

Before Your Arrival – Checklist for Internationally Mobile Researchers for Stays of More than 90 Days

Welcome Service

- Register with the Welcome Service, the University of Augsburg's central advisory service for researchers from abroad, on [Mobility-Online](#).
- We can support you with various non-academic matters during the relocation and onboarding process, such as finding accommodation, taking out insurance, opening a bank account, and arranging childcare.
- During the semester, we organize numerous [networking events for international researchers](#), including get-togethers, city tours, museum visits, and regional excursions. You can register shortly before each event via our [registration form](#). Further information on the events will be sent out via our Mobility-Online mailing list.

Hochschulbetreuungsstelle

- The Academic Immigration Office (Hochschulbetreuungsstelle) is home to a branch of the City of Augsburg's Migration and Residence Department (formerly the Foreigners' Office) and a counseling office run by the International Office. It supports researchers from abroad with matters relating to residence law.
- If you have any questions relating to visas, residence permits, certificate evaluation, or the registration law, you can contact the institution directly: hbst@aaa.uni-augsburg.de

<p>Funding</p>	<ul style="list-style-type: none"> • Make sure that you can finance your stay and cover your living expenses through an employment contract, a scholarship, or self-financing, especially if you are accompanied by family members. • If you are getting employed, please familiarize yourself with the collective agreements in the public sector (TV-L). Please note that salary payments are made on the last working day of each month, and you will only receive your full salary once you have been assigned to a tax bracket. This will only be possible once you have registered with the City of Augsburg and received a tax identification number (Steuer ID). You must therefore be able to bridge the initial period financially. You should also find out from the Human Resources Department whether your foreign bank account is accepted. If not, you will need to open a new account (online or in Germany) to which your salary can be paid. You will need a tax identification number (Steuer ID) to open a local bank account. • Bring sufficient cash and a credit card with you.
<p>Employment Documents</p>	<ul style="list-style-type: none"> • Please contact your chair regarding the required employment documents. • For the visa application, the Human Resources Department can issue a declaration of employment from the Federal Employment Agency (Bundesagentur für Arbeit) if necessary.

Visa	<ul style="list-style-type: none"> • Check in advance whether you need a visa. Citizens of EU member states, as well as citizens of Iceland, Liechtenstein, Norway, and Switzerland, may enter and stay in Germany without a visa. All you need is a valid passport. • Citizens of Australia, Canada, Great Britain, Israel, Japan, New Zealand, South Korea, and the United States can enter Germany without a visa for a period of up to 90 days for tourist stays; however, they are not permitted to be employed. For longer stays, you must apply for a residence permit at the Migration and Residence Department (formerly the Foreigners' Office) after entering the country. However, for administrative reasons, we advise against visa-free entry in these cases and recommend that you apply for a visa. • You can find an overview of all German diplomatic missions abroad here. The Federal Foreign Office offers a useful Visa Navigator on its website to help you find the right visa and required documents. International researchers typically apply for a visa according to §18d Research (AufenthG). This visa requires a hosting agreement in accordance with §18d Research (AufenthG) from the Federal Office for Migration and Refugees. Please contact your hosting chair for this purpose. • Apply for a visa early (including for family members, if necessary), as there may be waiting times of several months. While the Welcome Service and the Academic Immigration Office (Hochschulbetreuungsstelle) can advise you on your visa application, unfortunately, they cannot speed up the process. • If proof of accommodation is required for your visa application, we can provide you with a confirmation of assistance in finding accommodation, which you can submit.
Residence Permit	<ul style="list-style-type: none"> • The application for a residence permit must be submitted to the Migration and Residence Department (formerly the Foreigners' Office) before the visa expires or the allotted 90 days have passed. A hosting agreement in accordance with §18d Research (AufenthG) from the Federal Office for Migration and Refugees may also be required, which is issued by the hosting chair (see above). • Please note that processing times of approximately three months are to be expected. Therefore, we strongly recommend submitting your application early.
Certificate Evaluation	<ul style="list-style-type: none"> • To apply for a residence permit, recognition of foreign university degrees by the Central Office for Foreign Education (ZAB) is required, unless the degree is listed in the anabin database, which should be checked in advance. • If a visa is applied for in advance, neither a certificate evaluation nor a listing of the degree in anabin is required. • Only if the planned stay exceeds the visa's duration must one of these two requirements be met to apply for the necessary residence permit. • Since the processing time for the certificate evaluation is approximately six months, you should apply for it as soon as possible, ideally before your arrival.

Registration with the City	<ul style="list-style-type: none"> • Registration with the City of Augsburg is only required if the stay lasts longer than three months. In this case, registration must be completed within two weeks of arrival. • EU citizens can register either in person at a citizens' office (Bürgerbüro) or electronically using the online ID function (see requirements). • Non-EU citizens entering under §18d (researchers) or §16b (students) must register through the Academic Immigration Office (Hochschulbetreuungsstelle) of the City of Augsburg. • All other non-EU citizens must complete their registration with the City of Augsburg via email: aufenthalt@augzburg.de • Detailed information about the registration process can be found on the website of the Academic Immigration Office. • To register with the city, a landlord confirmation (Wohnungsgeberbestätigung) is always required. This is generally not issued by hotel operators, owners of holiday apartments, or similar accommodations.
Housing	<ul style="list-style-type: none"> • The Welcome Service is happy to assist you in finding accommodation after you have completed your registration on Mobility-Online (see above) but unfortunately cannot guarantee placement. • The housing situation in Augsburg is very tight, partly due to its proximity to Munich, so we strongly recommend that you start looking for accommodation as early as possible. • State-subsidized student residences can only be rented by enrolled doctoral candidates on a semester basis and only if their income does not exceed €992 per month (as of summer semester 2026). • Requests for guest apartments (when neither employment nor enrollment applies) can only be submitted to the administration through the hosting chair. • Please note that in Germany, both the security deposit and the first month's rent must be paid before moving into a rental apartment. • Feel free to read our more detailed information on finding accommodation if needed.
Insurance	<ul style="list-style-type: none"> • When applying for a visa, proof of adequate health insurance coverage is generally required for all individuals, including accompanying family members. For more information, please contact your German mission abroad. • Proof of insurance coverage should also be carried with you when entering the country. • In general, adequate health insurance coverage must be in place for the entire duration of your stay. • Check which optional insurance schemes may be relevant for you; we especially recommend taking out private liability insurance. • Find more information about health insurance and other social insurance schemes on our website.

Enrollment Doctoral Candidates	<ul style="list-style-type: none"> • Doctoral candidates have the option to enroll in a doctoral program at the Registrar’s Office for a maximum of eight semesters, provided that the supervising professor confirms the intention to pursue a doctorate. • This requires a confirmation of supervision from the supervising faculty member and an officially certified copy of the degree certificate qualifying for doctoral studies. • Further information about doctoral studies can be found on the website of the Registrar’s Office.
Family	<ul style="list-style-type: none"> • It is advisable to apply for visas for all accompanying family members together before arrival, as subsequent family reunification is usually associated with long waiting times. • Please note that the school and kindergarten year in Bavaria begins in mid-September and ends around the end of July. • Registration for daycare centers and kindergartens in Augsburg can always be done at the beginning of the year for a start in the following September. Admission during the ongoing year is generally not possible. Unfortunately, the Welcome Service cannot assist with placement. • Children under the age of three can be registered for the daycare center (Krippe) on the campus of the University of Augsburg. The Campus Parents' Initiative also provides holiday care for children between the ages of four and eleven. • From the age of six, children are generally required to attend school. The Welcome Service can provide you with general information about schools in Augsburg and, if necessary, establish direct contact with the Augsburg school authority. • Children without or with insufficient German language skills are placed in German language classes, where language acquisition is the primary focus.
German Courses	<ul style="list-style-type: none"> • The Language Centre of the University of Augsburg offers German courses every semester for all levels (A1 to C2). • Enrolled students and doctoral candidates are given priority when assigning places, but all international researchers can register for courses if places are still available. • Participation in final exams and earning credits for the language courses is only possible for enrolled researchers.
University Sports	<ul style="list-style-type: none"> • Enrolled doctoral candidates, full-time employees of the University of Augsburg, as well as spouses and children of staff members, can register for the diverse course program of the university sports (Hochschulsport). • Registration takes place online at the beginning of each semester for courses during the lecture period or at the start of the semester break for holiday courses. • Please note that online registration is required for all courses; participation without registration is not possible.

You should bring the following documents:

- Valid passport** (or an equivalent identification document) for entry into Germany for yourself and all accompanying family members. The passport must generally be valid for the entire duration of the stay. For third-country nationals, the passport must be valid for at least 3 months beyond the planned date of departure and, if applicable, include an **entry visa**.
- Several biometric passport photos** (also in digital form) for your Campus Card and, if necessary, for your residence permit, including for all accompanying family members
- Your **birth certificate** (and those of all accompanying family members) and, if applicable, your **marriage certificate**
- Certified copy of your university entrance qualification, your university degree certificate, and, if applicable, your doctoral certificate** with German/English translation (necessary if you want to work at the university or enroll as a doctoral student)
- Invitation from your hosting chair** as well as **proof of funding for your stay** (employment contract, scholarship, etc.)
- Proof of your **health insurance** and other valid **insurance** in Germany (for yourself and your family members)
- International vaccination record** (for all family members) and, if applicable, medical documents (required for schoolchildren)
- International driver's license (if applicable)
- If necessary, important medical documents/declarations regarding urgently needed medications

We are happy to welcome you at the University of Augsburg!
The Welcome Service wishes you a pleasant stay in Augsburg.

All information provided here is subject to careful content review. However, the Welcome Service cannot assume any liability for the content. As of: January 2026, the current version is available on our [website](#) and in the download area of Mobility-Online.