

Checklist for guest scholars: To be done before arrival ✓

- Registration as a guest scholar at TH Köln

- Clarify entry formalities: Do I have a valid passport (valid for at least 6 months after the end of my stay)? Do I need to apply for a visa?
- If necessary, apply for a visa at the German embassy

- Check health insurance coverage for your stay or take out health insurance for Germany, if required

- If you are bringing children along with you, clarify childcare options (daycare, school, etc.)

- Apartment search – start at least 3 months before arrival

- Plan your journey: book flight/ train and, if necessary, a hotel for the first nights in Germany

- Register for the placement test and language courses of the Language Learning Center

- Pack your suitcase; take documents and/ or medication with you: Are there documents that need to be translated in advance? (e.g. passport, visa, passport photos, birth and marriage certificate, proof of health insurance coverage, vaccination certificate, diploma and PhD certificate, proof of scholarship)

- Clarify other to-do's before departure: What do I need to organize in my home country before I leave?
 - Inform employer, family members and friends
 - Organize care for family members, pets and plants at home
 - Cancel apartment / sublet / store furniture
 - Cancel/ suspend contracts and other obligations
 - Make arrangements for your mail