



Checkliste I: Before your arrival

This Checklist is meant to help you to prepare your prearrangements before arriving in Heidelberg:

- Start planning your research stay in time and arrange the exact dates with your host institute.
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- Compile the important documents (see list of documents)
- Apply for a visa (also for any family members accompanying you)
- Take out a health insurance (also for partners and children)
- Inform yourself about housing offers and start the search for accommodation as soon as possible.
- If necessary, ask in time about offers for child care and/or schooling.
- Online registration at the Welcome Centre of Heidelberg University.

Important documents

Following documents are normally required before entering the country:

- Passport or identification documents for you and your family members accompanying you, valid during the entire length of your stay in Germany.
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- A visa (also for family members accompanying you) and a hosting agreement for a researcher visa
- Proof of being covered by a health insurance
- Invitation letter of the University or confirmation of a scholarship
- Certified copies of the degrees, in German or English, and, if applicable.
- Up to two biometric photographs for your residence permit. More photos could be required for the additional identification cards you might need during your stay

In several cases, also following documents are required:

- Birth certificate for your children (if possible in German translation, since depending on the country, a legalization of the certificate or an apostille might be necessary)

- Marriage certificate (if possible in German translation, since depending on the country, a legalization of the certificate or an apostille might be necessary)
- Notarized copy (translated into German or English) of the PhD degree or other academic degree.
- Vaccination card, preferably in an international form
- A statement of prior diseases (possibly recent radiographies) and a list of current medication needed.
- In case you want to drive during your stay in Heidelberg you would need an international driver's license or the foreign driver's license, depending on your home country, with or without translation. In case you want to take your own country to Germany you would need further documents such as a liability insurance, for example.
- In case you have signed a working contract with the University, you will need, depending on the contract, further documents. Please inform yourself before your arrival about the required documents
- In case you have a liability insurance or a private accident insurance in your home country and those are valid in Germany, please bring also with you a certificate proving this.

Checklist II: after your arrival

These are the first steps you should take after your arrival:

- Register in the Online Portal for visiting scholars of the Welcome Centre (if you hadn't done it before your arrival) and pick up your visiting scholar card at the Welcome Centre.
- Sign your rental contract. Your landlord/-lady also has to sign the form confirming your place of residence ("*Wohnungsgeberbescheinigung*"). Place your name on the letterbox.
- Register yourself (and your family) in the City Hall (Bürgeramt). For this purpose, a passport and the above mentioned form are required.
- Open a bank account.
- Sign your working contract, if applicable. Please keep in mind that you will have to show a good conduct certificate, issued at the City Hall. You also need to inform your employer about your Tax identification number. This number is sent to your address after your registration in the City Hall-
- Take out a health insurance, in case you do not have one, that covers your entire stay. The proof of a health insurance is also mandatory for obtaining a residence permit.
- Take out a private liability insurance or a private accident insurance, if applicable.
- Extend your visa and apply for a residence permit (also for partner and children), if you are staying longer than three months.
- Enroll your children to kindergarten or school.
- Apply for a library card, a campus card (for the cafeteria) and install your working place (internet).
- If you have a working contract for at least six months with Heidelberg University and you regularly use public transportation, apply for a Job-ticket. Scholarship holders can also apply for a monthly card (more information on the website of the VRN)
- Inform yourself in time about possible tax payments and pension benefits, that could result from your working contract.

Checklist III: Before your departure...

Please keep in mind that you have to settle some organizational aspects before your departure. We recommend to start planning three months before departure. Following schedule should help you to organize a calm departure.

Attention: In case of doubt ask for the notice period of your contracts!

Three months to go

- Terminate your rental contract in time.
- Sort out with your landlord if there are any renovation jobs you should do before you leave.
- Terminate your contract with your supplier of electric energy
- It might be helpful to contact a tax accountant for the tax declaration. On the site of the German Tax Accountant's Association, you might find a tax accountant in your region: www.dstv.de.
- In case you received a salary from the University and you paid social contributions: make an appointment with a counselor of the German Pension Insurance to talk about your pension benefits. The Welcome Centre is happy to help you looking for a counselor.
- Sort out with the HR department or your scholarship if your last payment can be transferred before your departure. In many cases the departure and the move from Heidelberg overlap.
- Terminate your insurances in time (health insurance, liability insurance, accident insurance, household insurance, car insurance)
- Terminate your telephone contract and your internet and TV access.
- Terminate your newspaper or journal subscriptions
- Terminate your membership in clubs, associations, etc.
- If your next destiny is another European country, we suggest to get in touch with the contacts of EURAXESS Service Centers there. They can help you to organize your new stay at your new destiny: <http://ec.europa.eu/euraxess>

One month to go:

- Give notice of departure at the City Hall
- If you have children, sign them off from their schools or kindergarten
- If you want to sell a car in Germany or take it back to your home country, notify the responsible licensing office and your car insurance. Please keep in mind the formalities

regarding the export of cars bought in Germany (Notification of exports at the customs office). www.zoll.de

- Terminate your seasonal tickets for the public transportation, for example, the job ticket.
- Settle the back payment of your deposit, which must be paid back to you by the landlord with interests after you moving out.
- If necessary, arrange a forwarding request at the Post office, so the post can be forwarded to your new address: www.efiliale.de > Nachsendeservice
- If you are registered at the contribution service of German Broadcasting (**Beitragservice von ARD, ZDF und Deutschlandradio**) give notice of your departure: www.gez.de
- Bring back the borrowed medias to the university library, institute library or city library. And notify them of your departure-
- In case you want to send back baggage by parcel shipping, make an appointment with a company to pick up your luggage.
- Since you presumably will keep doing online banking with your bank account, we suggest you to terminate your bank account shortly before your departure.
- We would be very glad if you wish to stay in touch with Heidelberg University. Become a member of Alumni via following link: www.alumni.uni-heidelberg.de

Day of departure:

- Note down the count of the electricity, gas, water consumption in the completion certificate, which should be also signed by your landlord. You can find an example for a completion certificate in the download Centre of the Welcome Centre.
- Examine the staircase and the apartment for possible damages.
- Depending on your arrangement with your landlord, clean thoroughly the apartment.
- Give over the empty apartment and give the landlord the keys.

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