezernat V as early as possible.

Further information and contact details: <https://www.uni-ulm.de/index.php?id=21640> (only available in German)

The university hospital has its own staff dormitory. Reservation inquiries and further information: <http://www.uniklinik-ulm.de/struktur/jobs-karriere/ihre-arbeitswelt/personalwohnheim.html> (only available in German)

More information on and some examples of search portals for the private housing market in Ulm and Neu-Ulm: <https://www.uni-ulm.de/index.php?id=29219>

Apply for a kiz account for the researcher if necessary.

Please contact the people listed on the following webpages.

Contact people (*without medicine*): <https://portal.uni-ulm.de/PortalWI/anlaufstellenOhneMedizin.html>

Contact people (*medicine*): <https://portal.uni-ulm.de/PortalWI/anlaufstellenNurMedizin.html>

Check if a German language course is sensible for the researcher and if the needed resources exist.

The Centre for Languages and Philology offers numerous German language courses. Since they are often in high demand, early registration is recommended.

Homepage: <https://www.uni-ulm.de/index.php?id=2643>

Ask the researcher if they will need childcare.

There are different options depending on the length of the stay and the status of the researcher. In all cases, one should look for a place as early as possible. The family services can provide more detailed information: <https://www.uni-ulm.de/index.php?id=7427>

Consider contacting the Press Office.

This could make sense in many cases, since it is important to show the public the diverse research fields and activities of the university and its institutes.

Contact: <https://www.uni-ulm.de/index.php?id=32525>

Consider sending someone to meet the researcher at the train station and accompany them to their flat.

Your contact person at the International Office

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