

Checklist for non-employee researchers at TUM

Status: 03/2023

The Welcome Services of TUM Global & Alumni Office are the central advising and service point for international postdocs, visiting professors and host chairs of TUM. Our goal is to create optimum starting conditions for you and your accompanying family.

This checklist is intended to help you prepare for your relocation and first weeks in Munich and at TUM. We have summarized the most important steps: Start working on them well before your planned date of arrival, especially if you need a visa to enter Germany. In case you have questions, we are always happy to offer you further help via e-mail and in person.

Welcome Services of TUM Global & Alumni Office at a glance

- Information on visas, residence permits, insurance, taxes, pensions
- Search for housing ([TUM Accommodation Service](#)), childcare and schools ([TUM-Kids, Family and Elder Care Center](#))
- Information on services at TUM (German courses, sports, mentoring, mention in TUM Campus Magazine, etc.)
- Social integration through events (e.g. our monthly cultural program and intercultural training)
- Information for accompanying partners and relatives
- Newsletter for international researchers of TUM

When all conditions are set

- Register with the Welcome Services
- Apply for a visa if applicable
- Take out a health insurance policy
- Consider other optional insurances
- Take care of formalities for family members
- Prepare important documents

Arrival in Germany

- Meet us for a personal consultation
- Sign your rental agreement and register your residence
- Apply for a residence permit if applicable
- Open a bank account
- Purchase a monthly or annual public transport ticket
- Get introduced and briefed by your TUM host
- Get your TUMonline account and e-mail address
- Apply for your TUM GuestCard or TUM MediCard

At least 8 weeks before arrival

- Search for housing
- Discuss your TUM membership status with your host
- Join the EURAXESS network
- Make yourself familiar with Munich and TUM

Integration in Germany and at TUM

- Participation at Cultural Program events
- Newsletter for International Researchers
- Networking and informational events
- Reception for researchers hosted by the City of Munich
- German classes and English Coaching
- Mentoring
- University Sports Center (ZHS)

I. Before your entry – Preparing your stay	Done
<p>1. Entry requirements and visa</p> <ul style="list-style-type: none"> • EU and EEA (European Economic Area) citizens Generally, you do not need a visa to enter Germany and work here. Make sure your passport or national ID card is valid for the whole duration of your stay. • Non-European citizens Find out about the visa requirements for Germany. If you need a visa, make an appointment to submit your application at the German embassy in your home country or country of residence as soon as possible. The processing times vary and can take up to several months. 	<input type="checkbox"/>
<p>2. Documents for the visa application</p> <ul style="list-style-type: none"> a. Hosting agreement You need a Hosting Agreement to apply for a visa or residence permit for researchers (according to AufenthG §18d) if you stay in Germany for more than 3 months. Let the Welcome Services know, if you need a Hosting Agreement and we will prepare it for you together with your host at TUM. b. Scholarship contract or letter of award, confirmation of your fellowship Ask your host to provide you with those documents (signed originals). c. Further documents Inquire at the German Embassy as early as possible about which further documents are required to apply for a visa. 	<input type="checkbox"/>
<p>3. Health insurance</p> <p>You will need a valid health insurance policy right from your very first day in Germany until you leave. The immigration authorities will only issue a residence permit if you can prove you have adequate health insurance cover.</p>	<input type="checkbox"/>
<p>4. Optional insurance schemes</p> <p>Find out whether your accident and private liability insurance covers your stay in Germany. It might be advisable to take out an additional laboratory insurance.</p>	<input type="checkbox"/>
<p>5. Formalities for family members</p> <ul style="list-style-type: none"> a. Visa Check if your spouse or children need a visa to enter and stay in Germany and if so, apply for it well in advance as processing times can be very long. b. Health insurance Your family will need health insurance coverage for the whole time of their stay in Germany. 	<input type="checkbox"/>

<p>c. Childcare, schools and family benefits</p> <p>If you are planning to bring your children, start looking for suitable childcare or schooling options as soon as possible, since it is necessary to register well ahead of time. Also, check whether you might be eligible for benefits such as child allowance or parental allowance. The TUM Family Service can support you on these matters.</p>	
<p>6. Accommodation</p> <p>Start your house hunt early, as housing in Munich is scarce and very expensive. After your registration with the Welcome Services, our Accommodation Service will contact you with further information and advice.</p>	<input type="checkbox"/>
<p>7. Prepare Important Documents</p> <p>If applicable, you will need to present the following documents while in Germany. Bring certified copies or originals of the documents (including certified translations, as may be requested):</p> <p>a. Passport / national ID For you and all family members travelling with you; make sure they are valid for the entire duration of your stay in Germany.</p> <p>b. Birth certificate For you and all family members travelling with you.</p> <p>c. Marriage certificate This is required for your spouse's residence permit application and if you wish to officially register as "married". If you do not have an international certificate, it needs to have an apostille or it must be legally recognized. You should organize these formalities several weeks before your departure and contact the competent authorities in your home country.</p> <p>d. Doctoral certificate Required for your residence permit application and only accepted with a certified translation into German or English.</p> <p>e. Proof of funding (scholarship certificate, hosting agreement)</p> <p>f. Required for your residence permit application.</p> <p>g. Proof of health insurance coverage For you and all accompanying family members.</p> <p>h. Personal liability insurance or private accident insurance If you are insured in your home country, you should find out whether the coverage is also valid in Germany and bring the appropriate documents with you.</p> <p>i. Driver's license The driver's license of citizens of the EU and EEA is fully valid in Germany; the license of non-EU citizens is valid for six months from the day you register your residence. After this, you will need a German license. Depending on the country of issue, you might have to take an additional driving test.</p>	<input type="checkbox"/>

<p>j. Medical documents</p> <p>Vaccination records, for example, are often needed to enroll your children at a childcare facility. If applicable, also bring other important medical documents and a declaration of medication that you currently need (in English or German).</p>	
<p>Tips and advice</p>	
<p>8. Make yourself familiar with TUM</p> <ul style="list-style-type: none"> • Find out about our president's vision for TUM Read about TUM's mission, organizational structure, locations and history on the TUM website or in TUM's image brochure "A Global Hub of Knowledge Exchange". Get to know TUM president Thomas F. Hofmann. • Find out about TUM's magazines and other publications Get insights into the world of science and research at TUM with TUM's scientific magazine and various other printed media. • Follow TUM on social media Stay up-to-date on what is happening at TUM and follow our university's channels on Facebook, Twitter, Instagram, and LinkedIn. 	<input type="checkbox"/>
<p>9. Usefull networks for researchers and their partners</p> <ul style="list-style-type: none"> • EURAXESS portal and network Find further useful information on the Euraxess portal for mobile researchers. Join their network and stay up-to-date on funding opportunities. • Research in Germany Be informed about the latest research news, interesting research projects and upcoming events on the website Research in Germany, jointly published by the Federal Ministry of Education and Research and the German Academic Exchange Service (DAAD). • Research in Bavaria The Bavarian State Ministry of Science and the Arts published a website for Research in Bavaria, a guide to career, research and funding opportunities in Germany's largest federal state. • International Dual Career Network Munich TUM is a founding member of IDCN Munich. The platform addresses accompanying partners of TUM's international researchers and offers them the opportunity to make their talents and abilities visible and to actively promote the development of a professional network. 	<input type="checkbox"/>
<p>Get a first glimpse of Munich, Garching or Freising</p> <ul style="list-style-type: none"> • Munich Take a virtual look around Munich and download city maps and brochures of Munich (available in several languages). Find support and new friends in Munich's large and diverse expat communities. 	<input type="checkbox"/>

<ul style="list-style-type: none"> • Garching Get informed about Munich's northern area including Garching. • Freising Find out about the history of Freising and what it has to offer. 	
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II. After your arrival – Getting started in Munich and at TUM	Done
<p>1. Contact the Welcome Services</p> <p>Send us an e-mail confirming you have arrived and schedule an appointment for a personal meeting. Subscribe to our monthly newsletter for information on events in the Munich region and join us for our Cultural Program events to explore Bavaria and meet other TUM researchers and their families!</p>	<input type="checkbox"/>
<p>2. Rental agreement and utilities</p> <p>Sign your rental agreement, get your landlord's confirmation (<i>Wohnungsgeberbestätigung</i>) and pay the deposit. Make sure you get a handover certificate (<i>Übergabeprotokoll</i>) on the day you move in and don't forget to put a name tag onto your post box directly after arrival.</p>	<input type="checkbox"/>
<p>3. Registration</p> <p>Register your address (<i>Wohnsitzanmeldung</i>) within two weeks of coming to Germany if you are planning to stay longer than three months.</p>	<input type="checkbox"/>
<p>4. Residence permit</p> <ul style="list-style-type: none"> • EU and EEA nationals do not need a residence permit. • Non-EU nationals only need to apply for a residence permit if your visa does not cover your whole stay in Germany. Your application has to be submitted at least six weeks before your entry visa expires. 	<input type="checkbox"/>
<p>5. Bank account</p> <p>A German bank account is useful to pay your rent and health insurance and receive your monthly scholarship. You usually need to register your residence in Munich first, to be able to open it. Online banks may not ask for proof of registration, but will still need you to prove your identity (e.g. via Postident procedure or app).</p>	<input type="checkbox"/>
<p>6. Health insurance</p> <p>If you did not already do so before entering Germany, take out health insurance.</p>	<input type="checkbox"/>

<p>7. TUM account</p> <p>If your host did not prepare a TUM account and e-mail address by now, let them know that you need one and make them aware of our "Checklist for Hosts", if necessary. It also provides useful information on other TUM services relevant for setting up your workstation.</p>	<input type="checkbox"/>
<p>Tips and advice</p>	
<p>8. Public transport</p> <p>You are only eligible for a job ticket if you have an employment contract. As a scholarship holder, you can purchase an IsarCard for frequent travelers.</p>	<input type="checkbox"/>
<p>9. Get settled at TUM</p> <p>a . Apply for a TUM GuestCard online. It serves as an ID card, library card and payment card for all cafeterias run by the Student Union. If you are working at the university hospital, you should apply for a MediCard instead.</p> <p>b . Register with TUM.Community and join one of the numerous groups there.</p> <p>c . If you are a postdoc researcher, you can join the TUM Mentoring for Scientists program as a mentee. As a guest professor, you might be interested to participate in this program as a mentor.</p> <p>d . Sign up for the TUM ForTe Postdoc Mailing List if you want to receive information about activities of the TUM Talent Factory (like workshops and the TUM Postdoc Days) as well as current postdoc calls and opportunities.</p> <p>e . Find out about free German classes at the TUM Language Center and register early.</p> <p>f . Brush up your English at one of the free English Mobility Courses for Staff, offered by the TUM Language Center. Make use of the English Coaching Program and get support at the English Writing Center when writing an article, essay or even your CV.</p> <p>g . Join one of the various sports classes at the University Sports Center Munich.</p> <p>h . Get the TUM Campus Map App to help you navigate at all three main campuses.</p> <p>i . Find out more about other useful services at TUM.</p>	<input type="checkbox"/>

III. General Information

1 . Visa and Entry Requirements for Non-EU Citizens

Depending on your home country or current place of residence, the German authority issuing your visa has its own application procedure and required set of documents. To avoid any unpleasant surprises, you

should check all details on the [Federal Foreign Office \(Auswärtiges Amt\) website](#) in good time and contact [your responsible German mission](#) directly in case of queries.

The following online resources will help you navigate through the application process:

- Read up about the [visa for researchers](#): what requirements must be met and what opportunities does it offer?
- Check out the infographic "[At a glance: Visa for research in 5 steps](#)".
- Use the official [Visa Navigator](#) to find out which visa is suitable for you and your family members. You will be guided to the website of the German mission in your home country or current place of residence and further to the visa application form.

Tips and advice:

- Do not enter Germany on a tourist visa. It is almost impossible to change the status of your visa afterward and you might have to leave Germany again.
- If you intend to stay less than 90 days: you can apply for a Schengen Visa (C Visa). Please note that it is not renewable and you cannot follow up with an application for a residence permit. After your Schengen visa has expired, you will be required to leave Germany. If the German embassy considers the purpose of your stay as "gainful employment", they might recommend you apply for a National Visa instead even though you do not have an employment contract.
- If you intend to stay more than 90 days: you can apply for a National Visa (D Visa). You might encounter a processing time of several months. Once you are in Germany, your national visa can be converted into a long-term residence permit.
- Make the relevant German mission in your home or residence country aware that you have an approval-free status as a researcher in accordance with § 5 of the Employment Regulation ("Beschäftigungsverordnung"). You do not need the authorization from the Employment Agency.
- Personal data: You will have to fill in many forms after your arrival in Munich and it is important you always give the same information:
 - If your language does not use the Roman alphabet, decide what spelling your name should take. Always use the spelling from your passport if it is transliterated into English.
 - Many application forms will ask for your last name (family name / surname). If your country does not follow the custom of first and last name, decide in advance which part of your name you will use as your last name and use it consistently.

2. Health Insurance

As a non-employee academic, you can choose from several health insurance options. The DAAD Group Insurance as well as the private health insurance providers listed below are open to anyone coming to TUM, regardless of their nationality. The Compulsory Public Health Insurance is only an option for people who are already insured in an EU or EEA member state, since researchers from non-EU countries without an employment contract usually have no access to public insurance in Germany. The [Euraxess](#)

[website](#) provides insight into the German health insurance system and also deals with special features for researchers without an employment contract.

2.1. DAAD Group Insurance

The group insurance of the German Academic Exchange Service (DAAD) offers a combined health, accident and third party liability insurance. You and your family are entitled to take out this insurance if you do research at TUM. Please note: If you want to apply for this insurance, you must do so before your arrival in Germany. You can find detailed information regarding the conditions of the insurance as well as contact details on the [DAAD website](#).

2.2. Private Health Insurance

As a researcher and non-EU national, financed through a scholarship or own funds, you will most likely not be able to take out a German public health insurance policy. That leaves you with the option of choosing a private health insurance. Visit the websites listed below for information on insurance that offers special rates or insurance package deals for academics:

- [Educare24 - Dr. Walter](#)
- [Mawista Science](#)
- [ISHCP](#)

Please note:

- If you have a private health insurance, you usually first have to pay for your treatment yourself and will be reimbursed by your insurer later, after you have sent them the bill.
- You must pay the insurance premium individually for all family members (in contrast to family insurance with the public health insurance) and pay the contributions even when you are temporarily not working (e.g. during parental leave).
- As private insurances are not based on the solidarity principle, the premiums do not depend on your salary but rather on factors such as age and pre-existing conditions. If you are young and healthy, premiums are likely to be lower than for public health insurance.
- There are more than 40 other private insurance companies in Germany. You can [compare and look up details online](#).

2.3. Compulsory Public Health Insurance and European Health Insurance Card (EHIC) for EU nationals

If you are a citizen of an EU or EEA member state (Norway, Iceland, Liechtenstein or Switzerland) and currently insured by a public health insurer in your home country and are willing to cancel your membership with your current insurer, you have the option of applying for German public health insurance. You have to follow these steps:

- Contact your health insurer in your home country and request the European E104 form. It should state that you will be insured there until your first day of work in Germany.
- Contact a German public health care provider of your choice and apply for insurance with your E104 form; your insurance will start from the first day of work in Germany.

- When you want to leave Germany, request an E104 form from the German health insurer and present it to your insurer in your home country to resume your health insurance there.

Please note:

- The German health insurer will not check whether you canceled your insurance in your home country. It might be advisable to cancel your insurance or put it on hold, to avoid paying twice. Before you take this step, inquire about the conditions for rejoining your health insurance after your return and be aware of all risks for you and your family members.
- The public health insurer will base your premium on your monthly income from your scholarship. Since you will not be able to join the public health insurance as a “mandatory member”, but only as a “voluntary member” your monthly contributions will be comparatively higher.
- When you are insured by a public German health insurance, your family members (spouse and children) will most likely also be insured with you without having to pay extra contributions.
- Keep in mind that it will be almost impossible to switch from a private health insurance to a public one, whereas it is no problem to switch from a public insurance to a private one.
- If you are in possession of an EHIC (European Health Insurance Card), you might be able to use it in Germany for short stays. You can find detailed information on this topic on the [European Commission's website](#).

The following public health insurance companies have designated advisers for international researchers and provide a comprehensive consultancy service:

- **AOK München:** [Ms Andrea Hollinger](#), Landsberger Str. 150-152, 80339 München, Tel +49.89.5444.2875
AOK Freising: [Ms Christa-Juliana Langhans](#), Wippenhauserstr. 6, 85354 Freising, Tel +49.8161.182 234
- **Barmer:** [Mr Robert Auzinger](#), Grillparzerstr. 14, 81675 München, Tel +49.800.333004.207-301
- **Techniker Krankenkasse (TK):** [Mr Alexander Vicari](#), Elisenstr. 3, 80335 München, Tel +49.40 - 4606 5104 – 715 or mobil +49.151.6105 8843; alternatively, you can drop by one of the Munich [customer service centers](#) during opening hours or visit the English website www.tk.de/en

3. Liability and Laboratory Insurance

3.1. Personal liability insurance in your home country

If you have a personal liability insurance in your home country, you can check whether it covers you and your family during your stay in Germany or whether it is possible to upgrade it. Please note that the policy value may be higher in Germany than the maximum insured sum stipulated in your current insurance policy. In Germany, a total policy value of three million Euros is usually recommended.

3.2. Personal liability insurance in Germany

If you do not have a personal liability insurance already, it is highly recommended to take one out in Germany. You can register either online or in person upon arrival in Munich. The cost is mainly determined by the insured sum, deductible and effective term of the policy.

3.3. Laboratory Insurance

As a scholarship holder or guest, you are usually not covered by TUM against risks, such as laboratory damage or work involving patients. If you conduct research or teach at TUM, ask your host or supervisor whether those risks are covered, or whether you need to arrange suitable cover yourself. This laboratory insurance ([Erweiterte Laborversicherung](#)) offers cover within Germany whereas this public service insurance ([Diensthaftpflicht](#)) offers cover worldwide and also includes a personal liability insurance.

4. Residence Registration

You have to register your address (*Wohnsitzanmeldung*) within two weeks if you are planning to stay longer than three months. You can do so in person with an online appointment or send all relevant documents via post.

Please note:

- You will receive a confirmation of registration (*Meldebestätigung*) immediately after registering. Keep it in a safe place, as you may need it later, e.g. to apply for a residence permit or open a bank account.
- After your registration, the following will be mailed to your registered address:
 - Tax identification number (*Steueridentifikationsnummer*) sent within 14 days (please keep it for future reference, even though scholarships are usually tax-exempt).
 - Notification of your TV radio license fee (*Rundfunkbeitrag*) that everyone registered in Germany has to pay to fund public broadcasting. The monthly fee amounts to € 17.50 per household.

4.1. City of Munich

- Download the [registration form](#) (one form for all family members) from the download section at the bottom of the [Residence Registration website](#).
- Make an [online appointment](#) with the citizen's office (*Bürgerbüro*):
 - Klick on *Meldeangelegenheiten* and enter the number of time units you want to book (15 or 20 minutes each, you can book up to three units): If you are a single person choose the number of desired units in the drop down menu in front of *An- oder Ummeldung – Einzelperson* or else in front of *An- oder Ummeldung – Familie* if you want to register your family.
 - Klick on the button *Weiter* on the same page below right after entering the number of time units.

- Choose the *Bürgerbüro* closest to your current Munich address. Check more often, if no appointment is available at the moment.
- Bring all necessary documents for the registration:
 - Completed and signed registration form
 - Confirmation of the landlord ([Wohnungsgeberbestätigung](#)), or as a substitute an explanation form about the lack of confirmation ([Erklärung zur fehlenden Wohnungsgeberbestätigung](#))
 - Valid passport or ID of all persons listed on the registration form

You can also send the above mentioned documents as copies via [post](#).

4.2. Outside of Munich (e.g. Freising or Garching)

You can personally register at the municipal authorities (*Bürgerbüro* or *Rathaus*) without an appointment. Find the address and opening hours of your office by typing in your postal code in the field “Vor Ort” on the [Bayern Portal website](#).

5. Deregistration of Address

5.1. City of Munich

You can either submit your deregistration form in person (arrange an appointment and bring your passport) or by post (include a photocopy of your passport). You can download the deregistration form from the [Residence Registration Offices' website](#) and find further information on the location of the six offices in Munich.

5.2. Outside of Munich (e.g. Freising or Garching)

You can deregister at the municipal authorities (*Bürgerbüro* or *Rathaus*) of your community in person without an appointment. Find the address and opening hours of your *Bürgerbüro* by typing in your postal code in the field “Vor Ort” on the [Bayern Portal website](#).

6. Application for Residence Permit

Based on your place of residence, different authorities will be in charge of processing your residence permit application. Even if you do not have all necessary documents available at the time of your application, contact the relevant immigration authority anyway. You will then receive a temporary document regarding your application for a residence permit.

You will usually need to present the following documents (original and copy). If they require additional documents from you, they will let you know.

- [Confirmation of registration](#) (*Wohnsitzanmeldung* or *Meldebescheinigung*)
- Valid passport (*Nationalpass*)

- Valid visa
- Completed application form (*Antragsformular*)
- Doctoral certificate (*Hochschulzeugnis*) and a certified German or English translation
- [Anabin recognition](#) (*Anerkennung des Ausländischen Hochschulabschlusses*) of your Master's degree and the university you graduated from (please approach your TUM HR officer for more information)
- [Hosting Agreement](#) (*Aufnahmevereinbarung*)
- Proof of health insurance (*Krankenversicherung*): Validity of minimum 6 months; travel insurance is not sufficient
- Rental agreement (*Mietvertrag*)
- One biometric picture

6.1. City of Munich

The application for your residence permit must be filed at the [Munich Immigration Office](#) (at KVR) [online](#). Currently the online contact form is only available in German. The list above includes the German names of the documents that will be requested. The [application form](#) is available for download within the online contact form.

The fee will amount to EUR 100 per person.

- Open the online contact form [Wissenschaft und Forschung](#) and click on the button *Starten* on the page below.
- Skip the optional registration at KVR and click on *Ohne Anmeldung fortsetzen* (unless you want to register to have your data automatically transferred to the online form for future registrations at KVR; in that case click on *Jetzt anmelden*)
- Confirm that [your address is registered](#) in Munich by choosing *Ja* within the field *Ist die antragstellende Person in München gemeldet?* - continue by clicking on *Weiter*.
- Choose the option *Gastwissenschaftler*in oder Forscher*in mit Aufnahmevereinbarung* within the field *Bitte Zutreffendes auswählen*. As a result of this choice the form will ask for the documents you need to upload.
- If you have a foreign (i.e. not a German) university degree choose the option *Ausländischer Hochschulabschluss* within the field *Welchen Hochschulabschluss haben Sie?* As a result of this choice the form will additionally ask for an [Anabin recognition](#) of your Master's degree and the university you graduated from.

6.2. Freising

- Book an appointment with your [person responsible](#) via e-mail or phone and let them know that you come to TUM as a researcher.
- You will receive a notification on the fee that you will have to pay and a list of required documents.

6.3. District of Munich (e.g. Garching)

If you live in one of the [districts of Munich indicated in blue on this map](#), the authority in charge for your residence permit application is the [Landratsamt München](#).

- Book an appointment [online or by e-mail](#) with your contact person (go to drop-down menu *Ansprechpartner* on the website and choose the first letter of your last name in the selection list).
- You will be advised about the fee payable and given a list of required documents.

6.4. All other municipalities and towns around Munich

If you live in any other town around Munich, you can find out which authority is in charge for your residence permit application on the [State of Bavaria's website](#): type in your postal code or name of the city in the field *Vor Ort*. Write an e-mail to the indicated address or contact person (*Ansprechpartner*) to request an appointment.

7. TUM Accommodation Service

From experience, finding a suitable apartment is the biggest hurdle for incoming academics in Munich. Therefore, we recommend starting the search for housing as early as possible. The TUM Accommodation Service can support you with information on, for example, online portals or short-term accommodation for emergencies and also connect you to landlords interested in renting apartments to international academics. You can find further information on the [Accommodation Service's website](#).

Please note:

- The Accommodation Service only offers support for stays with a **minimum duration of 6 months**. For shorter stays, the Accommodation Service can provide information about finding accommodation in Munich.
- To use the Accommodation Service **you must register with the Welcome Services first** (Form [Registration - International Researcher](#))
- Please note, that we cannot guarantee that we can find a suitable apartment and that you should definitely continue to look for housing independently.
- In case you cannot find suitable accommodation before your arrival in Germany, we recommend that you make temporary arrangements for the first few weeks. House hunting is more easily done in person than remotely.

8. TUM Family Service

At the three main campuses as well as at the university hospital Rechts der Isar, the TUM Family Service offers a comprehensive range of information, advice and services to combine career and family life

successfully. The [website of the TUM Family Service](#) serves as an extensive introduction to all topics related to childcare, schools, caring for elderly family members and family-friendly infrastructure at TUM. You can reach the TUM Family Service via e-mail at

- [TUM Family Service Munich and Garching](#)
- [TUM Family Service Freising Weihenstephan](#)
- [Family Service KeCK at the university hospital Rechts der Isar](#)

9. TUM Library

As a non-employee academic at TUM, you are entitled to use the main library and its branches. In addition to a comprehensive stock of (e-)media, the library also offers guided tours and training courses.

You can access the library with your TUM GuestCard and find further information on the [TUM library website](#).

10. TUM Equal Opportunity Network

[TUM Equal Opportunity](#) offers guidance and personal help in confidence for the following topics:

- The [TUM Compliance Office](#) deals with matters of good scientific practice and scientific misconduct.
- The [Gender Equality Officer](#) is a person of trust and promotes gender equality measures.
- [TUM Equal Opportunity](#) is the right point of contact if you experience discrimination, sexual harassment or bullying at work.
- For persons with disability or chronic illnesses the [Disabled Persons Office](#) offers counseling. Psychological help is also available for urgent cases.

11. Contact Details

Website: <https://www.international.tum.de/en/global/visitingresearchers/>

E-Mail: welcomeservices@zv.tum.de

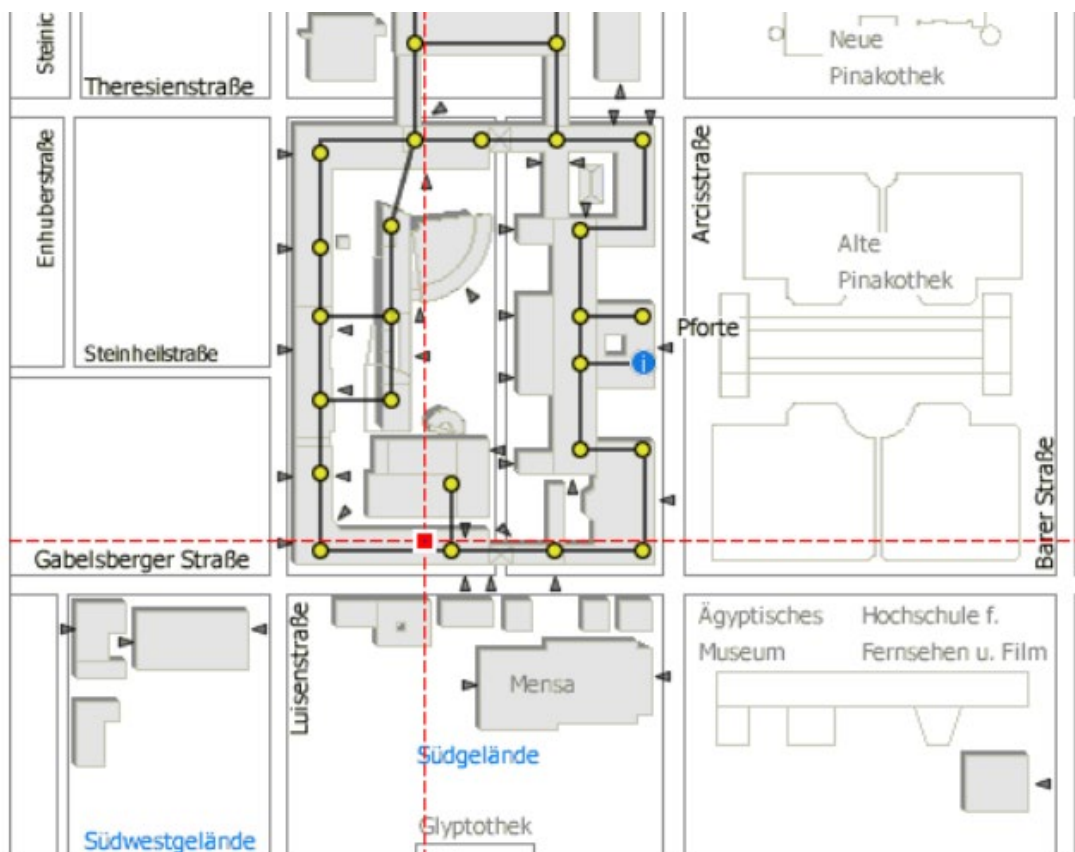
Phone: +49.89.289-22266 or -22161

Registration link for our Online Portal for International Researchers at TUM (please choose *Registration - International Researcher*): <https://tum.moveon4.de/locallogin/59cab53285fb960949c37960/eng>

Subscription to our Welcome Services Newsletter:

https://t4a2ad200.emailsys1a.net/152/3015/6517c2241c/subscribe/form.html?_g=1603980119

Technical University of Munich
TUM Global & Alumni Office - Welcome Services
Room No. 1336
Arcisstr. 21
80333 München



Note:

Please note that the information researched by the Welcome Services of the TUM Global & Alumni Office does not constitute legally binding information. It cannot replace information provided by experts for the relevant topic. We always recommend that you get individual advice from the respective service points.