Once You Have Arrived in Kiel

The formalities described below must be taken care of in the first few days after your arrival:

Registration with the Einwohnermeldeamt, the city’s resident registration office:
Please observe that the registration rules, which apply to all residents of Germany, require not only that you register your new residence but that you deregister your old one. This is important both when you move within Germany and at the end of your stay in Germany. The Einwohnermeldeamt is located in the Rathaus, the city’s main administrative building. Normally it is open to the public every morning, but only one afternoon during the week.

Registration with the Ausländerbehörde, the foreign citizen administration:
Every guest researcher visiting Germany from abroad must register right away with the Ausländerbehörde of the municipality in which he or she will be living. This also applies to visitors who have permission to enter Germany initially without a visa. The Ausländerbehörde issues your Aufenthaltsgenehmigung, a temporary residency permit. Please be aware that you may have to wait in a line/queue and that you may be assigned an overworked administrative worker. It is absolutely necessary that you have documentation establishing that you carry medical/health insurance!

The authorities may require you to provide a certificate of health issued by a doctor licensed to practice in Germany. Whether a foreign health certificate can be accepted or not must be clarified on a case-by-case basis. Do not arrange to have a medical examination unless the authorities have explicitly required you to provide one. In many places there are health offices that can carry out the examination at relatively low cost.

Opening a bank/checking account at a Sparkasse, Postbank, or other bank:
Many banks, including the Postbank, require that you present your registration from the Einwohnermeldeamt and your temporary residency permit from the Ausländerbehörde when you open a checking account.

We recommend that you sign an Einzugsermächtigung from your health/medical insurance company. This gives them permission to draw your monthly premium directly from your checking account for the entire duration of your stay and is a standard procedure.