



Guide for Institutes: Recruiting International Staff

If international scholars are planning on spending time at your institute, you will need to make some preparations and pay attention to a few things. This guide lists the most important aspects to consider when preparing for an international research stay at Leipzig University.

Recruitment documents

The **recruitment forms for academic staff** (see intranet, HR, forms) and all other documents should be sent, as early as possible, to the responsible HR administrators at Leipzig University. Please check the **intranet** (search for Ansprechpersonen) to find out who is responsible for your faculty. Please allow **at least six weeks** for recruitment applications to be processed. It is necessary to check the recruitment documents and any third-party funding proposals. Only then can a **letter of intent (Absichtserklärung)** be issued by HR; this document is sent abroad to your future colleague, and is often necessary for him or her to be able to apply for a visa (**see list of countries requiring a visa**) at a foreign embassy.

Please also note that, depending on foreign embassy procedures, some applicants will be required to wait **up to three months** in their home country for their visa.

Here is an overview of the documents that must be submitted in order to prepare the employment contract:

- Recruitment forms for academic staff, completed in full and signed by the relevant superiors
- CV in tabular form (each new international staff member)
- Proof of university degree (**original** certificates)
- In order to conclude a contract, a valid residence permit **entitling the holder to take up gainful employment** will also be required. (**Exceptions: EU/EEA nationals; short-term contracts of up to three months for guests lecturers, provided no visa is required on entry; and foreign nationals requiring a Schengen visa (Type C), where no extension of the contract is planned**).

As soon as a letter of intent has been issued by the Department of Human Resources, either a Type D visa (valid for a maximum of 12 months) should be applied for in the home country or, after arriving and registering in Leipzig, the person should make an appointment via the **Welcome Centre** to apply for a residence permit. Please see the **list of the documents needed** when applying for a residence permit in Leipzig

Types of residence permit

You can find an overview of the different types of residence permit for international scholars and staff in the [HRK table](#).

Two residence permits may be applicable for doctoral candidates: Sect. 16b or Sect. 18d. Decisive for the differentiation is Sect. 19f paragraph 3 sentence 2, which excludes a residence permit according to Sect. 18d if the research activity is part of the doctoral studies as a full-time study programme (see also number 19f.3.2). This only applies to doctoral candidates who are enrolled at a German higher education institution in order to complete a full-time study programme leading to a doctoral degree as their main activity. Conversely, Sect. 18d applies if there is no enrollment at a German university or if the research is not conducted exclusively for the purpose of writing a dissertation. The latter would be the case, for example, if the dissertation is written within the framework of an employment contract. Insofar as a **work contract** is concluded between the doctoral candidate and a German university or research institution for the purpose of carrying out the doctoral project, **Section 18d shall take precedence over the stay for the purpose of studies pursuant to Section 16b**.

In order to obtain the visa (residence permit) under Section 18d (“Research”), the researcher or staff member must earn enough to fully cover his or her cost of living, including health insurance, and rule out any claim to social benefits (the Foreigners’ Authority will examine each case to determine whether the applicant can claim social benefits), and conclude a [hosting agreement](#) with the host institute. The director of the host institute should sign this hosting agreement, which describes the research project. Unlike the [agreement on granting visiting scholar status](#) (for scholarship holders, visiting scholars without an employment contract), which can only be signed by the Vice-Rector, it is not an official document of Leipzig University, but is required to clarify the person’s resident status at the Foreigners’ Authority and the Embassies/Consulats.

For all other recruitment documents to be completed before signing the contract, please refer to our guidelines for hiring foreign staff in the public service, which are available in both [German](#) or [English](#), and also send these guidelines to your new foreign members of staff as early as possible. This will help them to make sure they bring all the necessary documents and originals to Leipzig and have a good understanding of the meaning and background of all the documents that need to be completed. We also recommend that you pass on our [“Welcome to Leipzig A-Z” guideline](#), as well as the web addresses of our Leipzig University [Welcome Centre](#) and the [“Welcome to Leipzig”](#) project to your new international colleagues.

Legal notice and disclaimer

This flyer has been compiled as part of the joint project [“Willkommen in Leipzig/Welcome to Leipzig”](#) Dr Annemone Fabricius, Linda Kaule (Welcome Centre, Leipzig University International Centre);

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