



## Checklist – Arriving in Dresden/Germany

### Before your Arrival - Visa Application

EU nationals do not require a visa to enter the Federal Republic of Germany. Generally speaking, all other foreigners require a visa to come to Germany. If you want to work or study here, **a tourist visa will not be sufficient!** However, there are some exceptions so please check the visa regulations on the website of the Federal Foreign Office of Germany [http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html) or in the German embassy/consulate in your home country.

Ideally, your passport is valid for entire period which you intend to spend in Germany as otherwise you might need to go home in-between to renew it.

Some useful things to take with you: any medicines you need, travelers' checks, some cash for your arrival, passport photographs.

### Before your Arrival - Looking for an Apartment

Vacant apartments are usually advertised on the internet, e.g.

<http://www.immobilienscout24.de>

<http://www.sz-immo.de/>

<http://anzeigen.dnn-online.de/immobilien.html>

<http://www.vermietung-online.de/>

### Apartment Placement Agencies

There is a number of apartment placement agencies that can help you finding a room or flat relatively fast and easy. Below is a list of three agencies. Should you be interested in one of their offers, you can contact the landlord/owner via the respective agency. Should a contract be signed between you and the landlord, the agency will receive a one-time fee that is calculated as being between 25% and 150% of one month's rent, based upon the total rent and the duration of the contract.

#### Mitwohnzentrale Dresden

Email | [dresden@mitwohnzentrale.de](mailto:dresden@mitwohnzentrale.de)

Web | [www.mitwohnzentrale.de](http://www.mitwohnzentrale.de)





### **Home Company**

Email | [Dresden@homecompany.de](mailto:Dresden@homecompany.de)

Web | [www.dresden.homecompany.de](http://www.dresden.homecompany.de)

### **Mietwohnzentrale Dresden GmbH**

Email | [info@mietwohnzentrale-dd.de](mailto:info@mietwohnzentrale-dd.de)

Web | [www.mietwohnzentrale-dd.de](http://www.mietwohnzentrale-dd.de)

## **Formalities to be completed after your Arrival in Dresden**

At the beginning of your stay, you will need to complete a number of unavoidable bureaucratic formalities. **Please do not hesitate to contact the International Office of the BIOTEC/CRTD should you need assistance with your first steps in Dresden.**

Please note that the order of formalities should be followed, because the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> step cannot be completed before the previous ones have been taken care of.

### **1) Residents' Registration Office (Zentrale Pass- und Meldestelle)**

Please note that registration is obligatory in Germany. You need to register at the Residents' Registration Office within the first 2 weeks after your arrival in Germany. To register, you have to present your passport, your visa (if applicable) and your rental contract. You will be issued a confirmation called "Anmeldebestätigung".

In case you move to another apartment during your stay in Dresden and Germany, you need to go to the Residents' Registration Office to inform them about the change of address within 2 weeks after you have shifted to the new apartment. Upon leaving Germany you should also go there in order to "de-register".

Residents' Registration Office (Zentrale Pass-und Meldestelle)

Theaterstr. 11/ground floor (near Postplatz)

01067 Dresden

Phone | 0351-4886070

Office Hours | MON/TUE/THU/FRI 8am to 8pm, WED 8am to 2pm, SAT 8am-1pm

### **2) Opening a bank account**

For handling most of your financial transactions incl. receiving your salary and paying your bills (rent, electricity, telephone etc.) you will need to open a bank account ("Girokonto"). For this, you will need:

- passport/ID
- registration notice from the residents' registration office (Anmeldebestätigung, cf. point 1)



As a student you will be exempt from the account charges by most banks if you can prove your student status. The Deutsche Bank branches at Schillerplatz (Loschwitzer Str.52) and Prager Straße 8 have English-speaking staff.

### **3) Registration with a health insurance**

All students and employees in Germany must show a registration proof of health insurance as mandated by German law – please see details for insurances below! It is your choice with which insurance company you register.

#### Employees

As soon as you take up your position, your group secretary will take the steps necessary to register you for insurance. You will be registered with the insurance company ("Krankenkasse") of your choice which will then inform the other social security providers.

#### PhD students

PhD students with a regular work contract are subject to the same procedure as employees (see above). If you have a scholarship contract, you need to take out a private insurance. Please note the details for EU students (cf. point insurances)!

#### Master's students

Master students need to register with a statutory health insurance company. All health insurance companies charge a reduced fee for students (up to the age of 30 years, max. 14 semesters study duration). For the registration you will need the following documents: passport/ID, admission letter of the university, bank details.

### **4) Taxation/Tax Card**

The old tax card system has been replaced by an electronic system. After registration with the city registration you will receive a tax ID number by post. Please inform your employer i.e. your group secretary about the ID number and let her know your date of birth.

Please note that all changes with respect to marriage, parenthood etc. that have consequences on taxation need to be notified to the respective tax office.

### **5) Foreigners' Department (Ausländerbehörde)**

Please note that for any issue to be clarified with the Foreigners' Department (e.g. visa extension, invitation letters etc.) you will need an appointment. Appointments may be made by phone, fax or email ([termin.auslaenderbehoerde@dresden.de](mailto:termin.auslaenderbehoerde@dresden.de)) or in person at the service point of the Foreigners' Department. If the appointment



proposed by the Foreigners' Dept. is inconvenient for you, please inform them as early as possible and reschedule the appointment.

Ausländerbehörde Dresden  
Theaterstr. 13/ ground floor  
01139 Dresden

If you are a **non-EU citizen** and have entered Germany with a study or employment visa, your visa will expire after three months and you will need to apply for an extension (a so-called residence permit or *Aufenthaltsgenehmigung*). Please request an appointment for the extension just after your arrival as the processing time is approx. 10 weeks. You will need the following documents (originals + 1 set of photocopies):

- application form
- rental contract
- proof of a valid health insurance (if you are insured with a statutory health insurance company, the *Mitgliedsbescheinigung* needs to be specifically requested. If you hold a private insurance, a copy of the insurance policy is sufficient)
- passport + visa/residence permit
- 1 biometrical passport photograph
- work contract (if you are employed) or *Immatrikulationbescheinigung*/ enrolment proof OR *Zulassungsbescheid*/ admission letter of the university (if you are a student)
- proof of sufficient financial support\*

The processing fee can be paid in cash or by EC card. If you already have a residence permit, the Foreigners' Department will follow up on its expiry date in their system and send you an invitation for the extension approx. 10 weeks before the permit is going to expire. The invitation will include the application form and the list of documents to bring. Please make sure to have all the required documents complete for the appointment so that your application can be processed smoothly!

Please note that as a visiting scientist or PostDoc (i.e. employee) you may go to the **Dresden Welcome Center** ([http://welcome.dresden.de/en/index\\_en.php](http://welcome.dresden.de/en/index_en.php)). Appointments are usually much faster than in the Foreigners' Department. Unfortunately, students and PhD students are not the target group of their services so they need to contact the Foreigners' Department.



Dresden Welcome Center  
Schweriner Straße 1  
01067 Dresden  
Phone | (0351) 4886050  
Web | [akzess@dresden.de](mailto:akzess@dresden.de)

#### \* Proof of sufficient financial support

You need to provide proof of sufficient financial resources to sustain your living in Germany (*Finanzierungsnachweis*). This can be the proof of a scholarship, working contracts specifying the salary, copies of your last three salary slips or current bank statements (blocked accounts).

## Insurances

### Health Insurance

#### 1) Employees/students with work contract

All students and employees in Germany must demonstrate a valid health insurance coverage for sickness and emergencies as prescribed by German law. Typically, as an employee with a work contract you will need to take out a **statutory health insurance**. The benefits of statutory health insurance are largely standardised while there may be differences in customer service, additional benefits and optional premiums.

Health insurance contributions are income-based (approx. 15.5% of your gross income) and are split between employer and employee. There is the option to include your spouse and children at no extra charge (*Familienversicherung*).

Here are the details of some major statutory insurance companies:

#### **Techniker Krankenkasse (TK)**

George-Bähr-Str. 8

01069 Dresden

Phone | +49 (0) 351 477 3773

Fax | +49 (0) 351 47 24-410

Office Hours | MON 10:00 – 16:00; TUE/ THUR 8:30 – 18:00; WED 8:30 – 16:00;

FRI 8:30 – 13:00

#### **Allgemeine Ortskrankenkasse (AOK)**

Schnorrstr. 10

01069 Dresden

Phone | +49 (0) 8002471001

Fax | +49 (0)800 247 1002925

Office Hours | MON/TUE/THU 9:00-18:00; WED/FRI 9:00-14:00



### **Barmer Ersatzkasse (BARMER)**

Zellescher Weg 23-25a

01217 Dresden

Phone | +49 (0)351 4732 1 21 0

Fax | +49 (0)800332060 21-1000

Office Hours | Mon/ Wed 8:00 – 17:00; Tue/Thur 8:00-18:00; Fri 8:00-16:00

### 2) Employees/students with a scholarship contract

If you receive a scholarship you will need to take out a private insurance from a health insurance provider that is authorised in Germany.

**EU Citizens** with a valid European health insurance card are also covered in Germany for temporary stays. If you stay long-term, you need to exchange the card for a local health insurance scheme. For this you will need to request Form E106 from the insurance company in your home country which entitles you to register with the German health insurance scheme. However, if you have an employment contract, you are obliged to have statutory social security and you must therefore join the statutory health insurance scheme in Germany (see info for employees above).

### (Third party) liability insurance (Haftpflichtversicherung)

Please note that you are not insured for cases of third party risks through your employer. If you wish to have such an insurance coverage, you have to procure for this insurance privately. Please also check whether your home insurance company possibly covers events/cases abroad!

### Household Contents Insurance (Hausratversicherung)

Please note that your personal belongings (furniture, jewelry, electronic devices, clothes etc.) are not insured by the landlord. If desired, you can take an additional household contents' insurance (Hausratversicherung). It covers all movable things in a household: furniture, electronic devices and clothes and insures them against fire, thunder and hail storms, burglary, robbery and vandalism. However, please be aware that different insurances have different regulations so make sure you check what exactly they cover and what is excluded.

## **English-speaking doctors**

If you need to see a doctor, please contact the international office. We have a list of several English-speaking specialists and are happy to fix an appointment for you. Furthermore, the University Hospital "Carl Gustav Carus" offers a variety of services for international patients. Please find more information here: <http://www.uniklinikum-dresden.de/patienten-und-besucher/international-patients>



## Important Phone numbers in Dresden

- Medical Emergency Service: 112
- Emergency transportation: 0351-192 22
- Fire Brigade: 112
- Police: 110
- Police Head Office in Dresden: Schießgasse 7, Tel: 0351-483 0



## Driving License

If you have obtained your license in a country that is neither a member of the EU nor of the EEA, your license will remain valid for six months following your move to Germany. After this time it will no longer be valid. To continue to drive on German roads, you will need a license issued in Germany.

The conditions for obtaining a German license vary depending on the country where your original license was issued. For information on these conditions and on how to obtain a German license, please contact your local driver licensing authority in due time before your license expires. In some cases you can apply for an extension of six months, provided you can prove that you will not be staying in Germany for more than 12 months. If you drive on German roads with a foreign license that is not or no longer valid in Germany, please note that you will be deemed to have committed the offence of driving without a license.

### Führerscheinstelle

Hauboldstraße 7, 01239 Dresden  
Tel | 03 51/ 4 88 80 61



## GEZ (Radio and TV broadcast fee)

You are legally required to sign up with the GEZ and pay for the broadcasting service. This applies to you even if you do not own a radio/TV or do not listen/watch. Every household has to pay a lump sum of €17.98 per month. The fee is to be paid for three months at a time. If you do not sign up you will be contacted by them via letter. DO NOT ignore these letters! The bills will just add up and at some time, they will send a bailiff and you will have to pay a fine!

## How to obtain authorized copies

For some purposes – for example the registration as a PhD student at the university - you might need authorized copies of your documents (i.e. a confirmation that a duplicate is true to the original document). If you are insured with a statutory health insurance company in Germany you can obtain authorized copies there free of charge. The Residents' Registration Office also authorizes copies for a fee.





## Public Holidays

New Year - January 1  
Good Friday  
Easter Monday  
May 1  
Ascension Day  
Whitsun  
Reformation Day 31 October  
Penance Day  
Christmas - December 25+26



## Additional Information

The website of EURAXESS Germany ([http://www.euraxess.de/portal/Incoming\\_en.html](http://www.euraxess.de/portal/Incoming_en.html)) gives a good overview of issues like social security, taxation etc. that could be of interest to incoming researchers

Also worth checking is: <http://www.make-it-in-germany.com/en/> for information on working, studying and living in Germany.

**If you have any questions or need help, please contact:**

### **CMCB International Office**

#### **Sandra Mattick**

DFG-Center for Regenerative Therapies Dresden  
Cluster of Excellence / TU Dresden  
Fetscherstraße 105  
01307 Dresden  
tel: +49 (0)351-458-82063  
email: [sandra.mattick@tu-dresden.de](mailto:sandra.mattick@tu-dresden.de)