



## Important documents for your stay in Heidelberg

Please make sure that you bring the following documents with you to Germany before entering the country:

- ▶ A passport or equivalent identification document. This document must be valid for the duration of your entire stay in Germany.
- ▶ Non-EU-citizens: A visa for yourself and for any family members accompanying you. Please be sure to apply for the visa as early as possible. Although you may receive your own visa fairly quickly, many visitors experience delays in receiving visas for their family members. Some countries (e.g. USA, Australia, Japan) are so-called privileged countries and therefore exempt from the entry visa regulation. If your stay is financed by a working contract, we suggest nevertheless to apply for a visa. Normally, you will receive a visa permitting you to stay a maximum of three months in Germany. The visa may be extended, if necessary after you arrive in Heidelberg. Further, it is also possible to obtain a National visa valid for up to one year, given that you are not planning to stay longer than one year. Please inquire at your local German Embassy, whether you need a visa or not and, if needed, the visa could be extended for the entire duration of your stay.

In order to apply for a researcher visa you need a hosting agreement. The hosting agreement is exclusively issued by the Welcome Centre. Please contact us, in case you need a hosting agreement.

- ▶ Proof of income: Confirmation from your funding organization of the award of a research fellowship, binding confirmation of employment at Heidelberg University (*Einladungsschreiben*), or a proof of sufficient economic resources, if you are financing your stay by your own means.
- ▶ Certified copies, in German or English, of your PhD certificate or further certificates.
- ▶ Several passport photos for the various identification documents that you will need while in Heidelberg (please note the passport photo guidelines as determined by the Federal Ministry of the Interior here: [www.epass.de](http://www.epass.de), in German only).
- ▶ Your marriage certificate and your children's birth certificates in case your wife and/or your children are accompanying you. In many cases, non-EU-citizens need to provide a German translation and legalization of those certificates. Please check with the German Embassy/Consulate which regulations apply to your case.
- ▶ Confirmation of your health insurance coverage, if your coverage is also valid for your visit to Germany. Please remember that you must have health insurance coverage for yourself

and any family members beginning the first day of your stay in Germany. This is required for your residency permit. If the health insurance that you have in your home country will not cover you while you are abroad, you must obtain health insurance in Germany for the duration of your entire stay.

- ▶ If you have personal liability or private accident insurance in your home country, you should find out, whether the coverage is also valid in Germany. If so, please bring the appropriate documents with you.
- ▶ Your vaccination certificate, preferably in an international form (if necessary, measles vaccine for the children).
- ▶ If applicable, a statement regarding any current or previous diseases (also any recent X-rays), as well as any medication you are taking at the time of your departure.
- ▶ Your vaccination records, if possible, an international certificate of vaccination.
- ▶ An international driver's license or your home country driver's license, if you intend to drive a car while in Germany.
- ▶ An international "green" insurance card to confirm that you have an automobile liability insurance that is valid in Germany (if you plan to bring your own car to Germany).
- ▶ Confirmation from your automobile liability insurance provider that you have an accident-free driving record. This will enable you to obtain a lower insurance premium if you intend to take out liability insurance while in Germany.

Please go to our "Download Centre" ([http://www.zuv.uni-heidelberg.de/international/downloadcenter\\_engl.html](http://www.zuv.uni-heidelberg.de/international/downloadcenter_engl.html)) to find other helpful information for your stay in Heidelberg.