

Checklist upon Arrival

- Register with the German authorities, either in the Welcome Center in the Citizens' Service Office in Potsdam (*just passport needed*) or in the Bürgeramt in Berlin (*passport, lease contract*)
 - Official registration with the Citizens' Service Office (Anmeldung/Meldebestätigung)
 - For citizens of the EU, application for a certificate of freedom of movement (Freizügigkeitsbescheinigung)
 - Issuance and amendment of wage tax card (Lohnsteuerkarte) (*in Berlin: employment contract/residency permit for working requested*)
 - Application for certificates of good conduct (Führungszeugnisse)

- bank account (*passport, registration*)

- health insurance policy (*Welcome Center at the university*)

- For non-EU citizens: formalities concerning residency permits in the Foreigners' Office in Potsdam or Berlin
 - application form (*Potsdam: Welcome Center or foreigners office; Berlin: <http://www.berlin.de/labo/auslaender/dienstleistungen/ae-info.html>*)
 - certificates of proof of residence (Anmeldung/Meldebestätigung), *to be obtained upon registration with the Citizens' Service Office*
 - Passport-sized picture (biometric)
 - Lease for your accommodations
 - Student card (if applicable)
 - Employment contract (if applicable)
 - Proof of adequate financial resources (employment contract, confirmation from your stipend-giver; Finanzierungsnachweis)
 - Proof of a valid health insurance policy (Krankenversicherungsnachweis)
 - For families, marriage certificate and declaration of common residence

- formalities regarding employment