



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



**UNIVERSITY
OF COLOGNE**

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>



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□ **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 issues(childcare, etc.)**

- Plan ahead for childcare and your partner's professional integration. Please note that the allocation of childcare places is bound to fixed dates and that finding childcare & school places during the year is difficult and requires advance notice. Please contact the Family Support for assistance in finding suitable childcare options. Please check our general information on school places. The Welcome Centre will help you in finding a school place for your child.
- The Dual Career Support offers individual counselling on professional integration and reorientation in Cologne and the surrounding area. Your partner will receive support with a wide range of issues related to job search and application processes.

For further information, follow this link: https://verwaltung.uni-koeln.de/cfs/content/index_eng.html



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□ 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).