

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



Register with the German authorities:

- **Official registration with the Citizen Services Office** (*Anmeldung/ Meldebestätigung*)

*For 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 8:00 am – 6:00 pm

Fri 8:00 am – 2:00 pm

Sat 8:00 am – 12:00 am

You can fix an appointment by yourself via e-mail: [Buergerservice@Rathaus.Potsdam.de](mailto:Buergerservice@Rathaus.Potsdam.de), with the town hall's Welcome Center via telephone: +49 331 289 38 23 or with the assistance of the Welcome Center Potsdam: [welcome-center@uni-potsdam.de](mailto:welcome-center@uni-potsdam.de)

→ Passport and "[Wohnungsgeberbestaetigung](#)" (completed by your landlord) are needed; if applicable also required: certified copy of marriage certificate in German / certified copy in German of birth certificate

→ Please, send us a scan of the proof of registration

*For Berlin:*

Bürgeramt / Citizen Services Office

→ Passport, "[Wohnungsgeberbestaetigung](#)" (completed by your landlord), [registration form](#) & lease contract needed

→ Please, send us a scan of the confirmation of registration

- **Application for a certificate of good conduct for employers** (€ 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 registration with the Citizen Services Office; please refer again to the registration of-fice or to your local tax office in case of urgent need - from the 5<sup>th</sup> work day after registration)

*Tax Office Potsdam*

Steinstraße 104-106, house 9

14480 Potsdam

Phone: +49.331 287-0

E-mail: [poststelle.fa-potsdam@fa.brandenburg.de](mailto:poststelle.fa-potsdam@fa.brandenburg.de)

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

→ Bus 694 from Potsdam Central Station; get off at "Potsdam Stadtwerke"; please, bring your passport

*Tax Offices in Berlin:*

<http://www.berlin.de/sen/finanzen/steuern/finanzaemter/index.html>

Bank account (passport, registration from Citizen Services Office)

Health insurance policy (Welcome Center Potsdam will assist you with it)

For non-EU citizens: formalities concerning your residence permit / visa prolongation