

Information for Hosts

Visiting Scientists

At a Glance – What Are Visiting Scientists?

- Visiting scientists at KIT work at their home institution and come for a research stay to KIT.
- Visiting scientists do not conclude any employment contract with KIT.
- Use of KIT's infrastructure during the research stay of the visiting scientists at KIT is subject to the **visiting scientist agreement** to be concluded with [DE RECHT](#) (Legal Affairs Business Unit).
- Visiting scientists mostly are postdocs. As a rule, they have a doctor's or Ph.D. degree*.
- The research stay usually has a duration of at least four weeks up to a maximum of two years*.

* There are a few exceptions or special cases.

[Doctoral researchers](#) are **no** visiting scientists (exception: so-called 'sandwich model').

Examples – Grantees of the Following Institutions and Programs

- Alexander von Humboldt Foundation
- DAAD Postdoctoral Fellowships
- Helmholtz – OCPC (Office of the China Postdoctoral Council)
- ICM Future Mobility Grants
- International Excellence Grants of KIT

If you are not sure, contact [IScO](#).

Check List

Planning and preparing a stay of visiting scientists at your institute

This is important:

☐ [Review according to foreign trade law](#) or arranging this review for citizens of third countries

Who is responsible?	The host institute
For whom?	Visiting scientists from a non-EU member state or a non-EU 001 state
When?	Right when starting planning a stay at KIT
Who conducts the review?	DE RECHT supports and provides information
Required for?	<ul style="list-style-type: none">• Stay at KIT• Conclusion (if necessary) of the hosting agreement (see explanation below)• Conclusion of the visiting scientist agreement (see explanation below)
<input type="checkbox"/> Mandatory registration of stays of visiting scientists via Mobility Online as of May 01, 2024	
What to do?	The host institute sends the link for registration on Mobility Online to the visiting scientist. After the registration has been sent, the institute receives a message to confirm the data of the stay.
When?	Before the stay at KIT
Requesting welcome services (optional):	After registration via Mobility Online, visiting scientists can request support services from e.g. IScO via their user account.

☐ **In certain cases: Invitation letter by the institute in case of citizens of third countries**

Depending on the requirements of the German representation abroad, your guest might need an invitation letter for visa application. This invitation letter must contain the following data:

1. Name as given in the passport; 2. Date of birth and place of birth of the guest; 3. Planned scientific activity (details of the researcher's activity); 4. Duration of the stay; 5. Name of institute and host; 6. Type of funding.

If you have questions, contact [IScO](#).

<input type="checkbox"/> Hosting agreement for visa application in case of citizens of third countries	
What to do?	<p>An important part of the hosting agreement is the description of details of the researcher's activity.</p> <p>The details must be given by the contact person of the host institute indicated in the online registration form: The person is requested by mail from Mobility Online to click the link in the email, enter the details, and send them.</p>
Who issues the hosting agreement?	When all relevant data, including the details of the researcher's activity, have been given, IScO issues the hosting agreement. It will be sent to the user account of your guest via Mobility Online for download.
Please note:	<ul style="list-style-type: none"> Without any clearance according to foreign trade law, no hosting agreement can be concluded. Before concluding the hosting agreement, it should be agreed on whether KIT's infrastructure can be used cost-free or against payment.
<input type="checkbox"/> Conclusion of a visiting scientist agreement for the use of KIT's infrastructure	
Who?	The host institute sends a request to DE RECHT. DE RECHT provides support and information.
When?	Before the guest starts the activity at KIT or its institute
How long is the visiting scientist agreement valid?	<p>Conclusion and duration of the visiting scientist agreement are coupled to the period of validity of the residence permit.</p> <ul style="list-style-type: none"> Timely request of a visiting scientist agreement and, if necessary, an extension are in the responsibility of the host institute. The visiting scientists are responsible for the submission of residence documents with a sufficient period of validity.

Please note:	<ul style="list-style-type: none"> Without a valid residence permit, no visiting scientist agreement can be concluded or extended, which means that the research activity cannot be started or continued. In the worst case, the research activity must be interrupted. The times needed for authorities to extend residence documents may be several weeks. It is important that visiting scientists deal with these matters in due time. IScO can offer support to visiting scientists, if they contact IScO as early as possible. DE RECHT decides whether KIT's infrastructure can be used cost-free or against payment.
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Other important matters:

<input type="checkbox"/> Helping your guest find accommodation
Finding adequate accommodation in the region of Karlsruhe is always difficult, in particular from abroad. That is why the search should start as early as possible. It will be a great help, if you and your team from the host institute accompany and support the search for accommodation. For information on how to search for accommodation, click the Accommodation Info Sheet .
<input type="checkbox"/> Guest and partner account and guest pass
Create a guest and partner account for your guest to receive a KIT account and an email address and apply for a guest pass. If you have questions, contact the Registration Office (Ausweisbüro).
<input type="checkbox"/> Arrival in Karlsruhe and at KIT: e.g. social events
The monthly IScO Newsletter informs about joint activities, excursions, and information events for our international guests to help them establish contacts. You, your team, and your guest, of course, are cordially welcome!
<input type="checkbox"/> Requesting the hosting lump sum
In certain funding programs, such as Humboldt or DAAD, host institutes may request hosting lump sums. As a rule, information on requesting these funds can be found in the grant agreement.
<input type="checkbox"/> Notification of third-party funding (Drittmittelanzeige)
Is the research stay embedded in a project? Remember to complete the notification of third-party funding (Drittmittelanzeige).