

First steps in Germany!

(All statements without guarantee)

What?	Where?	What do you need?	Until?	EU-Citizens	Other Citizens
Registration	<ul style="list-style-type: none"> In the registration Office In the department of foreigners' request 	<ul style="list-style-type: none"> Identity card or passport Certificate of residence 	Within the first 7 days	X	X
Child benefit	"Familienkasse" within the "Agentur für Arbeit" (Employment Agency)	<ul style="list-style-type: none"> Application Form (online available) „Steuer-Identifikationsnummer“ (tax identification number; it will be ordered by the registration office and sent to you via post mail) 		X	X
Health insurance and social insurance	at any health insurance	<ul style="list-style-type: none"> Application Form (partially online and in English available) 	If you are planning to stay longer than three months in Germany and before starting work	X	X
Bank account	At a bank of your choice EU-Citizens can stay at their local bank	<ul style="list-style-type: none"> Identity card or passport Register certificate Salary certificate or employment contract 	Before starting work	X	X
Third party liability insurance	At any insurance company	<ul style="list-style-type: none"> Application Form 		X	X



(recommended) (Haftpflichtversicherung)					
Public broadcasting fees (GEZ)	Online: www.rundfunkbeitrag.de	<ul style="list-style-type: none"> • Application Form online fill up and send by post 	Immediately upon moving in a final apartment	X	X
Driving license Recognition	Führerscheinstelle	<ul style="list-style-type: none"> • Personal ID or passport • Register certificate 	Within the first 6 months		X
Residence permit	Foreigners Department	<ul style="list-style-type: none"> • Filled up application Form • Register certificate • Personal ID or passport • Biometric passport photo • Employment contract • Certificate of health insurance • Rental contract • Cash to pay the fees 	Immediately after entry. At the latest two months before the visa expires.		X
Passing on the documents to the employer	Company	<ul style="list-style-type: none"> • IdNr (tax identification number) • Bank account • Residence permit • Health insurance • Social insurance • Tax class 		X	X

If you have any questions, please contact us:

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