

# WELCOME TO GERMANY!

OUR COMPLETE GUIDE TO FIND YOUR WAY THROUGH THE GERMAN BUREAUCRACY MAZE

START HERE

Book an appointment at the Citizen Center (Bürgeramt) here: <https://service.berlin.de/dienstleistung/120686/>  
Bring the following documents with you:

- Anmeldung Form
- Wohnungsgeberbestätigung Form signed by landlord
- Copy of passport and original

It's **mandatory** to register if you plan to live in Germany for more than 3 months.

Make a copy of the registration document just in case. The Anmeldung is for free, but if you lose the document you will have to pay a fee to get a new one.

DO YOU HAVE HEALTH INSURANCE?

YES

NO

Health insurance is **mandatory** in Germany, so try to get one as soon as possible!

Public health insurance: AOK, TK, Barmer, etc. Private health insurance is also possible, but then you need to get a Befreiung waiver from any of the statutory health insurance providers.

We recommend to get a public insurance even though it might be more expensive, around 122 € per month.

Check our guide and links: <https://indd.adobe.com/view/5b6cf1c3-3f33-4f3c-b357-e9059250ada0>

Send a copy to Service Center via [service.center@ue-germany.de](mailto:service.center@ue-germany.de), with the subject: **Health Insurance**

Please contact our colleagues from the Welcome Services: [welcome.services@ue-germany.de](mailto:welcome.services@ue-germany.de)  
They will send you links & tips for finding a room/an apartment.

NO

DID YOU FIND ACCOMMODATION?

YES

DID YOU REGISTER YOUR ADDRESS (ANMELDUNG)?

NO

YES

Check bank options (we recommend Sparkasse, N26 and Santander) and their document requirements. Most of them ask for the city registration (**Anmeldung**)

You have to do the process by yourself. You can book an appointment here: <https://www.berlin.de/einwanderung/en/services/appointments/>

- Colour copy of Passport
- Colour copy of Visa
- Colour copy of passport page with an entrance stamp
- Application Form
- Enrollment Certificate (Immatrikulationsbescheinigung)
- Tuition payment confirmation
- Proof of funding (e.g. blocked account, bank statements, scholarships, etc.)
- Health Insurance copy
- Copy of Registration (Anmeldung)

DO YOU HAVE A GERMAN BANK ACCOUNT OR A BLOCKED ACCOUNT?

YES

NO

If you have a blocked account: check with your bank how to unblock it.  
If you have a regular german bank account: you're good to go!

DO YOU NEED A RESIDENCE PERMIT? (VISA EXTENSION)

NO

YES

CONGRATS!

YOU SURVIVED THE FIRST STEPS OF BUREAUCRACY IN GERMANY

NOW YOU CAN PARTY!