Are you planning on coming to Leipzig University for a stay of up to three months? This handbook is intended to inform you as an international visiting scholar and the host institutes about various aspects of your stay.
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 6). 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 [here](#).
**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](http://www.hrs.com), [www.booking.com](http://www.booking.com)). This page lists various portals and providers of furnished rooms in Leipzig.

**For less than one month:**
- [Airbnb](https://www.airbnb.com)
- [Basecamp Leipzig](http://www.basecampleipzig.de)
- [Leipziger Missionswerk](http://www.leipziger-missionswerk.de)
- [Haus Feuerbach](http://www.hausfeuerbach.de)
- [Townhouse Leipzig](http://www.townhouse-leipzig.de)

**For several months:**
- [HC24](http://www.hc24.de) (bookings by the month, sometimes possible from one month, sometimes minimum of three months)
- [Airbnb](https://www.airbnb.com)
- [HomeCompany](http://www.homecompany.de) (minimum rental period usually several months, sometimes less)
- [Basecamp Leipzig](http://www.basecampleipzig.de)
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: https://www.urz.uni-leipzig.de/dienste/uni-login/gastverwaltung/

- 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 page 6).
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
Mobility
Leipzig’s public transport system is organised by a company called Leipziger Verkehrsbetriebe. Here you will find information about tickets and prices for public transport services such as trams, buses and S-Bahn trains.

Further transport options:
- cityflitzer
- teilAuto
- CleverShuttle
- 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. An overview of selected providers is available here.

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 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
Franziska Hübner
Goethestraße 3–5, room 310, 04109 Leipzig
Phone: +49 341 97 32040
Email: franziska.huebner@zv.uni-leipzig.de

Contact for
• Coordination of Erasmus+ projects for the promotion of international academic mobility of students, doctoral candidates and staff (E+ KA171)
• Advice for university teachers on funding opportunities through Erasmus+ mobility of individuals from and to partner universities worldwide
• Visiting scholars, students and doctoral candidates from partner universities outside the EU who would like to spend an academic stay at the University of Leipzig
• Consulting and financial management for the project „Förderung ausländischer Gastdozenten/DAAD“ (Promotion of foreign guest lecturers programme/DAAD)

Ines Remer
Goethestraße 3–5, room 310, 04109 Leipzig
Phone: +49 341 97 32022
Email: ines.remer@zv.uni-leipzig.de

Contact for
• 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 211, 04109 Leipzig  
Phone: +49 341 97 32035  
Email: lisa.pacholleck@uni-leipzig.de

Contact for  
• 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 315, 04109 Leipzig  
Phone: +49 341 97 32029  
Email: martina.otto@zv.uni-leipzig.de

Contact for  
• Supervision of DAAD short-term grant payments holders from abroad  
• Financial management of DAAD scholarships and support funds
Marie Plinke
Goethestraße 3–5, room 327, 04109 Leipzig
Phone: +49 341 97 32025
Email: marie.plinke@zv.uni-leipzig.de

Contact for
• 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 210, 04109 Leipzig
Phone: +49 341 97 32024
Email: lai@uni-leipzig.de

Contact for
• Network for international alumni and research alumni
• Alumni meetings and visits
Dr. Annemone Fabricius  
Goethestraße 3–5, room 326, 04109 Leipzig  
Phone: +49 341 97 32039  
Email: annemone.fabricius@zv.uni-leipzig.de

Contact for  
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  
• Management of the Akademische Begegnungszentrum Leipzig e.V.  
• Project management ([EURAXESS, IBZ Deutschland, Welcome-to-Leipzig](mailto:EURAXESS, IBZ Deutschland, Welcome-to-Leipzig))

Linda Kaule  
Goethestraße 3–5, room 326, 04109 Leipzig  
Phone: +49 341 97 32069  
Email: linda.kaule@zv.uni-leipzig.de

Contact for  
Welcome Center  
• 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
Leipzig University
International Centre
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