

## CHECKLIST UPON ARRIVAL

- 1  Get acceptance by the department /Zulassung zur Promotion (**before** coming to Berlin!)
  - Applications need to include:
    - o Subject
    - o Working title and description of dissertation
    - o Statement and signature of supervisor
    - o Curriculum Vitae
    - o Proof of language skills (e.g. DSH), if applicable
- 2  Register with the local authorities in Berlin /Anmeldung beim Bürgeramt
  - o Passport
  - o Birth certificate (only for Germans new in Berlin)
  - o Completed and signed application form
  - o Your rental contract or your landlord's signature (Einverständniserklärung)
  - o Your Marriage certificate, if applicable
  - o Confirmation of moving in (your landlord has to fill in the form Einzugsbestätigung)
- 3  Open a local bank account / Konto eröffnen
  - o Residence certificate from local authorities (Meldebescheinigung)
  - o Passport with visa, if applicable

Tip: Bring proof of student status (enrolment) to avoid banking fees
- 4  Take out health insurance / Krankenversicherung
  - o Bank account
  - o Passport
  - o Visa, if applicable
- 5  Enroll at the university / Immatrikulation
  - o Completed application form
  - o Letter of acceptance to Department/ Faculty (Zulassung zur Promotion)
  - o Photocopies of all graduation degree certificates received, Masters, etc.
  - o Photocopy of ID card or passport with valid residence permit or entry visa
  - o Verification of your health insurance
  - o Payment 304,29€, copy of bank remittance (foreign doctoral candidates who receive a stipend from a German Institution pay €50 less)
- 6  Obtain residence permit / Aufenthaltsgenehmigung (non EU/EEA & Swiss nationals)
  - o Book an online appointment with Registration Office for Foreigners well in advance!
  - o Letter of acceptance to Department/ Certificate of enrolment (Zulassung zur Promotion)
  - o Proof of financial resources during stay (e.g. scholarship or employment contract)
  - o Proof of health insurance (Krankenversicherungsnachweis)
  - o Residence certificate (Meldebescheinigung)
  - o 1 (biometric) ID photos
  - o Passport (must be valid for at least 6 months)
  - o Completed and signed application form ("*Antrag auf Erteilung eines Aufenthaltstitels*")
  - o Marriage certificate and declaration of common residence, if applicable
  - o Processing fee approx. €110 for the issue of the first permit (foreign doctoral candidates who receive a stipend from a German Institution do not pay the processing fee)