

International Office

Accompaniment at the appointments!

Before arrival!

Contact the HR department (room 3150):

A – C / Guests	Bettina Lamers	- 5120	lamers_b@vw.mpi-bremen.de
D - G	Jacqueline Heymann	- 5480	jacqueline.heymann@vw.mpi-bremen.de
H – L	Birgit Oettle	- 5380	oettle@vw.mpi-bremen.de
M – Z	Ralf Schwenke	- 5190	schwenke@mpi-bremen.de

and me: Anita Tingberg
Room 2201
Phone : -5230
E-Mail : atingber@mpi-bremen.de

Consultation hours: Mon, Tue and Thu: 9.00 am to 12.00 pm

Third-Country nationals must (almost all) apply for an entry visa!

- Hosting Agreement form
- Invitation letter
- Confirmation of address for stay in MPI App.
- Confirmation health insurance

Students must have their certificates translated, notarized and recognized by the University of Bremen before applying for a visa.

- Contact Christiane Glöckner

If married: Marriage certificate must be translated into German and then notarized.

After the entry!

- Registration in Bremen
- Apply for a residence permit
- Registration health insurance
- Opening a bank account
- Finding accommodation (after stay in MPI app.)
- Liability- and household insurance (often compulsory for rented flats)

- Applying for an extension of the residence permit
- Informing for a permanent residence permit
- Informing about citizenship
- Informing about tax returns
- Informing about the election possibility for VBL (after PhD contract)

During the stay!

Before departure!

- If necessary, apply for fiction (short-term residence permit)
- Deregister with the registration office
- Cancellation of flat (3 months in advance)
- Cancellation of GEZ
- Cancellation of electricity / gas / water
- Cancellation of telephone / internet / streaming service
- Cancellation of health insurance
- Cancellation of liability and household insurance

- Register as a job seeker (3 months in advance)
- Apply for a residence permit to look for a job
- Apply for unemployment Benefits

After expiry of the contract!