

# CHECKLIST FOR HOSTS



Universität Regensburg



## Pre-Arrival

	WHAT TO DO	SUPPORT
1.	<p><b>Get in touch with the Welcome Center to sign up your new guest.</b> Please let us know what services he/she needs or wishes (accommodation, child care, schooling, etc.)</p>	
2.	<p><b>If visa is needed, issue an invitation letter and/or hosting agreement for the visa application.</b> The letter should include following details:</p> <ul style="list-style-type: none"> <li>• Guest's name (as appears in passport), birth date and birth place</li> <li>• Planed research project</li> <li>• Length of stay</li> <li>• Host professor's name, department and faculty</li> <li>• How will the research stay be financed</li> <li>• If already known, address in Regensburg</li> </ul>	<p>If desired, consultation by Welcome Center</p>
3.	<p><b>Human Resources Department and Enrolling at the Registrar's Office</b></p> <ul style="list-style-type: none"> <li>• If your guest will be working at UR with a <b>work contract</b>, then please contact the <b>Human Resources Department</b>.</li> <li>• If your guest is a PhD candidate at UR, please find out whether he/she wants to <b>enroll</b> at the Registrar's Office (Studentenkanzlei).</li> </ul>	<p>For further information regarding the enrollment process, please contact <a href="mailto:phd.welcome-center@ur.de">phd.welcome-center@ur.de</a></p>
4.	<p><b>Help your guest to search for accommodation</b></p> <p>We can assist you in finding appropriate accommodation. Please note that you need to sign up your guest in advance at the Welcome Center for this service.</p>	<p>Please contact <a href="mailto:accommodation.welcome-center@ur.de">accommodation.welcome-center@ur.de</a></p>

	WHAT TO DO	SUPPORT
5.	<p><b>Should your guest need childcare or schooling options for his/her child/ren, please let us know</b></p> <p>In collaboration with the UR Family Service, we help you to search for appropriate child care / school.</p>	<p>Please contact:  <a href="mailto:info.welcome-center@ur.de">info.welcome-center@ur.de</a></p>
6.	<p><b>RZ account for your guest</b></p> <p>Please inform your computer administrator (<i>Workgroup Manager</i>) with plenty of time in advance so that your guest has internet access from the first day on.</p>	
7.	<p><b>Organize an appropriate working area</b></p> <p>Your guest may need an English version of the operating system or Microsoft Office program. Consider whether it is necessary to have a keyboard with other characters.</p>	
8.	<p><b>Arrival/ Pick-up service</b></p> <p>Consider whether someone from the host department can pick up your new guest from the train station and accompany him/her to their flat/hotel.  Note that the Airportliner service can be booked through: <a href="http://www.Airportliner.com">www.Airportliner.com</a>.</p>	<p>If desired, consultation by Welcome Center</p>

## Upon Arrival



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Right after your guest arrives there will be many formalities to take care of. The Welcome Center can assist you and your guest with the following steps:

	WHAT TO DO	SUPPORT
1.	<p><b>Welcome Package</b></p> <p>The Welcome Center greets all new guests via email. A digital Welcome Package with information about further formalities and the UR has been prepared for them.</p>	<p>The Welcome Package will be sent digitally via email.</p> <p>A personal appointment is also possible.</p>
2.	<p><b>Apply for a Mensa Card, Library Card and Sports Card</b></p> <ul style="list-style-type: none"> <li>• If your PhD candidate enrolls at UR, he/she will receive the UR-Card, which can be used for the Mensa (dining hall), the library, the sports center, and to use public transportation.</li> <li>• Visiting researchers that are not enrolled need to present their invitation letter or their work contract in order to receive a Mensa Card (Sports Card). Public transportation tickets need to be purchased separately.</li> </ul>	<p>If desired, consultation by Welcome Center</p>
3.	<p><b>Take out health insurance</b></p> <ul style="list-style-type: none"> <li>• If your <b>guest has a work contract at the UR</b>, he/she must register themselves with a statutory health insurance company for social security coverage (<i>in case his/her salary is over the income threshold, your guest may also apply for private health insurance</i>).</li> <li>• If <b>your guest's research stay is financed with a scholarship or from their own resources</b>, it is compulsory to take out private health insurance with a German company (unless they already have adequate coverage).</li> </ul>	<p>If desired, consultation by Welcome Center</p>

	WHAT TO DO	SUPPORT
4.	<p><b>Register with the City of Regensburg.</b></p> <p><b>Non-EU citizens</b> must apply for a residence permit and register their address at the local Immigration Office (<i>Ausländerbehörde</i>).</p> <p><b>EU citizens</b> only need to register their address at the Residents' Office (<i>Bürgerbüro</i>). The following documents are required for registration (no fee):</p> <ul style="list-style-type: none"> <li>• EU notification of stay form (<i>Aufenthaltsanzeige EU</i>)</li> <li>• Passport or personal identification card</li> <li>• Wohnungsgeberbestätigung/ Housing Confirmation (filled in and signed by the landlord/landlady)</li> </ul>	<p>If desired, the <b>Welcome Center</b> can provide the required documents and can assist with filling out the forms. Please make an appointment.</p>
5.	<p><b>Open a bank account</b></p>	<p>If desired, the Welcome Center can provide extra information.</p>
6.	<p><b>Tax-ID</b></p> <p>After registering with the city, your guest should automatically receive their Tax-ID in the mail.</p>	
7.	<p><b>Take out other insurances</b> (liability, etc.)</p>	<p>If desired, advice is offered at the Welcome Center.</p>

	WHAT TO DO	SUPPORT
8.	In case a <b>change in accommodation</b> is planned => <b>register the change of address with the Bürgerbüro/Residents' Office or the Ausländerbehörde/local Immigration Office.</b>	If desired, the Welcome Center can provide information on all necessary documentation and assist in filling out forms.
9.	<b>Register with utility companies</b> (electricity, gas, water, TV, internet, telephone, broadcasting fee), if applicable.	The Welcome Center can provide further information regarding the broadcasting fee.