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](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](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 3rd 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/](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](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

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

BSAG/Public Transportation Ticket

- **Job ticket**: For guests with a university contract for at least 1 year: [http://www.uni-bremen.de/dezernat2/service-a-z/jobticket.html](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](http://bsag.de/de/tickets/ticketinfo-fahrpreise/wochen-und-monatstickets.html) or [http://bsag.de/de/tickets/ticketinfo-fahrpreise/abonnements.html](http://bsag.de/de/tickets/ticketinfo-fahrpreise/abonnements.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](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 Bremen

For 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](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](http://www.unifiliale.de/link)

Health Insurance:
- Compulsory Insurances: AOK, Debeka, ÖVB, hkk, Techniker Krankenkasse (on campus) [http://www.uni-bremen.de/en/service/daily-needs/insurance-offices.html](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](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/](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](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:
- Kindergarten (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](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](http://www.uni-bremen.de/forschung/kontaktpersonen.html) (Dr. Marie Sander marie.sander@vw.uni-bremen.de)

International Office

welcome centre – for international researchers
Tel: +49 421-218-60381, Fax: +49 421 - 218 60370
[www.uni-bremen.de/welcomecentre](http://www.uni-bremen.de/welcomecentre)
Welcome Centre: Enrique-Schmidt-Str. 7, Building: SFG, Room: 0330, 28359 Bremen