

## 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](mailto: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>

## 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/kanzlereferat/dual-career.html](http://www.uni-bremen.de/en/kanzlereferat/dual-career.html)

## USEFUL ADDRESSES FOR REGISTRATION AND RESIDENCE PERMIT

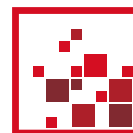
**BSU (BremenService\_Universität)** [www.uni-bremen.de/bsu](http://www.uni-bremen.de/bsu)

Bibliothekstr. 6, 28359 Bremen, [bsu@uni-bremen.de](mailto: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



UBremen  
Research  
Alliance

Welcome  
Center

# Arrival Checklist

U Bremen Research Alliance  
Welcome Center

c/o Universität Bremen  
Enrique-Schmidt-Str. 7, Building SFG, Room 0330  
28359 Bremen

Tel: +49 (0)421 - 218 60381/82

Homepage: [www.uni-bremen.de/welcomecenter](http://www.uni-bremen.de/welcomecenter)  
Facebook: [www.facebook.com/groups/614645058599455](https://www.facebook.com/groups/614645058599455)  
E-Mail: [welcomecenter@uni-bremen.de](mailto:welcomecenter@uni-bremen.de)

## 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)

Sent within 14 days to your German address

**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

Free for Uni Bremen staff/students, guest staff/students: 10€

- 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**

Best for occasional travelers: <https://www.vbn.de/tickets/ticketangebot/tickets-fuer-erwachsene/uebersichtsseite-bob.html>