Checklist for Hosts of International Researchers

Status: 03/2019

The Welcome Services of TUM International Center 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 international scientists and their accompanying partners and relatives. By offering guidance and support to your international guests before and during their stay, we relieve you as host of administrative tasks.

Welcome Services of the TUM International Center at a glance

- Information on visa, residence permits, insurances, taxes, pension
- Search for housing (TUM Accommodation Service) and child care 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. our monthly cultural program and intercultural training)
- Information for accompanying relatives or partners
- Newsletter for international researchers of TUM

Before Arrival

| Registration with the Welcome Services | As soon as you know that you will host a visiting researcher or new international staff at your chair, please contact us by e-mail or send your future guest the registration link for our services ("Registration - International Researcher"): https://tum.moveon4.de/locallogin/59cab53285fb960949c37960/eng |
| Check if the stay falls within the REST (REsearchers & STudents) directive | If your guest complies with the requirements of a short-term mobility according to the REST directive (Directive 2016/801 of the European Parliament), it is mandatory to report it to the Welcome Services, as the TUM is obligated to report the visit to the Federal Office for Migration and Refugees (BAMF). Let us know in case the following points apply to your guest:
  - third-country national (= non-EU citizen)
  - holder of a residence permit for the purpose of research in an EU country (exceptions: Denmark, Great Britain and Ireland)
  - Planned research stay in Germany of up to 180 days out of 360 days |
| Employment contract | Contact your human resources department as early as possible if an employment contract is to be concluded. Upon receipt of all documents, it usually takes about six weeks until the contract is available. |
### TUM Membership Status
If your guest does not receive an employment contract, check whether he / she can be assigned the TUM membership status. In exceptional cases, a conclusion of a Benutzungsvereinbarung is recommended instead.

### Letter of Intent
Guests who are non-EU citizens, require a letter of intent for their visa application at their local embassy. Please contact the Welcome Services to receive a template.

### Hosting Agreement
The hosting agreement is required to issue the residence permit according to AufenthG §20 for researchers. 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) family reunion is planned, or 3) research is planned in several European countries, this new regulation offers substantial benefits. Please contact the Welcome Services to receive a template.

### Further documents for the visa application
E.g. provide your guest with a sample of the employment or scholarship contract or the scholarship letter of award in the original.

### 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 scientists with a stay of more than 6 months will have access to the TUM Accommodation Service.

### Workstation and IT
Before the arrival of your guest, take care of setting up the TUMonline account and prepare the workstation. This includes: computer or laptop, software licenses, telephone, keys, office supplies.

### After Arrival

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<th>Task</th>
<th>Description</th>
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<tr>
<td><strong>Introduction and Briefing</strong></td>
<td>Brief your guest or new employee on the administrative processes of your chair. Important items are e.g. contact persons, working hours, application for leave, sick leave, establishment of a TUM email address, useful TUM websites.</td>
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<tr>
<td><strong>TUM PersonalCard, Legic-Card and Library Card</strong></td>
<td>Please make sure your new employee receives a TUM PersonalCard. Alternatively, visiting researchers without an employment contract need a confirmation letter issued by you, confirming their status at TUM in order to apply for a Legic-Card and a library card.</td>
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<tr>
<td><strong>Contacting the Welcome Services upon Arrival</strong></td>
<td>Even after the arrival of your guest, it is still useful to contact the Welcome Services. If required, we offer one-on-one consultation about necessary administrative procedures as well as a welcome pack with useful information about Munich and TUM. For accompanying partners our spouse service is available.</td>
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TUM Facilities and Ressources

Human Resources

The human resources departments at the three main TUM locations and the faculty service offices are responsible for the engagement of international employees. They also provide comprehensive information on the legal framework for temporary employment of researchers at TUM or cooperation with the university. You can find your competent HR department here: www.personal.zv.tum.de

- Information for foreign applicants and employees including info sheet in German and English for recruitment. Here you will also find samples for the Letter of Intent and the Hosting Agreement: https://portal.mytum.de/kompass/personalwirtschaft_public/auslaendische_beschaeftigte/
- You can find an overview on "University Membership vs. Facilities and Equipment Use Agreement" as well as further information and contact persons in the Dienstleistungskompass: https://portal.mytum.de/kompass/personalwirtschaft_public/benutzungsvereinbarung

TUM Accommodation Service

From experience, finding a suitable apartment is the biggest hurdle for incoming scientists in Munich. Therefore, we recommend starting the search for housing as early as possible. The TUM Accommodation Service supports your guest with information on e.g. online portals or short-term accommodation for emergencies and also connects your guest to landlords who want to rent apartments to international scientists. You can find further information on the website of the Accommodation Service: www.chancengleichheit.tum.de/en/accommodation-service

- 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.
- A mandatory requirement for the use of the Accommodation Service is the registration of your guest with the Welcome Services (Form Registration - International Researcher): https://tum.moveon4.de/locallogin/59cab53285fb960949c37960/eng
- 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.

TUM-Kids, Family and Elder Care Center

At all three TUM locations, 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 child care, the website of the family service serves as a great introduction: https://www.chancengleichheit.tum.de/en/family/
Personal consultation is also possible. Please contact

- Family Service Munich and Garching: familienservice@zv.tum.de
- Family Service Freising Weihenstephan: familienservice@wzw.tum.de

**IT Support**

Your first point of contact for questions and issues concerning the central IT services and applications is the central TUM IT support: [https://www.it.tum.de/en/it-support/](https://www.it.tum.de/en/it-support/). For faculty-specific questions, you can also contact the local IT support of your faculty: [https://www.it.tum.de/en/faq/it-services/general-questions-help-manuals/hilfe-support/is-there-a-local-it-support-at-the-departments/](https://www.it.tum.de/en/faq/it-services/general-questions-help-manuals/hilfe-support/is-there-a-local-it-support-at-the-departments/)

- Computer client: [https://www.it.tum.de/en/clients/](https://www.it.tum.de/en/clients/)
- IT Guides for employees in German and English (IT Guide for employees, TUMonline: Introduction for employees, TUMonline: Introduction for employees of TUM School of Medicine and Rechts der Isar Hospital): [https://www.it.tum.de/en/info/documentation-manuals/guidelines/](https://www.it.tum.de/en/info/documentation-manuals/guidelines/)
- 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: [https://wiki.tum.de/pages/viewpage.action?pageId=11667206](https://wiki.tum.de/pages/viewpage.action?pageId=11667206)

**TUM PersonalCard**

The PersonalCard is a service card for all TUM employees, includes a payment function (cash card) for the canteen and replaces the library card. All TUM locations have their respective application process. Detailed information can be found in the Dienstleistungskompass (service compass) under "PersonalCard": [https://portal.mytum.de/kompass/personalwirtschaft/personalcard/](https://portal.mytum.de/kompass/personalwirtschaft/personalcard/)

- **Researchers with employment contract**: they apply for their PersonalCard as stated in the Dienstleistungskompass.
- **Visiting researchers without employment contract**: unfortunately they cannot apply for a PersonalCard. Alternatively, they can request a Legic-Card for the canteen and a library card for the library.
- **TUM employees at the Rechts der Isar Hospital**: they apply for a MediCard as stated on the IT Support website: [https://www.it.tum.de/en/projects/archive/medicard/](https://www.it.tum.de/en/projects/archive/medicard/)

**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: [https://portal.mytum.de/kompass/infrastrukturservice_public/index_html/kompass/infrastrukturservice/telefonanschluss](https://portal.mytum.de/kompass/infrastrukturservice_public/index_html/kompass/infrastrukturservice/telefonanschluss)
- Phone Service Garching: [https://wiki.tum.de/display/tsg/](https://wiki.tum.de/display/tsg/)
Phone Service WZW: www.gm.wzw.tum.de/telefon

Key - Transponder
Apply for a transponder for your new employee or guest at the key management of your TUM location:

- Key management Munich: Josef Streicher, streicher@zv.tum.de, Ph. 089 289 22708 (best reached by phone)
- Key management Garching: Wolfgang Rauenegger, raunegger@tum.de, Ph. 089 289 - 12073
- Key management WZW: Edgar Treffler, edgar.treffler@tum.de, Ph. 08161 71 - 4468

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

- Researchers with employment contract: Your employee can activate his PersonalCard in one of the branch libraries.
- Visiting Researchers: For registration your guest needs an identity card or passport as well as a declaration of liability completed by you (the host chair or professor).

Information on the locations of all branch libraries and contact persons can be found on the TUM library website: https://www.ub.tum.de/en

Canteen and cafeteria
All information about the canteens and the acquisition of the Legic-Card can be found in German and English on the website of the Student Union: https://www.studentenwerk-muenchen.de/en/mensa/

- Researchers with employment contract: use their PersonalCard for payment in the canteen.
- Visiting Researchers: need a Legic-Card, which can be used for cashless payments in all canteens and cafeterias of the Student Union as well as many copiers, scanners and printers of the libraries.
**Contact Details**


E-Mail: welcomeservices@zv.tum.de

Phone: +49 89 289 22266

Registration link for our Online Portal for International Researchers at TUM [please choose ("Registration - International Researcher"): [https://tum.moveon4.de/locallogin/59cab53285fb960949c37960/eng](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 International Center - Welcome Services
Arcisstr. 21
80333 München