

Guideline for DDAp students at KIT

Directly when beginning with the DDAp at KIT

- you have to look for a mentor for your thesis
-> the mentor has to be a Professor at the KIT-Department of Physics, however he/she cannot belong to the same institute as the co-director of the thesis
- you have to fill in the following forms:
- Supervision agreement of Karlsruhe School of Elementary Particle and Astroparticle Physics (KSETA) that also includes the doctoral agreement
- you have to register at the Karlsruhe House of Young Scientists (KHYS)
-> http://www.khys.kit.edu/english/KHYS_registration_portal.php
- after the registration at KYHS a request for the “*Annahme als Doktorand*” is produced automatically. The printed form has to be signed by you and your mentor and afterwards Sabine Bucher can send it to Mrs. Hühn (KIT-Department of Physics).
- registration for a Spanish course at Sprachenzentrum Karlsruhe
-> Marie-Christine Mundt (marie-christine.mundt@kit.edu) would be happy to provide you with a letter for the Sprachenzentrum indicating that a Spanish course is obligatory for the 1st (and 2nd) stay in Argentina.

At least 3 or 4 months before your stay in Argentina

- **For applying for a visa**
 1. Please get in contact with Marie-Christine Mundt who will provide you with all necessary information concerning the visa application.
 2. Please send the information in the document „*Travel Visas to Argentina*“ to Aníbal Gattone, Gonzalo González and Marcela Zozzaro and wait for an answer or rather the document „*Solicitud de Autorización de Ingreso al país – Precarga de Datos*“.
 3. Please prepare the information mentioned in the document „*Post grado-doctorado 2019*“ for the Argentinian Consulate in Frankfurt.
A police clearance certificate with apostille is only necessary when staying in Argentina for more than 6 months.
 4. Please fill in a travel form and let it sign by e.g. Ralph Engel for sending the visa application and getting an appointment at the Argentinian Consulate in Frankfurt. The travel form will be sent to the Department of Travels by Sabine Bucher.
 5. Please bring the visa application with a cover letter in an envelope to our travel agency at Campus North (Stephan Deck or Tobias Oechsler). The travel agency sends the documents and your passport to Frankfurt by express mail.

- **For the acceptance at the *Instituto de Tecnología Sabato, UNSAM***, you shall bring the following documents with you to Argentina:
 1. Apostille of your birth certificate and a copy of your birth certificate
 2. Passport and a copy of your passport (all pages including the cover page)
 3. Apostille of your Bachelor and Master certificate
 4. 2 passport photos 4x4 cm (or jpg-, gif- or png file in good quality)
 5. Police clearance certificate
 6. Application for the acceptance at the Instituto Sabato.

ITeDA takes care of the translation of 1. and 3. into Spanish.

ITeDA takes care of 6. and hands over the application to the doctoral student for his / her signature.

- **Accommodation in Argentina**
 Please send an e-mail with your arrival and departure data to Aníbal Gattone (agattone@unsam.edu.ar). He takes care of a flat for you.
- **Foreign health insurance**
 Please take out an insurance policy (incl. third party liability and accident insurance). Doctoral students who will travel to Argentina by funds of Deutsch-Argentinisches Hochschulzentrum (DAHZ) can take out an insurance policy via DAAD.

After receipt of your visa

- **In case of travelling by funds of DAHZ:** Please fill in a travel form (Campus South) and send it to Marie-Christine Mundt (Division 5, KIT).
In case of travelling by funds of HIRSAP: Please fill in a travel form (Campus North) and send it to Bianca Keilhauer.
- Reservation of a train and flight ticket by Marie-Christine Mundt or Bianca Keilhauer
- Please fill in the form „Feststellung-Entsendung-Ausstrahlung“ electronically below 1 and 3.1.-3.3 and send it to Mrs. Kaiser (a1antraege@pse.kit.edu) by e-mail. Marie-Christine Mundt or Sabine Bucher can send you the form.

During your stay in Argentina

- **For travelers via DAHZ:** Transfer of a monthly allowance of 1.135 Euros on the German account of the doctoral student. The transfer will be carried out together with the salary.
- **For travelers via HIRSAP:** Payment of a monthly allowance in Pesos of about 1.100 Euros by check or in cash via ITeDA.

After your return from Argentina

- Please indicate your monthly allowances in your tax return below “tax allowable expenses” -> “additional meal allowance” (Verpflegungsmehraufwand). If you cannot rent your apartment/room in Karlsruhe to another person during your stay in Argentina you have to indicate the monthly allowances below „double housekeeping“.