

LIKAT GUIDE FOR STUDENTS/RESEARCHERS

(as of August 2023)

Abstract

This checklist will guide you through the bureaucratic jungle of Germany. In order to avoid unnecessary effort we have tried to set a sensible sequence for the tasks at hand. If any of these processes are unclear to you or change over time, we kindly ask you to communicate this directly to your PhD & Postdoc Representative so as to continuously improve this checklist. Otherwise, the principle applies: We are in Germany. Copy all important documents three times ... you will need them later.

You can find the electronic version of this guide in the LIKAT Intranet under Employee Representation -> PhD Speaker -> Guide.

Your PhD & Postdoc Representatives can be contacted via e-mail at:

PhD-PostDoc-Representatives@catalysis.de

Contents

Abstract	3
1. Getting an Apartment and Registration	4
1.1 Finding an Apartment	4
1.2 Registration	6
2. Creating A Bank Account	8
3. Health Insurance	11
4. Acquiring a Residence Permit.....	12
5. Registration at the University	13
6. Registration with the Faculty	14
7. Representation, Points of Contact, Graduate Academy, Alumni.....	16
7.1 Interest Representation	16
7.2 Points of Contact	16
7.3 Graduate Academy	17
7.4 LIKAT Alumni	17
8. Optional: Kindergeld (~194,00€ per month)	18

1. Getting an Apartment and Registration

One of the first things you need to do is to find an accommodation. Only after having a landlord contract you can register at the local administration office (Ortsamt) to get a certificate of registration (Anmeldebescheinigung, *vide infra*). The latter is needed for opening a bank account.

1.1 Finding an Apartment

There are number of choices for both short-term and long-term rentals.

1.1.1 Short Term Stays

For short term stays there are several options available including hostels, youth hostels or couch-surfing. The following links might be helpful to you in this regard:

www.jugendherbergen-mv.de
www.couchsurfing.com
www.hostel.subraum.coop
www.jellyfish-hostel.com

www.cityhostel-rostock.de
www.backpackers-rostock.de
www.dock-inn.de
www.bluedoorshostel.de

Several examples of hostels:

BLUE DOORS HOSTEL ROSTOCK

Doberaner Str. 96 18057 Rostock

<http://www.bluedoorshostel.de>

Tel.: +49 (0) 381 25299980

E-Mail: haus2@hanse-hostel.de

- 2 km from city centre, close to tram station
- Breakfast buffet, kitchen for self-catering, communal room, internet access

JELLYFISH HOSTEL

Beginenberg 25 18055 Rostock

<http://www.jellyfish-hostel.com>

Tel.: +49 (0) 381 4443858

E-Mail: info@jellyfish-hostel.com

- 0,8 km from city centre, located in the historic downtown of Rostock
- Breakfast buffet, kitchen for self-catering, WLAN, lounge, garden

CITY HOSTEL

Kistenmacherstraße 18a 18055 Rostock

<http://www.cityhostel-rostock.de>

Tel.: +49 (0) 381 3757720

E-Mail: info@cityhostel-rostock.de

- 0,5 km from city centre
- Breakfast buffet, private bedroom

SUBRAUM HOSTEL

Doberaner Straße 21 18057 Rostock

<http://hostel.subraum.coop/>

Tel.: +49 (0) 381 12 76 54 33

E-Mail: hostel@subraum.coop

- 1,5 km from city centre, close to tram station
- 18-, 12-, 6-bed rooms
- Communal kitchen, access to washing machine and dryer

HOTEL GREIFENNEST

August-Bebel-Straße 49 b 18055 Rostock

<http://www.greifennest.de>

Tel.: +49 (0) 381 8775618

E-Mail: info@greifennest.de

- 0,8 km from city centre
- Breakfast buffet, kitchen for self-catering, WLAN, communal room, garden, bar

1.1.2 Long Term Stays

For long term stays you can choose between dormitories, apartments and housing cooperatives. Compared with other cities in Germany, the rents in Rostock are affordable. Whether you prefer a student dormitory, apartment or look for a conventional flat share, these links will be useful for your search.

DORMITORIES

STUDENTENWERK ROSTOCK

The Studentenwerk runs 17 dormitory buildings across town. If you are lucky you can live right next to LIKAT. They rent out fully furnished single and double bedrooms in shared apartments as well as single apartments. The monthly rent varies based on location, size of the room and the apartment.

Contact info: Visit the Studentenwerk website for details about the dormitories and for [the online application](#) for a dorm room.

<http://www.studentenwerk-rostock.de>

Studentenwerk Rostock, St.-Georg-Straße 104 – 106, 18055 Rostock

Tel.: +49 (0) 381 4592 660

INTERNATIONALES BEGEGNUNGSZENTRUM ROSTOCK E.V. (IBZ)

IBZ rents out apartments and rooms for visiting scholars for 3 to 24 months. There are fully furnished one, two and three room apartments and single rooms in shared apartments for rent. The monthly rent varies from 370,00 to 795,00 €

Contact info: <http://www.ibz.uni-rostock.de/>

Bergstraße 7a, 18057 Rostock

Tel.: +49 (0) 381 4985900

FRIEDRICH-IRMGARD- HARMS-DORMITORY at Justus-von-Liebig-Weg 6a

Please contact the head of the Harms-Stiftung: Frau Dr. R. Neumann

August-Bebel-Str. 28, 18055 Rostock, Room 7015,
Tel.: +49 (0) 381 4982571,
Email: rosina.neumann@uni-rostock.de

APARTMENTS AND SHARED ROOMS

On these portals, many apartments and shared rooms are offered:

www.wg-gesucht.de
www.studenten-wg.de/Rostock,wg.html
www.immonet.de/mecklenburg-vorpommern/rostock-studentenwohnung.html
www.wohnung-rostock.de
www.immobilienscout24.de
www.wohnraumkarte.de
www.monteurzimmer-rostock.de
www.semmelhaack.de/gebiete/rostock/

HOUSING COOPERATIVES IN ROSTOCK

Many housing cooperatives are now providing student-friendly housing and are happy to help with the search.

www.wiro.de	www.wg-warnow.de
www.union-rostock.de	www.wgsh.de
www.wg-marienehe.de	www.bg-neptun.de
www.wg-sued.de	www.neue-rostocker.de

1.2 Registration

If you intend to stay for more than six months and have found an appropriate accommodation, you have to register your residence. This is done at one of the local administration offices (Ortsamt). The office closest to LIKAT is Ortsamt Mitte at Neuer Markt 1a, 18055 Rostock (https://rathaus.rostock.de/de/rathaus/stadtverwaltung/ortsaeemter/ortsamt_mitte_in_stadtmitt_e/249191). The registration has to be done within two weeks of you moving into the accommodation.

To perform the registration you have to bring the following two documents to the local administration office:

1. Your passport along with the passports of your family members, if applicable
2. Letter from your landlord confirming your residence (this can be requested directed from your landlord)

Once the registration has been completed you will receive a certificate of registration (Anmeldebestätigung), which you will need for the further steps. Furthermore, if this is your first time registering in Germany, you will receive your tax identification number (Steueridentifikationsnummer) by mail, which will be needed to complete your work contract at LIKAT.

Furthermore, once you have registered your residence you have to pay a monthly public broadcasting fee (Rundfunkbeitrag). Registration and payment setup can be done online here: https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html

2. Creating A Bank Account

Opening a bank account in Germany is vital to setting up your new life here. You will need to pay utilities for your new home, arrange telephone and internet services, and get German insurance coverage as required by law – and all this relies on having money in the bank.

You do not necessarily need to open an account with a German bank if you are living in Germany, but you will need some sort of account to send and receive payments. This could be an international bank account (either with a branch of the bank based in Germany or one set up to carry out financial transactions for German-based customers) or an online or mobile bank. You will need an account that can make regular payments such as utility bills or insurance payments and you will need to prove that you have an account that is operative in Germany to take out a German mortgage.

TYPES OF GERMAN BANK ACCOUNT:

German banks offer different types of account to customers. The main types of accounts on offer include.

CURRENT ACCOUNT (GIROKONTO)

Current accounts are the standard type of bank account in Germany, which can be used for receiving your salary and paying bills. Many German banks offer both general current accounts and specialized accounts such as those for students and young people.

SAVINGS ACCOUNT (SPARKONTO)

These can be either instant access (Tagesgeldkonto) for saving money for things such as holidays, or fixed deposit (Festgeldkonto), which is a higher interest account with a minimum deposit and a fixed period for which the money has to stay in the account. The latter is used more for investment banking purposes. Savings accounts can usually be opened by either German residents or non-residents from abroad.

NON-RESIDENT ACCOUNT

Standard current accounts are generally only available to German residents, as you typically need to have a permanent address in Germany to open an account. Many online-only and mobile-only German banks offer accounts to those living overseas. These are useful for those planning to move to Germany or those who work or carry out a lot of business in Germany.

Large local banks in Rostock are Raiffeisenbank and OSPA (Sparkasse)

SEVERAL EXAMPLES OF BANKS:

N26

N26 is an app-based bank account that comes with a lot of nice features. The bank account “N26” is completely free of charge and comes with a credit card (Mastercard) and a debit card (Maestro card – optionally). You can withdraw cash at any ATM in Germany free of charge for up to five times per month if you receive a salary, pension, student allowance or government benefits for two consecutive months, or if you receive payments of at least 1.000 EUR/month or if you are younger than 26 years. If you do not qualify for this you still have three free cash withdrawals per month (any further withdrawals cost 2 EUR/withdrawal).

- + Banking app and support in English, Spanish, French & Italian
- + Completely free of charge (no monthly fees)
- + Free debit card and free credit card with contactless payment (Mastercard)
- + Five free cash withdrawals per month within Germany
- + No foreign transaction fee
- + Open your account easily from your smartphone via VideoChat
- Cash withdrawals abroad cost 1.7%

COMMERZBANK “GIROKONTO”

Whilst the other banks presented in this guide are direct banks without branch offices, Commerzbank is a traditional bank with a lot of branch offices throughout Germany. Commerzbank offers a bank account free of charge under the condition that you receive a payment of at least 0,01 EUR per month. Otherwise a monthly fee of 9,90 EUR applies. You also get a debit card, using which you can withdraw money free of charge at CashGroup ATMs (Commerzbank, Deutsche Bank, HypoVereinsbank & Postbank). A free-of-charge credit card is not included in this bank account and for cash withdrawals at non-CashGroup ATMs and ATMs outside of Germany a fee applies.

- + Online banking portal in English
- + Free of charge if you receive a payment of at least 0,01 EUR/month (otherwise 9,90 EUR/month)
- + Free debit card with cash withdrawals free of charge at CashGroup ATMs
- + Branch offices with customer support (often in English)
- + Open your account easily from your smartphone via VideoChat
- No credit card included
- Free cash withdrawal only at CashGroup ATMs

DEUTSCHE KREDITBANK “DKB-CASH”

Using Deutsche Kreditbank, you get a debit card (EC Karte/girocard) and a credit card (VISA) completely free of charge. Furthermore you can withdraw cash from any ATM worldwide free of charge if you receive payments of at least 700 EUR per month for your account. Active customers also do not pay a foreign transaction fee if you use the credit card for payments using currencies other than Euro (e.g. if you pay in dollars). If you do not receive payments of at least 700 EUR/month, you can withdraw cash for free only in the Eurozone (outside you pay a fee of 1,75%) and for payments in a currency other than Euro you pay a foreign transaction fee of 1,75%.

- + Completely free of charge (no monthly fees)
 - + Free debit card and free credit card with contactless payment (VISA)
 - + Free cash withdrawal worldwide (for “passive customers” only within the Eurozone)
 - + No foreign transaction fee (for “passive customers” 1,75%)
 - + Open your account easily from your smartphone via VideoChat
 - + Free account change service (if you have already a bank account and want to change to DKB)
- Online banking only in German

COMDIRECT “GIROKONTO”

The Comdirect “Girokonto” is also completely free of charge and you get a debit card (EC Karte/girocard) and a credit card (VISA). Cash withdrawal is worldwide free of charge but a bit trickier... I will explain it to you: In Germany you can withdraw cash free of charge using your debit card at CashGroup ATMs (Commerzbank, Deutsche Bank, HypoVereinsbank & Postbank). Within the Eurozone you can withdraw cash free of charge using your debit card at any ATM. Outside of the Eurozone you can use your credit card to withdraw cash free of charge at any ATM. Therefore all in all a bit trickier than the above two options. But still, Comdirect offers a very good bank account for free. A useful feature is the so-called “Finanzmanager”. This tool within the online banking portal automatically categorizes your transactions so that you can easily keep track of your finances: Here’s a summary:

- + Completely free of charge (no monthly fees)
 - + Free debit card and free credit card with contactless payment (VISA)
 - + Free cash withdrawal worldwide
 - + Personal Finance manager – automatically categorizes your transactions
 - + Open your account easily from your smartphone via VideoChat
 - + Free account change service (you have already a bank account and want to change to Comdirect)
- Foreign transaction fee of 1,75% applies for payments in foreign currencies
- Online banking only in German

3. Health Insurance

While living in Germany you need to have health insurance. Hence, providing proof of health insurance is a requirement when applying for a short-term visa or for the residence permit.

When first applying for a short-term visa, it is sufficient to have any kind of health insurance that also covers you in Germany (such as travel health insurance). For an extended stay (> three months), however, you have to have a German health insurance.

Therefore, once you are in Germany you should swiftly apply for a German health insurance. Once you are covered by a German health insurer you should consider cancelling any health insurance in your home country. The type of insurance you have to apply for depends on your contract/financing source. Health insurance coverage can also be extended to include spouses and children. In any case you will need the following documents:

1. Your passport
 2. Your working contract with LIKAT/proof and details of your scholarship financing
 3. If applicable, proof of your previous health insurance
- A.** If you have a regular contract (not a guest or scholarship contract) with LIKAT exceeding a monthly salary of 450 € you are in a so-called mandatory social insurance employment (“sozialversicherungspflichtige Beschäftigung”). This means that you have to apply for **mandatory** health insurance with one of the **public** health insurers (such as TK, AOK or DAK).
Using TK as an example, you can apply using the online form found at <https://www.tk.de/en> (selecting the online application form for employees). You can also do it in person at the TK office Rostock at Doberaner Str. 10, 18057 Rostock.
- B.** If you do not have a regular contract with LIKAT (or you have a LIKAT contract that pays less than 450 € per month) but instead you have a guest (e.g. because you receive an external scholarship) or scholarship contract, you are not in a mandatory social insurance employment. Thus, you do not qualify for mandatory health insurance. Instead, you have two options: **voluntary** insurance with a **public** health insurer (same as above) or **private health insurance**. When possible, voluntary public health insurance is usually preferable over private insurance.
Again using TK as an example, you can apply for voluntary insurance using the online form found at <https://www.tk.de/en>, selecting “application form others”, then under type of insurance cover selecting “other” and specifying “PhD Student with scholarship”. This can also be done at the TK office provided above.

Under some circumstances (e.g. short scholarship duration, no previous enrolment in public insurance) it is not possible to obtain voluntary public health insurance. In this case you have to apply for private health insurance. There are private insurance plans tailored for international PhDs and Postdocs such as Mawista (<https://www.mawista.com/en/health-insurance-for-foreign-nationals-in-germany/health-insurance-for-scholarship/>) and IHC (<https://ihc-company.eu/wp/ishcp-stipendiaten-2/>). These insurance plans are relatively inexpensive and offer short contract durations with the option of monthly termination. Their coverage, however, is less exhaustive compared to large private insurers (e.g. Debeka, DKV, Axa, Barmenia, Gothaer). In a lot of cases, these tailored plans are preferred, however, due to short contract duration and easier contract termination.

4. Acquiring a Residence Permit

If you are a non-EU citizen, you need a visa to enter Germany and a residence permit (“Aufenthaltstitel”) to stay for an extended period of time. Usually, you will apply for a short-term visa (validity less than three months), enter Germany and then you will have to apply for a residence permit immediately. To apply for a residence permit you (as well as your spouse and children, if applicable) will have to go personally to the city office for residence affairs (Sachgebiet Allgemeines Aufenthaltsrecht) at Neuer Markt 3, 18055 Rostock. There, you will have to file the paperwork for the residence permit (which costs 100 €) and you will have to present the following documents:

1. Your Passport
2. A biometric passport photo for the residence permit card (see <https://www.passbilder.net/ort/rostock> for places where you can acquire passport photos)
3. Prove of health insurance (can be obtained directly from your health insurer)
4. Your contract with LIKAT (regular, guest or scholarship)
5. Proof of income for the preceding month(s) or proof of scholarship financing
6. Your apartment contract

Once you have applied for the residence permit successfully, it will take around four weeks for the residence ID card to be printed (you will be informed about this by mail). The ID card then has to be picked up by you personally at the above city office. If your address changes you will have to go to the same city office to have the address on your ID card changed.

5. Registration at the University

As a non-German who has studied at a university other than the University of Rostock, enrolling in a PhD course requires filing an application to the University Rostock. Enrollment at the University of Rostock is not mandatory to complete your PhD at LIKAT but offers several advantages (see below). Information regarding this process can be found here:

<https://www.uni-rostock.de/en/study/international-students/enrolment-for-phd-courses/>

The application consists of four parts:

1. This form titled “Application for admission to German university for international applicants with foreign academic qualification”: https://www.uni-rostock.de/fileadmin/uni-rostock/UniHome/Studium/9. Referenzenpool/9.2 Formulare/Zulassung-santrag_eng.pdf
2. Authenticated copies of all certificates that qualified you for university admission in your home country along with authenticated copies of a German or English translation
3. Authenticated copies of all your university certificates along with authenticated copies of a German or English translation
4. Letter from your PhD supervisor confirming them supervising your PhD studies (may be identical to the letter from your supervisor used in section 6)

Minimum printing size for all of these documents should be at least A5. You should not send original documents, only authenticated copies. None of these documents should be stapled; instead they should all be placed loosely in an envelope. They can either be mailed to:

Universität Rostock
Dezernat Akademische Angelegenheiten
Studierendensekretariat
18051 Rostock

Otherwise, you can also place them personally into the “Studierendensekretariat” Mailbox outside of Parkstr. 6, 18057 Rostock.

After successful registration you will receive a student ID and you will be asked to pay a fee of around 180 Euro (as of 2019) per semester. This fee mostly pays for a semester ticket, which allows you to use all public transport in Rostock free of charge. Furthermore, as a student you enjoy reduced prices in the university dining halls.

6. Registration with the Faculty

Separate from registering at the University of Rostock you have to file an application for admission to the PhD program of the faculty of mathematical and natural science, which is the part of the university responsible for actually overseeing and awarding a PhD in a natural science discipline (including chemistry). Filing this application should be done as soon as you start your PhD studies. In contrast to the enrolment described in section five this registration is mandatory.

This application is very similar to the application to the University of Rostock (section 5) and the required documents are nearly identical. Information for this application process can be found here (German only, currently): <https://www.mathnat.uni-rostock.de/studium/promotion-habilitation/vor-beginn-der-promotion/>

Furthermore, you can find a guide for PhD studies at the faculty of mathematical and natural science here (English): https://www.mathnat.uni-rostock.de/fileadmin/uni-rostock/Alle_MNF/MNF/Studium_Promotion/Leitfaden-Promotion-e.pdf

This application again consists of four parts:

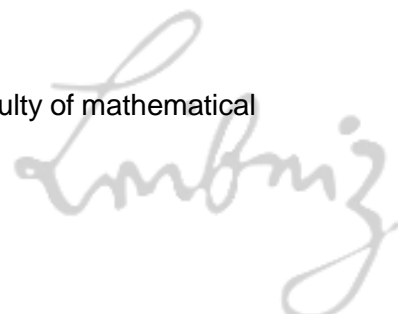
1. The application form, which can be found here (available in German only, currently): https://www.mathnat.uni-rostock.de/fileadmin/uni-rostock/Alle_MNF/MNF/Studium_Promotion/Formular_Zulassung.pdf
2. Copies of all your university certificates, including course overviews and graduation certificates (Bachelor, Master or Diploma). Unauthenticated copies are sufficient if your supervisor confirms the submission of the original certificates to them.
3. A copy of your master thesis (will be returned to you)
4. A letter of support from your supervisor assessing your qualification for the PhD program, can be filled into this form: https://www.mathnat.uni-rostock.de/fileadmin/uni-rostock/Alle_MNF/MNF/Studium_Promotion/Formular_Zulassung_S2.pdf

All application documents are to be mailed to the doctorate commissioner of the Institute for Chemistry of the University of Rostock. You can find the contact information of the current doctorate commissioner here: <https://www.chemie.uni-rostock.de/studium-lehre/studiengaenge/promotion/>

Currently, the doctorate commissioner at the institute for chemistry is Prof. Ralf Zimmermann, hence you can mail the documents to:

Prof. Ralf Zimmermann
 Universität Rostock
 Institut für Chemie
 Abteilung Technische und Analytische Chemie
 Dr.-Lorenz-Weg 2
 18059 Rostock

Otherwise, you can also mail the documents to the Dean's office of the faculty of mathematical and natural science, which has the following address:



Dekanat Mathematisch-Naturwissenschaftliche Fakultät Universität Rostock
Wismarsche Straße 45
18057 Rostock

After submitting your application documents, the doctorate commissioner will review them and present them to the council of the faculty. Depending on your qualifications (especially if your last degree was not in chemistry), the council might require you to complete coursework during your PhD. Non-German speakers usually have to complete one German language course, and you will be informed about this after the faculty council has reviewed your application.

In case you are required/would like to complete a German language course, you can find information on German courses offered by the university here: <https://www.sprachenzentrum.uni-rostock.de/en/languages/languages-a-g/german-as-a-foreign-language/>

7. Representation, Points of Contact, Graduate Academy, Alumni

7.1 Interest Representation

At LIKAT there are two institutions representing your interests as a PhD student/Postdoc/researcher at the institute:

1. Works council

The works council is elected every four years by the staff of the institute and represents the interests of all employees at LIKAT. Information regarding the works council can be found in the Intranet under Employee Representation -> Works council.

2. PhD & Postdoc Representatives

PhD students and Postdocs of the institute annually elect PhD & Postdoc representatives, who specifically represent the interests of them. The representatives are part of the extended board meeting of the institute and are in a dialogue with the leadership of the institute to continuously improve the working conditions of PhD students and Postdocs.

Furthermore, the representatives are a central point of contact for any questions and concerns of PhD students and Postdocs. To this end, they also organize biannual meetings of all PhD students and Postdocs to exchange questions, criticism and ideas.

Information regarding the PhD & Postdoc Representatives can be found in the Intranet under Employee Representation -> PhD Speaker.

As a member of the Leibniz Association, LIKAT is also part of the Leibniz PhD Network (<https://leibniz-phd.net/>) and the Leibniz Postdoc Network (<https://www.leibniz-gemeinschaft.de/karriere/karriere-in-der-wissenschaft/postdoc-in-der-leibniz-gemeinschaft/leibniz-postdoc-network.html>). These are national organization spanning all ~95 Leibniz Institutes in Germany. They are therefore platforms for large-scale change to improve the situation of PhD students and Postdocs in the Leibniz Association. Everyone is invited to contribute to their work and if you are interested you can talk with your PhD & Postdoc Representatives.

7.2 Points of Contact

Aside from the more general institutions detailed above, there are points of contact for more specific topics/situations:

1. Representatives for employees with disabilities (SBV/SHE)

These representatives are responsible for handling requests and questions of employees with disabilities.

2. Equal opportunity officers

Equal opportunity officers are responsible for ensuring equal access to opportunities and equal treatment across gender and races.

3. Ombudsperson

The ombudsperson is responsible for mediating questions and conflict regarding good scientific practice, including conflict arising from improper supervision/power abuse.

Information on the current people holding these positions and their work can be found in the Intranet under Employee Representation.

7.3 Graduate Academy

The University of Rostock offers a graduate academy to support early career researchers. Within the graduate academy, PhD students and Postdocs are granted a virtual budget of up to 1500 Euro, which can be used to finance soft skill courses and conference attendances.

Enrolling in the graduate academy is free of charge, with the prerequisite being enrolment at the University of Rostock. More information and the enrolment form can be found here: <https://www.uni-rostock.de/en/research/support-of-early-career-researchers/graduate-academy/>

As it is free of charge and offers various opportunities for advancing a researchers career, enrolling in the graduate academy is recommended for all PhD students and eligible Postdocs.

7.4 LIKAT Alumni

LIKAT has built up different platforms for current members and alumni (who occupy various positions in industry and academia) to get in touch and to exchange questions, experience and advice. The three main platforms are:

1. LinkedIn LIKAT Alumni Page

As a current member or alumni of LIKAT you can connect to the LIKAT Alumni page at <https://www.linkedin.com/in/alumni-team-likat-155733133/>, where you can contact current and former LIKAT members.

2. LIKAT Alumni Network

Once you are an alumnus of LIKAT you can join the institute's own alumni network at <https://www.catalysis.de/alumni/>, which allows for easy communication with former colleagues.

3. Alumni Day

On a regular basis, LIKAT organizes an alumni day. For current members this is a great opportunity to learn from the experience of alumni and alumni can reconnect with their former workplace. Information on the alumni day can also be found at <https://www.catalysis.de/alumni/>.

8. Optional: Kindergeld (~194,00€ per month)

Anyone residing in Germany has the right to receive child benefit payments for their biological children (§ 62 I EStG). Foreigners living in Germany also receive child benefit if they hold a **valid residence permit**.

The right to child benefit payments begins at the issue date of the residence permit.

No entitlement to child benefit exists if a foreigner receives benefits for their children from abroad that are comparable to the German child benefit payments (§ 65 I p. 2 EStG).

At least two forms must be completed: one for the general child benefit application (**Kinder-geldantrag**) and one extra form per child (**Anlage Kind**).

The family division of the employment agency is responsible for the city or municipality of the applicant.

The documents are to be sent to the family fund of the local employment agency, which can be found at:

Familienkasse Rostock
Kopernikusstr. 1a
18057 Rostock
E-Mail: familienkasse-rostock@arbeitsagentur.de

The application can also be done online. However, this is unfortunately only possible in German.

<https://con.arbeitsagentur.de/prod/opal/kgg-antraggeburt-ui/#/>

Checklist

1. Getting an Apartment and Registration

1.1 Finding an Apartment

1.2 Registration

2. Creating A Bank Account

3. Health Insurance

4. Acquiring a Residence Permit

5. Registration at the University

6. Registration with the Faculty

7. Representation, Points of Contact, Graduate Academy, Alumni

7.1 Interest Representation

7.2 Points of Contact

7.3 Graduate Academy

7.4 LIKAT Alumni

8. Optional: Kindergeld

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Libniz