

WELCOME GUIDE FOR RESEARCHERS

Getting started in Dresden's research landscape



INDEX

[Rector's statement.....](#)4

Before arrival

[Visa and entry.....](#)5
[Travel health insurance and important documents.....](#)6

After arrival

[Local registration](#)8
[Residence and work permit.....](#)9
[Funding.....](#)10
[Social security system.....](#)12
[Health insurance.....](#)13
[General information on housing.....](#)14
[Short-term accommodation.....](#)15
[Long-term accommodation.....](#)16
[List of abbreviations.....](#)17
[Utility costs and recycling.....](#)19

Living in Dresden

[Bank account.....](#)21
[Driving license.....](#)22
[Other insurances](#)23
[Language courses](#)25
[Taxes and fees](#)26
[Doctors and pharmacies](#)27



Family

[Dual Career Service](#)30
[Childcare.....](#)31
[School system.....](#)33
[School registration.....](#)34
[Benefits for families.....](#)35
[Having a baby.....](#)37

Returning home

[Returning home](#)39
[Local relocation services](#)41



BEFORE ARRIVAL

„I love Dresden! I think it is the perfect size to support a vibrant and dynamic community. There is an interesting mix of old and young (buildings, people, ideas) that keeps you on your toes. I don't know exactly what the future holds for me, but I wish I could stay in Dresden forever.“

Matt from the USA, Postdoc at Leibniz Institute - IFW

„The research alliance DRESDEN-concept has clearly and unambiguously positioned itself for open-mindedness and tolerance.

We are grateful that we, at DRESDEN-concept, learn, teach, work and live together with several thousand international researchers and students to achieve top performances in both research and teaching. Science and knowledge are international and not subject to national, cultural or religious backgrounds! DRESDEN-concept thrives on the interaction between our foreign and German members, who are all a non-negotiable part of our research alliance. We have achieved our aim of making foreign staff and students enthusiastic about their chosen DRESDEN-concept institution, at which they came to work and study. Now I see it as our duty to ensure that they experience Dresden as a charming city and a great place to live. Come and join us, we look forward to seeing you here!”

- Prof. Dr.-Ing. habil. Hans Müller-Steinhagen





VISA AND ENTRY

A valid passport is necessary when coming to Germany. **EU citizens** may enter Germany on their national identity card. Non-EU citizens generally need an entry visa and, for a longer stay (more than 3 months), a residence permit, which is issued at the Dresden Immigration Office after arrival. Exemptions from the requirement of an entrance visa are listed below.

Non-EU nationals have to apply for the entry visa at the German embassy or consulate in their home country or current country of residence. The application process may take up to 2 or 3 months. Visa for family members travelling with you should be applied for at the same time.

Please make sure you apply for the correct type of visa. The International Office of your host institution or DRESDEN-concept Welcome Center at TU Dresden will be glad to inform you, which type of visa you should apply for.

Please note: Do not enter Germany on a Visitor or Tourist Visa (Schengen Visa/C-Visa), when you are planning to stay longer than three months! This type of visa cannot be extended or redesignated for other purposes.

Please note: If you intend to bring your family along for longer than 3 months (family reunion) please contact the International Office or DRESDEN-concept Welcome Center at TU Dresden staff as early as possible before your stay to find out about prerequisites and procedures, which in some cases may require several months' planning lead.

Generally, a visa only entitles you to enter Germany and stay for 90* days. If you are planning a longer research stay, you have to apply for a residence permit within the first days after arrival.

*Sometimes it may be valid for a longer period of time, when you stay only for a few months in Dresden.

Who does not need a visa? Citizens from the Member States of the European Union (EU), Switzerland, Iceland, Norway and Liechtenstein do not require a visa. Nationals from Australia, Israel, Japan, Canada, New Zealand, the Republic of Korea and the USA do not require an entry visa, but have to apply for a work permit after arrival immediately. They are not allowed to work before having the permit.

Brazilian PhD students, who are going to enroll at the TU Dresden, can enter Germany without visa and should apply for a residence permit within three months after arrival. Employees and guest researchers with a scholarship have to apply for an entry visa for research purposes before coming to Dresden.

You may find more information on entry requirements on the [Federal Foreign Office's webpage](#).



TRAVEL HEALTH INSURANCE & IMPORTANT DOCUMENTS

Travel health insurance

Non-EU citizens will have to procure a travel health insurance for the entry visa's validity. If you do not need an entry visa, a travel insurance for the first few weeks might be advisable but is not mandatory.

This travel insurance for visa purposes needs to meet particular requirements such as providing at least €30,000 in coverage. The policy also has to provide benefits for emergency medical evacuation, medical expenses and repatriation (return of your mortal remains to your home country). For more details please check with the local German embassy/consulate.

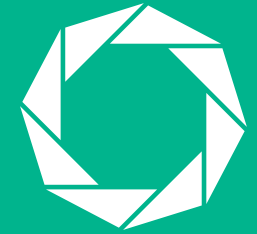
Please do not contract a travel health insurance in your home country or country of residence for more than three months. A foreign travel health insurance may not be accepted by the Dresden Immigration Office when you apply for the residence permit after arrival.

For any further questions please do not hesitate to contact the International Office at your host institution in Dresden or DRESDEN-concept Welcome Center at TU Dresden team.

Important documents to bring to Germany

- valid passport and entry visa, also for accompanying family members
- letter of invitation/letter of acceptance/employment contract/hosting agreement with the host institution or funding certificate
- for determining the appropriate salary level: previous academic employment contracts or letters of reference outlining job descriptions from all former academic employer(s)
- only for non-EU citizens who need a visa: certificate of travel health insurance (in English or German)
- birth certificates of accompanying children with apostille/legalisation
- marriage certificate with apostille/legalisation, if applicable*
- original of your university degree and/or doctoral degree with German or English translations, if possible

* Please ask your German embassy/consulate or the Immigration Office in Dresden about the requirements regarding legalization of your documents. More information on legalization of documents can be found [here](#).



AFTER ARRIVAL

„I really feel that this is my home and my best time is the time I get to spend with my German families. When I came here I only had one family in Iraq but now I belong to many German families. Wearing a headscarf has never been a problem, neither my religion nor my skin color. Still people smile at me, still people support me, still the TU Dresden is offering chances, and most important, still knowledge has no borders of nationality here.“

Iman from Iraq, guest researcher at TU Dresden



DRESDEN WELCOME CENTER



LOCAL REGISTRATION

After moving to Germany everyone is obliged to register at the local Registration Office (“Bürgerbüro”) within two weeks. The Central Registration Office is located in the city center on Theaterstraße 11, room 008. To register at the Registration Office you need a valid identification document.

At move-in request your landlord to give you the official confirmation called **„Wohnungsgeberbescheinigung“** (commented form „Wohnungsgeberbescheinigung“). It has been a requirement for any registration process incl. re-registration and deregistration since 1 November 2015.

Non-EU citizens may register at the Dresden Welcome Center, Schweriner Str. 1, which also processes the applications for a residence permit. The Registration Office resp. Dresden Welcome Center issues your registration certificate (“Meldebescheinigung”).

Any change of address and residence within the city or country must be reported to the Registration Office. Before you leave Germany you have to deregister and will receive a certificate confirming your deregistration (“Abmeldung”).

Moving allowance for (PhD) students

Students, e.g. PhD students, who are enrolled at TU Dresden or another Dresden-based higher education institution and who register their principal address in Dresden for the first time are eligible for the City of Dresden’s moving allowance for students (€150). Applications for the allowance must be filed in person at the Studentenwerk Dresden between January and March of the year after first moving to Dresden. You need the application form, your registration certificate (“Meldebescheinigung”) and a valid identification document. The allowance will be paid out via bank transfer to a German bank account only.

Please find more information and the application form [here](#).



RESIDENCE AND WORK PERMIT

Non-EU citizens

If you plan to stay in Dresden for longer than three months, you need to apply for a residence permit (which usually includes a work permit) at the Dresden Immigration Office ("Dresden Welcome Center"/"Ausländerbehörde"). This also applies to foreign nationals who are exempt from the entry visa requirement (citizens of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea or the USA, see chapter 1.1).

Please make an appointment before visiting the office by sending your first name, surname, date of birth, nationality, date of arrival, entry visa's expiry date and the reason of your stay to: [termin.auslaenderbehoerde\(at\)dresden.de](mailto:termin.auslaenderbehoerde(at)dresden.de) or ask your International Office/the DRESDEN-concept Welcome Center at TU Dresden to do so. You can also get an appointment when registering at the City of Dresden Welcome Center for the first time.

Along with the date and time of your appointment, the office will send you a list of the documents required. If necessary, the International Office at your host institution or the DRESDEN-concept Welcome Center at TU Dresden will assist you with the application form and explain the list of required documents.

While holding a valid entry visa, you are allowed to travel within the Schengen Area (Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France,

Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Sweden, Switzerland, Slovakia, Slovenia, Spain) within the temporal validity of the visa.

EU citizens

Citizens of the European Union as well as the European Economic Area (Iceland, Liechtenstein and Norway) can work and travel freely throughout Germany and the EU and do not require a permit for long-term stays. If you are planning to spend a longer period of time in Germany (more than three months), all you have to do is register at the Registration Office.

Swiss citizens

Swiss citizens can work and travel freely throughout Germany, but must apply for a residence permit if they intend to stay for longer than 3 months.

Brazilian citizens

Brazilian PhD students, who are going to enroll at the TU Dresden, can enter Germany without visa and should apply for a residence permit within three months after arrival. Employees and guest researchers with a scholarship have to apply for an entry visa for employment or research purposes before coming



FUNDING

There are usually three possible sources for funding your stay – either through a German work contract, through a scholarship of your German host institution, your home country/home institution or an international grant, or through your own funds. Your income from a work contract is taxable and subject to social security contributions under German law. It might also entitle you to claim German pension (see also chapter 2.5.) and unemployment benefits, provided certain criteria are met (depending on the duration and amount of taxes/contributions paid over time).

If your research stay in Germany takes place in the framework of a fellowship you may be exempt from taxation. It is certainly worth consulting the organization which has awarded the fellowship on this issue. Furthermore, you should find out whether the fellowship paid in Germany is subject to taxation in your home country.

Along with self-financing, or funding your stay through your home country/institution, you can ask your academic advisor in Dresden if there is an existing exchange programme that can help you fund your project.

In addition, there are various German sponsors and foundations that offer grants to graduates, doctoral candidates, and professors that allow them to stay for an extended period of studying and/or research.

EURAXESS

The German EURAXESS funding database for incoming researchers allows you to search for foundations and sponsors that offer research grants: More information [here](#).



EURAXESS Germany

National Coordination Point at the PT-DLR
Heinrich-Konen-Str. 1, 53227 Bonn
Tel.: +49 228-3821 / 1382
Fax: +49 228-3821 / 1649
E-mail: katrin.schaarschmidt@dlr.de

TU Dresden Graduate Academy

We also recommend that young researchers contact the Graduate Academy which is the central service point for PhD students and Postdocs at TU Dresden. Membership at the Graduate Academy is free of charge and open to all PhD students who have been accepted by one of TU Dresden's faculties as a Doctoral Candidate and to Postdocs holding a work contract with TU Dresden. To its members, Graduate Academy offers a wide range of qualification seminars and workshops as well as funding programs such as short-term fellowships and mobility grants. Furthermore, consultations, i.e. on funding opportunities, are offered to all young researchers independently of a GA membership.



TU Dresden Graduate Academy

Mommsenstraße 7
01069 Dresden
Tel: +49 351 463-42241 / 42242
E-mail: graduertenakademie@tu-dresden.de
[Website](#)



A black graduation cap is shown in mid-air, tilted as if it has just been tossed. A hand is visible at the bottom, having just released the cap. The background is a blurred view of a modern building with a glass and metal facade.

Graduate Academy

FUNDING - QUALIFICATION - ADVICE

Become a member now at www.tu-dresden.de/graduierthenakademie



SOCIAL SECURITY SYSTEM

The German social security system is based on the solidarity of the insured community. It provides an effective financial safety net for major life risks and their consequences, including illness, unemployment, work-related accidents and the need for long-term care. Social insurance aims to maintain a stable standard of living for every individual. Coverage encompasses the following branches:

- Health insurance
- State pension insurance
- Unemployment insurance
- Accident insurance (covers the commute to/from work and workplace accidents)
- Long-term care insurance

If you earn at least €450.01 per month, your income from employment is subject to statutory contributions to all of these five types of social insurance.

Contributions to accident insurance are carried by the employer alone. The other contributions are paid in (mostly) equal shares by employer and employee. As an employee, your contributions are automatically deducted from your monthly gross salary and transferred to the social insurance funds by your employer.

For more information on the German social security system please have a look [online](#).





HEALTH INSURANCE

Health insurance is mandatory for everyone living in Germany. Health insurance arrangements are individual arrangements and thus may vary in coverage. There are two types of health insurance in Germany, „public“ (statutory) and „private“ health insurance.

If you hold a contract of employment, public health insurance is mandatory up to a certain income threshold (see below). If you hold a scholarship or finance your stay on your own expense, you can either procure a statutory (public) health insurance voluntarily or choose a private health insurance instead.

If you have questions on the health insurance system in Germany, please consult your host institution's International Office or the DRESDEN-concept Welcome Center at TU Dresden staff.

Public health insurance

For anyone working in Germany with a gross annual salary of up to €59,400 (income threshold for 2018), health insurance with a statutory health insurance company is mandatory. If your salary is above the income threshold or if you hold a scholarship or fund your stay by means of your own resources, you can choose between public or private health insurance.

The contribution to public health insurance is calculated as a percentage of your income. The general statutory health insurance contribution rate is a standardised 14.6 % (2015) of your gross salary, which is paid in equal shares by employee and employer (7.3 % each). Some insurances may take an additional (flexible) rate (0,3-1,8%) to meet the costs and keep their standards.

The benefits of statutory health insurance are standardised for the most part. However, health insurance companies may vary in terms of customer service, additional and optional benefits. You are free to choose any statutory health insurance fund.

There are two main benefits of public health insurance: First, your family (spouse and/or children) may be covered free of charge, with just one family member paying a contribution (unless their income from employment is subject to contributions itself). Second, a wide range of basic coverage is included without discrimination: In contrast to private health insurance, contributions are independent of age and pre-existing conditions. All pre-existing conditions, regular check-ups and eventual pregnancies are covered.

Private health insurance

In contrast to public health insurance, the contributions to, and coverage obtained via, private insurance are not standardised by law. If you opt for private health insurance, please be aware that it must meet certain requirements in order to be accepted when you apply for a residence permit. In contrast to public health insurance, contributions are paid individually for every single family member. They depend on each individual person's age, pre-existing conditions and the service package desired to be included. Pre-existing conditions and eventual pregnancies may not be covered.

For guidance, please refer to your institution's International Office or the DRESDEN-concept Welcome Center at TU Dresden.



GENERAL INFORMATION ON HOUSING

The staff of the International Office at your host institution, or of the DRES-DEN-concept Welcome Center at TU Dresden respectively, can assist you in finding a place to stay. Please get in touch as early as possible.

Please note the following basic information regarding the housing market in Dresden:

Generally, furnished accommodation is much less prevalent (and more expensive) than unfurnished accommodation. Unfurnished apartments are the rule. Therefore finding temporary and/or furnished accommodation almost always requires the services of an agency, to be paid by the landlord.

Apartments, whether furnished or unfurnished, are only let to a certain number of occupants which must be in good proportion to the number of rooms, according to German standards. Note that the designation of "rooms" counted in an advertisement does not correspond to the number of bedrooms like e.g. in some English-language housing markets. The number of rooms instead comprises all full-size rooms in addition to the kitchen and bathroom.

As housing standards in terms of space per person differ from one country to another, here is a simple rule of thumb to get an idea of what is considered a "reasonable" proportion: Calculate one room per adult at minimum. To give an example, an apartment advertised as a studio or 1-room apartment will accommodate one person only or, at the very most, a single parent with a very small child or a couple, but definitely not two adult roommates. A 2-room-apartment will accommodate two adults maximum, at the very most with a small child. A family of four (2 adults, 2 children or 3 adults, 1 child) will only be accommodated in at least a 3-room apartment, and so forth.

As for housing costs, if you are in full-time employment, you should expect to pay rent at approximately one third of your monthly net income (after taxes and social insurance contributions have been deducted) for an unfurnished single-person apartment (sometimes less). Furnished apartments tend to be

more expensive than unfurnished ones (increasing your rent by approximately one third).

Unfurnished apartments may have a minimum rental period (i.e. 12 months). Therefore, we recommend that visiting scientists staying for less than one year lease furnished accommodation, whereas PhD students and new scientific staff with a contract of employment or fellowship exceeding one year choose either furnished or unfurnished accommodation. If you are interested in looking for long-term accommodation, we recommend booking temporary accommodation for one to two months first (e.g. at a guest house, bed and breakfast, hostel or hotel). This leaves you with enough time to search for long-term accommodation without being pressed for time.

Please note that doctoral students or visiting scientists are usually not eligible to rent a room in a student dormitory.





SHORT-TERM ACCOMODATION

Subject to capacity/availability and usually for a limited period of time, visiting scholars and their families can stay at their host institution's guest house or at the [International Guest House of the Studentenwerk Dresden](#). The Max Planck, Leibniz and Fraunhofer Institutes as well as the University hospital all provide temporary accommodation in their own guest houses for their visiting researchers, or new scientific staff respectively. Please check with the institution's International Office or HR department about availability and making a reservation. All guest houses come equipped with the basic modern conveniences at a reasonable price.

In addition, TU Dresden runs two guest houses, „[Am Weberplatz](#)“ and „[Einsteinstraße](#)“, which come furnished to a higher standard and at a higher price. They are open to all researchers working at any host institution in Dresden. Prices and contact information are available online.

Furnished accomodation

Dresden is a beautiful and very liveable city. During certain times of the year even more so than at others, this results in a shortage of furnished apartments which fulfil some (or all) of the criteria most frequently mentioned to us in the search for accommodation.

While almost everyone would like to, at those peak times not everyone may get to stay in a place...

- 1) close to the university campus and/or their host institution,
- 2) available on a short lease, and
- 3) at a reasonable price.

For this reason we recommend you start looking for suitable furnished accommodation as early as possible ahead of your stay in Dresden.

Please note that a centrally located furnished one-room apartment for a single person costs between €500 and up to €800 per month depending on the location, the furnishings and equipment as well as the housekeeping services offered.

A much more inexpensive option for a longer stay is to search for a room in a shared apartment. Such a room may or may not come fully furnished itself, but the common areas will be. For the most part, this sort of room search is only possible after your arrival, because flatmates usually prefer to meet the new tenant personally before renting out the available room. Therefore, and with the peak seasons in mind(!), if you consider this an option, please secure some temporary lodgings for your first one or two months upon arrival to have a bed while you will be searching for an apartment share.

Please note that, if you consider temporarily bunking together with a friend or staying at a friend's place in her/his absence upon your first arrival, you are not allowed to use your friend's address for your registration (see chapter 2.1) unless you have an official sublease contract for her/his place.

Please feel free to discuss your housing requirements with, and trust in the advice and long years of experience of, your host institution's International Office and the DRESDEN-concept Welcome Center at TU Dresden.



LONG-TERM ACCOMODATION

Unfurnished accomodation

Rents are calculated with respect to the apartment's size in square meters, independent of the number of rooms. Although advertisements will of course include the number of rooms (again, not bedrooms) in an apartment, the rent will be calculated per square meter.

The total rent or warm rent ("Warmmiete") comprises two parts: „Kaltmiete“ (cold rent) and "Nebenkosten/Betriebskosten" (running costs) such as garbage disposal, street and house cleaning costs, and above all, utility costs such as heating and water costs (see chapter 3.3). Some of the running costs depend on the apartment's number of occupants and their personal usage, e.g. parts of the heating, water and wastewater costs, while others are calculated depending on the size of the apartment.

Before you move into an apartment, a security deposit („Kaution“) has to be paid as a financial guarantee in case of damage to the apartment. The amount usually ranges from one to three months' (cold) rent and will be returned when you move out (provided the apartment is in good condition and repair and that there are no rental or utility arrears).*

The particular details of the apartment, the rights and obligations of the tenant and landlord (e.g. period of notice, permission to keep pets) as well as the house rules are set down in the tenancy agreement. Once the tenancy agreement is signed, both parties accept, and are legally bound by, the contract's contents. Open-ended rental agreements usually have a three month's period of notice. The landlord cannot terminate the contract without a reason. If a conflict arises with your landlord, please contact your International Office/the DRESDEN-concept Welcome Center at TU Dresden, a lawyer or a tenants' association.

* Please note that landlords are given 6 months before they have to return the money.

Helpful websites for your home search:

- www.immobilienscout24.de
- www.immonet.de
- www.dnn-online.de (web page of Dresdner Neueste Nachrichten, local newspaper)
- www.sz-immo.de (web page of Sächsische Zeitung, local newspaper)
- www.wg-gesucht.de (shared accommodation)
- www.airbnb.de (temporary accommodation)

For further links and information, please visit the websites of your host institution's International Office and the [DRESDEN-concept Welcome Center at TU Dresden](#).



List of Abbreviations for your home search

Abbreviation	German / English	Abbreviation	German / English
2-Zi-Whg = 2RW	2-Zimmer-Wohnung / 2-room apartment (NB: ≠ 2-bedroom apartment!)	MM	Monatsmiete / monthly rent
AB	Altbau / period building	NB	Neubau / new building
Abstellk	Abstellkammer / storeroom	NK / NBK	Nebenkosten / running costs such as water, heating, cable TV, cleaning of common areas, waste removal etc.
App.	Appartment / apartment	NR	Nichtraucher / non-smoker, non-smoking
Blk / Balk.	Balkon / balcony	OG	Obergeschoss / floor (where 1. OG refers to first floor (BE), second floor (AE))
DG	Dachgeschoss / top floor, attic floor	Prov.	Provision / agent's fee, brokerage
D	Diele / hallway, corridor	RH	Reihenhaus / terraced house, town house (AE)
DU	Dusche / shower	Stellpl.	Stellplatz / parking space, parking spot
EB	Erstbezug / first tenancy	Terr.	Terrasse/ patio
EBK	Einbauküche / built-in kitchen, fitted kitchen (BE)	TG	Tiefgarage / underground parking
EFH	Einfamilienhaus / single-family home (AE), detached house (BE)	TL	Tageslicht / (e.g. bathroom with) natural light
EG	Erdgeschoss / first floor (AE), ground floor (BE)	UG	Untergeschoss / basement floor
ETW	Eigentumswohnung / common hold apartment (BE), condo(minium) unit (AE)	WM	warm/WM Warmmiete / 'warm' rent incl. utility costs such as water, heating, cable TV, cleaning of common areas, waste removal etc.
G-WC	Gäste-WC / guest WC, small guest bathroom	Wfl.	Wohnfläche / floor space (size of the apartment)
HH	Hochhaus / high-rise building	WG	Wohngemeinschaft / (the community of those who live in a) shared apartment
HK	Heizkosten / heating costs	Whg.	Wohnung / apartment, flat
Hzg.	Heizung / heating	WK	Wohnküche / eat-in kitchen, large kitchen (which due to its size could double as, or be regarded as the spatial equivalent to, an extra room)
inkl.	inklusive / inclusive, including	ZH	Zentralheizung / central heating
Kaut./ Kt.	Kaution / deposit	Zi	Zimmer / room(s)
KM	Kaltmiete / 'cold' rent excl. utility costs such as heating, cable TV, cleaning of common areas, waste removal etc.		
mbl.	möbliert / furnished		





UTILITY COSTS AND RECYCLING

Utilities

Usually the costs for electricity, telephone and internet are not included in the rent. Instead they need to be contracted and paid for separately by the occupants. Therefore, once moved into a new home, each household is obliged to register with the local electricity supplier and, if desired, contract a telephone and/or internet provider. If you need assistance, please do not hesitate to contact the International Office at your host institution or the DRESDEN-concept Welcome Center at TU Dresden.

Water, heating and other general costs related to the apartment (e.g. garbage disposal, service charges, building insurance and taxes) are included in the 'warm' rent as agreed in the rental agreement. They are prepaid as part of the monthly rent at a fixed rate, which is mentioned in the rental agreement. Once a year the heat cost allocators on the radiators (or heat meters), along with the water and electricity meters, are being read and the actual heat and water usage of each household is calculated. According to the resulting annual bills that you will receive by your landlord and electricity company, any difference between the pre-paid lump sums and your actual usage will either be refunded (if you overpaid) by the owner or the respective company or, on the other hand, you will be charged the difference (if you underpaid and used more).

Recycling

For those unfamiliar with strict waste separation, the German household waste separation and recycling system may appear quite complicated at first. Here are some general guidelines and rules of thumb to help you get started:

- Most plastic and plastic-coated wrappings and containers have a "Grüner Punkt" – a small green round symbol of intertwining arrows, marking this sort of packaging as recyclable. These items, as well as empty metallic drinks and food cans, belong in the designated yellow bin, or yellow bags respectively ("Gelbe Tonne"/"Gelber Sack").
- Paper and cardboard are collected in the blue bin („Blaue Tonne“ or "Papiermüll") or in special newspaper and paper/cardboard recycling containers in your neighbourhood.
- Glass needs to be taken to glass recycling containers in your neighbourhood. Old batteries are collected in special battery boxes near the exits at many stores and supermarkets. All stores selling batteries must accept used batteries!
- Some buildings also have a brown bin for compostable, biodegradable waste (or, even better, a compost heap in the garden). This is where to put any left-over food, kitchen and yard waste, such as most prominently fruit and vegetable scraps, egg shells, tea bags, coffee grounds and coffee filters or plant leaves, but excluding meat or bones (which belongs in "Restmüll"; see below). Always wrap compostable waste in old newspapers or use biodegradable paper bags (no plastic or cornstarch bags) when putting it in the bin to avoid it attracting animals and sticking to the sides of the bin.
- If, after separating out all the above, you have anything left, put it in the black bin for unrecyclable waste ("Restmüll"). Note that the contents of yellow bin (plastics), blue bin (paper/cardboard) and glass containers are collected free of charge(!), whereas you pay per use for the black (all-else) bin as part of your rent. This means that by properly separating waste – and by raising awareness for proper waste separation among your flatmates and housemates – you can decisively lower your annual bill.



LIVING IN DRESDEN

„I have been living in Dresden for over two years now and have found that the city has lots to offer. Dresden is just the ideal size for a modern city and offers all the amenities that you could ask for, be it healthcare, education or job opportunities. The scientific landscape is exciting and an open mindset of the people implies that there are opportunities to collaborate with people from the different Max Planck Institutes as well the University campus within the city.“

Virag from India, Postdoc at MPI-CBG



BANK ACCOUNT

The most common form of a bank account in Germany is a "Girokonto" (giro or check account). Most financial transactions are completed using this type of account, such as receiving your salary or scholarship, paying the rent, your bills, making debit card transactions when shopping for groceries and clothes etc.

To open an account at a bank, you will need:

- your passport or national ID card for identification
- your confirmation of registration ("Meldebestätigung") from the Registration Office

If you have your acceptance letter/enrolment certificate or (the draft of) your employment contract you should also bring it.

Bank fees differ greatly from one bank to another, so it is worth comparing them.

Once you have opened a bank account you will receive a debit card, or cash card ("EC-Karte"), which enables you to withdraw cash from the majority of cash machines in Germany and Europe. This is normally free of charge at your own bank's ATMs and those of the "cash group" or "cash pool" that your bank is affiliated with. Cash machines from other banks will charge you a fee. Many shops allow you to pay for goods and services using the cash card in conjunction with your PIN or signature. Online banking is also available when holding a "Girokonto".

In Germany most bills are paid via credit transfer ("Überweisung"). Often a transfer form is included with your bills or you can do the transfer online using the bank details from the bill. In contrast, making out and cashing checks as well as paying by credit card locally is very unusual.





DRIVING LICENCE

Short-term stays of less than six months

Citizens of the EU-EEA (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom) may drive in Germany with their national driver's licence. If your driving licence has been issued outside the EU-EEA, you may drive in Germany with your national driving licence for a period of up to six months (with a possible extension of six additional months if your stay does not exceed one year in total).

Long-term stays of more than six months

If you have a driving licence from a member state of the EU or EEA, it is valid in Germany until it expires. After its expiry date you can still drive for six more months in Germany. Within this period of time you should apply for an extension of your driving licence or obtain a German licence.

If your licence was not issued by an EU or EEA country, it is valid in Germany for six months after your relocation to Germany. After this period a licence issued in Germany is required. The requirements to obtain a German driving licence depend on the country where your licence was issued. Please contact

the driving licence office ("Fahrerlaubnisbehörde") in good time to obtain a German driving licence or ask the International Office at your host institution or the DRESDEN-concept Welcome Center at TU Dresden staff for assistance.

You may find detailed information [here](#).





OTHER INSURANCES

Personal liability insurance

In Germany each person is held liable for damages to a third party. Parents are liable for damages caused by their children. We therefore highly recommend taking out (single, couple or family) personal liability insurance to insure against claims arising from unintentional damages to a third person's health or her/his belongings, especially if you are accompanied by your family. Often landlords require proof of liability insurance from the future tenant.

Please note that personal liability insurance is rather inexpensive and usually does not cover damages

- in the workplace (if you have a contract of employment at your host institution, personal or material damages at your host institution/laboratory are covered by your employer), or
- arising from driving a car (requires separate motor liability insurance).

Some insurance companies offer combined health and personal liability insurance.

Please consult the International Office of your host institution or the DRESDEN-concept Welcome Center at TU Dresden staff for further information.

Motor/Car liability Insurance

A motor/car liability insurance is mandatory, if you would like to drive a car in Germany. Please ask the International Office of your host institution or the DRESDEN-concept Welcome Center at TU Dresden staff, should you require additional information.

Household contents insurance

Household contents insurance covers damage to, or loss of, an individual's personal possessions while they are located within that individual's home, as a result of fire, water damage, theft, vandalism or hail. It is not required by law in Germany, but if you have valuable possessions (e.g. a bike), a household contents insurance might be worth taking out.





News? Events in and around Dresden? Tips for the upcoming week? www.ddcwelcome.de



LANGUAGE COURSES

Language is the key to the culture and society of any country. Even if in many research facilities the working language is English, it is not spoken and/or understood everywhere and by everyone.

For everyday life and leisure time in Dresden it is very helpful to pick up a basic knowledge of German. The German language is considered to be somewhat difficult and certainly requiring motivation to learn in the beginning. The reward, however, is that it will smoothen the way into your new environment. In Dresden you will find a wide variety of face-to-face German language courses that will help you acquire the new language. You can also ask your institution's International Office or the DRESDEN-concept Welcome Center at TU Dresden for further information.

Here are some free online language courses:

[Deutsche Welle](#)

[Deutscher Volkshochschulverband](#)





TAXES & FEES

Everyone registered in Germany automatically receives a tax identification number about four weeks after registration in Dresden.

Whether or not you need it and whether or not you have to pay taxes if you are working depends on a number of factors.

Research stay based on a fellowship

If your research stay in Germany takes place in the framework of a fellowship, it may, under certain circumstances, be exempt from taxation under German income tax law. It is certainly worth consulting the organization which has awarded the fellowship on this issue. Furthermore, you should find out whether the fellowship paid in Germany is subject to taxation in your own country.

Research stay based on a contract of employment

If your research stay is based on an employment contract in Germany and will last for more than 6 months, your income and assets earned globally will generally be subject to taxation in Germany. If you stay for less than 6 months, your income will be taxed in your own country provided that you work for a foreign employer and a double taxation agreement allocates the right of taxation in such cases to the home country. If one of these conditions does not hold, your salary will be taxed in Germany. Agreements exist with some countries stating that lecturers and researchers who come to Germany for a maximum of two years to work in research in a public institution may pay their taxes in their own country. Details can be found in the double taxation agreements between Germany and the member states of the EU and certain other countries. Income tax which you incur in Germany will be deducted from your gross salary at source.

At the end of each calendar year you may apply for a tax return. This may entitle you to a partial reimbursement of taxes paid. The required forms can be obtained from the local tax office ("Finanzamt") or town hall ("Rathaus"). In many cases, it is worth commissioning a tax accountant to help you file a tax return. Please ask your International Office or the DRESDEN-concept Welcome Center at TU Dresden for general recommendations.

More information [here](#).

Broadcasting fee

As of 1 January 2013, every household is charged a flat rate broadcasting fee of €17.50 per month, regardless of its equipment with, or usage of, television, radio or web-enabled devices. This licence fee is used to fund the public broadcasting stations.

In the case of a shared apartment, the fee is only charged once per apartment (i.e., per household). When everyone in a household pays their fair share, this means that the more persons share an apartment, the smaller the individual contribution gets. It is not relevant whether an individual has a separate tenancy agreement or not. Only one person per household needs to register for the broadcasting fee. Find out who of your flatmates has registered your apartment and ask them for the registration number, when paying your share of the fee to the registered flatmate.

Beware: Deliberate or negligent non-payment is an administrative offence and a penalty is to be paid.



DOCTORS AND PHARMACIES

Seeing a doctor

You can obtain a list of English-speaking doctors and doctors speaking other foreign languages from your International Office or the DRESDEN-concept Welcome Center at TU Dresden. Before consulting a doctor it is useful to arrange an appointment. Otherwise you may have to wait in line for a while.

Always bring your chip card (public health insurance) or proof of insurance coverage (private health insurance) for consultation or hospital care.

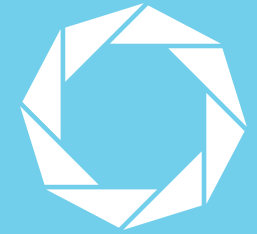
In the event of medical problems arising in the evenings or on the weekend, a number of doctors are always on duty. At those times, the central information hotline +49 (0)351-19292 directs you to the nearest doctor on call in the Dresden area. If you cannot go to the doctor yourself, a house call (home visit) may be arranged.

Pharmacies

In Germany, all drugs, both over-the-counter medications and prescriptions, are available only at pharmacies ("Apotheken"), which are usually open from 8.30 a.m. to 6.30 p.m. on weekdays. While your health insurance covers some or most of the cost, a co-payment for prescribed drugs may need to be made. It ranges from €5 to €10 per medication.

During the night, on weekends and holidays an emergency pharmacy service is in operation. Certain designated pharmacies are open or can be reached by ringing the bell at the door. Since the pharmacy in charge of the emergency service changes weekly, you can either go to any pharmacy in your area, where the current emergency pharmacy is pointed out on the door or find it [here](#).





FAMILY

„For anyone with an interest in biology and biotechnology, Dresden is like a candy store for a kid. I find it to be a great place to do a PhD in, institutes are well connected, atmosphere is collaborative, infrastructure for work is more than one would require.

It has been a great place to stay with my young family, as there are more young people with children than anywhere I have seen before, so it's a very family friendly city. Beautiful architecture, artistic, very green, love the Elbe and have a forest close to my apartment in Neustadt, I find it to be a great blend.“

David G. from Georgia, working at IPF





DUAL CAREER SERVICE

Service for newly appointed professors

The Dual Career Service (DCS) for newly appointed professors of the Technische Universität Dresden assists dual career couples relocating to this region in finding a place where they can live and work together. It is the core task of the Dual Career Service to support partners of newly appointed professors in their professional integration in Dresden.

The consultation and support services of the DCS are aimed at the partners of newly appointed professors at TU Dresden and at partners of jointly appointed professors of DRESDEN-concept associates.

Essentially, the consultation and support services cover the following areas:

- Providing information on the regional employment market
- Providing support in developing a personal professional network
- Establishing contact with potential employers
- Advising on job application strategies and on continuing education opportunities
- individual questions

[Website](#)

Service for PhD students and Postdocs

The service is provided to international scientists like PhD students, postdocs, researchers, guest professors and their partners and families. Spouses of PhD students and PostDocs can be supported by the Dual Career Service for International Scientists in the search for employment, trainings and internships. Their office is located at the City of Dresden Welcome Center, Schweriner Straße 1 (only on appointment!)

Please arrange an appointment with Mrs. Gabriele Feyler via e-mail in advance: gabriele.feyler@tu-dresden.de.

- Individual counseling and support for:
- Scientific and professional orientation
- Personal career planning
- Job search and placement
- Search of internship opportunities
- Integration of partner and/or family
- Language and conversation courses

[Website](#)



CHILDCARE

Since 1 August 2013, children from age one are legally entitled to a place in a childcare facility. As a child-friendly city, Dresden offers a wide variety of childcare possibilities ranging from crèche to kindergarten to child minders.

Some of the host institutions as well as the TU Dresden have a quota at the communal crèche or kindergarten. Please ask your International Office or the DRESDEN-concept Welcome Center at TU Dresden team, whether you are eligible.

Crèche ("Krippe")

Children aged one to three years old attend crèche ("Krippe"). In some day-care centers children of different ages are mixed in one group, i.e. they offer a mix of crèche and kindergarten.

Kindergarten

From the age of three up until they start school, children are legally entitled to a place in a kindergarten. There is a wide variety of kindergartens and childcare concepts: In some, children are split up into smaller groups. In others, all children are free to join any activity. In so-called „forest nurseries“, the majority of the time is spent out of doors in the forest exploring nature. Inclusive day-care centers focus on caring for children with and without disabilities together. There are also many private kindergartens, which work according to the Waldorf or Montessori principles or specialize in a second language, such as for example the nursery at the Dresden International School.

For further information on public crèches and kindergartens as well as contact information please have a look [online](#).

Criteria for choosing a kindergarten include location, size, educational profile,

design, equipment, opening hours, support (state-funded or privately funded) etc.

Day-care (child-minder, day nanny)

A child minder is a very good alternative when parents prefer child care in a family atmosphere or if the child is younger than 1 year. Child minders care for small groups of children (usually up to five) ranging in age from 0 to 3 years. The child-minder normally hosts the children at her/his house, but under special circumstances care can also be arranged in the child's familiar environment.

Remedial day-care facilities

Children with disabilities (permanent or gradually worsening physical or mental impairments) can be cared for intensively and given special treatment in a remedial day-care centre until they start school.

Source: <http://welcome.dresden.de/>

Application, monthly fee and accommodation period

A prerequisite for applying for a place in a crèche or kindergarten is that you and your child must first be officially registered in the City of Dresden. Upon registration and successful application, you will be charged a fixed monthly fee for childcare. The day care in Dresden costs between €70 and €260 per month, depending on the contracted hours to be spent at the day care facility, your family situation, income and the sponsorship of the establishment. Additional fees are charged for food and drinks (depending on the caterer).



Please note that, although Dresden boasts an extensive range of child care institutions, especially when compared to other German cities, many day-care centres have waiting lists. Accordingly, it may take several weeks before a place in a crèche or kindergarten becomes available. Therefore please apply as soon as possible and be flexible concerning the location of the child-care institution.

In addition it is worth noting that, depending on your child's age and prior experience with childcare, an accommodation period of a few weeks is common, which your child will need to get used to the new caretakers and environment (including the new language). During the accommodation period your child may not yet be spending the entirety of the contracted time in the day care facility and, in addition, your presence at the day care facility may be required for a few hours per day. For all this, from application to the end of the accommodation period, time is needed. That is why it is crucial to inform yourself (and potentially your supervisor and others concerned) of the available possibilities and apply for childcare as early as you can.

The International Office at your host institution or the DRESDEN-concept Welcome Center at TU Dresden will assist you in applying for a place in childcare.





SCHOOL SYSTEM

In Germany school is compulsory for at least nine years for children aged six and older. The school system is made up of primary schools, secondary schools and grammar schools.

Primary school – “Grundschule” (grades 1 to 4)

Primary school covers first to fourth grade. The emphasis in these four grades is on basic knowledge (reading, writing, arithmetic) and on learning and social skills. In addition, a foreign language is taught in order to lay the foundations and understanding needed for learning languages. These subjects are complemented by ethics or religion and art lessons.

Secondary school – “Mittelschule” branch (grades 5 to 10)

Secondary schools of the “Mittelschule” branch convey both general knowledge and specialised skills to prepare pupils for their future careers. Often technical or economic specialisation profiles are offered. Fifth and sixth grades are orientational in purpose, i.e. the curriculum during these two years is identical for secondary and grammar schools. Transfers between the two school types at this point are therefore unproblematic. From 7th grade on, Mittelschule branches pupils into Hauptschule (grade 9) or Realschule (grade 10) graduation types.

Grammar school – “Gymnasium” branch (grades 5 to 12)

Grammar school (“Gymnasium”) takes on especially well-performing pupils and prepares them for demanding careers or university studies, leading to “Abitur” graduation.

Before/ after-school care – “Hort” (grades 1 to 4)

This is an optional social and educational programme for children from first to fourth grade. Most primary schools in Dresden offer a before/after-school programme, either directly in the school building or in its immediate vicinity. At the parents’ request children can be supervised here before and after school and during school holidays. Parents contract and are charged a fee for this service. The adult employees are trained in pedagogy. Children take part in leisure activities and finish a large part of their homework here.

There is a fee paying International School in Dresden with Pre-School, Primary School and Secondary/Grammar School (www.dresden-is.info). A wide range of private schools (Waldorf, Montessori, laboratory school etc.) are available, too.

More information [here](#).



SCHOOL REGISTRATION

Registration for Primary School for children turning six in Germany

According to Saxon school laws, at the beginning of the school year in autumn; all children who have turned six by 30 June of that calendar year are required to attend school. The School Administration Office ("Schulverwaltungsamt") informs parents about the registration dates and local primary schools nearby. Registration at the chosen primary school should take place about 10 months before the start of school (at the end of October of the previous year).

For more information on primary school districts in Dresden and general administrative questions please contact the:

School Administration Office („Schulverwaltungsamt“)
Fiedlerstraße 30
01307 Dresden
Tel: +49 (0)351 488 92 23

Pupils of foreign nationality who have already started school outside Germany

Children of foreign nationality who have already started school in their home country (or their previous country of residence) must register for German schools at the Saxon Education Agency ("Sächsische Bildungsagentur") – unless they register at certain private schools. For registration their identity card or passport, a certificate of registration in Dresden and the most recent school report from their country of origin are required. The Saxon Education Agency

informs families about educational options available in Saxony and provides individual advice on educational pathways.

Pupils who do not speak German or whose German is insufficient must first attend a preparatory class. Here they learn German as a second language and are prepared for the transition to the regular class of their age group. After four to six weeks these pupils will start to attend some of their future class' lessons, with the transition up to complete integration depending on the individual. It is usually completed by the end of a school year.

Saxon Education Agency („Sächsische Bildungsagentur“)
Großenhainer Straße 92
01127 Dresden
Phone: +49 (0)351 84390
Fax: +49 (0)351 8439310
[Website](#) (German only)

More information [here](#).

Please feel free to contact your International Office of your host institution or the DRES-DEN-concept Welcome Center at TU Dresden staff if you need assistance in finding a school for your child(ren).



BENEFITS FOR FAMILIES

Every working parent who has registered dependent children and pays income tax is automatically entitled to child relief in the form of tax breaks on income from employment. Apart from this generally available benefit, parents may also be eligible for Child or Parental allowance under certain circumstances.

Child allowance (“Kindergeld”)

Germany supports parents by providing a child allowance payment until the child’s 18th birthday. If the child takes up a place on a vocational training or a course of studies, this entitlement extends to the child’s 25th birthday at maximum. For the first and second child, child allowance is €194 per month per child; for a third child it is €200 and €225 for any additional children (data from 2018). PhD students holding a student’s residence permit (§16 AufenthG) are not eligible for child allowance.

The application must be handed in to the Family Office of the Federal Employment Agency (“Agentur für Arbeit”) in a written form.

The Federal Employment Agency or your public service employer (e.g. Fraunhofer Institut, Helmholtz Center, Leibniz Institute, Max Planck Institute, TU Dresden) will hand out the application forms which you can also download [here](#).

Contact:

Familienkasse Sachsen

09092 Chemnitz

E-mail: Familienkasse-Bautzen@arbeitsagentur.de

More information you may find [online](#).

Parental allowance (“Elterngeld”)

Parental allowance compensates for part of the loss of income following the birth of a child. It amounts to 65-67% of the average monthly net income (after taxes, social security payments and tax allowances) prior to birth, up to a maximum of €1,800. The minimum allowance is €300, which also applies to non-working parents or parents who prior to birth received a tax-free income (e.g. scholarship). Parental allowance is paid to the father and mother for a combined maximum of 14 months. Both are eligible to divide the period up between them. Neither parent may claim the allowance for more than 12 months. A further 2 months may be paid if income is lost during this period and the partner is involved in caring for the child.

Single parents receiving parental allowance to compensate for loss of income are eligible for the full 14 months of parental allowance.

Mothers and fathers are eligible for parental allowance if they

- care for and raise their children themselves after birth
- are not employed for more than 30 hours per week
- live together with their child(ren) at one address and
- are resident or have their usual place of residence in Germany.

Parental allowance for EU/EEA citizens

Citizens of the European Union (EU), the European Economic Area (EEA) and Switzerland are usually eligible for parental allowance if they are employed in Germany or if they are not employed but live in Germany.



Parental allowance for other foreign nationals:

Other foreign nationals are eligible for parental allowance if their residence in Germany is deemed permanent according to the type of residence title they possess and their access to the employment market. Those holding a settlement permit automatically fulfill this requirement. Those holding a residence permit only fulfill the requirements if they are also entitled to take up employment in Germany or have already worked here legally. Parents of foreign nationality who hold a residence permit for the purpose of studying or in connection with a work permit for a specified maximum period are not eligible to receive parental allowance.

Application for parental allowance:

An application for parental allowance must be made in writing to the office responsible for parental allowance in the respective federal state. Each parent may apply for parental allowance for her- or himself. The application does not necessarily have to be submitted immediately after birth. Retrospective payments are, however, only made for a maximum of 3 months prior to the month in which the application for parental allowance was made.

You may find further information and download the application form (only in German) on the [city's website](#). If you need assistance in applying for parental allowance, please contact your institution's International Office or the DRES-DEN-concept Welcome Center at TU Dresden staff.

More information on parental allowance via EURAXESS Germany for Researchers [here](#).





HAVING A BABY

Before giving birth

If you will be having a baby - Congratulations! As soon as you have found out – a pregnancy test (“Schwangerschaftstest”) can be bought at every drug-store or pharmacy – you should arrange an appointment with a gynecologist (“Frauenarzt”). Please ask your host institution’s International Office or the DRESDEN-concept Welcome Center at TU Dresden for a list of English-speaking doctors and doctors speaking other languages, if you do not already have a doctor. In Germany, there is a definite distinction between a gynecologist (with their own practice), an obstetrician (who actually delivers babies in hospital), and a midwife (who may work at a hospital, a birth center, or supervise homebirths). Usually the gynecologist will perform all routine medical exams and oversees the pregnancy until the hospital of choice takes over when you give birth.

A midwife is allowed to do pre-natal checkups (with the exception of ultrasound), can offer advice on pregnancy-related questions or aftercare and assist in a routine delivery without complications. Midwives can be found online: www.hebammensuche.de (German only). The website allows you to search for various parameters (such as “homebirth”, “yoga” or languages other than German).

At your first pre-natal checkup, you will be handed a little booklet called “Mutterpass” (literally: mother’s passport). This will contain details of each medical appointment and must be brought to each appointment and to the delivery suite when you are giving birth.

Please choose a hospital a few weeks ahead of the expected delivery date. Parents-to-be can visit the hospital as part of a scheduled tour of the maternity unit. During the tour you have the opportunity to visit the delivery suite and

meet with the hospital’s midwives and medical staff to discuss your questions. Keep in mind that not every hospital has birthing suites, chairs, tanks, etc., so look carefully. If there is something specific that is important to you, make sure to ask. Be aware that while all hospitals have some pediatric care facilities, not all have a full pediatric hospital (Kinderklinik). If the baby is born premature or needs extra care, your baby may be transferred to the nearest Kinderklinik and you remain at the hospital where you gave birth. Therefore, you might be separated.

Once you have chosen a hospital, you should register at the delivery ward (“Kreißaal”) at the hospital. When you pre-register, the hospital will already have all the information they need in order to process your case and can then focus on the baby on the “big day”, rather than worry about the paperwork.

Your employer has to give you time off for mandatory medical appointments. All employed women with state-funded (public) health insurance go on maternity leave (“Mutterschutz”) six weeks before the due date.

Public health insurances cover most costs during and after pregnancy. If you have a private health insurance you should ask your insurance company for further details or consult the International Office at your host institution or the

Delivery

If you have time left and are feeling well, phone ahead to the delivery suite (Kreißaal). Although this is not required it can help to let them know that you are on your way. When you arrive you will be asked to give your maternity record to the hospital midwife, who will confirm your hospital registration. You will also have the opportunity to advise the medical staff of your birthing preferences, if they are not included in your maternity record.

Remember to bring the following documents with you to the hospital: “Mutterpass” (or equivalent maternity records and child health records); your birth certificate (advisable); marriage certificate (advisable, if applicable).



RETURNING HOME

„If I try to think about what I would remember ten years from now about Dresden, I can surely say TUD Welcome Center would be in top five. My romantic experience with German culture and German way of life started with people from the Welcome Center, one may think it is an office dedicated to help foreign scientists but then you will miss the true essence of those people who are working here. If you miss your home you can easily find a new home within the Welcome Center comrades as they put a big smile on your face while asking you ‘How may I help you?’“

Dipjyoti from India, PhD student at HZDR Rossendorf



RETURNING HOME

Before you leave Dresden you will have to cancel your contracts and insurances

Cancellation of rental agreement

Unless a fixed-term rental period was agreed from the beginning, the rental agreement should be cancelled three months in advance in written form. Fax or e-mail is not legally binding. (Check your contracts for divergent terms of cancellation!)

Cancellation of utilities

Electricity and gas can usually be cancelled only after the takeover of the apartment when the landlord has read the meters.

Phone/internet/TV

Phone and internet should be cancelled three months in advance in written form unless you have a year's contract. (Check your contracts for divergent terms!). Sometimes you might be asked to supply a proof of your leaving Germany ("Abmeldebestätigung", deregistration from the Registration Office).

Further to-dos:

- Cancel insurances and all other relevant contracts
- Deregister your children at their day-care and school
- Deregister your car
- Apply for redirection of your mail at the post office
- Employees: complete your tax return (due on May 31st for the previous calendar year)
- Close your bank account

- Join the alumni network of your host institution or the TU Dresden
- Give notice of departure at the Registration Office ("Bürgerbüro")
- Inform the Familienkasse („Kindergeld“) and the Beitragsservice (broadcasting fee) that you are going to leave Germany. Please attach a copy of your certificate of deregistration ("Abmeldebestätigung") from the Registration Office ("Bürgerbüro")

If you need assistance, please do not hesitate to contact your International Office or the DRESDEN-concept Welcome Center at TU Dresden.





With the help of international offices you'll be able to start your work quickly.



LOCAL RELOCATION SERVICES

HZDR International Office

Helmholtz-Zentrum Dresden-Rossendorf e. V.
(Building 110, Room 203)
Bautzner Landstraße 400
01328 Dresden
Tel: +49 (0) 351 260 - 2343
E-mail: internationaloffice@hzdr.de
[Website](#)

International Office MPI-CBG and Dresden International PhD Program (DIPP)

Max Planck Institute of Molecular Cell Biology and Genetics
Pfortenhauerstraße 108
01307 Dresden
Tel: +49 (0)351 210 - 1018
E-mail: io@mpi-cbg.de
[Website](#)

The International Office is located in the Guesthouse, 1st floor, room 1.

DRESDEN-concept Welcome Center at TU Dresden

Nürnberger Straße 31a
01187 Dresden
Tel: +49 (0)351 463 - 34009
Fax: +49 351 463-34023
E-mail: welcome.center@tu-dresden.de
[Website](#)
[Facebook](#)
[Blog](#)

Visitors program MPI-PKS

Max Planck Institute for the Physics of Complex Systems
Nöthnitzer Straße 38
01187 Dresden
Tel: +49 (0)351 871 - 1935
E-mail: visitors@mpipks.de
[Website](#)

The Visitors Program is located in Guesthouse 4.

Visitors program MPI-CPfS

Max Planck Institute for Chemical Physics of Solids
(Office: C1.4.08)
Nöthnitzer Straße 40
01187 Dresden
Tel: +49 (0)351 4646-4608 or -4678
E-mail: visitors@cpfs.mpg.de
[Website](#)

Important Telephone Numbers

Police: 110
Emergency rescue / fire brigade: 112
Poison emergency: +49 (0)361-730 730
Medical standby duty ("Ärztlicher Bereitschaftsdienst", available on weekdays 7 p.m.-7 a.m., weekends & holidays 24h; only urgent cases!): +49 (0)351-1 92 92
Lost-property office ("Fundbüro"): +49 (0) 351-488 59 96
Loss of residence permit: +49 (0)180-1033033033
Blocking lost/stolen debit/credit card: 116 116

Inhaltlich verantwortlich:

DRESDEN-concept e.V.
DRESDEN-concept Welcome Center at TU Dresden

TU Dresden
01062 Dresden

Tel: +49 351 463 34009
E-mail: welcome.center@tu-dresden.de

www.dresden-concept.de
www.welcomecenter.tu-dresden.de

Fotografen:

Matthias Hultsch, Robert Lohse, Amac Garbe,
Claudia Reichert

Grafik:

Doreen Thierfelder

