

Pre-Arrival Checklist for International Scholars

□ **Contact the Welcome Centre**

As soon as you know that you will be staying at the University of Cologne, please contact the Welcome Centre. We are able to help you with issues such as your visa, housing and insurance.

Please fill out our registration sheet: <https://portal.uni-koeln.de/en/international/international-scholars/registration-welcome-centre>

□ **Check your passport**

To enter Germany, you will need a valid passport or an equivalent identity document (driver's license is not sufficient). This passport must be valid at least until the end of your stay in Germany and, if you want to extend your stay, correspondingly longer.

Make sure that you always use the same spelling of your names.

□ **Check entry regulations and apply for a visa**

If you are a citizen of a **non-EU/EEA country**, you and accompanying family members will most likely need a valid visa in order to enter Germany. You can apply for a visa at the German Embassy in your home country or a German consulate representing the area in which you are registered or live. To know more about visa regulations, please refer to the German Embassy or check the information on this webpage: <https://portal.uni-koeln.de/en/international/international-scholars/visa-and-residence-permit>

□ **Arrange for health insurance and other insurances**

You should get in contact with your local health insurance company to arrange traveler's insurance for the first month in Germany. You need valid insurance to enter the country.

Once you have arrived, please do contact us for further information. In case you need to apply for a residence permit, your choice of insurance type is relevant to meet the requirements of the application.

□ **Plan ahead for housing**

The housing market in Cologne and surroundings is extremely challenging and housing offers are rare.

We are glad to provide assistance in finding housing, but need to encourage all scholars to search on their own as well.

□ **Family**

If you have children accompanying you, you need to keep in mind that daycare (up to age of six) needs to be applied for as early as possible.

For children of the age of six and above it is mandatory to visit school.

□ **Documents**

Make sure to check which kind of documents you may be needing here in Germany. A city registration or an application for a residence permit requires certified translations of those documents (e.g. master diploma for the residence permit).