

# Arrival Checklist



- **Welcome Centre:** Our team would like to welcome you and accompanying family members to the University of Bremen!
  - **Registration:** Please register here to receive regular information <https://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/welcome-centre-international-researchers/online-registration-for-international-researchers.html>
  - **Office Hours:** Mondays and Thursdays 10:00 – 12:00 at SFG 0380, or schedule an appointment for another time. Come by to pick up your **Welcome Package** with information about the University and the City of Bremen. We also help answer any questions that may arise during your stay.
  - **Events & Workshops:** Join in! Please visit the following page for more information: <http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/welcome-centre-international-researchers/events.html>
  - **Café International:** Our round table takes place every Wednesday 16:00-18:00 on the 3<sup>rd</sup> floor of GW2 (red sofas). Take part and enjoy some coffee, cake, and intercultural exchange.
  - **Facebook:** Join our group to network with other international researchers and see the latest news: Welcome Centre Uni Bremen <https://www.facebook.com/groups/614645058599455/>
- **Accommodation:** Seek help through our housing website <http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/welcome-centre-international-researchers/useful-information/accommodation-for-international-researchers.html> and if you need help, send us a completed housing questionnaire: [welcomehousing@uni-bremen.de](mailto:welcomehousing@uni-bremen.de)
- **On Campus (accounts, cards etc.):**
  - **University Account:** Apply through the *Zentrum für Netze (ZfN)*. Bring your passport and employee ID/student ID/ guest ID etc. <https://oracle-web.zfn.uni-bremen.de/secure/accountantrag>
  - **Mensa Card (Canteen Card):** To be collected from the *Mensa* at the info-point. Bring your employee ID/student ID, passport and 5€ as a deposit.
  - **Library Card:** To be picked up inside the *library (SUUB)* at one of the machines or at info-desk. Bring your employee ID/student ID and passport. It is free for Uni Bremen employees and students. For guest staff/students: 10€/per year
  - **University Sports:** Registration at <http://www.hospo.uni-bremen.de/>
- **BSAG/Public Transportation Ticket**
  - **Semester ticket:** For enrolled doctoral researchers <http://www.uni-bremen.de/en/studies/studien-pruefungsverwaltung/formalitaeten-im-studienverlauf/re-registration-and-semester-contribution.html>
  - **Job ticket:** For guests with a university contract for at least 1 year: <http://www.uni-bremen.de/dezernat2/service-a-z/jobticket.html>
  - **Monthly ticket:** For guests e.g. with scholarships (without a university contract) <http://bsag.de/de/tickets/ticketinfo-fahrpreise/wochen-und-monatstickets.html> or
  - **Yearly ticket:** <http://bsag.de/de/tickets/ticketinfo-fahrpreise/abonnements.html>
  - **Timetables:** <http://www.bsag.de/de/auskunft/infos-plaene/linien-und-fahrplaene.html>
- **City Registration:** At *Stadtamt* (e.g. at *Bremen Services University (BSU)* located at university) within 2 weeks after arrival <https://www.bsu.uni-bremen.de/bsu.html>
  - ➔ City Registration is also possible via mail (not email!) by sending the form and a copy of the passport to: BSU, Klagenfurter Straße, 28359 BremenFor the City Registration you need your passport, the registration form and the “Wohnungsgeberbestätigung” (Confirmation of the landlord)
- **Residence Permit:** For non-EU citizens, you must obtain a residence permit within 90 days of arrival at BSU <https://www.bsu.uni-bremen.de/AntragVerlangerung.pdf>

- **Tax Number:** This will be automatically sent to you within 14 days of city registration by post. Make sure your name is added onto your postbox.
- **Bank Account:**
  - On Campus: **Sparkasse Bremen** <http://www.unifiliale.de/link>
  - City Centre: **Santander Consumer Bank**  
[http://www.santander.com/csgs/Satellite/CFWCSancomQP01/es\\_ES/Corporativo.html?lng=en\\_GB](http://www.santander.com/csgs/Satellite/CFWCSancomQP01/es_ES/Corporativo.html?lng=en_GB)
- **Health Insurance:**
  - **Compulsory Insurances:** AOK, Debeka, ÖVB, hkk, Techniker Krankenkasse (on campus)  
<http://www.uni-bremen.de/en/service/daily-needs/insurance-offices.html>
  - **Private Insurances:** DAAD Insurance, Deutsches Studentenwerk, ISHCP Health Insurance, Care Concept, educare24, Dr. Walter etc.
- **Liability and Contents Insurance:** it is recommendable to apply for this in case of situations like property damage or burglary  
<https://translate.google.de/translate?hl=en&sl=de&u=http://www.check24.de/haftpflichtversicherung/&prev=search>
- **Rundfunkbeitrag (former GEZ):** Make sure to pay the TV and radio license fees. A letter will be sent out by post after city registration. These fees are obligatory, currently 17.98€ per month. They must be paid in private housing, even if you do not use the TV or radio. Different regulations may apply for shared flats or residence halls. <http://www.rundfunkbeitrag.de/>
- **German Courses**
  - **Researcher Courses:** These are offered through *Personalentwicklung (Human Resources Development)* and the *Goethe Institute*, starting in April and October of every year:  
<https://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/welcome-centre-international-researchers/german-language-courses/current-courses.html> for Uni Bremen members (employees, scholars etc.).
  - **Private Schools:** Casa, VHS, Goethe Institut, Paritätisches Bildungswerk
- **Childcare:**
  - **Kindergarden (Kita):** to register for Kita, a *Kitapass* is needed (0-6 years):[http://www.kinderbetreuungskompass.de/cms/Kita-Info\\_2016\\_En.pdf](http://www.kinderbetreuungskompass.de/cms/Kita-Info_2016_En.pdf)
  - **Schools:** schooling is compulsory in Bremen starting at 6 or 7 years of age. After completing city registration, you will be allocated to a school based on your address. Afterwards personal registration at administration office at according school is compulsory.  
→ The Welcome Centre will help with further information and steps.
- **Enrollment for doctoral students:** Please consult the Sekretariat für Studierende International (SFS-I) at VWG, Uni Bremen.
- **Further consultations:** Human Resource Department, **Department 2** <http://www.uni-bremen.de/de/dezernat2.html>
  - **Doctoral Candidates:** Graduate Centre Uni Bremen (ProUB) [www.uni-bremen.de/en/proub](http://www.uni-bremen.de/en/proub)
  - **Post-Docs:** Research Services at **Unit 12** <http://www.uni-bremen.de/forschung/kontaktpersonen.html> (Dr. Marie Sander marie.sander@vw.uni-bremen.de )
  - **Professors:** Dual Career at **Unit 8** <http://www.uni-bremen.de/en/university/the-university-as-an-employer/funding-support/dual-career.html>

#### International Office

w e l c o m e c e n t r e – f o r i n t e r n a t i o n a l r e s e a r c h e r s

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[www.uni-bremen.de/welcomecentre](http://www.uni-bremen.de/welcomecentre)

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