

Guideline for DDAp-students coming to KIT

Directly when beginning with the DDAp at UNSAM

Send required documentation for acceptance as PhD student to the KIT Department of Physics. Marie-Christine Mundt (marie-christine.mundt@kit.edu) will provide you with the most recent list of required documents, e.g., you have to provide a complete list of all your university courses (titles of courses translated by yourself into German or English).

Based on your documents the KIT Department of Physics makes a case-by-case decision whether you have to take additional courses. Most courses are offered only in summer semester (April-July) or only in winter semester (October – February). So you have to take any possible obligation for courses into account for planning your stay at KIT.

Before your arrival at KIT

At least 4 months before your arrival

- you can do a German online course voluntarily
 -> for further information please contact: marie-christine.mundt@kit.edu
- you shall look for an apartment or a room in a flat-sharing community
Due to high demand for accommodation in Karlsruhe, it is strongly recommended to start early searching an apartment.
 -> please contact anna.navickas@kit.edu (Welcome Office at KIT)
 or have a look here: www.intl.kit.edu/ischolar/3839.php

At least 2 - 3 months before your arrival

- you shall ask for an invitation letter for applying for a visa and/or for CONICET (this is not necessary if you have a EU nationality and a valid EU passport)
 -> please send an e-mail to: anna.friedrich@kit.edu with copy to marie-christine.mundt@kit.edu
- you shall take out a combined health,- accident- and liability-insurance
 -> for further information please contact: marie-christine.mundt@kit.edu

1 month before your arrival

- Mid of March and Mid of September, pre-registration of German courses at Studienkolleg is possible. This is the only way to guarantee a place for you.
 -> please get in contact with raquel.miravet@kit.edu

After your arrival

Within a week after your arrival

- you have to register at the local Residents' Registration Office
 -> please ask anna.navickas@kit.edu (Welcome Office at KIT) for further details

- you have to open a bank account which is required e.g. for the transfer of your rent;
necessary documents: passport and confirmation of your registration at the Residents' Registration Office

Within a month after your arrival

- 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):
 -> https://www.khys.kit.edu/english/registration_with_khys.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. Knodel-Rupp (KIT-Department of Physics).
- you have to enroll as a doctoral student at the International Student's Office:
 -> <https://movein-uni-karlsruhe.moveonnet.eu/movein/portal/studyportal.php?language=en>

Therefore, the following documents are needed:

- > copies of your bachelor and master's degree certificates in the original language as well as certified translations in German or English;
- > copies of the transcript of records in the original language as well as certified translations in German or English;
- > copy of the letter of acceptance by the KIT Department;
- > confirmation of funding of doctorate;
- > copy of the registration confirmation issued by KHYS;
- > If applicable, submit a contract for a binational doctorate (in the case of enrollment at a foreign university, you will be exempted from the administrative fee at KIT (not from the student union fee and not from the student body contribution).

The enrollment remains valid for one semester. Therefore, you need to re-enroll in time in order not to be unenrolled. The costs for enrollment are 119,20 €.

As the degree Bachelor does not exist in Argentina those who have an Argentinian degree only need the proof of the master's or licenciatura's degree.

- if not already done, you have to register for a German course at Studienkolleg
 -> please get in contact with raquel.miravet@kit.edu

Within the first 2 months after your arrival – in case you need a residence permit

- you shall make an appointment with anna.navickas@kit.edu