CHECKLIST FOR HOST CHAIRS

Before Arrival

1. Contact the Welcome Center and register your new guest/employee to let us know their individual needs (accommodation, childcare, etc.).
2. Invitation letter and/or Hosting agreement for the visa application. The invitation should contain at least the following information: • Name as stated in passport, date of birth, and place of birth of the guest • Planned academic activities • • Duration of stay • • Name of faculty and host • • Funding • • If already known, address of accommodation in Regensburg
3. Human Resources Department and enrollment at the Registrar's Office • If your guest will have an employment contract at UR, please contact the Human Resources Department. • If your guest is pursuing a doctorate at UR, clarify whether enrollment at the Registrar's Office is advisable.
4. Arrival with children: Please let us know if your guest requires daycare/preschool services. Together with UR Family Services, we are happy to assist your guest in finding childcare.
5. RZ - Account for your guest Inform your Workgroup Manager in advance so that your guest has Internet access from day one.

CHECKLIST FOR HOST CHAIRS

At Arrrival

After your guest arrives, there are a few formalities to take care of.
The Welcome Center will be happy to assist you and your guest with the following steps:

1. Welcome Package
The Welcome Center provides all newly arrived guests with an individual digital Welcome Package.

2. Applying for a Mensa, library and sports card

- Information about the Mensa card and Sports Center are included in the Welcome Package. To obtain a library card, the Welcome Center can - on request - issue a document for submission at the library.

3. Take out health insurance

- If your guest is employed at the university, he/she needs to apply for membership with statutory health insurance. If your new guest's stay is financed bay a scholarship or self-financed, private health insurance must in general be taken out with a German insurance provider (unless there is sufficient insurance cover).

4. Registration with the city

- Non-EU citizens must register their address with the local immigration office and apply for a residence permit (if applicable). Forms and support are available from the Welcome Center.
- EU citizens can register at the local Bürgerbüro.

5. Open a bank account
You will need the address registration confirmation (issued by the immigration office/Bürgerbüro)

6. Tax ID
After registering with the city, the guest will receive a letter from the Finanzamt (financial authorities) with their tax ID. For short-term stays for which a registration is not necessary, the tax ID can be applied for in advance.

If you have any questions about these topics, please feel free to contact us.