

# Checklist for Guests

## Before arrival

### 1. Registering with the Welcome Center

In order for us to advise you, please contact us in good time before your arrival. Upon request, we will send you a link for registration. Write us to [info.welcome-center@ur.de](mailto:info.welcome-center@ur.de)

By registering, you will receive information and support on the topics you are interested in, and we can help you plan your stay.

### 2. Visa

Please check several months before your stay whether you need a visa to enter the country. Find out in good time about the specific visa requirements for your home country for entry and residence in Germany. Contact the relevant German diplomatic mission in your home country to obtain comprehensive information in advance.

**The following documents must generally be submitted to the German diplomatic mission:**

- *Visa application*
- *Invitation letter from the supervising professor with a brief description of the research purpose*
- *Hosting agreement, if applicable (see below)*
- *Proof of financial support*
- *Proof of health insurance*
- *Birth certificate*
- *Passport*
- *Biometric passport photos*
- *In the case of planned family reunification, marriage certificate with apostille (if applicable) and birth certificates of the children*

### 3. Accommodation

Finding accommodation takes time, so start looking for suitable accommodation several months before your arrival. The Welcome Center will be happy to assist you. Please write to us:

[accommodation.welcome-center@ur.de](mailto:accommodation.welcome-center@ur.de)

### 4. Health Insurance

Please note that you (and all accompanying family members) must have adequate insurance coverage for your entire stay.

Your insurance coverage is closely linked to your financing: if you have an employment contract with the university, you will automatically be covered by statutory health insurance. However, until your employment contract begins, you must arrange private health insurance, just like everyone else who finances their stay in a different way. The Welcome Center will be happy to advise you on this.

### 5. Traveling with family

you would like to bring your family with you, you must apply for a visa for your partner in good time.

For the necessary documents and further information, please contact the German embassy in your home country. Your family members will then be granted a residence permit for the purpose of family reunification after entering the country.

If you are not married and want to bring your partner with you, please contact the Welcome Center.

For preschool-aged children, it is important to arrange childcare early, as there are long waiting lists. It is very useful to register with the City of Regensburg's Kita-Planer (daycare planner):

[Daycare planner of the City of Regensburg](#)

# Checklist

## Upon arrival and during your stay

### 1. Registration with the City of Regensburg

In Germany, all citizens must register their address at their place of residence. This registration should be done within 7 to 14 days after moving into your apartment or room.

#### *Immigration Office (non-EU citizens)*

Address:

Amt für Ausländerangelegenheiten

Maximilianstraße 26

93047 Regensburg

Opening hours:

Mon, Tue, Thur und Fri: 8.00 - 10.30

Email:

[aaa@regensburg.de](mailto:aaa@regensburg.de)

#### *Local Citizens' Office (EU citizens)*

Address:

Bürgerbüro Stadtmitte

D.-Martin-Luther-Str.3

93047 Regensburg

Opening hours:

Mon-Fri: 8.00 - 16.00 Uhr

Thur: 8.00 – 17.30 Uhr

Email:

[buergerbuero@regensburg.de](mailto:buergerbuero@regensburg.de)

### 2. Broadcasting license fee

After registering your address with the Citizens' Office/Foreigners' Registration Office, you will receive a letter regarding the broadcasting license fee "Beitragsservice von ARD, ZDF und Deutschlandradio" (ARD, ZDF, and Deutschlandradio contribution service). The broadcasting license fee must be paid by every household.

You can register, change, or cancel your broadcasting license fee [here](#).

### 3. Open a bank account

If you are planning a longer stay, you will need a German bank account to pay your rent, telephone and radio license fees, or, for example, to provide proof of financial means for your residence permit. There are numerous banks in Regensburg as well as several online banks to choose from..

**You will generally need the following documents to open an account:**

- *Confirmation of registration*
- *Identity card or passport (with visa)*
- *Employment contract or scholarship notification or letter of invitation from your supervisor*
- *Tax number (tax ID)*
- *Enrolled doctoral students need their enrollment certificate*

### 4. Residence permit

A visa and a residence permit are two different documents. A visa allows you to enter Germany. A residence permit allows you to stay in Germany for a longer period of time. If you stay in Germany longer than the duration of your visa, you must apply for a residence permit. The Welcome Center will assist you.

### 5. Life in Regensburg

Mobility in Regensburg, life on campus, culture in the city and university, healthcare system – there is so much to discover! We have put together some information for you on our [homepage](#).