Arrival Checklist

CHILD CARE

- Kindergarten and Nursery School
  Kindergarten (KiTa) registration, more information at:
  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 & Workshop
Please visit the following website to learn more and join our events:
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: U Bremen Research Alliance Welcome Center
https://www.facebook.com/groups/welcomecenter

IMPORTANT CONTACTS ON CAMPUS

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

- Doctoral Researchers & Postdocs
  BYRD-ProUB www.uni-bremen.de/en/byrd

- Recognition of Foreign Academic Certificates
  www.uni-bremen.de/en/foreign-academic-certificate

- Professors:
  Dual Career at Unit 8 www.uni-bremen.de/en/kanzlerreferat/dual-career.html

USEFUL ADDRESSES FOR REGISTRATION AND RESIDENCE PERMIT

- BSU (BremenService_Universität) 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
  Stressemannstraße 48, 2807 Bremen, (0421) 361-88630

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
Facebook: www.facebook.com/groups/welcomecenter
E-Mail: 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

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

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
  - address registration form
  - confirmation of the landlord (Wohnungsgeberbestätigung)
  After your registration the following will be mailed to your address:
  - Tax identification number (Steueridentifikationsnummer)
  - Sent within 14 days to your German address
  - TV & Radio Licence Fee (Rundfunkbeitrag, GEZ)

  For non-EU citizens only:
  - Obtaining a Residence Permit:
    At BSU or BürgerServiceCenter-Mitte, within 90 days of arrival
  - Welcome Money
    For PhD Students registered in Bremen for at least 12 months: 150 €
    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)
  Further information: https://www.degis.info/scholars/scholars/
  Social Security Number (Sozialversicherungsnummer):
  - Sent within 4 weeks after registration for Health Insurance

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

- Opening a Bank Account
  Directly at the bank branch (e.g., at Sparkasse Bremen on campus or Santander Bank in the city center)
  Bring with you: passport & address registration form of German address

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
  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 on campus
  starting in April and October
  www.uni-bremen.de/en/welcomecenter/germancourses

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

PUBLIC TRANSPORTATION/BSAG

- Ticket options
  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
  Bob Card
  Best for occasional travelers: https://www.vbn.de/tickets/ticketangebot/tickets-fuer-erwachsene/uebersichtsseite-bob.html