

## B

## CHECKLIST UPON ARRIVAL

- 1  Emergency/Notfall  
Important telephone numbers:
  - o Police 110
  - o Fire brigade & ambulance 112
  - o Number of your embassy in Germany: \_\_\_\_\_
- 2  Finding an apartment/ sign the rental contract
  - o ID/passport
  - o Proof of financial resources: payroll of the last 3 months/ scholarship/ employment contract
  - o [Schufa-credit report](#): SCHUFA=credit investigation company
  - o Please inform yourself at the embassy if it is necessary to register yourself
- 3  Register with the [local authorities in Berlin](#) /Anmeldung beim Bürgeramt
  - o If you could not book an appointment (Checklist A), call the local authorities (030) 115 and ask what to do (probably German speaking)
  - o Passport
  - o Birth certificate (only for Germans new in Berlin)
  - o Completed and signed [application form](#)
  - o Your Marriage certificate, if applicable
  - o [Confirmation of moving in](#) (your landlord has to fill in the form Einzugsbestätigung)
  - o In case you don't speak German, bring someone to help you
- 4  Please inform yourself at the embassy of your country if it is necessary to register yourself
- 5  Open a local bank account / Konto eröffnen
  - o Residence certificate from local authorities (Meldebescheinigung)
  - o Passport with visa, if applicableTip: Bring proof of student status (enrolment) to avoid banking fees
- 6  Take out health insurance / Krankenversicherung
  - o Bank account
  - o Passport + Visa, if applicable
- 7  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 Payment 304,29€, copy of bank remittance (foreign doctoral candidates who receive a stipend from a German Institution pay €50 less)
- 8  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)