

Information on pre-arrival for visiting staff

Please contact your faculty member at HdM and clarify your duration of stay and tasks at HdM. You can find more information on the faculties and faculty contact persons [here](#).

The International Office at HdM can support you in finding your faculty contact person.

Faculty incomings at HdM

Please clarify with your Faculty contact person at HdM the purpose of your visit to HdM.

Teaching at HdM

Research at HdM

Visiting staff need to clarify their tasks at HdM with their HdM faculty contact person using a **checklist**.

1. Guest lecture (e.g. blocked program)
2. Replacing HdM faculty member
3. Tandem-teaching
4. Faculty-led visit
5. Workshop/Short Term Program

1. Faculty-led visit
2. Other (PhD, scholarship etc)

A list of countries detailing whether you need an entry visa to Germany can be found on the homepage of the [German Foreign Office](#).

Short-term stay (< 3 months):

1. Citizens from EU, EEA, Switzerland and their family member states neither require an entry visa to teach/work in Germany nor a long stay permit.
2. Some Non-EU researchers and lecturers (from USA, Canada, South Korea, Australia, Japan, Honduras, New Zealand) are allowed to enter Germany without visa. They will need to register at the local authorities upon arrival.
3. Other non-EU lecturers, scientists and researchers need to apply for a guest scientist/research visa valid for 90 days within 6 months (Schengen visa, approx. 80€).

Long-term stay (> 3 months)

1. Visiting scholars from non-EU countries or from Third World countries need to apply for a long-term guest scientist/research visa valid for a year max. (national/D visa, approx. 75€).
2. Citizens from EU, EEA or EFTA member states will need a [freedom of movement certificate](#) (Freizügigkeitsbescheinigung). They will need to register at the local authorities in Germany.

Short-term stay (< 3 months):
Non-EU scholars need to apply for a guest scientist/research visa valid for 90 days within 6 months (Schengen visa, approx. 80€).

Long-term stay (> 3 months):

Non-EU lecturers need to apply for a long-term guest scientist/research visa valid for a year max. (national/D visa, approx. 75€).