

Checklist Get Started in Germany

✓ **Registration office**

You have to register your place of residence within two weeks at the registration office. This applies for all family members. Please bring your passport and the written confirmation from your landlord (the form is available at the registration office). If you are staying in a hotel, it is possible to register the hotel address. Please inform the hotel first.

✓ **Apartment hunting**

New inhabitants need to search for an apartment on their own: advertisements for residential communities, private rooms and apartments can be found in the local newspaper (Stuttgarter Zeitung and Stuttgarter Nachrichten) and online (wohnungsboerse.net, immobilienscout24.de). You can also create your own rental ad! Another option would be to contact a building cooperative or ask a relocation agency or a real-estate agent to find an apartment for you (please note that you will have to pay for their services).

✓ **Bank account**

You can compare the providers and choose a bank that fits your needs. The most common type of account in Germany is Girokonto (checking or current account). With this account you can withdraw and transfer money and set up regular payments. For opening a bank account you need to bring your passport, your visa and a confirmation of your place of residence (Meldebescheinigung).

✓ **Health insurance**

All residents in Germany are required to have health insurance cover from a provider licensed in Germany. There is a wide range of service providers and you can contact a provider of your choice: www.gesetzlichekrankenassen.de. The application can be submitted either by you or your employer. Apart from health insurance cover you will also receive a social security number, which you need for working in Germany.

✓ **Foreigners' registration office**

If you have arrived to Germany with a visa, you need to register at the foreigners' registration office and apply for a residence permit for employment (or EU blue card). It is recommended to arrange an appointment at least four to six weeks before your visa expires.

You need to bring the following documents:

- valid passport
- employment contract
- confirmation of your place of residence (Meldebescheinigung)
- lease agreement
- health insurance certificate
- proof of sufficient financial resources (bank statements, other statements if necessary)
- biometric passport photo

✓ **Driving license**

If you come from an EU country, Lichtenstein, Norway or Iceland and you have a residence in Germany you can use the driving license from your home country. If you come from another country, you can use the driving license from your home country during the first six months. At the end of that period you will need a German driving license. Whether or not you will have to take a test depends on the country where you obtained your driving license. For further information please contact the local automobile registration office (KFZ-Zulassungsstelle des Landratsamtes). Please note: you can have the accident-free years certified in your home country.

✓ **Mobile phone**

If you are planning to stay in Germany for one year or longer, it is recommended to get a mobile phone contract. You can choose among various pay monthly contract deals. Your residence permit and the confirmation of your place of residence (Meldebescheinigung) are usually needed for signing a contract. For international calls it is recommended to use the internet, skype or similar. Ask your provider for special offers for international calls.

✓ **Internet, telephone, television**

There is a wide range of telephone and internet providers in Germany. Some providers have a shop and you can find the others on the internet.

You will have to pay a license fee for television, radio and the Internet (GEZ fees), no matter which of the services you will be using.

For electricity connection please connect a local electricity supplier (e.g. EnBW, Stadtwerke).