



Photo: Tatiana Frank / shutterstock.com

Welcome to Heinrich Heine University Düsseldorf!

Check List of Things to Do After Arrival

First things first

- 1 Register at the local Residents Registration Office in the town you live
- 2 Extend your Visa (if applicable)
- 3 Make sure you are health insured!
- 4 Open a bank account (if applicable)
- 5 Enrol at HHU (only for PhD students)
- 6 Do the Medical Check (only for employees)

Next steps

- **Get your Tax ID number:** first you need to have registered at the Residents Registration Office. Within approx. 10 days you will automatically receive the tax ID number (11 digits) per post. This number is valid for your entire life, so please keep it safely. **! CHECK YOUR POST BOX!**
- **Social Security Number (for employees only):** after signing up for statutory German health insurance, you will automatically receive your Social Security Number (12 digits) per post **! CHECK YOUR POST BOX!**
- **Pay the TV and radio broadcasting fee (GEZ).** Each household in Germany has to pay 18,36€/month to the GEZ. After registering you will receive the invoice per post. To avoid fines and back payments, do not ignore this letter **! CHECK YOUR POST BOX!**

! Please make sure your name is clearly indicated on your post box to receive your letters! Otherwise official documents (e.g. Tax ID, Social Security Number) will not be delivered.

Feel free to make use of our educational services and information events:

- Sign up for our free [German language courses](#)
- Inform yourself on our [qualification programmes](#)
- Subscribe to our [mailing list](#) for regular information on workshops and activities at JUNO

- 1 **Registration at the city:** You can arrange an [appointment online](#) (for Düsseldorf) every day between 6 and 8am for the same day. You need your passport, marriage certificate (if applicable) & ["Wohnungsgeberbestätigung"](#) (signed confirmation by your landlord). More information at: www.juno.hhu.de/en/rr
- 2 **Visa Extension:** To extend your visa, you need to apply for a residence permit at the Immigration Office in the city of your residence. When living in Düsseldorf the fastest and safest way is that we from JUNO apply for the residence permit on your behalf. Please inform the JUNO office about the expiry date of your visa one or two days after arrival at juno-international@hhu.de
- 3 **Health Insurance:** Everybody residing in Germany must have health insurance coverage. Employees need to take in German Statutory Health Insurance. Scholarship holders without EU Insurance Card have to arrange private health insurance. More information at: www.juno-hhu.de/en/health-insurance
- 4 **Bank Account:** After registering you can open a bank account at a bank of your choice. You need your passport and the "Meldebescheinigung" you receive upon the registration at the city (see step 1).
- 5 **Enrolment at HHU (only for PhD students):** [Degree seeking students](#) need to enquire as soon as possible at the Dean's Office of the respected faculty on the exact admission requirements. [Non-degree seeking students](#) wishing to enrol at HHU need to contact us at juno-international@hhu.de
- 6 **Medical Check:** Employees must arrange an appointment for the medical check at the "Betriebsärztlicher Dienst" → Moorenstr. 5, Building 12.44 Bettenhaus ZOMI, 8th floor; Tel: 0211 81-17104 / 17241; email: betriebsarzt@med.uni-duesseldorf.de
Bring your passport, International Certificate of Vaccination (if you have one) and the letter from the HR department on the medical check.

If you need any assistance contact us at: juno-international@hhu.de

