

Once You Have Arrived in Kiel

The formalities below should be taken care of in the first few days or weeks after arrival:

Registration with the city's residence registration office:

Regardless of their citizenship - German or other, all residents have to register their current address directly after 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, 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.

You can make an appointment by phone 0431 901-904 or [online](#). 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 call go to the office very early (right when they open) and see if there are any cancellations. You can also check the website for cancelled appointments starting around 8 am.

Registration with the Immigration Office:

Every guest researcher visiting Germany from abroad must register with the Immigration Office (die **Ausländerbehörde**) of the municipality in which he or she is living. This also applies to visitors who have permission to enter Germany without a visa. The immigration office issues temporary residency permits (die **Aufenthaltserlaubnis**). You must make an appointment at the immigration office by e-mail Zuwanderungsabteilung@kiel.de (alternatively by phone: +49 431 901 4299). 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 some may want to see 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 or video ident).