

**Registration for Services**

The Welcome Center at the International Center of Kiel University supports incoming PhD students, postdocs, professors, visiting professors, research fellows and accompanying family members in all non-academic questions regarding their stay in Kiel. If you wish to use our services, please fill out this form and send it to us by e-mail [welcomecenter@uv.uni-kiel.de](mailto:welcomecenter@uv.uni-kiel.de) or fax +49 431 880 1666 or bring it in person to Welcome Center office hours. (Tuesday 1 – 3 pm, Thursday 9 am – 12 noon)

**Personal and Contact Data\***

*Your data enables us to offer efficient support and communicate on your behalf with other offices*

<b>Last name (family name)</b>			
<b>First name (given name)</b>			
<b>Permanent e-mail address</b>			
<b>Date of birth (day/month/year)</b>		<b>Gender (m/f/prefer not to specify)</b>	
<b>Citizenship(s)</b>		<b>Current country of residence</b>	

**Address in Kiel (if already known)**

<b>Street name and house number</b>	<b>Postal code</b>	<b>City</b>

*For visiting professors and fellows:*

<b>Home university</b>	<b>City</b>	<b>Country</b>
<b>Academic status/position at home univ.</b> (e.g. Professor, Postdoc, PhD student)		
<b>Postal address at home university</b> (Please write the address as it should appear on a mailing envelope)		

**Host institution at Kiel University**

*Information about your host chair/institution enables us to prepare your stay in close cooperation with your hosts*

<b>Host institute at Kiel University</b>	
<b>Host professor</b>	
<b>Host's e-mail address</b>	
<b>Other contact person at Kiel Univ.</b>	
<b>Phone number/E-mail of contact</b>	

**General information**

Knowledge of German language	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Previous research stay in Germany	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
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**Your stay at Kiel University – Dates, status, financing, accompanying family**

*Correct data regarding your planned arrival and departure allows us to offer efficient support in immigration matters and finding accommodation*

Planned arrival date (Day/month/year)		Planned departure date (Day/month/year)	
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**Academic status at Kiel University**

- PhD student                       Professor                       Guest Professor  
 Postdoc                               Research fellow                       other

**Financing your stay**

How will you finance your stay at Kiel University?

- Contract of employment                       Paid sabbatical (from home university)                       other (please specify)  
 Scholarship/Fellowship                       Personal funds                      \_\_\_\_\_

***If you are financing your stay with a scholarship/fellowship, please indicate the funding agency.***

- Humboldt Foundation                       European Research Council                       DFG  
 DAAD     Marie Skłodowska Curie                       Chinese Scholarship Council  
 Other (please specify)                      \_\_\_\_\_

**Accompanying family**

*If your family is accompanying you during your stay at Kiel University, please provide the following information about your family members so that we can offer the required services.*

Will your spouse accompany you?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Will any of your children accompany you?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

Ages of accompanying children (in years e.g. 2, 5, 6) \_\_\_\_\_

Other remarks regarding children/family \_\_\_\_\_

**Services/support needed:**

- |   |  |
|---|--|
| <input type="checkbox"/> Info on Visa regulations | <input type="checkbox"/> German lang. courses                    |
| <input type="checkbox"/> Info on residence permit | <input type="checkbox"/> Health insurance/other insurance        |
| <input type="checkbox"/> Help with Accommodation  | <input type="checkbox"/> Help with municipal offices, tax office |
| <input type="checkbox"/> Childcare/Schools        | <input type="checkbox"/> Financial – Taxes, Bank account         |

**How did you hear about the Welcome Center?**

- |  |   |
|--|---|
| <input type="checkbox"/> Recommendation of my host institute             | <input type="checkbox"/> Another international researcher |
| <input type="checkbox"/> Recommendation of the University administration | <input type="checkbox"/> University website               |
| <input type="checkbox"/> Other   |   |
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**\*Privacy information**

The International Office and its subsidiary office *Welcome Center for International Researchers and Scholars*, aim at supplying efficient support for internationally mobile researchers, visiting scholars and international PhD students. In order to do so, the International Office requires data from all international guests for the following services:

1. Help with the visa application/residence permit process
2. Preparation of your arrival and stay at Kiel University
3. Search for accommodation
4. Support for accompanying family members
5. Support during your first days in Kiel, with university and/or municipal offices
6. Information about events for international researchers
7. Contact after leaving Kiel University

Your data is handled exclusively by employees of the International Office and Kiel University, who are sworn to secrecy by their work contracts. The handling and storage of your data complies with German laws for data protection and security. No third party has access to your data or the physical location of the data servers. Your data is only forwarded to third parties, if necessary for rendering the services required.

I hereby confirm I have read the privacy information and agree to the storage of my data for the purposes mentioned therein.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Thank you very much for your response!

Please send the completed form to us by e-mail [welcomecenter@uv.uni-kiel.de](mailto:welcomecenter@uv.uni-kiel.de) or fax +49 431 880 1666 or bring it in person to our office hours. (Tuesday 1 – 3 pm, Thursday 9 am – 12 noon)