



PhD students: Check list for documents needed to complete formalities upon arrival

| Where to go? | What to take? |
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| Residents' Registration Office (<i>Bürgeramt</i>) | <ul style="list-style-type: none">- passport- rental contract- completed registration form- lessor confirmation (<i>Wohnungsgeberbestätigung</i>) www.uni-frankfurt.de/gwc/Registration |
| Bank account (<i>Bankkonto</i>) | <ul style="list-style-type: none">- passport- rental contract (if possible)- proof of residence issued by Residents' Registration Office www.uni-frankfurt.de/gwc/Bank-account |
| Health Insurance (<i>Krankenkasse</i>) | <ul style="list-style-type: none">- passport- documents concerning your prior health insurance, if applicable (either German or international) www.uni-frankfurt.de/gwc/Health-insurance |
| Human Resource Department (<i>Personalservices</i>) Goethe University | <p>If you are going to sign a GU employment contract, the following documents might be needed (please check with HR department):</p> <ul style="list-style-type: none">- passport- employment forms from the Goethe University (to be obtained by the human resource department)- certified/notarized copies of certificates of achievement (high school diploma, university degrees)- copy of your residency permit- proof of a valid health insurance policy- wage tax card (<i>Lohnsteuerkarte</i>)- bank account coordinates- birth certificate (also of your family members, if applicable)- marriage certificate (if applicable)- proof of divorce (if applicable)- disabled person identity card (if applicable) <p>Please obtain all forms and documents necessary for the hiring procedure at least eight weeks before starting to work in Frankfurt. We recommend that you fill in and send back as many as possible of these forms to the human resource department before coming to Germany. Please note that your employment contract can only be issued after all forms and documents have been completed.</p> <p>www.uni-frankfurt.de/gwc/Contract</p> |



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| Foreigners' Department (<i>Ausländerbehörde</i>) | <ul style="list-style-type: none">- Completed application form- passport- rental contract- proof of residence- proof of health insurance- proof of financial means / scholarship or contract with GU- biometric photo- processing fees <p>www.uni-frankfurt.de/gwc/Visa</p> |
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(last update 08.02.2022)