



Mareike Rind

Welcome Point

Internationale Gastwissenschaftler/International  
visiting scientists and scholars

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