1. Preparing your stay at home

Check with your local German consulate or embassy for the current visa requirements. Please check additionally the website of the German embassy or diplomatic mission in your home country.

Please prepare the following documents which you need when entering Germany:

- Valid passport (with sufficient validity and enough empty pages)
- If necessary a visa matching for the purpose of your stay: **Do not use a tourist visa, as it cannot be extended!**: [http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html](http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html)
  Please check additionally the website of the German diplomatic mission (embassy of consulate) in your home country!
- Your invitation letter from the Max Planck Institute and / or a copy of your work contract. If family members are accompanying you, they must be included in the invitation letter.
- If you are married: marriage certificate;
  for guests from China: a legalized marriage certificate is required
  for guests from other countries: please contact the German embassy or consulate for the special requirements for your country
- Proof of a valid health insurance that covers at least your first time in Germany. See details under „Health Insurance“
  EU nationals: European health insurance card.
- Sufficient cash in Euro (€) for the beginning of your stay in Stuttgart
- Proof that you have enough money for the first few weeks in Germany before you get your first payment.
- For persons requiring visa: 2 passport sized photos (biometric standard)
- Certificate of your most recent university degree

You also could need:
  Birth certificate
  Driving licence / international driving licence

If you are currently a student, you should get an international student ID (ISIC card) before leaving your home institution.
You find a most useful compilation of hints for foreign scientists wishing to come to Germany here:

Max Planck Society:
Living and working in Germany. Guide for international scientists at Max Planck Institutes
http://www.mpg.de/4311252/Living_working_Germany.pdf

German Alexander von Humboldt Foundation:
http://www.humboldt-foundation.de/pls/web/docs/F15600/practical_hints.pdf

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2. Getting started at the Max-Planck-Institute for Intelligent Systems

Please ask at the reception or the secretary of your department for your contact person.

In the department in which you will work as guest scientist, you get a routing form which will lead you to several services of the institute (computing department, library, key management, security, etc.).

Please contact the International Office in room no. 2P3 and bring your passport with you. Among other things, there you can fill out the forms for registration (provided the place of your residence is in Stuttgart) and residence permit. Take care that you get a health insurance covering your stay in Germany.

3. Living in Stuttgart


State Capital Stuttgart – Tourism: http://www.stuttgart.de/en/item/show/456658/1

Stuttgart Marketing GmbH (among others Sightseeing, Culture, Leisure, Tickets, etc.):
http://www.stuttgart-tourist.de/en/index
http://www.stuttgart-tourist.de/en/discover

3.1. Public transport system

The public transport system of Stuttgart and region is called VVS (Verkehrs- und Tarifverbund Stuttgart: http://www.vvs.de/en/

Busses, trains and trams can be used with one ticket.
Near the Max Planck Institutes there is a bus stop „Max-Planck-Institute“.
You will find the time table at the internal website of the Max Planck Institute for Solid State Physics (“Busverkehr, Fahrplan“) http://www2.fkf.mpg.de/intern/fr_intern.html
3.2. Accomodation

Usually our guest scientists live in the MPI guest house during the first few weeks of their stay. Please contact the secretary of the department in which you are going to work.

In all other cases and for the time after your stay in the MPI guest house

Mrs. Marion Vogel
room no. 2E13
tel. ++49 (0)711-1241
e-mail: Vogel@vw.mpi-stuttgart.mdg.de

will help you to find an appropriate accommodation.

Some useful hints:

- If you wish to look for an apartment on your own, the International Office can give you a letter of intent which may be helpful to this. (It is a confirmation of your stay at the MPI for Intelligent Systems.)

- Advertisements for flats and apartments you find e.g. in Stuttgarter Zeitung (http://www.stuttgarter-zeitung.de)
Stuttgarter Nachrichten (http://www.stuttgarter-nachrichten.de)
(in both on Wednesday and Saturday)
Stuttgarter Wochenblatt (http://www.stuttgarter-wochenblatt.de)
It is distributed free of charge every Thursday.

- When you have found an apartment which you want to rent, it is possible that you have to pay a deposit („Kaution“), usually the amount of up to three monthly rents. When you leave, the landlord can keep this money for repairs or compensation, if you have damaged something in the apartment.

- Therefore it is necessary to check an apartment carefully, before you rent it. If possible, take a German colleague with you. If there are any defects existing already before you move in, you should mention this in your rental contract and write a completion certificate signed by you as tenant and by the landlord.

- When moving out, make a (written) handover certificate about the inspection of the flat by the landlord. This should be signed by you and the landlord.

- Please do also consider the cancellation period as it is written in your tenancy agreement. When you want to move out, you have to inform your landlord timely by sending him a notice of cancellation („Kündigung“). It has to be in writing.
3.3. Language Courses

An external German language course for beginners can be paid by the institute, if it takes place in the first half of your stay at the institute and if you attended it regularly. Please contact the International Office for details.

Further language courses at the Max Planck Institutes Stuttgart are being offered free of charge here: http://www2.fkf.mpg.de/intern/fr_intern.html
Please contact Mrs. Gisela Siegle, MPI for Solid State Physics, Tel. (0711) 689 1680, e-mail: g.siegle@fkf.mpg.de

3.4. Daycare Facility, Kindergarten, and Schools

There is a daycare facility at the Max Planck Institutes Stuttgart: http://www.konzept-e.de/ge/kinderhaeuser/forscherzwerge/index.php

Kindergarten and private schools cost a fee.
No school fees are charged in Germany for schools which are public.
Please contact the International Office.
We will help you to find an appropriate kindergarten or school for your children.

3.5. All about your car and driving licence

In many motor vehicle registration and driving licence affairs you can go to the Bürgerbüro (citizens’ office):

<table>
<thead>
<tr>
<th>Opening hours:</th>
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</thead>
<tbody>
<tr>
<td>e.g. Bürgerbüro Stuttgart-Vaihingen, Rathausplatz 1</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 8:30 -13:00</td>
</tr>
<tr>
<td>Tuesday 14:00 – 16:00</td>
</tr>
<tr>
<td>Thursday 14:00 – 18:00</td>
</tr>
</tbody>
</table>

Alternatively: Bürgerbüro Stuttgart (Centre), Eberhardstr. 39
Opening hours: as above

Full service:

Kfz-Zulassungs- und Führerscheinstelle

Krailenshaldenstr. 32
70469 Stuttgart-Feuerbach
Tel. (0711) 216-98289, -98188
Fax: (0711) 216-5496
eMail: fuehrscheinstelle@stuttgart.de

Details: (in German only) http://www.stuttgart.de/item/show/305802/1/dept/150141?
Please contact the International Office or one of your German colleagues. We will look up your specific question.

3.6. Volkshochschule Stuttgart

The adult education centre Stuttgart offers lots of courses and trainings from politics to yoga to everybody.

See the programme in German: http://vhs-stuttgart.de/

3.1.7. Sports

Stuttgart University Sports (in German only): http://www.hochschulsport.uni-stuttgart.de/

Sports in Stuttgart (in German only): http://www.stuttgart.de/sport

4. If you want other persons to come

4.1 If you want your spouse or child to join you

Guest scientists staying for a longer period at the Max Planck Institute for Intelligent Systems can be accompanied by their spouse and children.

Please check the website of the German Foreign Office, if you need a visa. http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html

Each family member has to apply for a separate visa - not a tourist visa - for entering Germany at a German consulate or embassy. http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html

If a visa was required for the guest scientist, family members must have among others the following documents for applying for a visa:

- an invitation letter (also stating sufficient income) which you get from your head of department at the Max Planck Institute for Intelligent Systems
- a valid passport
- marriage certificate (for Chinese: legalized marriage certificate)

Please check the website of your German consulate or embassy for a detailed list for the required documents.
Your invited family members need a health insurance covering the time of travelling and the first days in Germany.

- Please consider that you need sufficient accommodation for your family members. You have to prove that your apartment has at least 12 sqm per person and 10 sqm for each child under six years).
- Your landlord should sign a special form for the Foreigner Office, which is available from the International Office. Once in Germany the invited persons have to take out a health insurance which covers all the time they spend in Germany. Please contact Mrs. Metzger.
- Couples have to fill out a declaration that they are married and live together. You get the form for the Stuttgart authorities from the International Office. Chinese also need a legalized marriage certificate.

4.2 How to invite somebody from abroad (Tourist visa)

When you are already in Stuttgart and wish to invite somebody from abroad for a maximum period of time of three months, the following steps have to be done:

1. Contact the International Office (2P3) and pick up a special form for inviting persons from abroad on the basis of a tourist visa (maximum period of stay are three months).

2. Fill out this form (The International Office likes to help you) (one form is sufficient for one family).

3. You have to go to the “Bürgerbüro“ personally.

Opening hours:

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</tbody>
</table>

Alternatively: Bürgerbüro Stuttgart (Centre), Eberhardstr. 39

Opening hours: as above

4. Take the following documents to the Bürgerbüro:

- Your passport und a copy of your passport (with residence permit)
- Salary certificate or stipend certificate (pay slip) of the last three months
- Copies of your bank account statements (from two months, showing payment of salary or stipend)
- Proof of registration („Anmeldebestätigung“)
- Copy of your rental contract

5. The „Bürgerbüro“ will give you a “Verpflichtungserklärung“ (formal obligation), which you have to fill out. In this paper you declare in written form that you will bear
the costs for living including accommodation and support in the case of illness and in the nursing case as well as for departure. There is a service fee of € 25.00 per person.

6. **Fax** the “Verpflichtungserklärung“ with a signed cover letter to the German consulate in your home country.

7. **Send** the original of the “Verpflichtungserklärung“ with the following to the invitee:
   - copy of your passport (incl. visa and/or residence permit)
   - copy of your proof of registration
   - copy of your salary certificate
   - cover letter you faxed

Make sure that the invited person takes out a travel health insurance which covers travelling and the whole stay in Germany.

8. The visitor can go to the German consulate in his home country to get the visa.

9. Do not forget: When your guest has arrived and intends to stay longer than eight weeks, he/she has to register at the Bürgerbüro and before leaving a deregistration has to be done.

10. After three months the tourist has to return to his home country. He/she has to wait for three months before applying again for a tourist visa. Be aware that a tourist visa cannot be extended.

5. Leaving

   - Go to the International Office and fill out the form of deregistration and the form for statistics already three weeks before leaving.
   
   - Inform your landlord or landlady in time according to the period of notice in your lease by a written letter. It is best to do this with registered mail („per Einschreiben“). Anyway make sure that you have a proof of delivery.

   Make an appointment with your landlord or landlady for the handover of your empty apartment. Make a protocol about the final check-up of your flat in order to prevent future claims. If everything is ok (e.g. nothing missed or damaged), the landlord has to return the deposit to you.

   - Close your bank account, if you do not want to use it anymore. Otherwise you have to pay the monthly bank charges.
   
   - Cancel your health insurance and other insurances in time.
   
   - Close electricity and telephone account (if you do not live in the MPI guesthouse)
   
   - Cancel your handy contract
   
   - Cancel Pay TV and Cable TV
   
   - Cancel your internet flat rate
• Are there still pending invoices to be settled?

• Make a forwarding request at the post office
• See your secretary for the departure routing form and have it signed by the persons listed.

6. Other Useful links

Max Planck Society:
Living and working in Germany. Guide for international scientists at Max Planck Institutes
(Please consider that the “formalities” (chapter 2) are handled together with the International
Office of the Institute for Intelligent Systems)
http://www.mpg.de/4311252/Living_working_Germany.pdf

German Federal Foreign Office:
http://www.auswaertiges-amt.de/EN/Startseite_node.html

EURAXESS Germany/National Coordination Point at Alexander von Humboldt Foundation:
http://www.euraxess.de/portal/home_en.html

(March 2014, HK)