

Arrival Checklist:

Local Registration Office (Einwohnermeldebehörde)

The following documents are required:

- Valid Passport
- Rental agreement for your place of residence while you are working in Gatersleben
- In case you have lived in Germany before, the residency permit of the place where you have lived
- When your family is coming with you: your family member's passports, marriage certificate and your children's birth certificates and passports.

If you need somebody to help you or accompany you, please contact us.

Local Immigration Office

* does not apply to nationals of a country in the European Union and the EEA countries and Switzerland

The following documents are required:

- Valid Passport
- Registration certificate of proof of residence
- Lease for your accommodation
- Proof of a valid health insurance policy
- Proof of adequate financial resources (Employment contract, Fellowship offer)
- Passport-sized picture (biometric, available in photo-shops)
- Charge for residence permit €60 (befristet 1 Jahr) to ca. €85 (unbefristet) (no charge for EU citizens)

If you need somebody to help or accompany you, please contact us.

Bank

The following documents are required to open an account:

- Registration certificate from the Local Registration Office
- your Passport

If you need somebody to help you or accompany you, please contact us.

Insurance

For a residence permit and an employment contract with the Institut you need a proof of a valid health insurance.

Taxes

After you registered at the Local Registration Office you have to apply personally or by mail your „elektronische Lohnsteuerkarte“ at the Tax Office and your „Steuer-Identifikationsnummer (ID)“ at the „Bundeszentralamt für Steuern“ under www.bzst.de/DE/Home/home_node.html.