



Checklist for new employees

Before Your Arrival

Apply for a visa at your local German embassy (mandatory documents, which are listed on the German Embassy's website)

Find accommodation

Get public health insurance (MPQ address can be used if accommodation is not yet available)

After Your Arrival

Open a bank account (bring your passport, MPI contract and confirmation of registration)
(send bank account information to the HR department, so you can receive your salary)

Register for your broadcasting fee (if not already covered by your accommodation/landlord)

Send your tax ID number to the HR dept. (you will receive 2-4 weeks after registration via mail)

Documents required to register in Germany (Residents' Registration office within 2 weeks after arrival)

Your national ID card or passport

The landlord's confirmation about a rental agreement

Registration form (your team assistant can assist you)

Documents required to apply for a residence permit

Certificate of registration from the Residents' Registration office

Completed application form for the residence permit

Passport with visa, if necessary entry stamp, if you were able to enter visa-free

Biometric passport photo

Proof of funding: copy of employment contract, admission agreement, or scholarship certificate showing monthly salary, scholarship amount, or available personal funds

Copy of rental agreement/lease agreement

If you have arrived with family members: a certified marriage certificate and birth certificates, if applicable, proof that children of school age in Germany have been registered at a school.

Other Important Documents To Bring

Letter of invitation, admission letter or pre-contract from the institute

Proof of health insurance in Germany (in English or German)

Secondary school graduation certificate(s) and University degree certificate(s)

Vaccination card and other medical records

International Driving licence

Certified translations of birth certificate(s)/ marriage certificate