

FAMILY AND CHILDCARE

- ❑ **Kindergarten and Nursery School**
Kindergarten (KiTa) registration, more information at:
www.kinderbetreuungskompass.de/cms/Kita-Info_2017_eng.pdf
- ❑ **School**
Compulsory schooling from age 6 or 7, registration possible after city registration
Please get in touch with the Welcome Center: welcomecenter@uni-bremen.de
- ❑ **Child Benefit (*Kindergeld*)**
Available for EU-members and people with a German working permit. Apply at:
www.kindergeld.org/familienkassen/bremen.html

ABOUT THE WELCOME CENTER

Office Hours

Mondays and Thursdays 10:00 – 12:00 at building SFG 0330, Wednesdays 16:00-18:00 at Café International on the 3rd floor of Cafeteria at GW2 (by the red sofas)

Events & Workshop

Please visit the following website or more information and to join our events:

www.uni-bremen.de/en/welcomecenter/events

Café International

Our round table takes place every Wednesday 16:00-18:00 on the 3rd floor of Cafeteria at GW2 building (by the red sofas). Join us for coffee, snacks, and intercultural exchange.

Facebook

Join our group: U Bremen Research Alliance Welcome Center

<https://www.facebook.com/groups/welcomecenter>

IMPORTANT CONTACTS ON CAMPUS

Human Resource Department (Department 2) for employees of University of Bremen:

www.uni-bremen.de/dezernat2

Doctoral Researchers & Postdocs

BYRD-ProUB www.uni-bremen.de/en/byrd

Recognition of Foreign Academic Certificates

www.uni-bremen.de/en/foreign-academic-certificates

Professors:

Dual Career at Unit 8 www.uni-bremen.de/en/kanzlereferat/dual-career.html

USEFUL ADDRESSES FOR REGISTRATION AND RESIDENCE PERMIT

BSU (BremenService_Universität) www.uni-bremen.de/bsu

Bibliothekstr. 6, 28359 Bremen, bsu@uni-bremen.de

No appointments: waiting tickets

Migration Office www.service.bremen.de/dl__migrationsamt_100086-100086

Stresemannstraße 48, 28207 Bremen, (0421) 361-88630



U Bremen
Research
Alliance

Welcome
Center

Arrival Checklist

U Bremen Research Alliance
Welcome Center

c/o Universität Bremen
Enrique-Schmidt-Str. 7, Building SFG, Room 0330
28359 Bremen

Tel: +49 (0)421 - 218 60381/82

Homepage: www.uni-bremen.de/welcomecenter
Facebook: www.facebook.com/groups/welcomecenter
E-Mail: welcomecenter@uni-bremen.de

REGISTRATION WITH THE WELCOME CENTER DATABASE

- ❑ **Register** with the Welcome Center to receive services and useful information
www.uni-bremen.de/en/welcomecenter/registration

ACCOMMODATION

- ❑ **Accommodation**
Advice: Begin your accommodation search as early as possible.
Helpful links for your accommodation search can be found on our website:
www.uni-bremen.de/en/welcomecenter/housing

CITY REGISTRATION & RESIDENCE PERMIT

- ❑ **City Registration (mandatory if your stay exceeds 3 months) :**
at **Bremen_Service Universität (BSU)** or **BürgerServiceCenter-Mitte**
within 2 weeks of arrival. Bring with you:
 - passport
 - address registration form
 - confirmation of address issued by the landlord (*Wohnungsgeberbestätigung*)After your registration the following will be mailed to your address:
Tax identification number (*Steueridentifikationsnummer*) sent within 14 days to your German address,
TV & Radio Licence Fee (*Rundfunkbeitrag, GEZ*)
- ❑ For non-EU citizens only: **Obtaining a Residence Permit**
At **BSU** or **Migrationsamt**, within 90 days of arrival or approx. 1 month before expiration of visa
- ❑ **Welcome Money**
For **PhD Students** registered in Bremen for at least **12 months**: 150 €
www.bsu.uni-bremen.de/bg/antragbg.php

INSURANCE & BANK ACCOUNT

- ❑ **Health Insurances**
Public (e.g. TK, AOK) or research stay insurances (e.g. DAAD insurance)
Social Security Number (Sozialversicherungsnummer) sent within 4 weeks after registration for **Health Insurance**
- ❑ **Liability, House and Contents Insurances**
Important in case of property damage or burglary, search for "Haftpflicht- und Hausratversicherung"
- ❑ **Opening a Bank Account**
Directly at the bank branch (e.g. at *Sparkasse Bremen* on campus or *Santander Bank* in the city center)
Bring your passport & confirmation of German address

ON CAMPUS (ACCOUNTS, CARDS ETC.)

- ❑ **Email Account**
Apply at the *Zentrum für Netze* (ZfN), building SFG 1370
Bring your passport and employee ID/student ID
- ❑ **Library Card**
Apply at the library (SUUB).
Bring your passport, employee ID/student ID, confirmation of German address
Free for Uni Bremen staff/students, guest staff/students: 10€
- ❑ **Mensa Card (Canteen Card)**
Apply at „Info-Point“ in the *Mensa*.
Bring your passport and employee ID/student ID and 10€ cash deposit
- ❑ **University Sports**
Find university sports courses at www.hospo.uni-bremen.de
- ❑ Only for doctoral researchers: **Enrollment at the University**
possible at the *Sekretariat für Studierende International* (SFS-I), building VWG

GERMAN COURSES

- ❑ **German Course**
Courses for International Researchers on campus
starting in April and October
www.uni-bremen.de/en/welcomecenter/germancourses
Private Language Schools
Casa, VHS, Goethe Institut, Paritätisches Bildungswerk, etc.

PUBLIC TRANSPORTATION/ BSAG

- ❑ **Ticket options**
 - Semester Ticket**
For enrolled doctoral researchers
 - Job Ticket**
For guests with a university contract for at least 1 year
Application at Human Resource Department (Department 2)
 - Monthly Ticket**
www.bsag.de/de/tickets/ticketinfo-fahrpreise/wochen-und-monatstickets.html
 - Bob Card**
Best for spontaneous and occasional travelers: <https://www.vbn.de/tickets/ticketangebot/tickets-fuer-erwachsene/uebersichtsseite-bob.html>