

Welcome Center JGU | welcome@international.uni-mainz.de | +49 (0)6131-39 28339 | www.uni-mainz.de/welcomecenter |
Forum universitatis 2, 55122 Mainz, Room 00-216

Welcome to Johannes Gutenberg University Mainz (JGU)! This is a brief overview of the things that need to be done after your arrival. With regard to the following information, we assume that you already know at which faculty you will work and where you will live (at least during your first weeks). If not, please contact the Welcome Center.

The Welcome Center wishes you a happy and successful stay at JGU!

1st / 2nd WEEK

DONE

▶ 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. The Welcome Center gladly helps you with booking an appointment online. For the registration, you need the following documents:

- Landlord's confirmation
- Visa (if necessary) and passport
- Marriage certificate + German translation (if married)
- Birth certificate + German translation (if you have children)
- Visas and passports of partner and children

The address of the registration office in Mainz (same building as Foreigners' Office) is:

Stadtverwaltung Mainz
Bürgerservice
Stadthaus, Lauteren-Flügel, Kaiserstraße 3-5
55116 Mainz

If you are employed by the University (work contract), you can also get an appointment for getting the “certificate of conduct” along with the registration appointment, so that you don't have to visit the office twice. For more information about the certificate of conduct, please see the next page.

You can also book your appointment online yourself: www.mainz.de/termin

▶ BANK ACCOUNT AND TAX ID



The tax ID is created automatically after your registration with the city and will be sent to you by regular mail within two weeks. Alternatively, around one week after registration you can personally pick up your tax ID at the tax service center (Schillerstraße 13, 55116 Mainz). You need the registration certificate, your passport and your tax ID to open a bank account. The Welcome Center can provide you with a list of banks in Mainz.

▶ **HEALTH INSURANCE AND OTHER INSURANCES**

Health insurance is mandatory. Other important insurances to be considered are liability, accident and household insurances.

In order to receive legal status, you need a valid health insurance. If you have a work contract, you will automatically be insured with a public health insurance company. You may choose freely amongst public health insurers. If you do not select one, you will automatically be insured with "AOK".

Please note: If you plan to travel to Germany before your employment starts, we recommend to make sure to take out a private or travel insurance to make sure to be covered by a health insurance from your first day on. Health insurance coverage might be also be required for your visa application.

If your stay is financed by a scholarship or by yourself, we recommend that you take out a private health insurance.

For any help and advice, feel free to contact the Welcome Center. We gladly support you with your search.

Liability insurance

In order not to be liable for unintentionally caused damage to other parties, it is highly recommended to take out a liability insurance. This insurance should cover all private liability claims, and as many business-related liability claims as possible. We gladly support you with your search.

Pension insurance

In Germany, you automatically become a member of the statutory pension insurance once you sign a work contract, and can apply for benefits as soon as you reach the required age. In addition, the University offers its employees an occupational pension scheme called "VBL".

If you do not wish to contribute to this additional scheme, the application for exemption must be submitted to the Human Resources Department of JGU within two months after the start of your employment.

For an overview and more details on the European pension system, please see https://www.findyourpension.eu/en/about_us/video_clip_an_introduction/

▶ **SOCIAL SECURITY NUMBER**

Once you have selected a health insurance provider, they can apply for your social security number. Please feel free to ask them to take care of this step.

▶ **LIBRARY**

The Welcome Center can issue an accreditation which enables you to get a library card. It also includes the guest card for the Mensa (university canteen). Please see <https://www.ub.uni-mainz.de/de/bibliotheksausweis-beantragen> (German version only) for the application form.

▶ **JOBTICKET**

JGU offers a jobticket ("FirmenCard") to its staff, allowing the use of the public transport system for a lower fare than the regular monthly tickets. The FirmenCard exists in three varieties, each covering a different area.

In order to receive a jobticket, you will need to fill in an application form (available at the Welcome Center) and get it signed at the Central Services Department ("Zentrale Dienste") (Forum 3, R. 00-332). In addition, you need either a working contract or, alternatively, an accreditation from the Welcome Center. We can gladly provide you with detailed information.

▶ CHILD CARE & FAMILY ISSUES

Concerning family issues and child care, please contact the “Family Services Center” (“Familien-Servicebüro”).
www.family-services-center.uni-mainz.de.
E-mail: familien-servicebuero@uni-mainz.de

1st / 2nd MONTH

▶ RESIDENCE PERMIT

If you are an EU citizen, there is no further action required concerning your residence permit. Non-EU-citizens need a residence permit, unless the entry visa already covers the whole period of stay.

The Welcome Center has a very close cooperation with the Foreign Office Mainz. We can give you all details about necessary documents and arrange an appointment with English-speaking staff. Please contact us around six weeks before your current visa or residence permit expires, so that we can prepare the prolongation appointment in time.

If you plan to live in a city other than Mainz, we can also support you with getting an appointment at the respective Foreign Office in charge.

▶ CERTIFICATE OF CONDUCT

The “certificate of conduct” is a police document confirming that you are allowed to work in civil service. Everybody who signs an employment contract with the university needs this document. In order to apply for it, you have to make an appointment at the registration office of the city where you live (see first page “registration”). We recommend to register and apply for the certificate at the same time during one appointment.

There is a fee of 13 Euro for the certificate, which can be paid at the registration office. The registration office will send the certificate of conduct directly to Human Resources, so have the address of HR ready when you visit the registration office.

Dezernat Personal
Forum universitatis 3
55099 Mainz

▶ LANGUAGE COURSES

The “International Preparatory and Language Center (ISSK)” offers different German language courses for all members of the University. If you are interested in taking part, please check the current offers and application deadlines at <https://issk-en.uni-mainz.de/german-as-a-foreign-language/>. The classes are free of charge.

For more information on language classes outside the University, which are usually subject to fees, just contact the Welcome Center.

▶ LICENCE FEE

The licence fee is a legally prescribed contribution to finance public broadcasting and is mandatory for each citizen with a registered accommodation in Germany. Usually you will get a letter with all payment details from the licence fee company soon after you move in. As their communication is mainly in German, just contact us for any support.

General information in English about the licence fee can be found at:
https://www.rundfunkbeitrag.de/welcome/englisch/index_qer.html

MORE TIPS

▶ SPORTS

In order to use the facilities on campus, you need to register with the “Allgemeiner Hochschulsport”. For your registration, you need a passport photo, 10 € (per semester) and either your work contract or alternatively an accreditation from the Welcome Center. You can check their current offers at <https://www.ahs.uni-mainz.de/> (German version only).



▶ NEWSLETTER

To obtain information about cultural and leisure events, the Welcome Center publishes a weekly Newsletter with events on campus and in the city of Mainz. The Newsletter is in English. If you want to subscribe, just send a short e-Mail to welcome@international.uni-mainz.de.



If you are on Facebook, we recommend that you connect with us: www.facebook.com/WelcomeCenter.JGUmainz
We regularly post links to cultural events as well as updates about what is happening in Mainz.