



## Welcome to Dresden!

While adapting to your new home you will have to fulfil several obligations, depending on your nationality, purpose and period of stay.

The DRESDEN-concept Welcome Center at TU Dresden will be glad to assist you with the formal integration such as registration, residence permit and child care application. We invite you to contact us at [welcome.center@tu-dresden.de](mailto:welcome.center@tu-dresden.de) if you have any questions concerning the steps listed below.

If you prefer to do the “paperwork” yourself, our checklist may help you to do everything in the correct order and keep all important issues in mind.

Your DRESDEN-concept Welcome Center at TU Dresden team

The DRESDEN-concept Welcome Center at TU Dresden is happy to provide more information via web or appointment. // E-mail: [welcome.center@tu-dresden.de](mailto:welcome.center@tu-dresden.de) // Web: [www.ddcwelcome.de](http://www.ddcwelcome.de)

## CHECKLIST BEFORE ARRIVAL

### Step 1

#### *As early as possible*

**Sign your cooperation agreement** with TU Dresden (TUD) or external research institute/apply at the TUD as a PhD student (**enrolment**)

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**assisted by:** your faculty; HR department of your research institute;  
DRESDEN-concept Welcome Center at TU Dresden

### Step 2

#### *Three months before leaving your country of residence*

**Apply for visa** at the German embassy or consulate in your country of residence

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**assisted by:** DRESDEN-concept Welcome Center at TU

### Step 3

#### *Two months before leaving*

##### **Health insurance:**

- **EU-citizens:** Apply for European Health Insurance Card, if necessary
- **Non-EU citizens:** Apply for a health insurance, which will be accepted in Germany. Please contact the TUD Welcome Center for detailed information

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden

### Step 4

#### *Continuously*

Collect **important documents** in original, order legalization or "Apostille" for marriage or birth certificates, if your family is going to join you (further information)

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden

### Step 5

#### *As soon as you know your arrival date*

**Home search** for temporary stay

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden

# CHECKLIST AFTER ARRIVAL 1/4

## Step 1

### Week 1

#### Registration

You need:

- passport
- rental agreement **and** „Wohnungsgeberbescheinigung“ - landlord confirmation
- birth certificate of kids + German translation of it

You receive: “Meldebestätigung“ and automatically about four weeks later via mail your Tax-ID

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**more:** *waiting line without appointment* at the Central Passport and Registration Office (“Bürgerbüro”), Theaterstraße 11, room 008 or *on appointment:* at the “Dresden Welcome Center”, Schweriner Straße 1

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden



## Step 2

### One week after step 1

#### Ask for an appointment to apply for residence permit

Write an e-mail to [termin.auslaenderbehoerde@dresden.de](mailto:termin.auslaenderbehoerde@dresden.de), stating:

- name & surname
- date & place of birth
- expiry date of the entry visa or arrival date
- purpose of your stay

You receive: appointment, list of required documents

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden



## Step 3

### After step 1

#### Sign your contract of employment and/or enroll at TU Dresden

Work contract: recruitment documents of the HR department

Enrolment: follow directions on website of the TU Dresden International Office

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**Regarding work contract:** contact your supervisor, secretary, colleagues at the institute, HR department

**Regarding enrolment:** TU Dresden International Office



## CHECKLIST AFTER ARRIVAL 2/4

**Step 4****After steps 1 and 3****Open a bank account**

You need: passport, "Meldebestätigung" (*step 1*), letter of acceptance or enrolment certificate/contract of employment

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden

**Step 5****After step 1 and 4****Non-EU citizens: take out a German health insurance**

You need:

- Passport + passport-size photo
- "Meldebestätigung" (*step 1*)
- Letter of acceptance or enrolment certificate/contract of employment
  - (certificate of previous health insurance)

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden

**Step 6****After step 1****Contract other insurances (e.g. liability insurance)**

You need: personal data

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden provides contact to an insurance broker

**Step 7****As soon as possible****Home search (permanent accommodation for long-term stay)**

You need:

- personal data
- proof of income
- residence permit

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## CHECKLIST AFTER ARRIVAL 3/4

**Step 8** *After step 1 and 7 (school is compulsory in Germany)*

**Apply for kindergarten and school**

Kindergarten:

- Application form for municipal or private kindergartens
- "Meldebestätigung" (*step 1*)
- physician's certificate of health

School:

- School reports

"Meldebestätigung" (*step 1*)

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden

**Step 9** *Continuously until appointment for the eAT*

**Non-EU citizens: prepare documents for the application for the residence permit (eAT)**

You need: See the list in the e-mail from the Department of State and Foreign Affairs („Ausländerbehörde“)!  
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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden

**Step 10** *After finding a permanent apartment*

**Re-Registration**

You need: Passport, rental agreement  
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**more:** When renting an apartment: register your new address with the Central Passport and Registration Office ("Bürgerbüro")  
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## CHECKLIST AFTER ARRIVAL 4/4

### Step 11

#### **After finding a permanent apartment**

##### **Utilities (electricity, water, gas, TV, internet, phone)**

You need:

- Personal data
- Rental agreement
- Relevant meter readings from apartment handover report

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden

### Step 12

#### **After step 1/no later than 3 months after arrival**

##### **Translate or obtain your national driving license**

You need:

- Driving license
- Passport & biometrical photo
- Confirmation of the Department of State and Foreign Affairs that you have moved to Germany for the first time
- Translation of the driver's license (by accredited translator)
- certificate of a first-aid course & an eye examination
- ... (depends on country of origin)

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**assisted by:** DRESDEN-concept Welcome Center at TU Dresden