

Checklist for things to do before you come to Frankfurt (Non-EU)

You can use this checklist to keep track of the tasks you have already completed and those still pending. The list may not mention every detail. However, we have attempted to include the most important steps to follow in preparation for your trip to Frankfurt. There is no need to adhere to the order of the tasks as given in the list. Moreover we recommend to carefully read the information we provide on our homepage in order to prepare for your stay in Frankfurt.

1. Registration with the Goethe Welcome Centre

The Goethe Welcome Centre team will be happy to assist you while preparing and during your stay at Goethe University. Our main purpose is to provide information and service at the highest level. In order for us to offer this level of service, it is important for us to get to know you and your needs better. Therefore, we'd like to ask you to register by filling in our Check-In Questionnaire that we provide on our homepage (http://linkto.eu/GU_welcome).

2. Invitation from your host professor/institute or confirmation of your research fellowship

Be sure to print out and bring the invitation from your host institute in Frankfurt or a confirmation of your research fellowship.

3. Visa

You should apply as early as possible for your visa and those for your family at the German embassy or consulate in your home country. As there are several kinds of visa you may want to check our web site for further information (www.uni-frankfurt.de/gwc/Visa).

4. Apartment Search

Apartments and furnished rooms are in great demand in Frankfurt. Therefore, we recommend that you start your apartment search as early as possible. Please contact us plenty of time ahead if you would like us to help you with your search. Read more about this on our homepage (www.uni-frankfurt.de/gwc/Accommodation).

5. Health Insurance

If you are planning for a longer stay in Germany, you should make sure that you and all accompanying family members have adequate health insurance coverage. German health insurance providers generally cover the costs of medicine, doctor's visits and hospital stays. It is very important that your health insurance covers medical treatment in case of acute illnesses and accidents. Adequate health insurance coverage is also required in order to obtain a residence permit in Germany. If your stay extends 90 days, your health insurance should come with unlimited coverage. Read more about this on our homepage (www.uni-frankfurt.de/gwc/Health-insurance).

6. Formalities for family members

When coming with children, you should arrange for child care or schooling in Frankfurt ahead of time and preferably before coming to Germany. We recommend that you contact the Goethe Welcome Centre as early as possible because it is often necessary to reserve child care places well ahead of time. In many cases, your host institute may also help. Please do not hesitate to ask! There are a number of formalities to be taken care of if your spouse or other family members are going to accompany you to Frankfurt. If your spouse wishes to work while in Germany, you must indicate this during the visa application process.

A work permit is required if a spouse is to be employed regularly in Germany (exceptions: citizens of countries in the European Union, Iceland, Liechtenstein and Norway). Read more about this on our homepage (www.uni-frankfurt.de/gwc/Family).

7. Language Preparations

It is a good idea to learn at least some basic German, especially if you are planning for a longer stay in Germany. Obtaining some language skills in your home country will make your arrival easier and more pleasant. The Goethe Welcome Centre organizes basic language courses for international scholars and their families. For those who are going to spend more time in Germany we strongly recommend a more intensive course in one of the numerous language schools in Frankfurt. Read more about this on our homepage (<http://www.uni-frankfurt.de/gwc/Language-Courses>).

8. Important Documents

Before coming to Germany, you will need to gather various forms of identification and other documents, such as:

- your passport(s) or similar identification document(s)
- visa(s)
- your children's birth certificates / your marriage certificate if your spouse is accompanying you
- several biometric passport photos
- the invitation from your host institute or confirmation letter from your funding institution
- copies of your university degrees and your doctoral degree, if applicable,
- confirmation of health insurance (if your health insurance is valid in Germany)
- vaccination records, information about previous sicknesses or medication
- a foreign or international driver's license,
- confirmation of funding/confirmation of a fellowship.

Please find further information on important documents in our 'Check list of important documents for your stay in Frankfurt am Main'.

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