

Welcome Center JGU | [welcome@international.uni-mainz.de](mailto:welcome@international.uni-mainz.de) | +49 (0)6131-39 28339

<https://www.international-office.uni-mainz.de/welcome-center-for-international-scholars/>

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. Regarding 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!

## 1<sup>st</sup> / 2<sup>nd</sup> WEEK

DONE

### ► REGISTRATION (“ANMELDUNG”)



If your stay in Germany lasts longer than two months, you must 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: <https://termine-reservieren.de/termine/buergeramt.mainz/>

### ► BANK ACCOUNT AND TAX ID



The tax ID is created automatically after your registration with the city and will be sent to you by postal mail within three to four weeks after city registration. Alternatively, around one week after city 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 insurance.

To receive legal status, you need 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 making 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 also be required for your visa application. For further information in this regard contact the respective German Embassy.

If your stay is financed by a scholarship or by yourself, we recommend that you take out 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 liability insurance. This insurance should cover all private liability claims, and as many business-related liabilities claims as possible. We can 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/ets-explanatory-videos>

## ► 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

You will receive your library card in virtual form and can use it via the JGU ID card app (app available in the [Play Store](#) and [App Store](#) ). The Data Center (Zentrum für Datenverarbeitung, ZDV) provides further [information about the app](#) on its website.

For further information follow this link: <https://www.ub.uni-mainz.de/en/faq#library-card>

## ► 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. For all information about the jobticket please check <https://www.verwaltung.zentrale-dienste.uni-mainz.de/firmencard-jobticket/> (German version only) and for further questions just get back to us.

## ► CHILDCARE & FAMILY ISSUES

Concerning family issues and childcare, please contact the "Family Services Center" ("Familien-Servicebüro").  
<https://www.familienservice.uni-mainz.de/>  
E-mail: [familien-servicebuero@uni-mainz.de](mailto:familien-servicebuero@uni-mainz.de)

## 1<sup>st</sup> / 2<sup>nd</sup> 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 three months 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. To apply for it, you must make an appointment at the registration office of the city where you live (see first page "registration"). We recommend registering and applying 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

Alternatively, you can apply online for the conduct record at [https://antrag-kommunal.service.rlp.de/civ.public/start.html?oe=00.00.MZ.01.33.02&mode=cc&cc\\_key=Fuehrungszeugnis](https://antrag-kommunal.service.rlp.de/civ.public/start.html?oe=00.00.MZ.01.33.02&mode=cc&cc_key=Fuehrungszeugnis)  
The Welcome Center can provide a fill-in helper upon request.

## ► 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/german-courses-for-international-students-enrolled-in-a-study-program/>. 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 license 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 license fee company soon after you move in. As their communication is mainly in German, just contact us for any support. General information about the license fee can be found at:

[https://www.rundfunkbeitrag.de/index\\_ger.html](https://www.rundfunkbeitrag.de/index_ger.html)

## MORE TIPS

### ► SPORTS

To use the facilities on campus, you need to register with the “Allgemeiner Hochschulsport”. The link below guides you to the registration form:

[Informationen zu Teilnahme, Zulassung und Datenschutz | Allgemeiner Hochschulsport](#).

You can check their current offers at [AHS Präsenz-Kurse | Allgemeiner Hochschulsport](#) (German version only).

### ► NEWSLETTER

To obtain information about cultural and leisure events, the Welcome Center publishes a 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](mailto:welcome@international.uni-mainz.de).