

## Keep in touch!

With **Albert's Global Researcher Network**, the University of Cologne strives to implement and maintain a resourceful and fruitful network of researchers who have spent time at our university or affiliated institutions, be it as a PhD-student, Postdoc-researcher, or guest professor.

We would like for this network to be beneficial to all involved. We support incoming international scholars from the beginning, and strive for a sustainable connection that reaches far beyond their first stay at our university. We also support the hosting institutes in maintaining their contact or getting back in touch with their international scholars after their stay in Cologne.

For our concept, developed to accomplish these goals, we have been awarded as one of the winning universities in the Alexander von Humboldt Foundation's Research Alumni Competition.



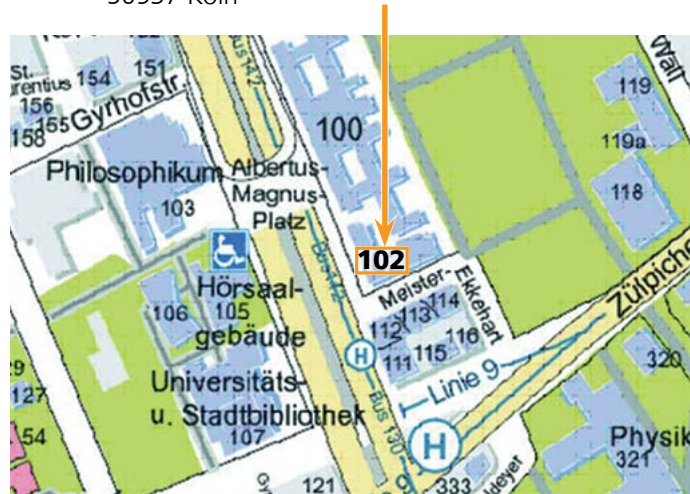
[www.researcher-alumni.uni-koeln.de](http://www.researcher-alumni.uni-koeln.de)

## Contact

Welcome Centre  
Albert's International Assistance

Visiting Address:

Studierenden Service Center (Geb.102)  
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50937 Köln



Phone: +49 (0)221 470 - 4597/ -1344

Email: [international.scholars@verw.uni-koeln.de](mailto:international.scholars@verw.uni-koeln.de)

Service hours:

Monday, Tuesday, Thursday and Friday  
9am - 12pm and by appointment

Postal Address:

Universität zu Köln  
Der Kanzler  
Abt. 12, Internationale Beziehungen  
Albertus-Magnus-Platz  
50923 Köln

[www.guestscholars.uni-koeln.de](http://www.guestscholars.uni-koeln.de)

## University of Cologne International Office



## Welcome Centre

Alberts's International Assistance



for international scholars



## Welcome to the University of Cologne!

**Albert's International Assistance** provides consulting and support for foreign scholars and their hosts at the institutes and seminars of the University of Cologne.

In order to offer you the best possible assistance and to make your stay successful and enjoyable, the International Office has established a special service for guest scholars.

We will support you upon your arrival and during your stay in Cologne, assist you in your search for housing, with bureaucratic procedures and the first administrative steps at the University. We will provide you with information regarding daily life in Cologne, as well as counselling in academic or private matters.

It is our wish to meet the needs and expectations of guests and hosts alike.

Please contact us – by phone, via Email or in person!

**Your Welcome Centre Team**

## Our services

### Preparing your stay

- Comprehensive online information platform
- Personal information on
  - Visa issues
  - Insurances
  - Family matters
- Assistance in finding accommodation
- Assistance in finding child care facilities

### Upon your arrival

- Individual support and guidance on all non academic issues concerning the stay at University of Cologne and the City of Cologne
- Preparation of registration and residence permit application
- Support in registration for health insurance
- Information on language courses
- Preparation of useful University tools like Library Card and Internet Access Data
- On demand: monthly tickets for public transport

### During your stay

- Help desk: Personal assistance in questions regarding everyday life
- Support with bureaucracy and administration
- Mediation to other services
- Monthly get-together
- Email Newsletter on local events and activities
- Excursions and family events

### Before your departure

Assistance with a checklist of important steps prior to departure and support in coping with them



„Thank you so much for your professionalism, patience and excellent service! I very much appreciated your thoughtful assistance and prompt answers. It helped me to get an easy and successful start in Cologne. The Welcome Centre team did a great job!“

Prof. Dr. Arunima Gopinath, India

„For me it has been a nice feeling to be at the University of Cologne, Botanical Institute as Alexander von Humboldt, Georg Forster Post doctoral researcher. I believe that I have successfully accomplished what I planned during my stay at the University of Cologne. I would like to thank the team of the Welcome Centre for the kind cooperation and facilitation to make my stay comfortable in Cologne.“

Dr. Ayana Angassa, Ethiopia

„I am very grateful to the International Office from the University of Cologne, for their kind suggestion and tremendous help. I honour your friendliness and professionally hard working sincerely, which are very helpful for the foreign scientists.“

Dr. Lisong Xiao, China

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