Checklist for outgoing fellowships

How to start

- ✓ check and apply for travel funds (ECR support fund/Doctoral fund/Erasmus+ Short-Term Mobility for PhD Students/project funding/Co-Funding for Research Stays – Outgoing Doctoral Researchers/Konstanzia MEiN female PhD mentoring, other outgoing scholarships)
- ✓ find host institution and host supervisor
- ✓ check dates with your supervisor / PI
- ✓ get an invitation letter from your host supervisor
- ✓ for families/special needs: Check if you qualify for a travel grant for your children and/or accompanying adults supporting you for the child care duties, or other special need

Preparing your research stay abroad

- ✓ 4 months before you leave: Check your passport /personal ID card: Is it valid beyond 6 months after your return?

- ✓ For Non-EU countries, a visa for study/research/employment purposes is usually required.
  4 - 6 months before you leave: Which kind of visa is required? Or can you apply for a residence permit after arriving? Check visa requirements at website of the embassy of the host country.

- ✓ find accommodation

- ✓ 6 weeks before you leave: Apply for a business trip application through the Cluster's Managing Office
  > get the application form in the Cluster Intranet
  > apply for advance payment with the business trip application or, otherwise, minimum 3 weeks before you leave

- ✓ then: apply for confirmation of secondment ("Entsendebescheinigung") for trips > 7 days
  > get help with Social Security Advisors at social.security@uni-konstanz.de

- ✓ minimum 4 weeks before you leave: If you stay > 3 months, apply for change of location for work ("Dienstortverlegung")
   > contact Cluster's Managing Office: application.inequality@uni-konstanz.de

- ✓ Do you need an international driving license?

- ✓ get private (travel) health insurance with coverage for your entire stay (including travel repatriation)

- ✓ check validity or order bank/credit card > credit card more flexible

- ✓ update vaccinations

- ✓ have confirmation of travel cost coverage at hand

- ✓ scan and save important documents online

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– exc.uni.kn/inequality
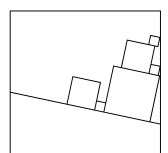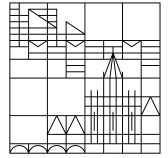
✓ check which original documents you need for your host institution

✓ using phone and internet abroad (s. Outgoing Centre)

✓ check security guidelines of German Foreign Office for your host country continously

✓ Inform host institution on your travel dates (2 weeks in advance at the latest) and arrange first appointment

✓ provide emergency contact to host institution and Managing Office / Cluster

Formalities at home:
✓ deregister from Bürgerbüro if you stay > 6 months abroad
✓ sublet your room/apartment, e.g. through Welcome Centre
✓ organize somebody to check your mail box
✓ check your technical devices (plug type, charger, adapter, SIM card etc.)

For families:
✓ organize school / child care for kids in host country
✓ ask for school leave for the kids

For Non-EU nationals:
✓ If you return to Germany after your research stay abroad: Extend your German residence permit beyond your return date to Germany.
   Please contact the Welcome Centre (welcome.centre@uni-konstanz.de) for assistance.

Contact:
Outgoing Centre: Practical information and country specific details

During your research abroad stay

✓ arrange first meeting with Welcome Office at your host institution (if available) or check-out the campus onboarding
✓ arrange first appointment with your supervisor at your host institution
✓ try to join early mailing lists, social events and connect with peers (especially if your stay is short)
✓ try to arrange that you can present your research at some point (e.g. work in progress meetings)
✓ check-out registration at your host town
✓ keep original receipts/documentation of expenses for reimbursement
✓ PhD students: Check your e-mails about re-registration deadlines for the next semester at the University of Konstanz

After your research stay abroad
✓ file your expenses (travel costs, accommodation, etc. according to your budget plan) and, if applicable, account for advance payment with funding institution

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