

CHECKLIST FOR INTERNATIONAL RESEARCHERS**Before coming to Kiel**

1. Get in touch with your **host institute** at Kiel University to let them know when you will arrive. Arrange a time to meet after your arrival.
2. Start early collecting the **documents** you will need for your stay. Some may need to be translated into German or English. Important documents to bring with you:
 - a. A passport, or equivalent identification, valid for your entire stay in Germany;
 - b. A visa for yourself and any accompanying family members. We strongly encourage you to apply for a visa as soon as possible. Waiting times for appointments can be long and applications for accompanying family members may take especially long. You can apply for a visa at the German embassy or consulate in your country;
 - c. Documentation of your fellowship/scholarship/job offer/work contract or other proof of financing, covering your cost of living for the duration of your stay;
 - d. Several passport pictures for various pieces of identification (e.g. residence permit);
 - e. Birth certificate(s) and marriage certificate (best if officially translated into German);

These documents are also recommended:

- f. Documentation of any special or prior medical conditions (possibly including recent X-ray images) and any medications you may presently require;
 - g. Your vaccination records, if possible in an internationally intelligible format.
3. All people living in Germany - Germans and non-Germans alike - are required by law to have valid **health insurance** for the entire time they are in Germany.
 - a. If your current health insurance is valid in Germany, you need proof of validity (notarized copies of insurance documents in German or English). *Required for the residence permit.*
 - b. Employees of the university organize and pay for their health insurance through the university. It is advisable to get temporary travel health insurance for the first days you are in Germany before you sign your work contract.
 - c. Unless their current health insurance is valid during their stay in Germany, Fellowship /scholarship holders need to buy health insurance for their entire stay before travelling to Germany. *Please check this before leaving for Germany.*
4. **Children** age 6 to 16 living in Germany are required to attend school. Children from the age of 1 to 6 are eligible for day care. It is advisable to inquire about schools/day care before you leave for Germany. The [Family Service Office \[www.familien-service.uni-kiel.de/en\]\(http://www.familien-service.uni-kiel.de/en\)](http://www.familien-service.uni-kiel.de/en) helps with schools/day care.
5. **Accompanying spouses** who wish to **work** in Germany should apply for a visa with the designation "*Erwerbstätigkeit gestattet*" employment allowed.
6. It is advisable to start the search for **accommodation** as soon as you know when you will be in Kiel – if possible at least six months ahead of arrival.
 - a. As an international guest scientist, you may be able to stay in one of our guesthouses (depending on availability) www.international.uni-kiel.de/en/guest-houses .
 - b. International PhD students may be able to stay in one of the dormitories (depending on availability). Contact welcomecenter@uv.uni-kiel.de to inquire.
 - c. The central Welcome Service of Kiel University also has a housing [page](http://www.welcome.uni-kiel.de/en/housing). <http://www.welcome.uni-kiel.de/en/housing>
7. If you plan to bring a **car** to Germany or wish to **drive** here please note the following:
 - a. Citizens of the EU, Liechtenstein, Norway and Iceland: Your driving license is valid in Germany, just as it is in your home country.
 - b. Citizens of other countries: You can drive for six months with your existing driving license from the day you register your residence. After this, you will need a German license. Whether you will have to take a test depends on which country issued your driving license.
 - c. All cars of residents in Germany need to be registered. You can do this at the nearest car registration office. You will need your vehicle title (proof that the car belongs to you) and your motor vehicle insurance policy.