

CHECKLIST FOR INTERNATIONAL RESEARCHERS

AFTER ARRIVAL IN BONN

1st/2nd WEEK

▶ **Contact to Welcome Center**

Please inform the Welcome Center about your arrival. We like to welcome you during a personal chat and will advise you on the most important topics.

> www.welcome-center.uni-bonn.de/contact

▶ **Work Contract**

When you receive your work contract with the University of Bonn: Sign the contract with the HR department responsible for you and request a Certificate of Good Conduct ("Führungszeugnis") from the Citizens Service Center of the City of Bonn.

> [Citizens Service Center](#)

> [How to make an appointment online](#)

▶ **Register your Residence**

Please register your residence ("Wohnsitz") within 14 days of arrival at the Citizens Service Center. Should you need a Certificate of Good Conduct ("Führungszeugnis"), you can apply for this at the same office. Appointments can be made online.

> [Citizens Service Center](#)

> [How to make an appointment online](#)

▶ **Bank Account**

We advise you to open a bank account in Germany fairly soon after registering your residence (pre-requirement), so that you can receive your salary or funding.

▶ **Health Insurance**

Please take out health insurance for the entire duration of your stay.

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/social-security

▶ **Accommodation Matters**

After moving into your accommodation you should quickly deal with the issues surrounding this (electricity, telephone, internet, radio and television license fee – "Rundfunkgebühren"). Also we recommend putting a name tag onto your post box directly after arrival.

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/accommodation

▶ **Additional Insurances**

We suggest obtaining additional insurances e.g. liability insurance or private accident insurance. If you are not sure about this, please don't hesitate to contact the Welcome Center.

▶ **JobTicket**

If you have a work contract with the University of Bonn, you can subscribe to a good value "JobTicket" for local public transport. Especially if you use buses and/or streetcars a lot, the job ticket can be very worthwhile.

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/mobility-and-transport

1st/2nd MONTH

▶ **Residence Permit**

Before your visa expires you should deal with the extension of your visa, respectively a residency permit ("Aufenthaltserlaubnis"). The Welcome Center will gladly advise you on this and can make an appointment for you at the local Immigration Office ("Ausländeramt").

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/visa-and-residence

▶ **Benefits for Families**

Please check whether you might be eligible for family benefits for children ("Kindergeld") or parents taking care of babies ("Elterngeld"). We suggest getting in touch with the Family Office of the University of Bonn for detailed advice.

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/family
> [Family Office](#)

▶ **Learning German**

You can take German language courses at the university as well as at several language schools in the city.

> www.uni-bonn.de/institutions/welcome-center/german-courses

▶ **Pension Insurance**

If you have a work contract with the University of Bonn, please obtain information about the German pension scheme well in time and especially about the occupational pension scheme of VBL ("Versorgungsanstalt des Bundes und der Länder").

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/social-security