

Checklist upon Arrival (what do I have to do?)

REGISTER WITH THE LOCAL CITIZEN SERVICES OFFICE

- In Potsdam:**

Bürgerservice	Opening Hours:
Yorckstr. 22-24	Mon 10:00 am – 6:00 pm
14469 Potsdam	Tue-Thu 8:00 am – 6:00 pm (Wed without appointment)
Phone: +49 331 289 11 11	Fri 8:00 am – 2:00 pm
	Sat 8:00 am – 12:00 noon



Book an appointment online,
by e-mail buergerservice@rathaus.potsdam.de, via telephone +49 331 289 38 23
or with the assistance of the Welcome Center

What to bring: Passport and “[Wohnungsgeberbestätigung](#)” (completed by your landlord);
if applicable: certified copies in German of your marriage certificate and of your child(ren)’s birth certificate(s)
- In Berlin:**


Bürgeramt (“Berlinweite Terminbuchung”)
What to bring: Passport, “[Wohnungsgeberbestätigung](#)” (completed by your landlord), [registration form](#) & lease contract;
if applicable: certified copy of your marriage certificate in German / certified copy of child(ren)’s birth certificate(s)

- Application for a certificate of good conduct for employers** → *Necessary only in case of a work contract at the University of Potsdam (€ 13,00, einfaches Führungszeugnis)*

Please ask to get it sent to the following address:

Universität Potsdam
Personaldezernat, Haus 03
Am Neuen Palais 10
14469 Potsdam

PERSONAL TAX IDENTIFICATION NUMBER / STEUERIDENTIFIKATIONSNUMMER

Will be sent to you some weeks after the registration with the Citizen Services Office; please refer again to that office or to your local tax office in case of urgent need – possible from the 5th work day after registration

- Tax Office Potsdam**

Steinstraße 104-106, Bldg. 9	Opening Hours:
14480 Potsdam	Mon, Wed, Fri: 8:00 am – 12:00 noon
Phone: +49.331 287-0	Tue: 8.00 am – 6 :00 pm
E-mail: poststelle.fa-potsdam@fa.brandenburg.de	Thu: 8:00 am – 3:00 pm

Bus 694 from Potsdam Central Station; get off at “Potsdam Stadtwerke”;
What to bring: Your passport
- Tax Offices in Berlin:**
<http://www.berlin.de/sen/finanzen/steuern/finanzaemter/index.html>

BANK ACCOUNT

What to bring: Passport, registration from citizen services office (if applicable: tax ID)

HEALTH INSURANCE

Welcome Center Potsdam will assist you with it

RESIDENCE PERMIT / VISA EXTENSION

Mandatory for non-EU citizens, Welcome Center Potsdam will assist you with it

Welcome Center Potsdam