

## Checklist upon arrival

- Get in contact with your employer
  - check the formalities regarding employment
  
- Register at the Local Registration Office (Einwohnermeldeamt) within one week after arrival in Greifswald
  - here you will receive
    - Registration certificate
  - you need the following documents:
    - passport
    - Proof of address in Greifswald (rental agreement)
  - here you can apply for a Certificate of good conduct (chargeable, €13,-)
  - about 2 weeks after registration you'll receive your tax number by mail, it has to be forwarded to your employer immediately
  
- Apply for health insurance
  
- Apply for a Personal Liability Insurance Policy (not mandatory, but advisable)
  
- Open a bank account
  - advisable to make an appointment
  - you need the following documents:
    - Passport
    - Registration certificate for the address
  
- Apply for a residency permit at the Ausländerbehörde (Local Immigration Office):
  - Non-EU-Citizens need the following documents:
    - Registration certificate of proof of residence
    - Passport Passport-sized picture (biometric, also available in Greifswald)
    - rental agreement for your accommodation
    - Employment contract or proof of your Institute about your planned employment
    - Proof of adequate financial resources (Employment contract, Fellowship)

- Proof of valid health insurance policy
- marriage certificate (if applicable)
- Charge for residence permit: € 100,-/110,-

<b>Local Registration Office</b>  <b>Einwohnermeldeamt</b> Stadthaus, Markt 15 17489 Greifswald	Monday: closed Tuesday: 9.00 –12.00 + 14.00 –18.00 Wednesday: 9.00 – 12.00 Thursday: 9.00 – 12.00 + 14.00 - 16.00 Friday: 9.00 – 12.00
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<b>Local Immigration Office</b>  <b>Ausländerbehörde</b> Friedrich-Loeffler-Straße 8 17489 Greifswald	Monday: closed Tuesday: 9.00 –12.00 + 14.00 –18.00 Wednesday: closed Thursday: 9.00 – 12.00 + 14.00 - 16.00 Friday: closed
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