

## Checklist for internationally mobile researchers

There are some formalities to take care of at the beginning of your stay in Germany:

- ☐ For EU nationals: Register at the responsible [Citizens Advice Bureau](#) of the City of Augsburg (Bürgerbüro) within the first two weeks after your arrival in Augsburg.
- ☐ For non-EU nationals: Register at the [Foreigners' Registration Office](#) (Ausländerbehörde) of the City of Augsburg within the first two weeks after your arrival in Augsburg.
- ☐ For non-EU nationals: If necessary, apply for a **residence permit** at the [Foreigners' Registration Office](#) (Ausländerbehörde) of the City of Augsburg in a timely manner if you will be staying in Germany longer than the duration for your entry visa.
- ☐ **Open a bank account.** Please note, however, that this is only possible after you have registered with the city. You will need your registration certificate, your tax identification number, and your ID for this.
- ☐ Make sure that you have **sufficient health insurance** for the duration of your entire stay abroad. Further information on health insurance can be obtained from the Welcome Service.
- ☐ Consider whether you would like to take out [personal liability, accident and/or other insurances](#). In Germany in particular, it is recommended to take out personal liability insurance.
- ☐ If necessary, register with the **German TV licensing authority** (GEZ), since (almost) everyone in Germany is required by law to hold a TV licence fee. Further information can be found [here](#).
- ☐ Register for the **Campus Card**, which will also give you access to the university library, among other things. You can find more information [here](#).
- ☐ Find out about your ticket options for public transportation in Augsburg ([AVV](#)). Enrolled doctoral students can use the Campus Card to travel free of charge in zones 10-20.
- ☐ If necessary, conclude an Internet contract if Wifi is not included in your rental contract.

**We are happy to welcome you at the University of Augsburg!**  
**The Welcome Service wishes you a pleasant stay!**

---

All information provided in this document is subject to careful examination of the content. However, the Welcome Service cannot assume any liability for the contents. The checklist may not necessarily be exhaustive, comprehensive, or up to date.

Should any website be available in German only, we recommend using the free translation service [DeepL](#).

**WELCOME SERVICE**  
FOR INTERNATIONALLY MOBILE RESEARCHERS