



Checklist for the reception of visiting researchers



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1. Preparations for the guest stay

Entry to Germany for citizens of the European Union (EU) or from Iceland, Liechtenstein, Norway or Switzerland:

- a valid identity card or passport is required to enter Germany
- for stays longer than three months, registration at the residents' registration office is required (point 6).

Entry to Germany for non-EU nationals or persons from outside Iceland, Liechtenstein, Norway or Switzerland:

- For a research stay of up to 90 days, a Schengen visa is required.
- A national visa is required for research stays of more than 90 days

Links:

- Find a German mission abroad: <https://www.auswaertiges-amt.de/en/about-us/auslandsvertretungen/deutsche-auslandsvertretungen>
- Website on the topic "Visa for research": <https://www.make-it-in-germany.com/en/visa-residence/types/other/research>

2. Contract for a guest stay



TUBAF provides the contract template "Contract for a guest stay" in its intranet:

https://intranet.tu-freiberg.de/intranet/formulare/d3/Gastwissenschaftlervertrag_Stand_Juli2023.pdf

This form must be completed in duplicate by the hosting department/institute in good time before the start of the guest researcher's stay.

Please submitted the signed form to the Department of Human Resources (Dezernat 3, website: <https://tu-freiberg.de/en/zuv/d3>).

A signed copy will be returned to the hosting department/institute.

This contract fulfils the legal requirements for issuing a residence permit in accordance with the Residence Act.

3. Accommodation in Freiberg



Visiting scientists can apply for furnished accommodation in Freiberg. TUBAF or other institutions and private individuals in Freiberg offer various accommodation options:

- **TUBAF: Chilehaus, Brennhausgasse 3**
Contact person: Mr. Matias Adolfo Jung-Duran
E-mail: Matias-Adolfo.Jung-Duran@student.tu-freiberg.de
- **TUBAF: Lomonossowhaus, Fischerstraße 39**
Contact: Studentenwerk Freiberg
Website:

<https://www.studentenwerk-freiberg.de/freiberg/wohnen/wohnangebote/nach-wohnanlage/de/Ort/freiberg/Wohnungsansicht/listHousingLocations/Wohnungstyp/Offener/Wohnung/32/>

- **DBI Guest House, Halsbrücker Straße 34**
Contact: SAXONIA Standortentwicklungs- und -verwaltungsgesellschaft mbH,
Website:
https://www.saxonia-freiberg.de/de/DBI/Leistungen/DBI/Gaestehaus_2331.html
- **Guest House Schachtweg 4**
Contact: SAXONIA Standortentwicklungs- und -verwaltungsgesellschaft mbH,
Website:
https://www.saxonia-freiberg.de/de/DBI/Leistungen/Wohnunterkunft_Schachtweg_2333.html
- **Private Landlords**
Recommended website to search for accommodation in Freiberg:
<https://www.immobilienscout24.de/Suche/de/sachsen/mittelsachsen-kreis/freiberg/wohnung-mieten>

Mr. Torsten Mayer/International Office supports you in your search for accommodation
E-mail: torsten.mayer@iuz.tu-freiberg.de, phone: 03731 39-3191

4. Insurances

Accident insurance cover at TUBAF: The general accident insurance cover provided by “Unfallkasse Sachsen” applies not only to all university members, but also to guest researchers at TUBAF.

For work in laboratories or technical centres, however, it is strongly recommended that you take out private accident insurance. Various insurance companies offer combined health, accident and personal liability insurance rates.



Health insurance: Please refer to [Euraxess: Researchers in Motion – Health Insurance](#)

5. User account and guest cards

The form "[Guest Account Application for External Users](#)" is available for applying for a guest user account at the University Computer Centre. It must be signed by a contact person of the hosting department/institute. Please note that the "[Terms of Use](#)" must be observed and signed as well.

Access cards for buildings and rooms at the university usually are provided by an institute. Please enquire it at the secretary's office.

6. Register at the Citizens' Registration Office

Anyone staying in Germany for longer than three months must register their place of residence at the residents' registration office of the relevant municipality. The [residents' registration office for Freiberg is located in the Freiberg community centre at Obermarkt 21](#). Registration should take place within the first two weeks of moving into the



flat. The earliest possible date for registration is the start of the tenancy agreement. You will receive a registration certificate as proof, which is required for further formalities.

Documents required:

- Passport with valid visa or identity card (EU citizens)
- [Landlord's confirmation of residence](#) ("Wohnungsgeberbestätigung"; official form which must be signed by the landlord)
- Tenancy agreement

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