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 city's residence registration office:

Regardless of whether they are international or German citizens, all residents have to register with their current addresses within the first two weeks of arrival. The resident registration office (das Einwohnermeldeamt) is located in the town hall (das Rathaus) Fleethorn 9, 24103 Kiel. You need to bring some identification (e.g. passport or identity card) and a Wohnungsgeberbestätigung (a confirmation from your landlord/lady, which says that you have moved into the flat). If you are living in a university dormitory you should have gotten this with your rental agreement. If you are subletting an apartment, you can get it from the person from whom you are subletting.

If your spouse and/or child/ren are living with you in Germany, you must also register them. You will need to show their identification documents and your marriage certificate (best if translated into German or English) at the residence registration office. There is no fee to register, but if you do not register within two weeks of arrival, you may have to pay a fine.

You can make an appointment by phone 0431 901-904 or online (website in German only). Since it is often difficult to make an appointment within two weeks after arrival, as soon as you know the address of where you will be living, it is a good idea to try to make an appointment before you arrive. If this does not work, once you are in Kiel, you can go to the office very early (right when they open) and see if there are any cancellations. Either way, be prepared to wait!

Registration with the Immigration Office:

Every guest researcher visiting Germany from abroad must register right away with the Immigration Office (die 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 immigration office issues your temporary residency permit (die Aufenthaltsgenehmigung). You must make an appointment at the immigration office, preferably by e-mail Zuwanderungsabteilung@kiel.de or alternatively by telephone: +49 431 901 4299.

Here it is also a good idea to try to make an appointment as soon as you know the address of where you will be living. It is absolutely necessary that you have documentation showing that you have valid 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:
Most banks require that you present your proof of registration from the Einwohnermeldeamt and your temporary residency permit from the Ausländerbehörde when you open a checking account. Online banks may not require this, but will require you to do something to prove your identity (Post-Ident-process).

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.