

## Checklist for Hosts of International Researchers

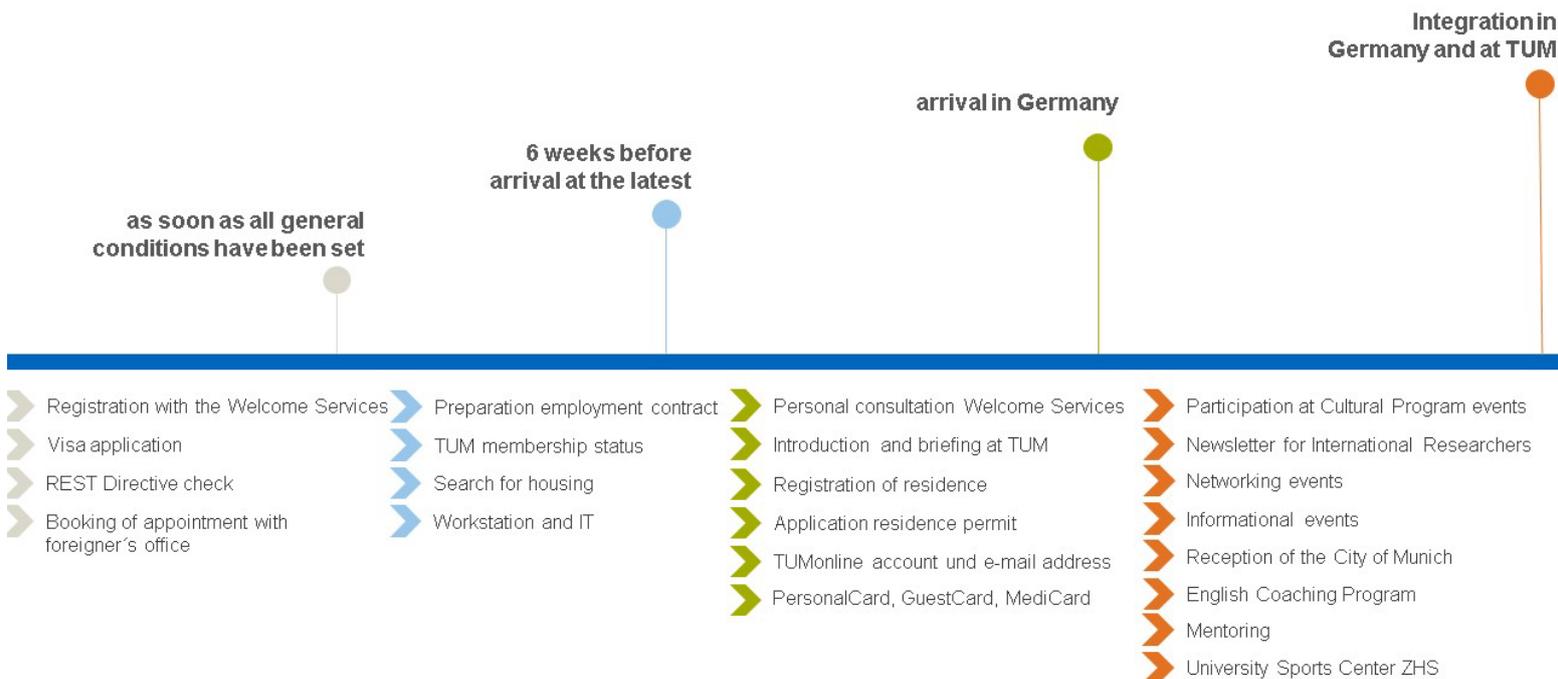
Status: 07/2021

The Welcome Services of the TUM Global and Alumni Office are the central advising and service point for international **postdocs**, **visiting professors** and **TUM host chairs**. Our goal is to create optimal starting conditions for international academics and their accompanying partners and relatives. By offering guidance and support to your international guest or new employee before and during their stay, we relieve you, as host, of administrative tasks.

Please note: contact the [Welcome Office of the TUM Graduate School](#), if your guest or new employee is a **doctoral candidate (PhD candidate)**.

### Welcome Services of TUM Global and 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](#))
- Services at TUM (German courses, sports, mentoring, mention in TUM Campus Magazine, etc.)
- Social integration through events (e.g. intercultural training and our monthly cultural program)
- Newsletter for TUM international researchers
- Information for accompanying partners and relatives



I. Before Arrival		
1. Registration with the Welcome Services	<p>As soon as you know that you will be hosting a visiting academic or international employee at your chair, please contact us by e-mail and send your future guest the registration link for our services ("Registration - International Researcher"):</p> <p><a href="https://tum.moveon4.de/locallogin/59cab53285fb960949c37960/eng">https://tum.moveon4.de/locallogin/59cab53285fb960949c37960/eng</a></p>	<input type="checkbox"/>
2. Check if the stay falls within the REST (REsearchers & SStudents) Directive	<p>If your guest complies with the requirements of a short-term mobility according to the REST directive (Directive 2016/801 of the European Parliament), the <a href="#">Federal Office for Migration and Refugees (BAMF)</a> must be notified. The Welcome Services assume this obligation centrally for all researchers (postdoc-level and above). Let us know if your guest</p> <ul style="list-style-type: none"> <li>• is a third-country national (= non-EU citizen)</li> <li>• holds a residence permit for the purpose of research in an EU country (exceptions: Denmark, Great Britain and Ireland)</li> <li>• plans a research stay in Germany of up to 180 days out of 360 days</li> </ul>	<input type="checkbox"/>
3. Application for a visa and/or residence permit	<p>If your guest or new employee needs a visa, he or she should take care of the application as early as possible and make an appointment with the responsible German embassy. As host you can provide the following documents (available via the <a href="#">Welcome Services</a> or at the <a href="#">Service Compass</a>):</p> <ul style="list-style-type: none"> <li>• Invitation Letter</li> <li>• If an <b>employment contract</b> is to be issued: Letter of Intent</li> <li>• If an <b>employment contract</b> is <b>not</b> to be issued: Hosting Agreement</li> </ul>	<input type="checkbox"/>
4. Hosting Agreement	<p>The hosting agreement is required to issue the residence permit according to AufenthG §18d for researchers who have no employment contract. If your international guest comes from a non-EU country and will stay in Germany for more than 3 months and either 1) is funded by a scholarship or 2) a family reunification is planned, or 3) research is planned in several European countries, this new regulation offers substantial benefits. Please contact the <a href="#">Welcome Services</a> for a template or download it at the <a href="#">Service Compass</a>.</p>	<input type="checkbox"/>
5. Application for a residence title	<p>A <a href="#">residence permit</a> must be applied for at the competent immigration authority (e.g. KVR, Landratsamt München, Landratsamt Freising)</p>	<input type="checkbox"/>

	<p>after entry. However, it is advised to make an appointment at this point.</p> <p>At the <a href="#">Munich Immigration Office (KVR)</a>, the application for residence permit must be filed online. Currently the <a href="#">online contact form for researchers</a> is only available in German. The application form is available for download within the online contact form. The processing time for the online application takes about 8 weeks. Only then a personal appointment for further formalities will be offered. International researchers who have registered with the Welcome Services (see point I.1.) will receive a checklist containing detailed English instructions in order to facilitate the online application at KVR.</p>	
6. Employment contract	Contact your <a href="#">human resources department</a> as early as possible if your guest needs an employment contract. Upon receipt of all documents, it usually takes about six weeks until the contract is available.	<input type="checkbox"/>
7. TUM membership status	If your guest will not be employed by TUM, check whether he / she can be assigned <a href="#">TUM membership status</a> . In exceptional cases, a <i>Benutzungsvereinbarung</i> must be concluded instead.	<input type="checkbox"/>
8. Search for housing	Please explain to your guest that housing in Munich is scarce and expensive and recommend that they start looking for accommodation as soon as possible. By registering with the Welcome Services, international academics with a stay of more than 6 months will have access to the <a href="#">TUM Accommodation Service</a> .	<input type="checkbox"/>
9. Workstation and IT	Before the arrival of your guest, remember to set up their <a href="#">TUMonline account</a> and prepare their workstation. This includes: <a href="#">computer or laptop</a> , <a href="#">software licenses</a> , <a href="#">telephone</a> , <a href="#">keys</a> , office supplies.	<input type="checkbox"/>

## II. After Arrival

1. Introduction and briefing	Brief your guest or new employee on your chair's administrative processes. Important items include: premises, contact persons, procedure in case of illness, insurance status, setting up a <a href="#">TUM email address</a> , useful <a href="#">TUM websites</a> .	<input type="checkbox"/>
2. TUM PersonalCard, TUM GuestCard, TUM MediCard	Please make sure your new employee receives a <a href="#">TUM PersonalCard</a> . Alternatively, visiting researchers can apply for a <a href="#">TUM GuestCard</a> . Employees at the University Hospital Rechts der Isar apply for a <a href="#">TUM</a>	<input type="checkbox"/>

	<a href="#">MediCard</a> . All three cards identify the holder as belonging to TUM and serve both as a library card and a canteen card.	
3. Contacting the Welcome Services upon arrival	Even after the arrival of your guest, it is still useful to contact the <a href="#">Welcome Services</a> . If required, we can offer one-to-one consultation about necessary administrative procedures as well as a welcome pack with useful information about Munich and TUM. We also offer information for accompanying partners and relatives.	<input type="checkbox"/>

### III. TUM Facilities and Resources

#### 1. Human Resources

The human resources departments in Munich and the branch offices in Garching and Weihenstephan are responsible for the hiring of international employees. They also provide comprehensive information at the Service Compass on the legal framework for the temporary employment of researchers at TUM or cooperations with the university, such as:

- Information for **foreign applicants and employees** including info sheet in German and English for recruitment. [On this site](#) you will also find samples for the Letter of Intent and the Hosting Agreement.
- **Employment forms** in German and English can be found in the [form archive](#).
- **Guidelines for visiting scholars** can be found in the [Service Compass](#).
- You can find an overview on “**University Membership vs. Facilities and Equipment Use Agreement**” as well as [further information and contact persons](#).

The [website of the central HR department](#) will lead you to your responsible HR contact person.

#### 2. 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 your guest with information on, for example, online portals or short-term accommodation for emergencies and also connects your guest to landlords interested in renting apartments to international academics. You can find further information on the [Accommodation Service's website](#).

- The Accommodation Service only supports 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 **your guest must register with the Welcome Services** (Form [Registration - International Researcher](#)).
- Please note, that we cannot guarantee that we can find a suitable apartment for your guest and that your guest should definitely continue to look for housing independently.

### 3. TUM-Kids, Family and Elder Care Center

At all three TUM campuses, the family service offers a comprehensive range of information, advice and services to successfully combine career and family life. If your new employee or guest, for example, needs information on the search for suitable childcare, the [family service website](#) serves as a great introduction.

Personal consultation is also possible. Please contact

- Family Service Munich and Garching at [familienservice@zv.tum.de](mailto:familienservice@zv.tum.de)
- Family Service Freising Weihenstephan at [familienservice@wzw.tum.de](mailto:familienservice@wzw.tum.de)
- Family Service Rechts der Isar (University Hospital): [chancengleichheit.med@tum.de](mailto:chancengleichheit.med@tum.de)

### 4. IT Support

Your first point of contact for questions and issues concerning the central IT services and applications is the [central TUM IT Support](#). For faculty-specific questions, you can also contact the [local IT support of your faculty](#).

You can find information on computer clients and IT guides under the following links:

- Provision of [computer clients](#)
- [IT Guides](#) for **employees** in German and English (IT Guide for employees, IT Guide for employees of TUM School of Medicine and Rechts der Isar Hospital, TUMonline: Introduction for employees, TUMonline: Introduction for employees of TUM School of Medicine and Rechts der Isar Hospital).
- For **visiting researchers without employment contracts** it is possible to set up a guest account. Detailed instructions for the TUMonline guest management can be found here in the [Wiki](#).

### 5. Telephone and Phonebook Entry

If you need a phone line for your new employee or guest or want to assign a new authorization, you can contact the Phone Service at your TUM location.

- [Phone Service München](#)
- [Phone Service Garching](#)
- [Phone Service Freising WZW](#)

### 6. Key - Transponder

Apply for a transponder for your new employee or guest at the key management of your TUM campus. You can find contact details in the Dienstleistungskompass under "[Schlüsselverwaltung](#)".

## 7. Library

All TUM employees and visiting academics are entitled to use the library. In addition to a comprehensive stock of (e-)media, the library also offers guided tours and training courses.

Information on the locations of all branch libraries and contact persons can be found on the [TUM library website](#).

## 8. Contact Details Welcome Services of TUM Global and Alumni Office

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

E-mail: [welcomeservices@zv.tum.de](mailto: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:

[www.international.tum.de/en/coming-to-tum/welcome-services-for-visiting-researchers/newsletter/](http://www.international.tum.de/en/coming-to-tum/welcome-services-for-visiting-researchers/newsletter/)

Technical University of Munich  
TUM Global and Alumni Office - Welcome Services  
Arcisstr. 21  
80333 München