

INTERNATIONAL OFFICE SERVICES

1. BEFORE ARRIVAL

- VISA application
- Accommodation upon arrival
- Health insurance
- Dual career/ Welcome and Integration Service
- Support with school and/or Kindergarden search
- Accreditation of foreign documents

2. AFTER ARRIVAL / DURING STAY

- Registration
- Opening a bank account
- Residence permit/ work permit
- Finding a long-term apartment (preparing documents such as SCHUFA)
- Phone/ Internet; broadcasting fee (GEZ)
- Utilities
- Telephone/ Internet
- Daycare, Kindergarten, school
- Support during pregnancy/after birth (pre-natal care, midwife, hospital for delivery, birth certificate, parental leave, Elterngeld)
- Transcription of driver's license

3. WHEN LEAVING GERMANY

- Cancelling rental contract
- Cancelling phone/ internet contracts
- Cancelling utilities
- Closing bank account
- Cancelling health insurance
- Cancelling broadcasting fee (GEZ)
- De-registering from Germany
- Forwarding mail

PRE-ARRIVAL CHECKLIST

- Valid passport or identity document (driver's licence would not be sufficient).
- Valid visa if applicable.
- Travel Health Insurance: Make sure that you have a valid health insurance for the time of your trip and the first few days in Germany.
- Biometric photograph in case you needed a visa/residence permit (could also be done in Berlin).
- Marriage certificate AND apostille or legalization. Both documents must be translated by a certified translation office (could be done in Berlin).
- If you travel with your kids: Birth certificate and if you need a visa/residence permit also the apostille/legalization of your kid's birth certificate and the latest school reports.
- Driving license. If you come from the US, Canada, New Zealand or certain other countries check with the International Office beforehand. Sometimes you can avoid a lot of paperwork if you bring the "right" license to Germany.
- In case of family planning: Your own birth certificates.
- Your latest university degrees.

INTERNATIONAL OFFICE

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

General Contact Information

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