



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

REGISTER WITH THE LOCAL CITIZEN SERVICES OFFICE

- **In Potsdam:**
Bürgerservice/ Town Hall
Friedrich-Ebert-Str. 79-81
14469 Potsdam
Phone: +49 331 289 11 11
Opening Hours:
Mon 10:00 am – 6:00 pm
Tue-Thu 7:30 am – 6:00 pm
Fri 8:00 am – 2:00 pm
Sat 8:00 a.m. – 12:00 noon
You can book an appointment online https://egov.potsdam.de/tnv/?START_OFFICE=buergerservice, by e-mail buergerservice@rathaus.potsdam.de, via telephone +49 331 289 38 23 or with the assistance of the Welcome Center welcome-center@uni-potsdam.de
→ Passport and “[Wohnungsgeberbestaetigung](#)” (completed by your landlord) are needed; if applicable: certified copies in German of your marriage certificate and of your child(ren)’s birth certificate(s)
- **In Berlin:**
Bürgeramt / Citizen Services Office (<https://service.berlin.de/dienstleistung/120686/>)
→ Passport, “[Wohnungsgeberbestaetigung](#)” (completed by your landlord), [registration form](#) & lease contract needed; 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
14480 Potsdam
Phone: +49.331 287-0
E-mail: poststelle.fa-potsdam@fa.brandenburg.de
Bus 694 from Potsdam Central Station; get off at “Potsdam Stadtwerke”; please bring your passport
Opening Hours:
Mon, Wed, Fri: 8:00 am – 12:00 am
Tue: 8.00 am – 6 :00 pm
Thu: 8:00 am – 3:00 pm
- **Tax Offices in Berlin:**
<http://www.berlin.de/sen/finanzen/steuern/finanzaemter/index.html>

BANK ACCOUNT

Necessary documents: 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