



International Office:

Potsdam: Darya Niakhaichyk Room 2.26 io@aei.mpg.de

Hannover: Oksana Levkivska Room 137 oksana.levkivska@aei.mpg.de

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## Checklist Upon Arrival

1.  **Health Insurance**
  - You must have health insurance **as soon as you arrive**. This is a legal requirement.
  - Whether you should get statutory or private health insurance is dependent on your status at the Institute.
2.  **Registration of Residence**
  - You must register as a resident in Germany **within two weeks** upon your arrival. You cannot proceed with the following steps without this registration confirmation (“Anmeldebestätigung”/“Meldebescheinigung”)
3.  **Bank Account**
  - You will need your registration confirmation to open a local bank account.
  - Please note that the AEI has a framework agreement with the Deutsche Bank (no monthly fees).
4.  **Residence Permit (“Aufenthaltstitel”, only for non-EU/EEA citizens)**
  - You must apply for a residence permit well in advance before your current visa expires OR **as soon as possible** if no visa was required for entry.
  - Where? At the Foreigners’ Office (“Ausländerbehörde”) in your city of residence.
5.  **Tax ID Number (only for employees, not for scholarship holders)**

Where? At the Residents’ Office (“Bürgerservicecenter/Bürgeramt”) or the Financial Office (“Finanzamt”).

As soon as all of these steps are completed, please forward the above-mentioned documents to the Human Resources (HR) Department ([personal@aei.mpg.de](mailto:personal@aei.mpg.de)). For more information or further assistance, please contact your International Office.