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Contact person:	Ms Esther Smykalla, Mr Markus Niedobitek
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Website:	http://bit.ly/2mwEN3w

Checklist for international doctoral candidates

Dear valued international doctoral candidates at the Martin Luther University Halle-Wittenberg,

We are happy to welcome you at Martin Luther University Halle-Wittenberg (MLU). This checklist will give you important information for your first days in Halle. If you follow the steps as described, you will be able to settle the most important administrative issues for your stay in our beautiful University town. Please, take your time and read the checklist carefully. If any questions should arise, do not hesitate to contact us.

Please note: The information No 1 – 6 is dedicated to all doctoral candidates, no matter if you will complete your entire doctorate at Halle University or if you stay in Halle for a short-term research stay. No 7 is only relevant for citizens from non-EU countries. No 8 is exclusively for doctoral candidates who will earn their degree from Halle University. Please pay special attention to No 8 if you want to obtain a doctoral degree from Halle University (no matter if you are doing your doctorate at Halle University or at a research institute like Max-Planck, Fraunhofer, Leibniz or Helmholtz).

1. Sign up to the PhD Network mailing list

The International Office is home to the PhD Network which supports international doctoral candidates during their stay in Halle (Saale). In order to make your start in Halle a smooth one, you are welcome to contact the PhD Network to get assistance with administrative issues, such as:

- Making an appointment at the City Hall and/or the Foreigner's Affairs Office
- Basic information on health insurance and opening a bank account
- Support in finding an accommodation

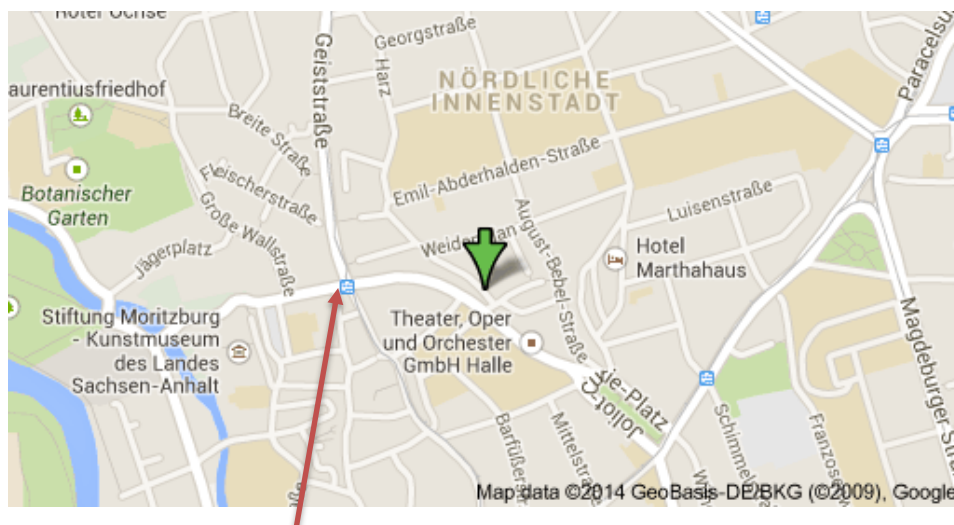
Upon arrival in Halle we warmly invite you to visit us in our office where you will receive a welcome package with basic information on the PhD Network, living in Halle and researching at Martin Luther University. You will get the chance to settle any open questions. Office hours are Tuesday and Thursday from 10 a.m. to 12 at noon and by arrangement. Due to the coronavirus pandemic personal

meetings and consultations are currently not possible. However, we are available via email and phone.

We also recommend signing up to the mailing list of the PhD Network. We kindly ask you to send a written request to phd.network@international.uni-halle.de in order to be added to the mailing list. The newsletter will be sent out regularly and will inform you about our current activities, as for example:

- German courses on levels A1 to C1 throughout the semester (currently online due to the coronavirus pandemic)
- Monthly round table (currently online due to coronavirus pandemic)
- Excursions and/or events in Halle and its surroundings (currently not possible due to the coronavirus pandemic)
- Financial support (only on application at fixed deadlines)

How to get to the International Office / PhD Network, Universitätsring 19/20, 06108 Halle:



The nearest tram station is at Moritzburgring. Tram numbers 3, 7 and 8 stop there.

2. Enroll at the Student Service Center (Universitätsplatz 11, 06108 Halle)

After visiting the PhD Network we advise you to enrol as a PhD student in the Student Service Center. If you enrol as a PhD student a semester fee of currently 235,35 € per semester has to be paid. We would like to point out that enrolment is not mandatory. However, there are many advantages to having a student ID, for example reduced prices in university canteens and free use of public transport in Halle, parts of Saxony, Saxony-Anhalt, and Thuringia [MDV Transport Network].

Please note that due to the current epidemiological situation it is required to send all necessary documents to the e-mail address listed below. Our colleagues at the Student Service Center will get back to you afterwards. After enrolling, your Uni-Service-Card and enrolment certificate will be sent via post. In consultation with the colleagues from the registration office you can also get these documents there.

Please note that at the Faculty of Philosophy I, II as well as the Faculty of Natural Sciences I enrolment is possible only after having been accepted as a doctoral candidate (see No 7).

You will need the following documents to enrol as a PhD student:

- a completed registration form "Registration for PhD study"
- simple copies of your university degree certificates (Master's, Diploma, etc.) translated into German or English by an officially quoted translator
- a copy of your university entrance certification, e.g. graduation diploma,

- written confirmation by your academic supervisor of the anticipated period of supervision (Confirmation of supervision)
- a bank statement (or record) indicating that you have transferred the semester fee. The transfer can be done after visiting the Student Registration Office.
- a passport size, non-biometric photo for your student ID (Uni-Service-Card, which serves as a ticket for the region's public transport network MDV)
- In case you are a Doctoral Candidate at *Faculty of Natural Sciences I, Faculty of Philosophy I or Faculty of Philosophy II*, a written statement by the faculty's Dean's office certifying your acceptance as a Doctoral Candidate at the faculty is also required (see Nr. 8).

If you are a visiting doctoral candidate you will need the following documents to enrol:

- Duly completed and signed registration form "Registration for PhD study"
- certificate of enrolment from your home institution (Original form. Electronically issued certificates of enrolment must be stamped and signed. If necessary, certified translations in German or English must be provided.)
- confirmation of supervision from a Professor of MLU
- proof of membership in a German statutory health insurance (only for doctoral candidates younger than 30)
- a bank statement (or record) indicating that you have transferred the semester fee
- a passport size, non-biometric photo for your student ID (Uni-Service-Card), which serves as a ticket for the region's public transport network (MDV)

More information at <http://bit.ly/2n9Hvdj>.

Contact: Ms Claudia Polkau / Ms Andrea Schreiter
 Universitätsplatz 11, Löwengebäude, Room No 8, 06108 Halle (Saale)
 Tel.: 0345 – 55 21574
 E-mail: international.students@uni-halle.de

Opening hours University Registration Office – International Students Section
 Mon – Thurs: 10:00 – 12:30 Uhr

You will find more information at <http://www.uni-halle.de/ssc/>. When visiting the University Registration Office please go to the Student Service Center's information desk first.

How to get to the University Registration Office, Universitätsplatz 11, 06108 Halle:



The nearest tram station is at Neues Theater. Tram numbers 3, 7, and 8 stop here. From the tram station, follow the road and turn right at Schulstraße. Follow Schulstraße for about 100m, then turn left into “Universitätsplatz”. The Campus is now to your right. The building angular to your left with the Number 11, guarded by two lions on each side, is the Löwengebäude (‘Lions’ Building’), in which you will find the University Registration Office.

3. Become a citizen of the City of Halle – Bürgerservicestelle (Marktplatz 1, 06108 Halle OR Am Stadion 5, 06122 Halle)

Any person who stays in Halle longer than 3 months will have to register in person at the city hall. This registration is important because it is a precondition for the registration at the Foreigners’ Registration Office (if applicable, see No 6). The registration has to take place within 14 days after having moved to a permanent room or apartment in Halle. If you stay in a hotel during your first days in Halle and thus do not have a rental agreement yet, the 14-day deadline comes into effect as soon as you have a permanent accommodation in Halle. For your registration you will need the following documents:

- ID or passport
- Visa (if applicable)
- ‘Wohnungsgeberbescheinigung’ (proof of tenancy), which needs to be filled in by your landlord (the form can be found here: <http://bit.ly/2mdcuH8>)

Do not forget to deregister within 14 days prior to your departure from Germany. You also need to indicate any change of address within 14 days after having moved to the new apartment.

Visits to the city hall are only possible with an appointment. You can make an appointment at the ‘Bürgerservicestelle’ online (<http://bit.ly/2mJcEEh>) or via phone (+49 345 - 22 10).

The ‘Bürgerservicestelle’ has two offices in Halle, one in the city center and one in Halle-Neustadt.

How to get to the ‘Bürgerservicestelle’ Halle, Marktplatz 1, 06108 Halle (city center):



The marketplace has its own tram station. The lines 1, 2, 3, 5, 7, 8, 10, 16 stop here. The city hall is located on the eastern side of the market place.

How to get to the 'Bürgerservicestelle' Halle, Am Stadion 6, 06122 Halle-Neustadt:



The nearest tram station is at Schwimmhalle in Halle-Neustadt. The lines 2, 9, 10 and 16 stop here.

4. Get a health insurance

Basic health care coverage is mandatory in Germany. In order to get a residence permit (if applicable, see No 6) or if you get employment at Halle University, you will have to provide proof of sufficient health insurance coverage. First check whether your health insurance from your home country covers medical costs in Germany. If you find out that you will have to get additional insurance, you can choose your health insurance provider freely. You can – with certain constraints – choose either a private health insurance or a statutory one. On the following websites you can find more information on:

- Statutory health insurance companies in Halle:
<http://www.krankenkassen.de/krankenkassen-vor-ort/halle/>

- Information about private health insurance in Germany:
<http://www.krankenkassen.de/private-krankenversicherung/>

Please also take into consideration the information on health insurance which we provide here:
<http://bit.ly/2jru9r9>

5. Open a bank account

You may have to get a bank account with a German bank. Here are some suggestions on where you could start with collecting information on terms and conditions.

Banks with branches and the possibility of personal consultation:

- Saalesparkasse (Rathausstraße 5, 06108 Halle (Saale), Tel: 0345 – 232 00)
- Volksbank Halle (Saale) (Wilhelm-Külz-Straße 2, 06108 Halle (Saale), Tel: 0345 – 21 480)
- Postbank Finanzcenter (Große Steinstraße 72, 06108 Halle (Saale), Tel: 0228 – 55005536)

To open an account, bring with you the following documents:

- ID or current national license or passport with the necessary visa for entry into Germany
- Certificate of registration from the City of Halle
- Residence permit (if applicable)

Bank with online services:

- N26 – www.n26.com
- DKB – www.dkb.de

Some general information (no liability for the completeness and accuracy of any data):

- Charges for maintaining accounts may vary; enrolled PhD students can get a current account free of charge at the two banks named above; at the Saalesparkasse und Volksbank Halle this is available only for PhD students up to 27 years
- Some banks have a minimum running time (Volksbank: 6 months, Postbank: none).

6. Apply for an electronic residence permit (eAT) at the Foreigners' Registration Office (Ausländerbehörde, Abteilung Einreise und Aufenthalt, Am Stadion 5, 06122 Halle (Saale))

In most cases non-EU-Citizens who are planning to stay in Germany for more than 90 days need to apply for a residence permit. In order to apply you will have to go in person to the Foreigners' Registration Office. To visit the Foreigners' Registration Office, you need to make an appointment. To doctoral candidates and researchers individual appointments are allocated. We can assist you in getting such an appointment. If you wish us to do so, please send us an email stating your name, date of birth, nationality, date of arrival in Germany and the reason why you need an appointment and we will make the appointment for you. Attached to the message with your personal appointment will be a list of necessary documents for getting the residence permit. The following list may serve as a first orientation:

- A fully completed application form: <http://www.halle.de/Publications/694/33-019.pdf>
- Two current photos (passport pictures – frontal view)
- Certificate of registration in Halle (Saale). Registration takes place at the city hall (see No 3)
- Proof of purpose (e.g. approval document or student matriculation document)
- Proof of adequate medical health insurance (certificate of membership in a statutory health insurance, e.g. insurance policy). If you have a private insurance in your country of origin, we strongly recommend that you contact the 'Ausländerbehörde' before arrival to make sure the foreign insurance meets the requirements of the 'Ausländerrecht' (Immigration Law).
- Proof of financial support, e.g. a certificate showing either financing through a scholarship program or an employment contract, or a guarantee ("Bürgschaft") for the amount of 735.00 € / month (8,820.00 € / year)

- Proof of adequate housing (a lease or a certificate from a landlord), sub-leases must be confirmed by the landlord or owner of the housing unit
- A current ID card or passport with the necessary visa for entry into Germany (if applicable)

Opening hours of the Foreigners' Registration Office:

Tuesday: 8 a.m. – 6 p.m., Thursday: 8 a.m. – 3.30 p.m., Friday: 8 a.m. – 12 a.m.

Contact: Ausländerbehörde
Abteilung Einreise und Aufenthalt
Am Stadion 5, 06122 Halle (Saale)
<http://bit.ly/2miuMqX>

For information on how to get to the Foreigners' Registration Office, Am Stadion 5, 06122 Halle, please see page 5.

7. Get to know the International Graduate Academy (InGrA) of Martin Luther University and join the workshops offered by InGrA and by the structured doctoral programs

The umbrella organization for structured doctoral programs at MLU is the International Graduate Academy (InGrA). InGrA offer workshops for doctoral candidates to improve the personal skills and connect with other young researchers. Topics range from the basics such as scientific writing or presenting, to advanced topics concerning research funds and grant application. Career workshops help you to plan your next steps after defending your doctoral thesis.

Please find out more about InGrA and the courses offered [here](#).

Scientifically you can profit from advanced training modules offered within the graduate programs. Here subject specific methods are introduced by experts in the field. By joining a graduate program you will get access to the corresponding alumni network. Annual meetings will bring you into contact with former doctoral students now active in academia or companies. This is highly recommended as you can profit from their experience.

Contact: Dr. Thomas Michael
Universitätsring 19/20, 06108 Halle (Saale) (ground floor)
Tel.: 0345 – 55 21747
E-mail: koordination@ingra.uni-halle.de

8. Apply for being accepted as a doctoral candidate at the Faculty

If you plan to do your entire doctorate in Halle and earn a doctoral degree from Halle University you will have to apply at the faculty you belong to in order to be accepted as a doctoral candidate. Enrolment (see No 2) is not sufficient! At most faculties the application has to be filed online. You will find the link to the online application form on the website of the respective faculty. You can contact your academic supervisor or the dean's office of the faculty you belong to for further advice. During the application process your educational qualifications and certificates obtained abroad will be checked for equivalence. Therefore, please make sure you have the following documents (you might need them on several occasions) and hand them in at the faculty during the application process:

- Original and copies of any previously completed university degrees, e.g. Bachelor, Master Degree, Diploma. Please hand in copies in the original language and certified translations in German or English (Certificates in German or English do not need to be translated).
- Original and copies of all university transcripts

Please note: If you will get a working contract at Halle University, your diplomas will be checked for this purpose as well. In this case you will need to show the documents listed above also to the human resources department.

We hope this checklist has been helpful for you. Please take a look at our website as well. The PhD Network website provides further information on all topics mentioned above.

We wish you a successful and pleasant stay in Halle. Do not hesitate to contact us if you have any further questions.

Kind regards,
Esther Smykalla and Markus Niedobitek

(July 2020)