

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 applicable

Tip: 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)

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www.fu-berlin.de/drs

Checklist upon Arrival

Please be aware that we do not assume liability for any information given and that our advice is never substitute for that of an expert in the specific field.