

ARRIVAL AT THE MPIB, BERLIN

After you have arrived at MPIB, you should have access to the Wiki where you find relevant and updated information: <https://wiki.mpib-berlin.mpg.de/books/international-office>

As soon as possible but within the first two weeks

1

- **Registration (Anmeldung) with the registration office (Bürgeramt):** You need the registration certificate (Meldebescheinigung) for many important things such as
 - > opening a **bank account** to receive your salary in time. To open a bank account, you need to show your national identification document and usually a proof of your German address (Meldebescheinigung).
- **Application for a health insurance**, in case this has not been done before. Health Insurance is mandatory for everyone in Germany and regulated by national law. Health insurance arrangements are individual, and therefore coverages may vary by person.
- **Applying for a residents permit (Aufenthaltstitel).** The IO will inform you about the documents required and make an appointment at the immigration office for you.

2

Within the first month after arrival

- Start looking for a **long-term apartment** (recommended right away).
 - > **Schufa registration** (if applicable): This is a credit check required for apartment applications.
- Transcription of **driving license** (if applicable): requires an appointment at the Bürgeramt. Please expect up to two months processing time.

3

Within the first two months after arrival

- After having received the first pay slip and maybe being more familiar with the German pension scheme. **VBL** is a compulsory pension insurance with different tariffs. However, opting-out is in some cases possible but only up to two months after the recruitment has started.
- **Broadcasting fee (GEZ):** Anyone staying longer than three months in Germany must register and pay charges for the public radio and television programme to **AZDBS** (ARD ZDF Deutschlandradio Beitragsservice).

INTERNATIONAL OFFICE

Monday – Friday

10:00 am to 2:00 pm (or by appointment)

The International Office is located on the **3rd floor, room 305**.

General Contact Information

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