



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

FROM MOLECULES TO SYSTEMS
GRADUATE SCHOOL LIFE SCIENCE MUNICH



Local authority in Munich

Where to obtain the following documents:

(For EU and third-country nationals with an employment contract as research assistant, scientist or guest professor at the LMU resp. approved research institution)

1. Registration (Meldebescheinigung)
2. Clearance Certificate (polizeiliches Führungszeugnis)
3. A) EU-members: Certificate of free movement
B) non EU-members: Residence Permit (Aufenthaltsgenehmigung)
4. Tax card and tax-ID-No. (Lohnsteuerkarte)
5. Social Security card (Sozialversicherungsausweis)
6. Statement of health insurance (Bescheinigung über Mitgliedschaft bei einer Krankenkasse)

Once you have arrived in Munich you are required to register at a local office. In Germany, every resident (any German and anybody staying for more than three months) must register with the local authority within 7 days of moving into an apartment or student residential home. Depending on where you live, this will be the town hall (Rathaus) or, in big towns, the registry office (Einwohnermeldeamt or Meldestelle). Any change of address must be reported.

In Munich the Registration office, (registration at your new place of residence) and the Foreign Office (residence permit) are located in the same building: Kreisverwaltungsreferat (KVR). It is possible to process both the registration and immigration steps, on the same day. Please note that there are different opening hours for both authorities (on Wednesday the Foreign Office is closed)

1. Registration

The Local Public Office (Bürgerbüro, Einwohnermeldeamt) is in charge of Registration (and general governmental documents)

<http://www.muenchen.de/Rathaus/kvr/service/37628/index.html>

Ruppertstr. 19
80337 Munich

U-Bahn U3 or U6 or Bus 31 to Poccistrasse
Tel. +49 (0)89 233 96 00 0

Office hours:

Monday – Thursday: 8:00 – 12:00
Friday: 7:00 – 12:00
Extended hours Tuesday: 14:00 – 18:30

see attached Meldeschein/registration

Application form for Munich:

http://www.muenchen.de/cms/prod2/mde/_de/rubriken/Rathaus/50_kvr/buergbuero/wohnsitz/pdf/anmeldung_meldebehoerde.pdf

in English:

<http://www.muenchen.de/Rathaus/changeresidency/57802/index.html>

You will have to **appear in person** since your signature and **original valid passport** will be required.

Please draw a waiting no. at the floor in charge of you Last-name (A, B, C etc.)
Kreisverwaltungsreferat / Einwohnermeldeamt (**KVR** ground floor)

Church Affiliation:

When you fill out your registration, you will be asked about your church affiliation. Depending on your church affiliation, you will automatically be submitted to pay German church tax, which amounts to approx. eight percent of your payable income tax.

Second Home Taxation:

If you happen to hold a main-residency in a different city within Germany please note that Munich claims 9 % of the annual basic rent for second home taxation.

According to the Bavarian registration law the confirmation of your registration has to be presented to your landlord.

2. Police Clearance Certificate

Your employer will demand a police clearance certificate (**polizeiliches Führungszeugnis**). The “Einwohnermeldeamt” will ask the “Bundeszentralregister” (central criminal register) to send the document directly to your employer. It will take approx. 2 weeks. Please indicate the exact address of your “Personalbüro” into the application form. (fee €13,00)

Application form:

http://www.muenchen.de/cms/prod1/mde/_de/rubriken/Rathaus/50_kvrbuergbuero/fuehrzeugn/antrag.pdf

The Einwohnermeldeamt also issues your income tax-card “**Lohnsteuerkarte**”, if your Residence Permit has been issued for more than 6 months. This means that you will have to apply for your residence permit at the Ausländerbehörde before the “Einwohnermeldeamt” will issue your tax card.

Approx. 2 weeks after your registration you will be forwarded your **TAX-ID-Number** by mail. This will be your life-long taxation number for Germany. Please make sure that your name is written on your apartment’s letter-box.

3. A) EU-members: certificate of free movement B) Non EU-members: Residence Permit

Where to apply for your Residence Permit in Munich:

<http://www.muenchen.de/Rathaus/kvr/ausland/37633/index.html>

*Kreisverwaltungsreferat (KVR), Amt für Ausländerangelegenheiten (1st Floor)
Ruppertstr. 19; 80337 Munich*

Get a waiting number at the information desk for „Studenten & Wissenschaftler:

Special offices for foreign students/scientists:

Names beginning A – F, room 1052, Tel.: +49 (0)89 233 23016 or 233 23193

Names beginning G – O, Q, U, room 1048, Tel.: +49 (0)89 233 23327 or 233 20544

Names beginning P - Z (except Q, U), room 1047, Tel.: +49 (0)89 233 22894 or 20830

Office hours:

Monday – Thursday: 8:00-12:00

Friday: 7:00-12:00

Extended hours Tuesday: 14:00-18:30

Wednesdays closed

A) Certificate of Free Movement (Freizügigkeitsbescheinigung)

EU-Nationals simply need to apply for their Certificate of Free Movement (a passport for identification will be sufficient)

http://www.muenchen.de/cms/prod1/mde/_de/rubriken/Rathaus/50_kvrbuergbuero/pdf/selbstauskunftunionsbuerger.pdf

B) Residence Permit (Aufenthaltsgenehmigung)

Third country nationals as well as new EU-nationals as well as Swiss nationals will need:

- A completed form “Antrag auf Erteilung bzw. Verlängerung eines Aufenthaltstitels” has to be filled out by third-country-and nationals, new EU and Swiss nationals. It is available, without having to stand in line, at the Ausländerbehörde in various languages or in German: http://www.muenchen.de/cms/prod1/mde/de/rubriken/Rathaus/50_kvr/ausland/pdf/antragaufenthaltstitel.pdf (or see attached)
- A valid passport, (valid at least 6 months & at least two empty pages for residence permit).
- A valid national visa if required before entering Germany, (a tourist or schengen visa can not be transferred into a residence permit)
- 1 biometrical Photo (photo booths available at the KVR , coins needed ca. €8,00)
- Proof of health insurance
- Confirmation of “Anmeldebestätigung” (registration)
- Contract or letter from the Employer confirming details of your employment, length of contract and amount of monthly salary (gross or net), health insurance The legal minimum rises each year but is currently around EUR 7.800 per year
- Rental-contract (please be prepared that your official in charge might ask for it)
- At the Kasse you will have to pay for and receive your residence-permit.
The required fee, up to EUR 60 depending on length, and EUR 15-30 for extensions.
- Please remember to return to the official in charge who issued your registration and ask him for the “Lohnsteuerkarte”.(If it has been the same day you don’t have to draw a new number, just knock on the door)

4. Tax card (Lohnsteuerkarte)

See also 2. Police Clearance Certificate

The Einwohnermeldeamt issues your income tax-card "**Lohnsteuerkarte**", if your Residence Permit has been issued for more than 6 months. This means that you will have to apply for your residence permit at the Ausländerbehörde before the "Einwohnermeldeamt" will issue your tax card.

Approx. 2 weeks after your registration you will be forwarded your **TAX-ID-Number** by mail. This will be your life-long taxation number for Germany. Please make sure that your name is written on your apartment's letter-box.

5. Social Security card (Sozialversicherungsausweis)

If this is your first job in Germany the employer will apply for it via your health insurance. If not you may apply for your Social Security card by mail at the Deutsche Rentenversicherung in 10704 Berlin (or Fax 03086527240) Tel. 0800100048070. Please provide passport copy, residence permit and address

Or directly with your passport at :

Deutsche Rentenversicherung

80331 München
Viktualienmarkt 8
Tel: 089-51081-0
Fax 089 5181-190

Opening hours:
Mo.-Wed: 7:30 – 15:00h
Thursday: 7:30 – 18:00h
Friday: 7:30 - 1:00h

Whether you apply in Berlin or directly in Munich, in both cases the original card will be sent to the address given within 2-3 weeks. of charge (If it is your first employment in Germany your employer may order it for your)

Deregistration

Please remember to deregister at the Local Public Office (Bürgerbüro) once you are leaving Germany for good. It is especially important for third-country-nationals who will have to apply for a visa .

http://www.muenchen.de/cms/prod1/mde/_de/rubriken/Rathaus/50_kvrbuergbuero/wohnsitz/pdf/abmeldung_meldebehoerde.pdf

6. Statement of health insurance

To get a LMU-work contract you are bound to have a health insurance at a compulsory health insurance fund. The current contribution rate is 14,9% of your gross pay and will be paid directly by your employer.

You will find an overview of all compulsory health insurance funds here:

<http://www.krankenkasseninfo.de/krankenkassen/index.html>

Registration can be done before your departure or during your first days after arrival in Germany.

Here are some non-binding examples (if requested we can support your contacting:

- Techniker Krankenkasse (TK), Leopoldstrasse 13 A (im Mensagebäude)
Tel: +49/89/3402 9488
- DAK: Leopoldstraße 11a, Tel. +49/89/381621-0
- AOK München, Landsberger Str. 150-152, 80339 München Tel.: +49/89/5444-1979
- Barmer GEK, Arnulfstr. 150, 80634 München Tel.: +49/89/54621-2435,
Martin Plitzko (martin.plitzko@barmer.de)