



Welcome to Dresden!

While adapting to your new home you will have to fulfil several obligations, depending on your nationality, purpose and period of stay.

The DRESDEN-concept Welcome Center at TU Dresden will be glad to assist you with the formal integration such as registration, residence permit and child care application. We invite you to contact us at welcome@dresden-concept.de if you have any questions concerning the steps listed below.

If you prefer to do the “paperwork” yourself, our checklist may help you to do everything in the correct order and keep all important issues in mind.

Your DRESDEN-concept Welcome Center at TU Dresden team

The DRESDEN-concept Welcome Center at TU Dresden is happy to provide more information via web or appointment. // E-mail: welcome@dresden-concept.de // Web: www.dresden-concept.de/welcome

CHECKLIST BEFORE ARRIVAL

Step 1

As early as possible

Sign your cooperation agreement with TU Dresden (TUD) or external research institute/apply at the TUD as a PhD student (**enrolment**)

assisted by: your faculty; HR department of your research institute;
DRESDEN-concept Welcome Center at TU Dresden

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Step 2

Three months before leaving your country of residence

Apply for visa at the German embassy or consulate in your country of residence

assisted by: DRESDEN-concept Welcome Center at TU

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Step 3

Two months before leaving

Health insurance:

- **EU-citizens:** Apply for European Health Insurance Card, if necessary
- **Non-EU citizens:** Apply for a health insurance, which will be accepted in Germany. Please contact the TUD Welcome Center for detailed information

assisted by: DRESDEN-concept Welcome Center at TU Dresden

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Step 4

Continuously

Collect **important documents** in original, order legalization or "Apostille" for marriage or birth certificates, if your family is going to join you (further information)

assisted by: DRESDEN-concept Welcome Center at TU Dresden

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Step 5

As soon as you know your arrival date

Home search for temporary stay

assisted by: DRESDEN-concept Welcome Center at TU Dresden

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CHECKLIST AFTER ARRIVAL 1/4

Step 1

Week 1

Registration

You need:

- passport
- rental agreement **and** „Wohnungsgeberbescheinigung“ - landlord confirmation
- birth certificate of kids + German translation of it

You receive: “Meldebestätigung” and automatically about four weeks later via mail your Tax-ID

more: *waiting line without appointment* at the Central Passport and Registration Office (“Bürgerbüro”), Theaterstraße 11, room 008 or *on appointment:* at the “Dresden Welcome Center”, Schweriner Straße 1

assisted by: DRESDEN-concept Welcome Center at TU Dresden



Step 2

One week after step 1

Ask for an appointment to apply for residence permit

Write an e-mail to akzess@dresden.de, stating:

- name & surname
- date & place of birth
- expiry date of the entry visa or arrival date
- purpose of your stay

You receive: appointment, list of required documents

assisted by: DRESDEN-concept Welcome Center at TU Dresden



Step 3

After step 1

Sign your contract of employment and/or enroll at TU Dresden

Work contract: recruitment documents of the HR department

Enrolment: follow directions on website of the TU Dresden International Office

Regarding work contract: contact your supervisor, secretary, colleagues at the institute, HR department

Regarding enrolment: TU Dresden International Office



CHECKLIST AFTER ARRIVAL 2/4

Step 4

After steps 1 and 3

Open a bank account

You need: passport, "Meldebestätigung" (*step 1*), letter of acceptance or enrolment certificate/contract of employment

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Step 5

After step 1 and 4

Non-EU citizens: take out a German health insurance

You need:

- Passport + passport-size photo
 - "Meldebestätigung" (*step 1*)
 - Letter of acceptance or enrolment certificate/contract of employment
 - (certificate of previous health insurance)
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Step 6

After step 1

Contract other insurances (e.g. liability insurance)

You need: personal data

assisted by: DRESDEN-concept Welcome Center at TU Dresden provides
contact to an insurance broker

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Step 7

As soon as possible

Home search (permanent accommodation for long-term stay)

You need:

- personal data
 - proof of income
 - residence permit
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CHECKLIST AFTER ARRIVAL 3/4

Step 8

After step 1 and 7 (school is compulsory in Germany)

Apply for kindergarten and school

Kindergarten:

- Application form for municipal or private kindergartens
- "Meldebestätigung" ([step 1](#))
- physician's certificate of health

School:

- School reports
- "Meldebestätigung" ([step 1](#))
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Step 9

Continuously until appointment for the eAT

Non-EU citizens: prepare documents for the application for the residence permit (eAT)

You need: See the list in the e-mail from the Department of State and Foreign Affairs („Ausländerbehörde“)!

assisted by: DRESDEN-concept Welcome Center at TU Dresden

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Step 10

After finding a permanent apartment

Re-Registration

You need: Passport, rental agreement

more: When renting an apartment: register your new address with the Central Passport and Registration Office ("Bürgerbüro")

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CHECKLIST AFTER ARRIVAL 4/4

Step 11

After finding a permanent apartment

Utilities (electricity, water, gas, TV, internet, phone)

You need:

- Personal data
- Rental agreement
- Relevant meter readings from apartment handover report

assisted by: DRESDEN-concept Welcome Center at TU Dresden

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Step 12

After step 1/no later than 3 months after arrival

Translate or obtain your national driving license

You need:

- Driving license
- Passport & biometrical photo
- Confirmation of the Department of State and Foreign Affairs that you have moved to Germany for the first time
- Translation of the driver's license (by accredited translator)
- certificate of a first-aid course & an eye examination
- ... (depends on country of origin)

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