1) Current situation with the coronavirus
Please note that you need to observe the Covid-19 regulations regarding entry and quarantine. Currently (as of October 1, 2020) the Baden-Württemberg regulations foresee that you will be subject to quarantine if you have stayed in one of the countries listed as risk areas by the Robert Koch Institute within the last 14 days prior to entry. A negative Corona test can end the quarantine. When staying in another state (i.e. not Baden-Württemberg), other regulations may apply. You should prevent the necessity of a quarantine from occurring by regularly checking if your country is among the risk areas. The countries on the list and the regulations regarding entry and quarantine may change on a daily basis. Please note that KHYS cannot guarantee to bear any costs arising from cancellations which may be necessary due to the situation with the coronavirus.

2) Visa (if applicable)
If you need a visa for coming to Germany, you should apply for it in good time. For the Aspirant Grant (Doc) it will be sufficient to apply for a Schengen Visa (Category C) with the purpose of a business visit. Among other things, you will have to provide a proof of health insurance for the Schengen area as well as a proof of accommodation for the stay in Karlsruhe. However, it will not be necessary to register with the City of Karlsruhe for such short-term stays. A letter of invitation for the visa will be provided by KHYS.

For any questions concerning the visa the aspirant should contact the respective German Embassy or German Consulate. Please note that the Category C visa cannot be extended. It is therefore not possible to extend your stay at KIT for actually starting the doctoral project discussed during the stay. You will first have to leave Germany and apply for another visa from your home country.

3) Accommodation
Finding accommodation in Karlsruhe is very difficult, which is why the KIT doctoral researcher who serves as the aspirant’s buddy shall help you in this regard. For short-term stays, guests can book a room at KIT’s International Guesthouse or at the Gastdozentenhaus (house for guest lecturers). However, bookings have to be made well in advance. Additional accommodation possibilities are listed in the PDF file How to search for accommodation published by KIT International Affairs. If there is a community of fellow citizens in Karlsruhe it may be useful to get in touch with them. They may be able to assist you with your search for accommodation.

4) Insurance coverage
There is no health, accident, and liability insurance coverage via KIT during your stay. Proof of health insurance for the Schengen area will be needed for the visa application. You are, of course, free to also take out accident and liability insurance at your own expense.

5) Payment arrangements
The process for the payment will be defined for each aspirant individually. There are two options for the payment arrangements:

Option 1: You will receive the reimbursement as a transferal to your bank account once the journey has been completed and the travel accounting process has been concluded. This means that the aspirant will have to pay for the journey and the accommodation in advance. KHYS will directly assign and pay out the grant to the aspirant following the travel accounting process.

Option 2: The guests will receive the reimbursement of the travel and accommodation expenses shortly before the end of the stay. One week before the end of the stay, the grant recipient has to provide all documents for the travel accounting process. Once, the accounting process has been concluded, the recipient will receive the reimbursement as a cash payment. This option will only be available to guests from embargo countries (unless they have a bank account from a bank outside their home country).
More detailed information concerning the individual steps for the respective payment arrangement will be provided.

6) **What documents do I need to provide for the travel accounting process?**

For the travel accounting process, the aspirant needs to provide all original receipts as well as payment confirmations. The following documents must be submitted for the reimbursement:

- If applicable, invoice for visa application costs and bank statement
- Tickets (economy class only) for train journey or return flight including boarding pass
- Invoice of the rail or flight ticket and bank statement
- Tickets and bank statement for airport/train station transfer costs within Germany (public transport, economy class tickets for German train services with “Deutsche Bahn”; car travel costs will only be accepted in exceptional cases for which reasons must be specified)
- Invoices and bank statement for the accommodation.
- Please ensure that any payments for rent and/or utilities (especially for private accommodation) are confirmed in a written receipt with the following details: address of accommodation, name of tenant, rental period, amount of monthly rent. Otherwise, they will not be accepted as expenses by the travel expenses office.
- If your arrival or departure date does not correspond to the dates of the one-month stay within the Aspirant Grant you have to hand in at least one comparative offer for a fictitious trip on the day of the beginning/end of your official guest stay which shows that the offer you want to book is cheaper or at least the same price. Note that only the cheaper offer can be reimbursed.

7) **Arrival at KIT**

We ask you to come to KIT shortly after your arrival. KHYS will contact you with more information in time before your arrival. During the meeting at KHYS, we will inform you in detail about the payment process and provide you with the necessary documents. In addition, you need to sign a Grant Agreement without which KHYS can make no payments to you.

8) **Chip card for the KIT canteen**

For guests it is possible to receive a cashless payment card for eating at the canteen at Campus South. If you can present a student ID card from your home university, you can profit from the reduced student rates. The chip card is available at the student union (Studierendenwerk) at the foyer of the canteen (Campus South). The card costs a single payment of EUR 2.50 and you need to pay a deposit of EUR 7.50. The counter’s office hours are from Monday to Friday from 12:00 noon to 02:00 p.m.

At Campus North you have the possibility to eat at the so-called Casino. Guests can get a chip card at one of the machines in the foyer of the Casino. Prices for guests are slightly higher than regular prices.

9) **Final report and written confirmation regarding the stay**

The aspirant will have to send a final report within four weeks after the aspirant’s stay to KHYS. Templates for the report will be made available. The obligation to submit a report is a compulsory part of the Aspirant Grant (Doc). Once KHYS receives both final reports it will send out a written conformation to the aspirant that can serve as a certificate regarding the stay. In addition to the report, KHYS will send you a link to an anonymous online evaluation regarding general aspects of the funding measure. Please note that for evaluation reasons it is also necessary that you notify us should the Aspirant Grant (Doc) result in an actual doctoral project.

10) **Requirements for starting the doctorate at KIT**

We would like to point out that we have checked whether your degree in principle fulfils the requirements for starting the doctorate at KIT, which is the case. However, please note that this is a two-stage process. Should you and your supervisor agree on the terms for doing a doctorate at KIT following your stay, the doctoral research committee of the respective KIT Department will also check your documents. The committee will make the final decision in this regard and also stipulate whether you are obliged to take additional classes during the doctorate.