

Checklist before leaving home

- Contact your host institute
- Apply for accommodation (as soon as possible)
- Apply for a visa (at least 3 months in advance, check with responsible authorities)
- Apply for school and child care (if applicable)
- Put together portfolio of **required documents**:
 - Valid passport, the expiry date has to exceed the intended date of return by at least three months
 - Letter of invitation from the University or host institute, including the length of stay the stay
 - Proof of financial resources
 - International Drivers License, if applicable
 - International Vaccination card
 - some biometrical photographs, more information can be found [here](#)

You will need to present different documents and personal records on several occasions and institutions. It depends on the circumstances what document or record is needed in what situation.

In general you have to make sure the following:

All documents that have not been issued in English or German in the home country have to be submitted in translations. The correctness of the translation has to be confirmed by a German diplomatic or consular authority in the home country or a sworn translator in Germany.

All photocopies have to be officially authenticated documents. Copies and translations should be authenticated by the German embassies abroad.

Please check with the appropriate representatives for Germany in your country, to find out what documents are required to apply for a visa.

In general you will need to bring translated and officially authenticated copies of the following documents:

- Credentials/ diplomas
- Degrees
- Ph.D. or Master's certificate**
- Birth certificate**
- Marriage certificate** (if applicable)
- Insurance documents

Please be aware that you have to bring all these documents (if necessary translated and notarized) for your family as well.

You will get information on authentication and certification of documents on the homepage of the German Foreign Ministry: [German foreign ministry / Consular services](#).