

Welcome to GEOMAR

The [Welcome Center](#) at GEOMAR Helmholtz Centre for Ocean Research Kiel supports incoming postdocs, research fellows and accompanying family members in all non-academic questions regarding their stay in Kiel. If you wish to use our services, please fill out this form and send it to us by e-mail welcome@geomar.de.

1. Personal and Contact Data*

Your data enables us to offer efficient support and communicate on your behalf with other offices

Last Name			
First Name			
Private E-Mail address			
Date of birth (day/month/year)		Gender	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> prefer not to specify
Citizenship(s)		Current country of residence	

2. Host institution at GEOMAR

Information about your host chair/institution enables us to prepare your stay in close cooperation with your scientific hosts

Host Professor			
Research Division		Research Unit	
If applicable: Person from that Research Unit I have been in contact with before			

3. Academic status at GEOMAR

Postdoc	
Research Fellow	
Other	

[4. Financing your stay](#)

How will you finance your stay at GEOMAR?

Contract of employment		Paid sabbatical (from home University)	
Scholarship/Fellowship		Personal funds	
Other (please specify)			

If you are financing your stay with a scholarship/fellowship, please indicate the funding agency.

Humboldt Fundation	European Research Council	DFG
DAAD	Marie Skłodowska Curie	Chinese Scholarship Council
Other (please specify)		

[5. Your Stay at GEOMAR – Arrival](#)

Correct data regarding your planned arrival and departure allows us to offer efficient support in immigration matters and finding accommodation

Planned arrival date (day/month/year)		Planned departure date (day/month/year) Length of stay	
--	--	--	--

[6. Accompanying family](#)

If your family is accompanying you during your stay at Kiel University, please provide the following information about your family members so that we can offer the required services.

Will your spouse accompany you?	yes <input type="checkbox"/>	no <input type="checkbox"/>	If you have children Will any of your children accompany you?	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>
---------------------------------	------------------------------	-----------------------------	--	------------------------------	--

Ages of accompanying children (in years e.g. 2, 5, 6).....

Other remarks regarding children/family

Planned arrival date (day/month/year)		Planned departure date (day/month/year)	
--	--	--	--

7. General Information

Knowledge of German language	yes <input type="checkbox"/>	no <input type="checkbox"/>	Previous research stay in Germany	yes <input type="checkbox"/>	no <input type="checkbox"/>
------------------------------	------------------------------	-----------------------------	-----------------------------------	------------------------------	-----------------------------

8. Services & Support

	Info on Visa regulations		German language courses
	Info on residence permit		Health insurance / other insurance
	Help with Accommodation		Help with municipal offices, tax office
	Childcare / Schools		Financial – Taxes, Bank account

*Privacy information

The PACT Welcome Center for International Researchers and Scholars, aims at supplying efficient support for internationally mobile researchers and visiting scholars. In order to do so, the Office requires data from all international guests for the following services:

1. Help with the visa application/residence permit process
2. Preparation of your arrival and stay at GEOMAR
3. Search for accommodation
4. Support for accompanying family members
5. Support during your first days in Kiel
6. Information about events for international researchers
7. Contact after leaving GEOMAR

Exclusively employees of GEOMAR who are sworn to secrecy by their work contracts handle your data.

The handling and storage of your data complies with German laws for data protection and security. No third party has access to your data or the physical location of the data servers.

Your data is only forwarded to third parties, if necessary for rendering the services required.

I hereby confirm I have read the privacy information and agree to the storage of my data for the purposes mentioned therein.

Date:	Signature
	Printed Name

Thank you very much for your response!

Please send the completed form to us by e-mail welcome@geomar.de.