



# INTERNATIONAL OFFICE

## ONBOARDING

SUPPORT IN (EVERY-  
DAY) LIFE AT THE  
INSTITUTE

## OFFBOARDING



## International Office

Are you joining us as a new colleague at the Max Planck Institute for Social Anthropology? Welcome!

In order to facilitate your arrival and integration in Germany as well as a good start and quick orientation at the Institute, we offer a comprehensive pre- and onboarding package, including assistance with visa applications, finding accommodation, and visits to government offices.

During your stay at the MPI, we will be happy to answer any questions you may have and provide support, particularly with the administrative preparation of your field research.

We look forward to meeting you!

To reach the international office:

### Contact

Viola Stanisch

*International Officer / Field Research Consultant*

Email: [stanisch@eth.mpg.de](mailto:stanisch@eth.mpg.de)

Phone: + 49 (0)345 / 2927-414

## Onboarding Services

During the onboarding process, you will find the following information and support at the International Office regarding:

- Introduction to the organisation and infrastructure of the Institute and the Max Planck Society
- Organization of the internal onboarding process, for example:
  - » scheduling appointments with the relevant departments
  - » issuing and collecting onboarding forms
- Visa and residence permit applications
- Finding accommodation
- The first administrative steps in Germany, for example:
  - » registering with the foreign registration office
  - » opening a bank account
  - » enrolling children in schools and day-care centres
  - » applying for a child allowance
- Access to German language courses, integration courses, important insurance policies
- The procedure for recognizing international qualifications in Germany
- Access to university programs and enrolment procedures for doctoral students
- General advice on living in Germany, and Halle in particular

## Support in everyday life at the Institute

In the further course of your stay, the International Office will remain your point of contact for non-academic matters for you and your families. It will support you with:

- Information about contact persons at the MPI for Social Anthropology
- Referrals to external contacts (e.g., doctors, accountants, pension information, and counselling centres)
- Advice and administrative support for extending residence permits and bringing family to Germany
- Correspondence with the immigration office
- Organization of childcare services (outside of regular working hours)

## Fieldwork

In the application process for field research, the International Office can provide the following information and support regarding:

- Administrative support for fieldwork applications
- Visa applications and research permits, as well as re-entry permits for Germany
- Obtaining travel information, researching travel conditions, entry requirements, travel warnings, hazard situations, consular representations, local infrastructure
- Preparatory measures, e.g., health care before and after the trip, organizational support
- Support for families (Reimbursement of additional care costs)

## Offboarding Services

Even after your employment contract/stipend ends, the International Office will support and advise you in the offboarding process regarding:

- Official deregistration processes (immigration authorities; residents' registration office)
- Registration as a job seeker (if you plan to continue living in Germany)
- Necessary cancellations of:
  - » Rental agreement/lease
  - » Telephone and internet contracts
  - » Utilities (electricity, gas)
  - » Bank account
  - » Railway discount card (Bahncard); Deutschlandticket Jobticket
  - » Drivers licence
  - » Broadcasting license fee (GEZ)
  - » Insurance policies