



UNIVERSITÄT LEIPZIG

Stabsstelle Internationales

Short stays by international visiting scholars

Information on organising short stays (up to 3 months) at Leipzig University

Before coming to Leipzig

Letter of invitation

Your stay at Leipzig University will be confirmed by a letter of invitation from the host institute. In some cases, the letter will be required if a visa application is necessary. If you require a letter of invitation, please contact the host institute or the International Centre.

Status at Leipzig University

Leipzig University distinguishes between three statuses: students, employees and visiting scholars (It is important to know the status for things like applying for the Leibniz Card, see page 3). There are three types of agreement for visiting scholars:

- a visiting scholar agreement (always in connection with a flat-rate allowance from Leipzig University),
- a scholarship agreement (e. g. DAAD, Erasmus+ Mobility Agreement) or
- an agreement on granting visiting scholar status (concerns all self-financed stays at Leipzig University).

More information is available in [the guide Infrastructure for visiting scholars at Leipzig University](#).

Insurances

Please note that it is important to have sufficient insurance cover (sickness, liability, accident, repatriation) valid in Germany for the entire duration of your stay.

It is best to bring health insurance cover with you from your home country. This is essential for your stay at Leipzig. If you come from an EU/EEA country, you can use your electronic health insurance card during your stay.

Options for health insurance for persons from countries outside the EU/EEA can be found in a [document provided by "Welcome to Leipzig"](#).

Finding accommodation

Visiting scholars are responsible for organising accommodation for their stay. The host institute may be able to provide support if necessary. For stays in Leipzig lasting several months, furnished apartments or rooms are a good option. If you are just staying for a few days, it is easiest to book a hotel room (e. g. www.hrs.com, www.booking.com). This page lists various portals and providers of furnished rooms in Leipzig.

For less than a month:

- [Airbnb](#)
- [Basecamp Leipzig](#)
- [Leipziger Missionswerk](#)
- [Haus Feuerbach](#)
- [Townhouse Leipzig](#)

For several months:

- [HC24](#) (bookings by the month, sometimes possible from one month, sometimes minimum of three months)
- [Airbnb](#)
- [HomeCompany](#) (minimum rental period usually several months, sometimes less)
- [Basecamp Leipzig](#)

During your stay in Leipzig

Library access

If you wish to make full use of the [University Library](#), you will require a library card. You can request one free of charge by going to the library and presenting a visiting scholar agreement, letter of invitation or similar. If you do not present a valid authorisation, you will be charged EUR 8. If you apply for a [Leibniz Card](#), this includes use of the libraries.

Internet use and Leipzig University email address

Within the University, you can access the internet via the [eduroam network](#). If you do not yet have eduroam access from your home country, you can access it locally:

- Visiting scientists staying in Leipzig for less than three months can ask the person in charge at their host institute. A list of contacts can be found on the [website of the University Computing Centre](#).
- Visiting scholars staying in Leipzig for at least one month can apply for a [Leibniz Card](#), which also gives them a Leipzig University email address and internet access (see below).

Use of the refectories at Leipzig University

Visiting scholars and guest lecturers may use all of Leipzig University's refectories and cafés.

To do so they require a guest pass, which they can request via email. Please send an email to kartenservice@studentenwerk-leipzig.de. You will need to prove your status by presenting your visiting scholar agreement, letter of invitation or similar. The guest card will then be issued by the [Student Service Centre](#) (SSZ, Goethestraße 3–5, 04109 Leipzig).

Leibniz Card

Visiting scholars who will spend at least 30 days researching as Leipzig University can receive an electronic [Leibniz Card](#), which combines the following functions:

- Refectory card
- University Library card
- Wireless LAN guest access in the eduroam university network (registration necessary)
- Provision of a Leipzig University email address Leipzig

Mobility

Leipzig's public transport system is organised by a company called Leipziger Verkehrsbetriebe. Find information about tickets and prices for public transport services such as trams, buses and S-Bahn trains in a [document provided by "Welcome to Leipzig"](#).

Further transport options:

- [City Flitzer](#)
- [Teilauto](#)
- [Swapfiets bike rental](#)
- [Nextbike](#)

Telephone SIM cards

There are many providers of SIM cards for mobile phones. These can usually be purchased and used directly upon presentation of your identity card/passport. Find an overview of selected providers in this [document by "Welcome to Leipzig"](#).

Bank transfers

If you do not have a European account, high transfer fees are often charged on transfers to and from Germany. One alternative is the payment service provider [TransferWise](#), which advertises transfers at current exchange rates with very low fees.

Payment of scholarships/fees at Leipzig University

- **By bank transfer:**

Payments by bank transfer to guests of Leipzig University are only made to accounts in the SEPA area with IBAN and BIC. Guests without a SEPA account will receive a cash cheque at Leipzig University's payment office.

- **Cash cheque:**

The issue takes place after the scholarship/guest agreement has been signed and checked by the Department of Human Resources (Section 31). The responsible contact person in the International Centre then arranges the date of issue at the payment office (processing time ten working days). After receipt, the cash cheque must be cashed by the recipient within 3 working days at a bank branch upon presentation of the passport. The recipient will receive the amount in cash there.

Information for Leipzig University institutes

For the issuance of cash cheques to visiting scholars working at your institute, the following points should be noted:

Cash payment from external funds of the host institute of Leipzig University:

1. Visiting scholars are required to sign two original copies of the agreements with their supervising institution at Leipzig University.
2. The visiting scholar agreement (single copy), payment order and a copy of the visa (in the case of non-EU citizens who require a visa) and passport must be checked in advance by the Department of Human Resources (Section 31). Please make sure that the necessary original / copied documents are sent by internal mail to the Department of Human Resources (Section 31) at least three weeks before the desired payment date. Please include a separate note specifying that the money will be paid out in cash cheques!
3. From Section 31 the documents are sent directly to the central invoice office (internal reference: ZRN), and from there to Section 52 for processing, and finally the Payment Office, which prepares the cash cheque.
4. The Payment Office must be notified by email of the payment ten days before the desired payment date. All necessary documents (originals) must be signed and have reached the Payment Office before a payment can be made. Visiting scholars are paid personally and upon presentation of their passport at the [Payment Office](#) (link only valid within University internal net). Please note its opening hours. With the cash cheque you can receive your money at a local bank branch.

Cash payment of centrally administered scholarships

In most cases, the entire process is handled by the International Centre.

Further Information

Further information about visiting Leipzig for research purposes can be found on the [Welcome to Leipzig project website](#). Run by a network of various Leipzig research institutions, it was set up with the aim of improving the infrastructure for international visiting scholars in Leipzig. Information on various aspects of everyday life can be found in the [download](#) and [FAQ](#) areas of the website.

The [Hidden Leipzig website](#) compiles information in German and English on upcoming events (concerts, readings, festivals) and interesting places in the city. You will also find useful tips on getting the best out of life in Leipzig – restaurants, bars, art and culture.

Our [Welcome to Leipzig blog](#) contains short articles about upcoming events.

Contacts at the International Centre

All contact details can be found on the [website of the International Office](#). We have listed the most important contacts for you here:

Franziska Hübner

Goethestraße 3 – 5, room 3.10, 04109 Leipzig
+49 341 97 32040, franziska.huebner@zv.uni-leipzig.de

- Coordination of Erasmus+ ICM projects (KA171) for academic mobility of students, doctoral candidates and staff from and to worldwide partner universities
- Consulting and financial management for the foreign guest lecturer programme by the DAAD

Ines Remer

Goethestraße 3–5, room 3.10, 04109 Leipzig
+49 341 97 32022, ines.remer@zv.uni-leipzig.de

- Consulting on the Erasmus+ programme (Europe): on periods of teaching abroad, on management meetings and training abroad at partner universities)

Lisa Pacholleck

Goethestraße 3–5, room 2.11, 04109 Leipzig
+49 341 97 32035, lisa.pacholleck@uni-leipzig.de

- Exchange of university members within the framework of the bilateral university partnerships (Focus: visit from partner universities)
- DAAD programme Ostpartnerschaften
- Payment of flat-rate allowance and scholarship payments

Martina Otto

Goethestraße 3–5, room 3.15, 04109 Leipzig
+49 341 97 32029, martina.otto@zv.uni-leipzig.de

- Supervision of DAAD short-term grant payments holders from abroad
- Financial management of DAAD scholarships and support funds

Dr Marie Plinke

Goethestraße 3–5, room 3.27, 04109 Leipzig
+49 341 97 32025, marie.plinke@zv.uni-leipzig.de

- Organization of visits at the International Centre within the framework of bilateral university partnerships
- Consulting on projects in the DAAD Ostpartnerschaften programs and project management of the DAAD Ostpartnerschaften "

Ulrike Renker/Leipzig Alumni International

Goethestraße 3–5, room 2.10, 04109 Leipzig
+49 341 97 32024, lai@uni-leipzig.de

- Network for international alumni and research alumni
- Alumni meetings and visits

Dr. Annemone Fabricius

Goethestraße 3 – 5, room 3.26, 04109 Leipzig
+49 341 97 32039, annemone.fabricius@zv.uni-leipzig.de

Welcome Centre

- Support of international visiting scholars who spend at least three months at Leipzig University.
- Support of international scientists of Leipzig University (integration into Leipzig University, networking with colleagues etc.)
- Cooperation with non-university research institutions in the field of guest services
- Project management ([EURAXESS](#), [IBZ Deutschland](#), [Welcome-to-Leipzig](#))

Linda Kaule

Goethestraße 3 – 5, room 3.26, 04109 Leipzig,
+49 341 97 32069, linda.kaule@zv.uni-leipzig.de

Welcome Centre

- Support in organising stays for international visiting scholars who spend at least three months at Leipzig University
- social integration and support of international employees of the University of Leipzig / Consultation on integration and support offers of the faculties and the city
- Content support of the information web portal of the Welcome Center
- Contact person for international visiting scientists and international employees for on-site consultation
- Project management and public relations