

Welcome to Munich and the Collaborative Research Center 749 (SFB749)

Preparation before departure

[Visa Regulations](#)

EU Citizens

Nationals of an EU country do not require a visa in order to enter Germany to live and work.

Non-EU Citizens of “associated” countries

Citizens of certain non-EU countries do not need a visa for entering Germany. These countries include e.g. Australia, Canada, Israel, Japan, South Korea, New Zealand and the USA. Please refer to the following list of the German Federal Foreign Office:

[Table of countries whose citizens require/do not require visas to enter Germany](#)

If you intend to work in Germany and stay longer than three months you need to have an electronic residence permit "eAT" (elektronischer Aufenthaltstitel). This is an official document confirming the permission to stay and legally work in Germany. In order to get one you have to apply for it at the local immigration office (Ausländerbehörde).

Non-EU Citizens of all other countries

To enter Germany you require a visa. Please contact your nearest embassy or consulate with your letter of invitation/working agreement and apply for a visa three months in advance. Entering Germany with a tourist visa will not be accepted. A residence permit for a longer stay in Germany allows you to travel to all countries that signed the Schengen Agreement.

Please note that Great Britain is a non-Schengen country.

Important documents

You will need to have the following documents ready before your arrival in Germany:

- Passport, which must be valid for at least 12 months
- Letter of invitation sent to you by the groupleader
- A document or a certificate confirming that you have received a scholarship from an academic or private institution in your home country or Germany
- Entrance visa if applicable (issuing authority of the German Embassy in your country)

Documents needed by families

- Passport, for each family member as applicable
- A birth certificate with a verified German translation, for each family member
- A marriage certificate (if applicable) with verified German translation

After your arrival in Germany

1. Registration (at the “Meldebehörde”)

You have to register your residence at the “Meldebehörde” within 2 weeks of your arrival in Germany. Bring your passport and, if you are married, the marriage certificate and a copy of the passport of your spouse (even if the spouse lives abroad).

2. Residence Permit

If you intend to work in Germany and stay longer than three months, you need to have an [electronic residence permit](#) (“elektronischer Aufenthaltstitel”). This is an official document confirming permission to stay and legally work in Germany. In order to get one you have to apply for it at the local immigration office (“Ausländerbehörde”) soon after your arrival. Although you only have to apply for a residence permit within 3 months we recommend you do this as soon as possible after your arrival.

For your residence permit you personally have to bring the following documents to the local Immigration Office (Ausländerbehörde Landratsamt München or Kreisverwaltungsreferat KVR):

- Registration document (“Meldebescheinigung”)
- Application form for a residence permit, completed in advance
- Passport, which must be valid for at least 12 months
- One biometric passport photo
- Copy of your scholarship confirmation or your contract of employment
- Certified copies of your academic degrees with translation
- A birth certificate with a verified German translation
- A marriage certificate (if applicable) with verified German translation
- Birth certificates of children (if applicable) with a verified German translation
- Recent health insurance contract (which must satisfy the conditions to be accepted in Germany). Please contact your insurance company to find out whether your health insurance is acceptable. Without health insurance you won’t get a residence permit. Travel insurance is not accepted.
- Methods of payment: max. 110 Euros, either in cash or via EC-Card.

[Landratsamt München](#)

Mariahilfplatz 17
81541 München

Telefon: 089 / 6221-0

Fax: 089 / 6221-2278

Opening hours

Monday	08:00 - 12:00 Uhr
Tuesday	08:00 - 12:00 Uhr
Wednesday	08:00 - 12:00 Uhr
Thursday	08:00 - 12:00 Uhr 14:00 - 17:30 Uhr
Friday	08:00 - 12:00 Uhr

[Kreisverwaltungsreferat \(KVR\)](#)

Ruppertstraße 11
80337 München

Tel.: 089 233-96010 (Ausländerbehörde)

Fax: 089 233-44503

Opening hours

Monday	7.30 – 12 Uhr
Tuesday	8.30 – 12 Uhr und 14 – 18 Uhr
Wednesday	7.30 – 12 Uhr
Thursday	8.30 – 15 Uhr
Friday	7.30 – 12 Uhr