Max-Planck-Institut für
Struktur und Dynamik der Materie
Max Planck Institute for the Structure and Dynamics of Matter

Checklist for new employees

Before your arrival

- [ ] Non-EU/EEA/Swiss nationals: To apply for a visa, contact the HR Department, which will assist you in preparing your application.
- [ ] Find accommodation (get support e.g. from the DESY Housing Service).
- [ ] Check your health insurance and, if necessary, take out a policy that is valid in Germany.
- [ ] If applicable: Find suitable services for your children and family life (contact the HR Department).

After your arrival

- [ ] Register your address (Anmeldung) at your local Service Point (Einwohnermeldeamt / Bürgeramt) **within 14 days of moving in**. Documents required to register:
    - [ ] Your national ID card or passport
    - [ ] A confirmation of moving in signed by your landlord (Wohnungsgeberbestätigung)
    - [ ] Registration form (your group assistant can help you with this)
- [ ] Send your tax ID number (Steueridentifikationsnummer) to the HR Department (you will receive it 2-4 weeks after registration via mail).
- [ ] Open a German bank account (Girokonto). You'll usually need your passport or vaild ID, your registration certificate (Meldebescheinigung) and your MPSD contract.
    - [ ] Send your bank and account information to the HR Department, so you can receive your salary.
- [ ] Non-EU/EEA/Swiss nationals: To apply for a residence permit (Aufenthaltstitel) shortly after your arrival, contact the HR Department, which will put you in touch with the DESY International Office. There, you will receive professional assistance with your application.
- [ ] Get a personal liability insurance (Haftpflichtversicherung). (Not mandatory but strongly recommended.)
- [ ] Boradcasting contribution: Check whether it is already being paid for the dwelling. If not, register at rundfunkbeitrag.de.

Other important documents to bring

- [ ] Letter of invitation, admission letter or pre-contract from MPSD
- [ ] Proof of health insurance in Germany (in English or German)
- [ ] Secondary school graduation certificate(s) and University degree certificate(s)
- [ ] Vaccination card and other medical records
- [ ] If applicable: International Driving Permit (IDP)
- [ ] Certified translations of birth certificate(s) / marriage certificate

Please note that it may be necessary to have important documents certified (in English and sometimes even in German).