



First steps for International Researchers

Welcome to Johannes Gutenberg University of Mainz! This is a brief overview concerning the things that need to be done (Essentials To-Do) and suggestions from us (Additional To-Do) during your first days and weeks in Mainz. On this information sheet, we assume that you already know in which faculty you will work and where you will live (at least during your first weeks). If not, please contact us in the Welcome Center.

The Welcome Center wishes you a happy and successful stay at Johannes Gutenberg University (JGU)!

Essentials To-Do:

- 1) **Registration (“Anmeldung”).** If your stay in Germany lasts longer than two months, you have to register at the registration office in your city of residence as soon as possible to have a legal status. The Welcome Center gladly accompanies you with going to the registration office. Here is how to proceed:
 - Find and complete the form (“Anmeldung”) in order to get registered in the Welcome Center. The Welcome Center provides “Fill-in-Helper” in various languages like English, Spanish, French etc.
 - Then go to the registration office and bring the following documents:
 - Registration form
 - Visa (if necessary*) and passport
 - Rental agreement / confirmation of landlord
 - Marriage certificate (if married)
 - Birth certificate (if you have children)
 - Visas and passports of partner and children
 - The address of the registration office in Mainz (same building as foreign office) is:

Stadtverwaltung Mainz

33 - Bürgeramt
Bürgerservice
Stadthaus, Lauteren-Flügel, Kaiserstraße 3-5
55116 Mainz
Telefon: 06131/12-35 30
Telefax: 06131/12-30 84

- You will then receive a so called “Anmeldebestätigung”.

* If you are a European Union citizen, there is no visa required.

Welcome Center
Abteilung Internationales

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www.uni-mainz.de/welcome-
center

2) **Residence permit (“Aufenthaltserlaubnis”)**. This is what you need if your whole planned stay is not covered with your visa:

- Does your home country belong to the European Union?
 - ➔ No further action after the registration needed

- Does your home country **not** belong to the European Union?
 - ➔ You need a **residence permit**. You can receive it **at the foreign office**. The Welcome Center gladly accompanies you with going to the foreign office. Here is how to proceed:
 - Find and fill out the form (blue paper) in order to receive a residence permit in the Welcome Center. The Welcome Center provides “Fill-in Helper” in the languages English, Spanish and French.

 - The Welcome Center then calls the foreign office in order to make an appointment for you there.

 - For your appointment you need to bring the following documents:
 - The form (blue paper)
 - Your visa and your valid passport
 - Your confirmation of registration (“Anmeldebestätigung”)
 - Confirmation of health insurance
 - Proof of the reason and the financing of your stay (e.g. working contract)
 - Biometrical passport photo
 - 100€
 - ➔ **In case you are married**, bring besides: marriage certificate with notarized copy, passport and health insurance confirmation of the partner
 - ➔ **In case you have children**, bring also birth certificates with notarized copy, passport and health insurance confirmation of the children

 - The address of the foreign office (same building as the registration office, 1st floor) is:

Stadtverwaltung Mainz

33 - Bürgeramt

Bürgerservice

Stadthaus, Lauteren-Flügel, Kaiserstraße 3-5

55116 Mainz

Telefon: 06131/12-35 30

Telefax: 06131/12-30 84

- 3) **Health insurance.** In order to receive a legal status, you need a valid health insurance.
- If you have a working contract, you will automatically be insured by a public health insurance company. You now have to choose which one you would like. If not, you will automatically be insured by “AOK”.
 - For any help and advice, feel free to contact the Welcome Center. The Welcome Center will gladly support you on your search.
 - If your stay is financed by a scholarship or by yourself, we recommend that you contract a private health insurance.
 - For any help and advice, feel free to contact the Welcome Center. The Welcome Center will gladly support you on your search.

Additional To-Do:

- 4) **Language course.** You are maybe interested in learning the German language. If so, there are several options.
- The department of foreign languages (“Internationales Studien- und Sprachenkolleg / ISSK”) offers German courses for visiting scholars. They are available for beginners and advanced learners and take place two times a week in the evening. The classes are free of charge and don’t have a fixed starting or finish date.
 - If you are interested, feel free to contact the Welcome Center.
 - There are German classes at the adult education center (“Volkshochschule”) you can attend. They are not for free and have a fixed starting and finish date. If you are interested, contact the Welcome Center which will gladly support you on your search.
 - If you are a group of people that want to learn German, there is the possibility of hiring a language teacher of the ISSK on a private basis. If you are interested, the Welcome Center can put you in contact with the ISSK.
- 5) **Child care and family issues.** Concerning family issues and child care, the university offers the very helpful “Family Services Center” (“Familien-Servicebüro”).
The address of the Family Services Center is:

Projektleitung Familien-Servicebüro
Stefanie Schmidberger M.A.
Forum 3
Raum 00-312
Tel 06131 39-24027
familien-servicebuero@uni-mainz.de

- 6) **Sports.** As a member of JGU, you are allowed to use the sports facilities on campus.
- For receiving the permission, you need to register with the “Allgemeiner Hochschulsport”. For your registration, you need:
 - A passport photo
 - 10€
 - A contracted casualty insurance
 - A confirmation that proves your stay at JGU (available at the Welcome Center / your working contract complies with the requirements, too)
- ➔ You can find more information under: <http://www.ahs.uni-mainz.de/index.html> (in German).
- For any help and advice, feel free to contact the Welcome Center. The Welcome Center will gladly support you on your search.
- 7) **Newsletter and Get Together.** To inform you about cultural and leisure events, the Welcome Center publishes a two-week Newsletter with events on campus and within the city of Mainz. The Newsletter is in English. If you are interested, just send a short E-Mail to the Welcome Center: welcome@international.uni-mainz.de
- The Welcome Center also hosts a monthly Get-Together for international researchers and friends every first Wednesday of the month, where you can meet other people in a relaxed and informal atmosphere in order to talk about experiences of German everyday and university life or just enjoy a good wine or cold beer.
- 8) **Jobticket.** JGU offers its staff a jobticket, giving permission to the use of the public transport system for a lower fare than the regular monthly tickets. The jobticket exists in three varieties, each covering another area:
- RNN-Ticket
 - RMV-Ticket for Mainz and Wiesbaden
 - RMV-Ticket for the whole RMV area
- In order to receive the jobticket, you need to fill in an application (available at the Welcome Center) and get it signed at the Central Services Department. Therefore, a working contract is required. As an alternative, the Welcome Center can provide you with an accreditation. For further information, please contact the Welcome Center.
- 9) **Welcome Center.** The Welcome Center is your point of contact. We offer advice on all non-academic and practical issues concerning your stay. Feel free to contact us and visit our speaking hour.

The address of the Welcome Center is:

Forum 2
Raum 00-216
Tel 06131 39-28339
welcome@international.uni-mainz.de