



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

ZENTRALE UNIVERSITÄTSVERWALTUNG,
REF. VII.1, LMU GATEWAY –
FOR NEW INTERNATIONAL ACADEMIC STAFF



LMU Gateway

CHECKLIST – PREPARING YOUR MOVE

Administrative Matters

- Check the validity of your passport
- If applicable: apply for a visa
- Familiarize yourself with the residence permit regulations for your nationality

Academic Matters

- Obtain a supervision agreement from your supervisor
- Prepare officially certified copies of your university degree certificates and transcripts (including officially certified translations if applicable)
- Apply for admission to doctoral studies at your faculty's doctoral committee
- Apply as a doctoral candidate at the International Office
- Familiarize yourself with the doctoral regulations of your faculty

Work-Related Matters

- Obtain any documents from your German employer for your visa application

Private Matters

- Start searching for accommodation in Munich
- Collect your medical records and consider bringing a supply of any medication you may be taking regularly
- Arrange travel and/or health insurance valid in Germany or check the validity of your home-country insurance for the duration of your stay

Please keep in mind that these are only general recommendations, which may differ due to individual circumstances.