Arrival Checklist

CHILDCARE

- Kindergarten and Nursery School
  Kindergarten (KiTa) registration, more information at: [www.kinderbetreuungskompass.de/cms/Kita-Info_2017_eng.pdf](http://www.kinderbetreuungskompass.de/cms/Kita-Info_2017_eng.pdf)

- School
  Compulsory schooling from age 6 or 7, registration possible after city registration
  Please get in touch with the Welcome Center: welcomecenter@uni-bremen.de

ABOUT THE WELCOME CENTER

- Office Hours
  Mondays and Thursdays 10:00 – 12:00 at building SFG 0330, Wednesdays 16:00-18:00 at Café International on the 2A floor of building GW2 (by the red sofas) and by appointment.

- Events & Workshops
  Please visit the following website to learn more and join our events:
  [www.uni-bremen.de/en/welcomecenter/events](http://www.uni-bremen.de/en/welcomecenter/events)

- Café International
  Our round table takes place every Wednesday 16:00-18:00 on the 2A floor of GW2 building (red sofas). Join us for coffee, snacks, and intercultural exchange.

- Facebook
  Join our group to network with other international researchers and see the latest news: U Bremen Research Alliance Welcome Center
  [https://www.facebook.com/groups/614645058599455](https://www.facebook.com/groups/614645058599455)

IMPORTANT CONTACTS ON CAMPUS

- Human Resource Department (Department 2) for employees of University of Bremen: [www.uni-bremen.de/dezernat2](http://www.uni-bremen.de/dezernat2)

- Doctoral Researchers:
  Graduate Centre BYRD-ProUB [www.uni-bremen.de/proub](http://www.uni-bremen.de/proub)

- Post-Docs:
  Bremen Early Career Researcher Development [www.uni-bremen.de/en/byrd](http://www.uni-bremen.de/en/byrd)

- Professors:
  Dual Career at Unit 8 [www.uni-bremen.de/en/kanzlerreferat/dual-career.html](http://www.uni-bremen.de/en/kanzlerreferat/dual-career.html)

USEFUL ADDRESSES FOR REGISTRATION AND RESIDENCE PERMIT

- BSU (BremenService_ Universität) [www.uni-bremen.de/bsu](http://www.uni-bremen.de/bsu)
  Bibliothekstr. 6, 28359 Bremen, bsu@uni-bremen.de
  No appointments: waiting tickets

- Migration Office [www.service.bremen.de/dl___migrationsamt_100086-100086](http://www.service.bremen.de/dl___migrationsamt_100086-100086)
  Stresemannstraße 48, 2807 Bremen, (0421) 361-88630
REGISTRATION WITH THE WELCOME CENTER DATABASE

- Register with the Welcome Center to receive services and useful information: [www.uni-bremen.de/en/welcomecenter/registration](http://www.uni-bremen.de/en/welcomecenter/registration)

ACCOMMODATION

- Accommodation
  - Advice: begin your accommodation search as early as possible
  - Helpful links for your accommodation search can be found on our website: [www.uni-bremen.de/en/welcomecenter/housing](http://www.uni-bremen.de/en/welcomecenter/housing)

CITY REGISTRATION & RESIDENCE PERMIT

- City Registration (mandatory if your stay exceeds 3 months):
  - at Bremen_Service Universität (BSU) or BürgerServiceCenter-Mitte, within 2 weeks of arrival.
  - Bring with you:
    - passport
    - registration form
    - „Wohnungsgeberbestätigung“ (confirmation of the landlord)
  - After your registration the following will be mailed to your address:
    - Tax identification number (Steueridentifikationsnummer)
    - Rundfunkbeitrag (GEZ, TV radio license fee)

- Obtaining a Residence Permit:
  - At BSU or BürgerServiceCenter-Mitte, within 90 days of arrival for non-EU citizens only

- Welcome Money
  - For PhD Students registered in Bremen for at least 12 months: 150 €
  - [www.bsu.uni-bremen.de/bg/antragbg.php](http://www.bsu.uni-bremen.de/bg/antragbg.php)

INSURANCE & BANK ACCOUNT

- Health Insurances
  - Public (e.g. AOK, DAK, TK) or research stay basic insurances (e.g. DAAD insurance, educare24, mawista)

- Liability, House and Contents Insurances
  - Important in case of property damage or burglary, search for “Haftpflicht- und Hausratversicherung”

- Opening a Bank Account
  - At the bank branch e.g. at Sparkasse Bremen (Campus) or Santander Bank (City Center)
  - Bring with you:
    - passport
    - proof of your German address (address registration form)

ON CAMPUS (ACCOUNTS, CARDS ETC.)

- Email Account
  - Apply at the Zentrum für Netze (ZfN). Bring with you:
    - passport and employee ID/student ID

- Library Card
  - Apply at the library (SUUB). Bring with you:
    - passport, employee ID/student ID, address registration form

- Mensa Card (Canteen Card)
  - Apply at „Info-Point“ in the Mensa. Bring with you:
    - passport and employee ID/student ID
    - 5 Euro cash to be paid as a deposit

- University Sports
  - Find university sports courses at [www.hospo.uni-bremen.de](http://www.hospo.uni-bremen.de)

  - Only for doctoral researchers: Enrollment at the University possible at the Sekretariat für Studierende International (SFS-I), building VWG

GERMAN COURSES

- German Course
  - Courses for International Researchers
    - starting in April and October
    - [www.uni-bremen.de/en/welcomecenter/germancourses](http://www.uni-bremen.de/en/welcomecenter/germancourses)

- Private Language Schools
  - Casa, VHS, Goethe Institut, Paritätisches Bildungswerk, etc.

PUBLIC TRANSPORTATION / BSAG

- Tickets
  - Semester Ticket
    - For enrolled doctoral researchers
  - Job Ticket
    - For guests with a university contract for at least 1 year
    - Application at Human Resource Department (Department 2)
  - Monthly Ticket
    - [www.bsag.de/de/tickets/ticketinfo-fahrpreise/wochen-und-monatstickets.html](http://www.bsag.de/de/tickets/ticketinfo-fahrpreise/wochen-und-monatstickets.html)
  - Bob Card