



WELCOME CENTRE
for international scholars
international.scholars@verw.uni-koeln.de
+49 221 470 - 2382



**UNIVERSITY
OF COLOGNE**

Pre-Arrival Checklist for Host

- **Contact the Welcome Centre and inform us of the arrival of your guest scholar or new staff member**
 - The Welcome Centre will strive to answer any questions arising in connection to the visit of international scholars at your institute or research facility. Please inform us of the international scholar's arrival via e-mail (international.scholars@verw.uni-koeln.de). If assistance with the search of an accommodation in Cologne is required, we need to know at least six weeks before the arrival of the visiting scholar.

- **Write an invitation letter**
 - If the international scholar requires a visa in order to enter Germany, an invitation letter by the faculty or institute is necessary. It has to be submitted with all the other necessary documents at the embassy or consulate.
The invitation letter includes
 - information regarding the duration and funding of the stay
 - the research the international scholar plans to conduct

- **In case the international scholar is to receive an employment contract, contact the University's HR department as soon as possible**
 - Please hand in the required documents at the HR department with enough time in advance in order for it to be ready for signing on time. Employment contracts of international staff are usually concluded under reserve of the issuance of a residence permit. English templates can be found here: <https://portal.uni-koeln.de/en/international/international->



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[scholars/further-information-and-services/work-contract-taxation-pension](#)

- **Check and consult with the Welcome Centre whether a hosting agreement for the international scholar is beneficial**
 - The hosting agreement is necessary for the issuance of a residence permit according to §18d of the German Residence Act.
 - In case the international scholar comes from a non-EU country and is planning to stay longer than three months as well as either
 - being funded by a scholarship or
 - planning to execute family reunification or
 - planning to conduct research in several European countries

this regulation can result beneficial.

 - The hosting agreement should not be issued by the institute itself. Only the International Office is authorised to issue a hosting agreement on behalf of the University of Cologne.
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- **Provide all further necessary documents for the scholar's visa application**
 - Further necessary documents could include:
 - a draft of the employment contract or scholarship agreement
 - a scholarship acceptance letter



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- **Arrange for a suitable work station or office**
 - Take into consideration that the computer might have to be adjusted to the needs of the international researcher, e. g. by installing an adequate operating system

- **For all further bureaucratic procedures we recommend the international scholar to contact the Welcome Centre as well**
 - We are available via e-mail at international.scholars@verw.uni-koeln.de