Checklist – Before your Arrival at the Friedrich Schiller University Jena

Dear international visiting scientist and scholar,

We are delighted that you have chosen the Friedrich Schiller University Jena for a research stay. Before we welcome you in person here in Jena, we have compiled a checklist of important organisational items we would advise you to check to prepare for your stay:

- Find a hosting institution/professor and please contact them directly.
- Register with the International Office using the registration form. Have a scan of a portrait ready, required to issue your university card ("THOSKA"), as well as a scan of your passport, required for giving you access to the university internet.
- Sign contract for a research stay at the Friedrich Schiller University Jena and have it also signed by your hosting professor.
- If applicable: Apply for visa (if applicable also for accompanying family members).
- Find accommodation. A starting point are the university guest houses.
- Make sure you have health insurance which is valid in Germany (also for family members).
- If applicable: Find funding for your research visit.
- If applicable: Find childcare and school for accompanying children.
- Plan your journey to Jena; keep receipts if you want to ask for reimbursement of travel expenses.
- Check important documents you need to bring – have you got everything you need?
- If you have any questions regarding the preparations of your stay, feel free to contact our tutor service. Our tutors will also be available to support you in person as soon as you arrive in Jena.

Tips: Detailed information can be found under each of the links of the electronic version of this document and on the website of the International Office (https://www.uni-jena.de/en/academic_exchange.html). If you have any question please contact us.