## Arrival Checklist

### Registration for the Welcome Center Database:
www.uni-bremen.de/en/welcomecenter/registration

### City Registration & Residence Permit

<table>
<thead>
<tr>
<th>Task</th>
<th>Location</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Registration</td>
<td>at BSU (<a href="http://www.uni-bremen.de/bsu">www.uni-bremen.de/bsu</a>) or BürgerServiceCenter-Mitte, within 2 weeks after arrival</td>
<td>Bring with you:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Passport,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Registration form &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• &quot;Wohnungsgeberbestätigung&quot; → Confirmation of the landlord</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consequences:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tax Number (Steueridentifikationsnummer) sent within 14 days to your German address</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Rundfunkbeitrag (GEZ, TV radio license fee)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Obtaining a Residence Permit</td>
<td>at BSU or BürgerServiceCenter-Mitte, within 90 days after arrival,</td>
<td>For non-EU citizens only</td>
</tr>
</tbody>
</table>

### On Campus

<table>
<thead>
<tr>
<th>Task</th>
<th>Location</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mensa Card (Canteen Card)</td>
<td>at „Info-Point“ in the Mensa</td>
<td>Bring with you:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employee ID/ Student ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 5 Euro deposit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
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<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email-Account</td>
<td>Application at Zentrum für Netze (ZfN)</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Task</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Library Card</td>
<td>at the Library (SUUB)</td>
<td>Bring with you:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employee ID/ Student ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Passport</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Free for Uni Bremen staff/students, guest staff/students: 10€</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Sports Courses</td>
<td>find University sports courses at <a href="http://www.hospo.uni-bremen.de">www.hospo.uni-bremen.de</a></td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Only for doctoral students:</td>
<td>possible at the Sekretariat für Studierende International (SFS-I), VWG building</td>
<td></td>
</tr>
</tbody>
</table>

### Accommodation

<table>
<thead>
<tr>
<th>Task</th>
<th>Location</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td></td>
<td>Advice: Start searching as soon as possible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>→ helpful links for your own search on our website: <a href="http://www.uni-bremen.de/en/welcomecenter/housing">www.uni-bremen.de/en/welcomecenter/housing</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>→ support by the Welcome Center Team: Contact <a href="mailto:welcomehousing@uni-bremen.de">welcomehousing@uni-bremen.de</a></td>
</tr>
</tbody>
</table>

### Public Transportation/BSAG

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Tickets</td>
<td>Semester ticket: For enrolled doctoral researchers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Job ticket: For guests with a university contract for at least 1 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly ticket: For guests e.g. with scholarships (without a university contract) <a href="http://www.bsag.de/de/tickets/ticketinfo-fahrpreise/wochen-und-monatstickets.html">www.bsag.de/de/tickets/ticketinfo-fahrpreise/wochen-und-monatstickets.html</a></td>
<td></td>
</tr>
</tbody>
</table>
Insurances & Bank account

☐ Health Insurance  → Compulsory (e.g. AOK, TK, Debeka, ÖVB) or private (e.g. DAAD insurance, educare24, -ISHCP Health Insurance)

☐ Liability and Contents Insurance  → important in case of property damage or burglary, search for “Haftpflicht- und Hausratsversicherung”

☐ Opening a bank account  → at the bank branch
Bring with you:
- Passport
- Your German address
  e.g. at Sparkasse Bremen (Campus) or Santander Bank (City Center)

German Courses

☐ German Course  → Courses for international researchers, starting in April and October, www.fremdsprachenzentrum-bremen.de
  → Private language schools: e.g. Casa, VHS, Goethe Institut, Paritätisches Bildungswerk

Childcare

☐ Kindergarten and Nursery School  → Registration for the KitA at one selected Kindergarten, more information at: www.kinderbetreuungskompass.de/cms/Kita-Info_2017_eng.pdf

☐ School  → compulsory schooling from age 6/7, registration possible after city registration

Useful addresses

BSU (BremenService Universität)  Bibliothekstr. 6
28359 Bremen
www.uni-bremen.de/bsu

BürgerServiceCenter-Mitte  Pelzerstraße 40
28195 Bremen
(0421) 361-88666, Appointments: Tel. 115

About the Welcome Center

Office Hours:  Mondays and Thursdays 10:00 – 12:00 at SFG 0330

Events & Workshops  Join in! Please visit the following page for more information: www.uni-bremen.de/en/welcomecenter/events

Café International:  Our round table takes place every Wednesday 16:00-18:00 on the 2Ard 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/