Arrival Checklist

CHILDCARE

- 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 Welcome Center: welcomecenter@uni-bremen.de

- Dual Career Services
  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
www.facebook.com/groups/welcomecenter

Instagram
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

- Research Services - Unit 12
  www.uni-bremen.de/en/research/support-for-researchers/contact-persons
  - BYRD (Doctoral Researchers & Postdocs: 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.bremen-research.de/en/welcome-center/services/registration

ACCOMMODATION

- Accommodation
  Helpful links for your housing search can be found on our website: 

CITY REGISTRATION & RESIDENCE PERMIT

- City Registration (mandatory if your stay exceeds 3 months):
  At BürgerServiceCenter-Stresemannstraße, within 2 weeks of arrival
  - Make an appointment: www.termin.bremen.de/termine/select2?md=4&lang=de_DE
  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: www.daad.de/en/study-and-research-in-germany/plan-your-studies/health-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 city center) or use online services (N26, Tomorrow.one, etc.)
  Bring with you:
  - passport, address registration form of German address, tax ID

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 online: www.suub.uni-bremen.de/infos/registrieren
  - For Uni Bremen staff/students: Free
  - For guest staff/students: 10€
- Mensa Card (Canteen Card)
  Apply at „Info-Point” at 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
  www.uni-bremen.de/en/studies/orientation-application/applying-for-a-place/applying-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 (after enrollment)
  - 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-und-fahrpreise/wochen-und-monats-tickets.html
  - Bob Card
    Best for spontaneous and occasional travelers
    www.vbn.de/en/tickets/bob