

## INTERNATIONAL EXCELLENCE FELLOWSHIPS

### Practical Information for Research Stay at KIT

#### 1. Coordination of the Period of Stay

The research fellows and their hosts at KIT are requested to determine the exact period of the research stay and notify the project coordinator accordingly. If possible, the research stay should start within the period specified in the invitation of proposals. If it is impossible to start the research stay within the planned period, please contact the project coordinator for further details.

In justified cases and after consultation with the project team, the research stay can be divided up **into three blocks**. The travel allowance will be paid only once.

#### 2. Preparation of the Research Stay

After the announcement of the nomination results, the research fellows will receive the necessary information from the project coordinator to prepare for their research stay. Please contact the project coordinator as soon as possible to plan the visit, especially when research fellows come from non-European countries or will be accompanied by family members.

The research fellows themselves are responsible for the observation of and compliance with the legal provisions relating to their stay in Germany or the Schengen area (such as visa or registration requirements). On request, a host agreement (a contract for issuance of a residence permit according to Section 18d of the German Residence Act) can be issued by KIT via Mobility Online (see below), which is necessary to get an entry visa to Germany.

The International Scholars & Welcome Office (IScO) advises and supports foreign researchers and their families in administrative matters and also everyday questions pertaining to life in Karlsruhe. You are welcome to visit our website with a [checklist](#) of useful information and tips for planning your arrival.

The project coordinator will be your first point of contact in preparing your stay within the framework of the International Excellence Fellowships Program.

#### 3. Registration as a Visiting Scientist

As a [Visiting Scientist](#), you are required to register via [Mobility Online](#).

**IMPORTANT:** At step 4 (Information on the Planned Research Stay at KIT), please choose the following options:

Affiliation to KIT \*

Grant provider \*

After your registration you will receive further information about your stay at KIT. In your personal user account, you also have the option to request personalized welcome services on topics such as visa/residence permit, family, or information on housing.

#### 4. Accommodation

Please take care of your accommodation in Karlsruhe as soon as possible. If you require assistance, the project coordinator and the host institute could support you in finding accommodation in Karlsruhe. In the first step, the following options can be offered:

- [International Guest House of KIT](#) is situated in the middle of Karlsruhe and offers one-, two-bed and family apartments with a kitchenette
- [Heinrich Hertz International Lecturers' Guest House](#) offers one- and two-bed rooms and apartments directly on KIT Campus South

Please contact the project coordinator for the availability of both options.

Other links to accommodation possibilities in Karlsruhe, which you can contact individually:

- <https://www.airbnb.de/s/Karlsruhe/homes>
- <https://www.karlsruhe-businessapartment.de/>
- <http://www.city-apartment-karlsruhe.de/>
- [https://www.idschoools.kit.edu/Accommodation\\_Booking.php](https://www.idschoools.kit.edu/Accommodation_Booking.php)

#### 5. Advice and Useful Tips for Your Stay in Karlsruhe

We recommend you to visit our website [Welcome Services](#) for useful information and tips for planning your arrival. Here is a short overview of the most relevant topics:

##### Before your arrival

###### **Visa**

- Give high priority to obtaining all relevant documents needed for applying for the appropriate entry visa, if required
- Contact the nearest Embassy or General Consulate responsible for the area you live in as soon as possible to find out which documents are required and which further actions need to be taken

###### **Health Insurance**

- You and any accompanying family members must have valid and adequate health insurance cover for the entire duration of your stay in Germany.
- As a scholarship holder at KIT, you generally have to take out [private insurance](#). General information on health insurance in Germany can be found on [Euraxess Germany](#).

## Once arrived in Germany

### **Local Registration**

- If you stay in Karlsruhe longer than 90 days, registration with the local Residents' Registration Office (Einwohnermeldeamt) is mandatory
- Registration has to be made **within 14 days after entering the country** with the office responsible for the area in which you live
- For registration, the following documents are needed: Passport or ID card, Certificate of residence (signed and issued by the landlord), Registration form (available on the respective website and also on site)
- Please follow the links on [website](#) for online registration and more details

### **Bank Account**

- The monthly payments of the research fellowship are transferred to a personal bank account (current account) in the Single Euro Payments Area (SEPA) usually on the first day of the month. Research fellows who do not have a personal bank account in the SEPA region must open one as soon as possible.
- If you want to open a bank account in Germany, you will require your Passport/ID Card, your address in Karlsruhe or registration form ("Meldebescheinigung") and, where necessary, provide the bank with your Tax Identification Number (TIN) from the country in which you are resident. We therefore recommend that you contact the relevant authorities before leaving for Germany to enquire whether your country of residence has adopted the Common Reporting Standard (a set of global regulations on the international exchange of tax-related data) and obtain a TIN if necessary.

## Before your departure

- If you stayed in Karlsruhe longer than 90 days, do not forget to comply with German law and de-register your departure date at at your local [Residents' Registration Office \(Einwohnermeldeamt\)](#) in the Karlsruhe area.
- Deregistration at the Residents' Registration Office can be done **electronically** or **in writing**. It is usually processed immediately on site.
- You will need the following documents to deregister:
  - o completed [form](#)
  - o a copy of your passport
  - o a copy of your residence permit

If you cancel your registration in writing, you will receive a confirmation of cancellation by mail.

## 6. Networking and Social Events at KIT

A particular focus during your research stay at KIT will lie on promoting community building and on networking with other guest researchers at KIT. The project team of the International Excellence Fellowships will inform you about events (e.g. scientific talks, workshops, networking events) within the International Excellence Fellowships Program and other thematically fitting funding measures or events of KIT. The idea is that your (voluntary) participation in such events will strengthen international networks.

Also, the International Scholars & Welcome Office (IScO) offers a variety of events and social activities which will help you to settle down, make new friends and get to know your new surroundings here in Germany. By signing up for the [IScO-Newsletter](#), you will receive (monthly) information about these events as well as news regarding international cooperation activities, which might be useful during and after your stay at KIT.

For questions or further information, please do not hesitate to contact the coordinator of International Excellence Grants and Fellowships:

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