

# JOB OFFER FROM MAX PLANCK INSTITUTE FOR HUMAN DEVELOPMENT (MPIB): CONGRATULATIONS!

## RECOMMENDED RELOCATION AND ARRIVAL TIMELINE

We kindly recommend to contact the **International Office (IO)** immediately because of the following reasons: Moving internationally is a major change in anyone's life. There might be a number of (bureaucratic) obstacles that come with conducting an international move while at the same time preparing for the new scientific job abroad. Therefore we created the following timeline to help you manage a successful relocation and have a good start at the MPIB Berlin so that you can refocus on science. Please note that the International Office offers support for every step related to your removal and, of course, also after arrival so that your start at the MPIB and in Berlin may be as smooth as possible!

### Ideally three months before removal date

1

- **Visa:** It depends on the individual case whether a visa is required before arrival. Often people can apply for a residents permit (Aufenthaltstitel, Blaue Karte EU) upon arrival in Berlin. In any case, the IO will help getting the necessary paperworks done.
- **Accommodation upon arrival:** We make every effort to offer institute-owned apartments, if available. We also offer support in the search for a long-term apartment or prepare you as well as possible.

### About one month before removal date

3

- **(Travel) Health Insurance:**
  - > A **travel health insurance** is highly recommended by the MPG, but will not be reimbursed by the institute. It must be checked by a case-by-case basis which insurance covers what.
  - > For **long-term stays** (longer than three months) comprehensive health insurance is required. The insurance must cover all costs for medical treatment in the event of serious illness and accidents in Germany.
  - > Special case: **Scholarship holders** must provide proof of sufficient health insurance coverage within 2 weeks of starting the scholarship.
- **Ask the post office about redirecting your mail.** You may need to talk to the post office about procedures for forwarding mail internationally. Mail forwarding typically only lasts for 12 months. Therefore, you will need to contact banks, credit card companies, and other companies to have your address changed with them directly.

### 2 About two months before removal date

- **Relocation:** Please select a relocation company. The IO will explain rules for reimbursement of move and travel, shipping options and customs.
- **Flight booking & travel arrangements:** For cost reasons, it is advisable to book flights well in advance. The IO will help with questions about refund policies.
- Acquire all necessary **legal documents**. Some of those documents may include but are not limited to visas, residency permits, and work permits. It may take a substantial amount of time to receive these documents; therefore, you will need to begin this process as soon as possible. In case of family planning, you would need to bring your original birth certificate, for instance.
- **In case you move with family:** The IO will support you in finding a new school and/or kindergarden for your children.



## ARRIVAL AT THE MPIB, BERLIN

After you have arrived at MPIB, you should have access to the **International Office Teamroom** where you find relevant and updated information. If you don't have access already, please contact the IO.

### 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

The International Office is located on the **1st floor, room 126.**

### General Contact Information

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