

Get in touch with the Welcome Service and ask the researcher you are hosting to register on our website.

The Welcome Service supports host institutes and research institutions on all matters relating to the stays of visiting international researchers. It is easier for us to do this if the researcher registers on our online portal. You can find the online form on our website: www.uni-due.de/welcome-service/en/

Please also send us a short email (welcome@uni-due.de) stating that you are going to host a visiting researcher and letting us know what support you need. Particularly in the cases of visiting researchers from non-EU countries, those whose families are travelling with them and those who are searching for a place to live, the following applies: the further in advance you inform us, the better.

Issue an invitation letter.

If the international researcher comes from a non-EU country and needs to apply for a visa to enter Germany, they require an invitation letter from your faculty or research institution to present to the responsible embassy. Confirmation of supervision is required in order to enrol international doctoral students. You can find out here what information the letter should contain:

<https://www.uni-due.de/welcome-centre/visa.php#Einladungsschreiben>

If an employment contract is to be concluded, please involve the Personnel Division as early as possible.

Please submit the required documents to the Personnel Division the sufficient amount of time in advance so that the contract is ready to be signed on time. In the case of international staff, a contract is concluded subject to a residence permit being issued. If the visiting researcher requires an employment contract to apply for a visa and this contract is not yet available, a confirmation of the employment offer is also sufficient. You can get this from the Personnel Division. You can get English translation aids for the documents required for employment from the Personnel Division.

If the visiting researcher is to be enrolled as a doctoral student, establish the equivalence of their qualifications.

In order to have the equivalence of your researcher's qualifications checked, please email the following documents to gleichwertigkeit@uni-due.de:

- confirmation of supervision
- bachelor's degree certificate & transcript of records (original copy & a German or English translation)
- master's degree certificate & transcript of records (original copy & a German or English translation)

If these qualifications are established to be equivalent, you will receive a confirmation of equivalence that the researcher needs to present when they enrol with the International Office. This confirmation of equivalence can also be used to request for the candidate to be admitted to doctoral studies by the Doctoral Degree Board. In the fields of medicine and chemistry,

confirmation of admission must also be presented when enrolling, but in all other subject areas it can be presented within the first semester.

- **If the visiting researcher will not receive an employment contract or be enrolled at UDE, we recommend concluding a visiting researcher contract.**

In this contract, matters such as the duration of the stay, intellectual property, the obligation to follow the principles of good research practice, the reimbursement of travel expenses, and insurance obligations are covered. Please talk to us about drafting a visiting researcher contract.

- **If the visiting researcher needs a visa in order to enter the country, please involve us at an early stage.**

We provide advice on the different types of visa and the required documents, issue hosting agreements for visas for research purposes and organise appointments with the local immigration offices.

In accordance with Section 18d of the Residence Act (*Aufenthaltsgesetz*), a hosting agreement is necessary for requesting a visa or residence permit for research purposes. This regulation particularly applies to visiting researchers from a non-EU country who will stay in Germany for more than three months. The Welcome Service will take care of issuing the hosting agreement.

- **Inform the Welcome Service if the visiting researcher needs support in finding a place to live.**

We are happy to provide support in finding a place to live. The earlier we are involved in this process, the better.

If you would like to book an apartment in an international guesthouse through your faculty, please contact the Studierendenwerk student services. The Studierendenwerk runs a guesthouse on each campus for visiting international researchers. However, bookings should only be made once it has been established when exactly the researcher will arrive in Germany, i.e. once they have received a visa. If the researcher is going to do the booking themselves, we are happy to support them.

- **Organise a suitable workstation.**

Please consider that the computer may need to be adapted to the requirements of the international researcher, for example by changing the language of the operating system or Microsoft Word to English.

- **Ensure that your researcher receives a staff or visitor ID card and University credentials.**

If you are concluding an employment contract with your visiting researcher, they will automatically receive a staff ID card and University credentials. International doctoral students receive a student ID card and University credentials when they enrol. For visiting researchers who will not have an employment contract or be enrolled as a doctoral students, it makes sense to request a visitor ID card and visitor University credentials. Both of these can also be issued or set up for shorter stays. Please find further information here:

https://www.uni-due.de/welcome-service/fua_unikennung.php