Registration at the City Town Hall (Anmeldung):
Registration at the city town hall is mandatory for every person that stays longer than 3 months in Bielefeld. You need to register within 14 days after moving into the new apartment. The registration is free of charge. Every time you move to another apartment, you will have to go to the city town hall and make change of address.

Required documents
- Passport
- Confirmation of address signed by the landlord (in German: “Wohnungsgeberbestätigung”) https://www.bielefeld.de/node/7090
- If applicable: previous living address in Germany, marriage certificate, birth certificates of children PhD degree

Certificate of good conduct (Polizeiliches Führungszeugnis)
If you have a working contract at Bielefeld University, you will need to provide a certificate of good conduct. This document can be applied for on the same day at the City townhall. For this you have to provide 13€ in cash and a the address of Human resources.

TAX-ID Number (Steueridentifikationsnummer)
If you have a working contract at Bielefeld University, you have to pay taxes and will need to provide a Tax-ID number to the employer LBV. If it is your first time in Germany, this Tax-ID number will be sent after 14 days starting from registration to your living address. You must then forward it to the LBV (address: Johannstraße 35, 40476 Düsseldorf).

Licence Broadcast Fee (Rundfunkbeitrag)
As soon as you do register your living address in Germany, you have to pay the service broadcasters licence fee, that is currently 18,36€ per month. After the registration of your living address you will receive automatically a letter from the public service broadcast and must send a feedback letter. If you do live in a shared apartment, do ask your flat mates. It might be that already someone is paying this fee.

Where to go:
Neues Rathaus
Bürgerberatung
Niederwall 23, 33602 Bielefeld

Appointments must be booked online in advance! https://www.bielefeld.de/termin
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General information

When living in Germany, you might have to provide and open a German Bank account where you can make bank transfer and as well receive payments.

There are several banks in Germany that do offer a so called *Girokonto*. Please compare which bank does suit you best in terms and conditions, such as: Cost, Online-banking, ATM, Communication/Language, Creditcard, Transaction fee to Home Country

A selection of banks

- Sparkasse Bielefeld (*ATMs available in the university main hall and X building*)
- Deutsche Bank
- Volksbank (*ATM available in X building*)
- Postbank
- Spardabank
- Commerzbank
- N26

Most banks do required the following documents:

- Passport
- Proof of registration in Germany
- Tax-ID Number
- Proof of Student-Card
**General information**

Health Insurance is a mandatory insurance in Germany. It depends on your status (e.g. employee, fellowshioholder, EU Citizen/Non-EU Citizen) and previous health insurance, if you can join the public health insurance scheme (*gesetzliche Krankenversicherung*) or if you cannot join the public health insurance and can sign up with a private health insurance scheme (*private Krankenversicherung*).

**A selection of statutory health insurance providers**

- TK *(does have a Service desk and office in the University)*
- DAK
- BK
- AOK
- Barmer GEK

**A selection of health insurance providers**

- DAAD Groupinsurance *(including third liability and accidental insurance)*
- Studentenwerk/Unionsversicherung *(only PhDs)*
- Care Concept / Degis
- International Science Health Plan ISHCP
- HanseMerkur
- Mawista

**Social security number** *(Sozialversicherungsnummer)*

As employee you will have to provide a social security number. This Number is automatically created as soon as you sign up with a public health insurance and will be sent to you by letter. If you do not get it, you can request it at your Health Insurance company.

If you are not sure, for which health Insurance you can sign up or have a question regarding health and medical treatment, please do not hesitate to contact us: welcome@uni-bielefeld.de
Non-EU-Citizens
As soon as you have all the necessary documents collected, you can book an online appointment and should visit the Aliens Office (Ausländerbehörde). Latest 30 days before your visa or visa-waiver period expires.

Address: Neues Rathaus
           Ausländerbehörde
           Ground Floor, Flur A
           Niederwall 23
           33602 Bielefeld

Opening Hours: Monday, Tuesday, 8:00 – 12:00
               Wednesday, Friday: 8:00 – 12:00 and 14:30 – 18:00
               Thursday: 8:00 – 12:00

Please notice: Appointments must be booked online in advance!
https://www.bielefeld.de/termin

Required documents:
You need the following original documents and one copy of them

- Registration in Bielefeld (see Step #1)
- Filled-in application form
  https://www.bielefeld.de/sites/default/files/dokumente/Aufenthaltstitel.pdf
- Valid passport
- 1 biometric photograph (not older than 6 months !)
- Proof of salary or scholarship certificate or alternative proof of funding
- Proof of an adequate health insurance
- Application fee (payment in cash or Debit-Card. Credit card is not accepted)
- Proof of your status at Bielefeld University (see on the back)
Proof of your status at Bielefeld University

1. PhD-Students: Proof of Enrolment (*Semesterbescheinigung*)
   For prolongations PhD students need as well a statement of your study progress issued by your supervisor
2. Employees: employment contract with income, degrees and document *Arbeitgeberbescheinigung* (only if application for EU Blue Card)
3. Visiting Guestresearcher: **Hosting agreement, set up and signed by the Welcome Center**

Further documents for the application for Family Reunion (spouse/children):
- Marriage certificate
- Birth certificate(s) of child(ren)
- Proof of adequate health Insurance
- Proof of adequate accommodation
- Proof of language skills
- Passport of wife/husband
The UniCard

As a student or employee you will receive a university identification card called UniCard. The UniCard is used for the following purposes: identification as an employee, cashless payments at the Canteen, copying and printing at the BITS (central computing service centre), in the library, borrowing books from the library, access to the sport facilities and transportation in OWL (only students).

How to get the UniCard:

- PhD students (Studiendenausweis): register online in PRISMA [https://prisma.uni-bielefeld.de/] after you have received your enrolment letter
- Employees (Mitarbeiterausweis): register online in PRISMA [https://prisma.uni-bielefeld.de/] as soon as you have received a letter with login data
- Visiting scholars can apply for a library Card: [https://www.ubi.uni-bielefeld.de/English/library/help/ausweise](https://www.ubi.uni-bielefeld.de/English/library/help/ausweise)