

Service Point INF

Welcome Centre for International Scholars
Graduate Academy / Service for Doctoral Students
Equal Opportunities Office

Map

UNIVERSITÄT
HEIDELBERG
Zukunft. Seit 1386.

Support and service in Neuenheimer Feld:

INF 304, ground floor of the Zentralmensa (cafeteria)

At our new, shared Service Point, we are pleased to provide the same support and services as at our city center offices but at a more convenient location for students and researchers working in Neuenheimer Feld.

We hope that you will take full advantage of our new location and office hours!

Welcome Centre

» Support and advising for international visiting scholars

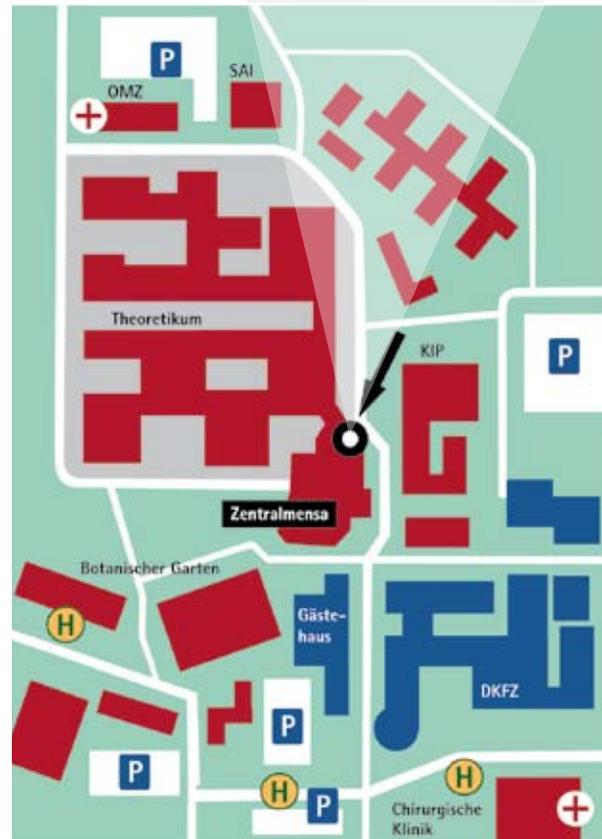
Graduate Academy

» Support and resources for doctoral students

Equal Opportunities Office

» Information and advising regarding equal opportunities

Ground floor of the Zentralmensa
(cafeteria)
Im Neuenheimer Feld 304



Service Point INF

Welcome Centre for International Scholars

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Welcome Centre for International Scholars

The Welcome Centre offers assistance to international scholars at or above the postdoctoral level from all departments and research facilities at the University of Heidelberg with questions concerning everyday life and work.

Our services include:

- » Providing information and support in the following areas:
 - › administrative issues and appointments with the local authorities
 - › questions related to work and residence permits (e.g. visa)
 - › banking and insurance options (e.g. health insurance)
 - › housing and accommodations
 - › childcare and schools
 - › language courses
 - › culture and life in Heidelberg
- » Arranging events and excursions for international scholars
- » Organizing German courses at the International Study Centre in Heidelberg

Managing Director: Nicole Tsuda

Office hours and contact details:

Tue 10 am – 2 pm

Thu 12:30 am – 2:30 pm and 5 pm – 7 pm

Office hours of the municipal Aliens' Office:

Thu 2:30 – 4:30 pm

Tel. +49 (0)6221/54-2134 or 54-3612

E-Mail: welcomecentre@uni-heidelberg.de

www.uni-heidelberg.de/welcomecentre



Graduate Academy Service for Doctoral Students

The Graduate Academy Service Point offers advice and assistance to all international and German doctoral candidates at the University of Heidelberg. We provide information and practical support on topics of general interest to young researchers including:

- » Doctoral training from A to Z and University registration formalities
- » Administrative formalities
- » Foreign residency and employment (e. g. visas)
- » Health insurance
- » Living and working in Heidelberg and the surrounding region
- » Accommodations and child care

The Service Point also provides information on additional forms of support such as:

- » Financing your training: stipends and grants
- » Seminar Program "Additional and Transferable Skills for Doctoral Students"
- » Initiatives and colloquia launched by Heidelberg doctoral candidates
- » Funding opportunities and research-related events and services (newsletter)

Managing Director: Dr. Heidrun Kugeler

Office hours and contact details:

Wed 9 – 12 am

Academic Writing Support: by appointment

Tel. +49 (0)6221/54-3958

E-Mail: graduateacademy@zuv.uni-heidelberg.de

www.graduateacademy.uni-heidelberg.de

Equal Opportunities Office

Your baby is teething, your paper is due next week and both grandmothers are sick – what to do?

You have secured the conference funding, the speakers have submitted their presentations but you still do not have money for a conference assistant – what to do?

The Equal Opportunities Office and Family Service of the University offer:

- » assistance with academic affairs for students with children
- » support for young female researchers in finding funding and professional development opportunities on their way to a professorship
- » help and mediation in resolving problems at work or in everyday life
- » family-oriented projects and support measures to help students and young researchers create a healthy balance between their work and family lives
- » support for intensified research and teaching opportunities in the field of gender studies.

Managing Director: Dr. Agnes Speck

Office hours and contact details:

Mon + Wed 1 – 7 pm

Thu 8 – 12:30 am

Tel.: +49 (0)6221/54-7697

E-Mail: Gleichstellungsbuero@uni-heidelberg.de

www.uni-heidelberg.de/gleichstellungsbeauftragte