

Newcomer Checklist

Last updated: August 2024

Before arrival

- Take care of your **visa** matters asap & start applying for a visa immediately after acceptance to BIGSSS.
- Keep looking for an **accommodation** asap. Find helpful links for searching for housing on our [website](#) and on the [U Bremen Research Alliance's website](#).
- Make sure to pay the semester fees for enrolment at Constructor University. Check your email inbox carefully (and your spam folder if you do not receive any email).

Upon arrival & shortly thereafter

- On your first day at BIGSSS, **bring** the following **documents** and hand them in to Sabine Sommer (Regular & affiliated PhD fellows only):
 - Certified copies of your qualification documents (or originals)
 - All signed original documents of which you have only sent us scans so far
- Register** within 2 weeks after arrival with the local authorities (mandatory if your stay exceeds 3 months!)
- After registration and if not done already, inform your responsible HR department about your **tax identification number** which will be send within 14 days to your German address after city registration.
- For non-EU citizens: obtain a **residence permit** (within 90 days after arrival or approx. 1 month before expiration of visa)
- Get a **health insurance**
- Open a **bank account**
- Register with the ARD ZDF Deutschlandradio Beitragservice for the **public broadcasting contribution** (obligatory!)
- Apply for 150 € **welcome money** (PhD Students registered in Bremen for at least 12 months)

For more detailed information on the single items check our [Newcomer Information](#).