

## Additional information for non-German-Colleagues

### List of steps to take:

- 1) Go to your town hall and ask for a **residence permit** and **official registration** as citizen. To register with the city of Würzburg, you will need a form from your landlord (Wohnungsgeberbestätigung zur Vorlage bei der Meldebehörde). You will also need a form to take with you to the Rathaus (ANMELDUNG bei der Meldebehörde). Both forms can be found on the Rathaus website (<https://www.wuerzburg.de/buerger/buergerbuero/meldewesen/index.html>). If you come from outside the EU, you usually get a visa that is valid for 6 months. So you will get a temporary residence permit for the 6 months. You will get in touch with the Rathaus after 4-5 months to book a new appointment so that you can get a permanent resident permit. The residence permit card will need to be picked up from the Rathaus once it is issued (takes a few weeks). If you are a postdoc, you may qualify for the EU Blue card which costs the same as a regular residence permit. You will receive a PIN and PUK code in mail to be used along with the card.
- 2) **Provide the HR** with the original residence permit plus the accompanying letter (both pages).
- 3) Go to Sparkasse or any other bank to open a **bank account** <https://www.sparkasse-mainfranken.de/>. You can also apply for a gold mastercard and liability insurance. Gold mastercard provides travel insurance, cell phone/tablet/laptop insurance and some other benefits.
- 4) Get a **health insurance (AOK or TK seem to be best)**
- 5) Ask your health insurance for the **social insurance card (to be shown in original to the HR)**  
It will be sent by normal mail to your address given, in case not, contact:  
"Deutsche Rentenversicherung" [www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)
- 6) You should also apply for a job ticket if you plan to take the bus regularly. Otherwise, you can buy tickets at certain tram stops or use the FAIRTIQ app.
- 7) For cell phone, you can either get a cheap provider like Aldi talk (customer service is poor but you can get a monthly plan for 10-12Euros). You can purchase the SIM card from Aldi and activate it within hours. If you, want something better, there is T-Mobile and Vodafone.
- 8) Note that in Germany you pay a kind of taxes for the free TV called "Rundfunkgebühren".  
You will receive a letter from ARD/ZDF with payment information
- 9) Register with a family doctor (Dr. Rita Backes is close to campus and speaks English)
- 10) List of grocery stores from cheap to expensive: Norma, Aldi, Lidl, Kupsch, Tegut