Arrival Checklist

**CHILD CARE**

- Kindergarten and Nursery School, Registration at Kita-Portal
  https://kitaportal.bremen.de/en/
- 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
- Dual Career Services
  https://www.bremen-research.de/welcome-center/services#c1100

**ABOUT THE WELCOME CENTER**

**Office Hours**
Mondays and Thursdays 10:00 – 12:00 at building SFG 0330, and on appointment.

**Events & Workshop**
For more information and registration please visit the following link:

**Café International (October–March)**
Our round table takes place every Wednesday 16:00–18:00 on the 2A floor of GW2 building (red sofas). Join us for coffee, snacks, and intercultural exchange.

**Lunch International (April–September)**
Our round table takes place every Wednesday from 12am-1pm at the Café Unique (SFG). Join us for lunch and some drinks.

**Facebook**
Join our group: U Bremen Research Alliance Welcome Center
https://www.facebook.com/groups/welcomecenter

**Instagram**
https://www.instagram.com/welcomecenter_ubra/

**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

**USEFUL ADDRESSES FOR REGISTRATION AND RESIDENCE PERMIT**

- BSU (BremenService_ Universität) www.uni-bremen.de/bsu
  Bibliothekstr. 6, 28359 Bremen, bsu@uni-bremen.de
- Migration Office (Migrationsamt) www.service.bremen.de/dl___migrationsamt_100086-100086
  Stresemannstraße 48, 28207 Bremen, (0421) 361-88630

Stand 2022
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
  Helpful links for your accommodation search can be found on our website:

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 the landlord (Wohnungsgeberbestätigung)
  After 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), mandatory to be paid.
  For non-EU citizens only -> obtaining a residence permit:
  At BSU, 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. AOK, DAK, TK) or private basic insurances (e.g. DAAD insurance)
  Further information: https://www.degis.info/scholars/scholars/
  Social Security Number (Sozialversicherungsnummer), sent within 4 weeks after registration for health insurance

- Liability, House and Contents Insurance
  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) or use online services (N26, Tomorrow.one, etc.)
  Bring with you:
  • passport, address registration form of German address.

ON CAMPUS (ACCOUNTS, CARDS ETC.)

- Email Account (Uni Bremen)
  Apply at the Zentrum für Netze (ZfN). Bring with you:
  • passport and employee ID/student ID

- Library Card
  Apply at the library (SUUB) at Boulevard.
  Bring with you:
  • passport, employee ID/student ID, address registration form
  Free for Uni Bremen staff/students, guest staff/students: 10 €

- Mensa Card (Canteen Card)
  Apply at Info-Point in the Mensa/Boulevard.
  Bring with you:
  • passport and employee ID/student ID
  • 10 Euro cash to be paid as a deposit.

- University Sports
  Find university sports courses at www.hospo.uni-bremen.de

DOCTORAL RESEARCH

- Enrollment at the University
  possible at the Sekretariat für Studierende International (SFS-I), building VWG
  https://www.uni-bremen.de/en/studies/orientation-application/applying-for-a-place/applications-from-abroad

GERMAN COURSES

- German Course
  Courses for international researchers by Welcome Center
  starting in April and October
  Private Language Schools, starting all year around
  Casa, VHS, Goethe Institut, Paritätisches Bildungswerk, etc.

PUBLIC TRANSPORTATION/ BSAG

- Ticket options
  • Semester Ticket
  • Job Ticket
  For guests with a university contract for at least 1 year
  Application at Human Resource Department (Department 2).
  • Monthly / Yearly Ticket
  www.bsag.de/de/tickets/ticketinfo-fahrpreise/wochen-und-monatstickets.html
  • Bob Card
  Best for spontaneous and accasional travelers
  https://www.vbn.de/en/tickets/bob