

# Checklist for International Guest Doctoral Candidates

The [Welcome Office](#) of the [TUM Graduate School](#) (TUM-GS) is an advice and service point for (international) doctoral candidates, guest doctoral candidates and their host chairs/ research groups at TUM. With this checklist we would like to support you as a **guest doctoral candidate** (in the following: **guest**) at TUM.

If you are a regular doctoral candidate (obtaining a TUM doctoral degree) please consult the „[Checklist for International Doctoral Candidates](#)“.

If you are looking for information on what to do before leaving TUM/ Germany, please consult “[Before departure – Checklist for International Doctoral Candidates](#)”.

Please note that international postdocs and international visiting professors are supported by [the Welcome Services](#) of the TUM Global & Alumni Office.

## Support offer of the TUM Graduate School Welcome Office for guests:

- Information on the possibilities of a guest doctorate at TUM including funding and application.
- Information on visa, residence permits, insurance, advice on looking for accommodation (no accommodation service!).
- Information on guest enrollment.
- Information on further relevant TUM-GS services (cultural events) as well as TUM-services (German language courses).

## Contact:

TUM Graduate School - Welcome Office  
Technical University of Munich

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Homepage: <https://www.gs.tum.de/en>

✓ Checklist – before arrival	
<input type="checkbox"/>	Information on guest doctorate/ Welcome Office of the TUM-GS
<input type="checkbox"/>	Applying for a visa/ Hosting Agreement/ Invitation Letter
<input type="checkbox"/>	REST Directive EU (REsearchers & STudents)
<input type="checkbox"/>	Applying for a residence permit (making appointments)
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Looking for accommodation
<input type="checkbox"/>	Family
<input type="checkbox"/>	Helpful networks
<input type="checkbox"/>	Discover Munich, Garching and Freising
✓ Checklist – after arrival	
<input type="checkbox"/>	Moving into your new apartment
<input type="checkbox"/>	Registering your address/ Licence Fee
<input type="checkbox"/>	Applying for a residence permit
<input type="checkbox"/>	Opening a bank account
<input type="checkbox"/>	Guest enrollment
<input type="checkbox"/>	Your workplace at TUM/ User Agreement
<input type="checkbox"/>	IT Support/ TUMonline guest account/ TUM guest ID
<input type="checkbox"/>	GuestCard
<input type="checkbox"/>	Course offer at the Graduate Center/ at TUM Graduate School
<input type="checkbox"/>	University Library/ Language Center
<input type="checkbox"/>	TUM Campus App
<input type="checkbox"/>	Leisure/ culture

Further information – before arrival	
Information on guest doctorate/ Welcome Office of the TUM-GS	You will find selected information for guest doctorate on our <a href="#">website</a> . <a href="#">Contact us</a> any time you are in need of further information or support!
Applying for a visa/ Hosting Agreement/ Invitation Letter	<p>Future guests who need a <a href="#">visa</a> must contact and arrange an appointment at the relevant German embassy/consulate as soon as possible. <a href="#">Depending on the length of stay</a> a short-term Schengen visa or a visa for researchers (§18d residence act) will usually be issued.</p> <p>Your future host will usually provide you with following documents:</p> <ul style="list-style-type: none"> <li>- <a href="#">Hosting Agreement</a> needed for the visa for researchers (§18d residence act) which needs to be signed by both you and your host supervisor.</li> <li>- an Invitation Letter.</li> </ul>

<p>REST Directive EU                  (REsearchers &amp;                  STudents)</p>	<p>Guests who meet the requirements for the <a href="#">short-term mobility</a> according to the REST Directive (<a href="#">Directive (EU) 2016/801 of the European Parliament and the Council</a>) need to be registered at the federal Office for Migration and Refugees by the TUM-GS Welcome Office. Please contact us <b>in case</b>:</p> <ul style="list-style-type: none"> <li>- you are not an EU-national and</li> <li>- you already have a residence permit for research purposes in an EU country (except Denmark, Great Britain and Ireland) and</li> <li>- your planned research stay at TUM will be less than 180 days during a period of maximum 360 days.</li> </ul>
<p>Applying for a                  residence permit                  (making                  appointments)</p>	<p>All non-EU/EEA nationals must apply for a <a href="#">residence permit</a> (<i>Aufenthaltserlaubnis</i>) at the local Foreigners Registration Authority (<i>Ausländerbehörde</i>) responsible for their respective area of residence no later than 90 days after arrival. We recommend you to arrange your appointment <a href="#">online</a>* already before your arrival. <b>Please note that the processes relating to your residence permit (as well as future extensions!) often take a lot of time. We therefore strongly recommend that you arrange further appointments and take care of necessary documents, including certified copies, well in advance.</b></p> <p><i>*website in German</i></p>
<p>Insurance</p>	<p>Please make sure you have a valid <a href="#">health insurance</a> and if necessary other <a href="#">insurances</a> for you and your accompanying family (if applicable). Please especially clarify a suitable (lab) liability insurance. A valid health insurance will as a rule already be required for the visa application.</p>
<p>Looking for                  accommodation</p>	<p>Please remember that accommodation in Munich is scarce and expensive, therefore you'll need to start your search as soon as possible. The TUM-GS Welcome Office can support you with helpful information and advice.</p>
<p>Family</p>	<p><a href="#">TUM Family Service</a> offers a comprehensive range of information, advice and services relating to the compatibility of work and family at the three big TUM locations.</p>
<p>Helpful networks</p>	<ul style="list-style-type: none"> <li>- <a href="#">EURAXESS Germany</a> - portal and network for internationally mobile researchers</li> <li>- <a href="#">Research in Germany</a> - by the Federal Ministry of Education and Research and the German Academic Exchange Service (DAAD)</li> <li>- <a href="#">Research in Bavaria</a> - by the Bavarian State Ministry of Science and the Arts.</li> </ul>
<p>Discover Munich,                  Garching and                  Freising</p>	<p>Take a <a href="#">virtual</a> look around Munich and download various <a href="#">city maps and brochures</a>. Find support and new friends in Munich's large and diverse <a href="#">expat communities</a>. Get acquainted with with <a href="#">northern Munich</a>, including Garching and <a href="#">Freising</a>. Familiarize yourself with the location of your future workplace/research group at TUM. Please also note that TUM has multiple locations, e.g. in <a href="#">Straubing</a> and <a href="#">Heilbronn</a>.</p>

Further information – after arrival	
Moving into your new apartment	When moving in, please remember to get the necessary landlord's confirmation ( <i>Wohnungsgeberbestätigung</i> ) and the handover protocol ( <i>Übergabeprotokoll</i> ). Put your name on your letterbox as soon as possible.
Registering your address/ Licence Fee	In Germany you are obliged to <a href="#">register your address</a> two weeks after arrival at the latest. Your landlord will issue you a confirmation ( <i>Wohnungsgeberbestätigung</i> ) necessary for the registration. You might need your registration certificate in the future, so keep it safe. As a rule, you will have to pay the <a href="#">Licence Fee</a> from the time you register in Germany.
Applying for a residence permit	All non-EU/EEA citizens staying longer than 90 days need to apply for a for a <a href="#">residence permit</a> ( <i>Aufenthaltserlaubnis</i> ) at the local <a href="#">Foreigners Registration Authority</a> ( <i>Ausländerbehörde</i> ) responsible for their respective area of residence (e.g. KVR, Landratsamt München/ Freising). Please note that you will need a residence permit for stays of 90 days and longer even if you do not need a visa to enter Germany and are a citizen of a non-EU/EEA member country.
Opening a bank account	For a longer stay you might need a German <a href="#">bank account</a> . For this, your ID, your visa/ residence permit and your registration certificate will be required.
Guest enrollment	Doctoral candidates from TUM's <a href="#">international partner universities</a> , participants in one of <a href="#">TUM-GS exchange programs</a> and those with HELENA/ HEPP can voluntarily <a href="#">enroll</a> as guest doctoral candidates at TUM if their research stay at TUM lasts at least 3 months. The enrollment is voluntary and gives access to student discounts, e.g. the <a href="#">basic semester ticket</a> . If you fulfil the requirements and wish to be enrolled, please contact the TUM-GS <a href="#">Welcome Office</a> .
Your work place at TUM/ User Agreement	If your work place is at a TUM chair/ research group, you will be introduced to relevant administrative processes (e.g. the premises, contact persons, insurance status, procedure in the event of illness, useful TUM websites ( <a href="#">MyTUM portal</a> *, <a href="#">service compass</a> *, <a href="#">CAMPUSonline</a> * etc.)). Other work equipment might be also made available (including PC/laptop, software licenses, telephone, keys, office supplies). In case a <a href="#">guest enrollment</a> is not desired/ possible, a <a href="#">user agreement</a> ( <i>Benutzungsvereinbarung</i> )* might be necessary for the use of TUM facilities. * you will be able to view this information once you have your TUMonline account
IT Support/ TUMonline guest account/ TUM guest ID	The central <a href="#">TUM IT support</a> is your first point of contact for questions and problems relating to central IT services and applications. For faculty-specific questions you can also contact the <a href="#">local IT support</a> of your faculty. The guest administrator of your chair/ research group will create a <a href="#">TUMonline guest account</a> with a <a href="#">TUM guest ID</a> for you.

GuestCard	In case you do not wish to/ cannot enroll as a guest doctoral candidate, ask about a <a href="#">TUM-GuestCard</a> , which will identify you as a member of TUM and also work as a library card and a card to the student canteen/ cafeteria.
Course offer at the Graduate Center/ at TUM Graduate School	Enquire at your host's <a href="#">Graduate Center</a> about possible course offers. The <a href="#">Transferable Skills Training</a> offered by TUM GS is available to you if there are sufficient free spots.
University Library/ Language Center	Guests are also entitled to use the <a href="#">university library</a> (barring some restrictions for holders of a guest account). In addition to an extensive range of (e-)resources, it also offers library tours as well as various training courses. Please also have a look at the special German courses offered for all doctoral candidates by the <a href="#">Language Center</a> .
TUM Campus App	The <a href="#">TUM Campus App</a> will help you get oriented around TUM.
Leisure/ culture	Take a look at the TUM-GS <a href="#">cultural event program</a> as well as at our social network channels <a href="#">LinkedIn</a> and <a href="#">Instagram</a> !