



## **Welcome to Germany!**

### **Checklist: Upon your arrival in Würzburg**

#### **1. Register with the Citizens' Registration Office ("Bürgeramt")**

- If you do not have permanent accommodation upon your arrival in Germany you can also register with a hotel name or address of your current host and later on change your address
- For the address, contact and opening hours of the Citizens' Registration Office in Würzburg consult the brochure ["Visa Application: Important Steps for Researchers from non-European countries"](#)

#### **2. Set up a bank account with a German bank**

- In order to sign your employment contract, to receive your salary or scholarship and to take out money at ATMs without paying additional fees, you have to open a bank account with a German bank. It might be advisable for you to compare the account maintenance charges and international cooperation-partners of different financial institutes. If you want to open a bank account, you have to bring your passport and the certificate of registration ("Meldebestätigung") you receive at the Citizens' Registration Office ("Bürgerbüro").
- Your new account will include an EC-card, which you can use to withdraw money from your own bank's EC cashpoints for free. At the cashpoints provided by other banks withdrawal is usually liable to charges. However, there are also online banks without branch offices: These financial institutes offer you to open a bank account online and send in all necessary documents via email or mail. With the EC-card of these banks you can generally use various different cashpoints from other banks without paying additional fees. In this

case, however, you can only engage in online banking and make enquiries via email or a telephone hotline which is usually free of charge.

### **3. Take out health insurance**

- Health insurance is mandatory for all researchers and the family members accompanying them to Germany. First of all, check whether your insurance at home will cover medical treatment and hospital expenses during your stay in Germany. The insurance company must then confirm in writing that insurance coverage is valid in Germany and state the exact period of time for which this coverage is valid. The immigration authorities require proof of sufficient health insurance coverage when you apply for a visa or residence permit.
- For short-term stays (less than three months), a travel health insurance valid for the entire Schengen area (with a minimum coverage of 30,000 €) should suffice.
- For long-term stays (longer than three months) comprehensive health insurance is required. The insurance must cover all costs for medical treatment in the event of serious illness and accidents in Germany. It may not have a maximum plan limit and it may not exclude certain treatments (e.g. in case of pregnancy or childbirth).

### **4. Sign your contract at the Human Resources Department**

- The Human Resources Department will advise you in advance which documents you have to present in copy or as original to conclude your contract. You can only sign the contract after handing in all mandatory documents. Among other things, you will need the details of your health insurance and bank account.

## **5. Register with the Department for Nationality Issues and Foreigner Affairs to get your work permit or renew your residence permit if your visa is going to expire**

- You can find more information in the [guide on visa regulations and the registration process](#) on our webpage
- Non-EU nationals who intend to stay in Germany for more than three months need a residence title for stays of longer duration. In order to apply for it, make an appointment with the Department for Nationality Issues and Foreigner Affairs ideally directly after your arrival in Germany. There are different types of residence titles. Which residence title would be most suitable for you, depends on various factors such as your employment contract and income, your field of expertise, accompanying family members and the duration of your stay. The employees of the Department will give you advice. If there are any questions or problems the Welcome Center is happy to assist you to work out a solution.
- For [more information on different types of residence permit](#) consult the webpage of the German Rectors' Conference.

## **6. Decide on the occupational pension scheme (VBL) within 2 months of starting work**

- Public servants can decide to benefit from a supplementary or occupational pension scheme. In general, the employer registers the employees for the compulsory insurance with the VBL (VBLklassik scheme). For scientific employees with temporary employment contracts, however, the labour agreement provides for a special pension scheme. Scientific employees typically are employed for a short period of time and are unable to accumulate the 60 months of insurance (qualifying period) which are prerequisite for acquiring pension benefits within VBLklassik. Therefore, they can choose to apply for exemption from the VBLklassik pension scheme. In that case, the employer has to provide supplementary pension coverage through VBLextra. The benefit: You can acquire a pension entitlement without having to meet the qualifying period requirement.

- For more information and a brochure on the topic, please consult the [VBL webpage](#). On the webpage you can also find a [leaflet with basic facts about pension insurance for new employees](#).
- For more general information on the German pension scheme consult the [EURAXESS](#) webpage.
- In case of any further questions your contact person in the Human Resources Department can give you advice.

## **7. Apply for a job ticket for public transport (if applicable)**

- As an employee of Julius Maximilian University you are eligible to apply for a job ticket (or “Mobil-Firmen-Abo”) to use public transport in Würzburg at a reduced price. As soon as you get your “novell” user – login, you can download the [application form](#) from the intranet.

### **Disclaimer:**

Please note that information provided by the University of Würzburg is not complete or legally binding and cannot replace a consultation of experts in the field. We compiled this manual with care but do not assume liability for its content and cannot keep it up-to-date in every detail. The information given is of quite general nature and does not cover the peculiarities of individual cases. Please ask the respective specialist contact person for advice if you have any further questions.

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