

Checklist home country

-
- Contact the hosting institution & [Welcome Center Potsdam](#)
-
- If applicable: apply for a visa (approx. three months before arrival)
-
- Book an accommodation
-
- If applicable: apply for a place in a kindergarten and/ or school
-
- 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

The necessary documents depend on the purpose of your stay. The list given below states documents that are often requested, but it makes no claim of being complete. If you are unsure about what documents to take, please contact the Welcome Center.

-
- 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 (high school diploma, university degree(s), doctoral certificate) in German or English translation
-
- Officially certified copies in German of the birth certificates of your children travelling with you (if applicable)
-
- Officially certified copy in German of your marriage certificate and / or proof of divorce (if applicable)
-
- Vaccination card, especially the ones of your children travelling with you
-
- Declaration on needed medication; disabled person identity card – if applicable
-
- International driving license (in case you plan to go by car in Germany)
-
- [Biometric](#) passport photos (35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background)
-
- Signed chronological curriculum vitae
-