Check list home country

☐ Contact the hosting institution & Welcome Center Potsdam

☐ Apply for a visa (approx. two months before arrival)

☐ Book an accommodation

☐ Apply for a place in a kindergarten and/ or school (if applicable)

☐ Check if your local health insurance also covers your stay in Germany
  - **If yes:** Ask your health insurance for a confirmation.
  - **If not:** Arrange a travel health insurance for the first weeks in Germany. Upon arrival you need to get a new German health insurance.

☐ Compile all necessary documents

### Necessary documents

☐ Passport and / or identity card for you and, if applicable, for your family

☐ If applicable: **Visa**

☐ Proof of adequate financial resources (e.g.: employment contract, confirmation from your stipend-giver)

☐ Certified / notarized copies of certificates of achievement (highschool diploma, university degree(s), doctoral certificate) in German or English translation

☐ Birth certificates of you and members of your family travelling with you (if applicable)

☐ Marriage certificate and / or proof of divorce (if applicable)

☐ Vaccination card (declaration on needed medication; disabled person identity card – if applicable)

☐ International driving license (in case you plan to go by car in Germany)

☐ Passport photos (biometric)

☐ Signed chronological curriculum vitae