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Welcome Point  
Internationale Gastwissenschaftler/International  
visiting scientists and scholars

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## Checklist – Upon Arrival at the Friedrich Schiller University Jena

Dear international visiting scientist and scholar,

Welcome in Jena and at the Friedrich Schiller University. We wish you a pleasant and successful research stay. The following organisational points are going to guide you through the next steps you will have to take upon arrival:

- ✓ Register with the “[Bürgerservice](#)” (service point for residents ) within 7 days after your arrival.
  - ✓ You will need: passport, “[Vermieterbestätigung](#)” (confirmation by your landlord), visa (if applicable)
- ✓ If your visa does not cover your entire stay, make an appointment with the [Immigration Office](#) Jena.
- ✓ Are you staying three months or more? Tip: open a [German bank account](#).
- ✓ Pick up the welcome package at the international office (optionally with scholarship payment documents). It contains useful information about life in Jena and working at the university.
- ✓ If applicable: purchase required German [insurances](#).
- ✓ Would you like to attend language courses at the [Language Centre](#)?
- ✓ Tip: Do you need to take the bus or train for your daily commute? → Buy a [weekly card / monthly pass](#).
- ✓ Tip: Make use of the many [cultural activities offered in the area](#).

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](https://www.uni-jena.de/en/academic_exchange.html)). If you have any question please contact us.