



I➔ INTERNATIONAL STAFF & DUAL CAREER SERVICES

Your guide to an exciting
new journey

HELMHOLTZ
MUNICI➔

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1 Welcome

› Bienvenido › მოგესალმებით › Hoş geldin
› 欢迎 › Welcome › Добро пожаловать
› Bienvenue

... to Germany and our diverse Munich metropolitan region. Due to its excellent infrastructure, Munich is an important hub within the region as well as for connections to Europe and the world. Given its proximity to the Alps, Munich is thus also known as the "Gateway to Italy", as South Tyrol is only about two hours away by car.

The vibrant Bavarian capital with its approximately 1.5 million inhabitants offers excellent conditions for your professional development in economic, social, societal and cultural terms, enabling you to quickly feel at home in our beautiful Bavaria. Munich and the entire region have a lot to offer in terms of leisure activities, depending on whether you are drawn to the mountains, for example, or want to enjoy the many impressive Bavarian lakes. With the multitude of possible leisure activities, there is something for everyone, and you can look forward to an attractive cultural offering as diverse as Munich's residents themselves.

1.1 Bavaria as a location for innovation and science

With the high-level and innovative science location of Munich as your next career stop, you have made an excellent choice. Unique in Europe in its diversity, Munich thus attracts top international scientists from all over the world.

The fertile research landscape in Bavaria is characterized by an outstanding network of university and non-university research institutions. In addition to Helmholtz Zentrum München as part of the Helmholtz Association of German Research Centers (Helmholtz Gemeinschaft Deutscher Forschungszentren), Bavarian non-university research institutions also include branches of the Max Planck Society for the Advancement of Science, the Fraunhofer Society and the Leibniz Association. In Bavaria, there are 10 state and several private universities or scientific institutions of higher learning as well as 17 state and private universities of applied sciences. With Ludwig-Maximilians-Universität München (LMU) and Technische Universität München (TUM), Bavaria alone is home to two of Germany's eleven Universities of Excellence.



1.2 Helmholtz Munich

Working together for the medicine of the future

Helmholtz Zentrum München, German Research Center for Environmental Health, is a member of the Helmholtz Association of German Research Centers (Helmholtz Gemeinschaft Deutscher Forschungszentren) and receives two-thirds of its funding from public sources.

The Helmholtz Association is the largest research organization in Germany and is dedicated to pursuing long-term research goals of the state and society and to preserving and improving the foundations of human life. The cutting-

edge research, centering on six strategic programmatic areas of focus, deals with current issues from society, science and industry. The community brings together 18 scientific-technical and medical-biological research centers. With more than 43,000 employees and an annual budget of 5 billion euros, the Helmholtz Association is Germany's largest scientific organization.

Helmholtz Zentrum München positions itself as an attractive employer for outstanding international researchers from all over the world. We investi-

gate the development of common diseases in the context of environmental factors, lifestyle and individual genetic disposition and develop new approaches for prevention, diagnosis and therapy. How do diseases develop? What influence do the environment and lifestyle have on this? Finding answers to these questions – that is the goal of our research at Helmholtz Zentrum München.

The knowledge gained forms the basis for the medicine of the future – right down to personalized medicine. To this end, Helmholtz Zentrum München specifically promotes translation and added value in order to bring concrete benefits to society and improve human health. The focus is on research into diabetes mellitus, allergies and chronic lung diseases. Our research center relies on:

- › Excellent basic research
- › Linking the fields of biomedicine and environmental research
- › Core facilities, clinical collaborations and centers for translational medicine in cooperation with Munich universities and other leading national and international institutions
- › The promotion of young scientists
- › Equal opportunities through a variety of measures
- › Scientific exchange and added value

You can expect an exciting and stimulating international working environment on a state-of-the-art campus with distinctive diversity and versatility. At Helmholtz Zentrum München, **3,231** top talented scientists and highly competent specialists conduct research and work – **1031** of them are international staff and visiting researchers from **92** nations (as of Nov. 31, 2021).





1.3 International Staff & Dual Career Services

“Diversity is not about how we differ. Diversity is about embracing one another's uniqueness.” *Ola Joseph*

The team International Staff & Dual Career Services of the Human Resources Department is the central and established contact point at Helm-holtz Zentrum München for international staff and visiting researchers, along with their families.

1.3.1 Your challenge is our mission

Making a career-based move and “arriving” in a new culture with a foreign language is always fraught with challenges, especially when it comes to doing everyday things both at work and at home. The need for support increases when it involves employees and visiting researchers from third countries, as a large number of important formalities have to be handled already in preparation of and during the stay.

Our goal is to provide you and your family with the best possible support so that you can concentrate fully on your professional activities and feel at home in Munich as quickly as possible. You will receive professional and flexible support from us as part of a **full service** on all aspects involving:

- › Visa & Immigration
- › Formalities
- › House & Home
- › Moving & Settling in
- › Kids & Family
- › Dual Career

We would like to provide you with targeted assistance becoming integrated in your new working and living environment. Our services cover all phases of your stay, from travel preparations, important initial formalities and the stay itself, right down to exit interviews and follow-up support when you leave Munich again to pursue a new professional challenge. In particular, the difficulties in finding accommodation in Munich as well as a large number of formalities relevant to recruitment in terms of right of residence, especially for third-country nationals, create hurdles and are sometimes very time-consuming. Here we would be delighted to assist you.

When should you contact our Team?

You are always very welcome to contact us with any non-technical questions as well as any issues that are **not directly related to your contract, salary, vacation, etc.** Everything to do with living and working in Munich, “daily life questions”, or simply when you don't know where to turn or need a neutral perspective – we are grateful for the trust you place in us and will do everything we can to support you! Discretion is our highest priority. Your concerns are safe with us.

It is important to us to do our part to ensure that you can do your best and that you and your family are doing well in Munich and at Helmholtz Zentrum München. We would be happy if at the end of your stay you take away many positive memories and experiences and also tell others about them. This is what motivates us every day, because your satisfaction is our greatest asset – upholding the promise that we as the HR department have made to you and thus also to ourselves: “With everything we do as HR partners, we dedicate ourselves to people striving for solutions to global health by creating flexible service today for the cutting-edge research of tomorrow at HMGU.”

Thank you very much for your trust.

Your International Staff & Dual Career Services Team





einholz Zentrum München (Campus Neuherberg)

einholz Zentrum München (Campus Neuherberg)

1.3.2 Welcome Packet

After your arrival in Munich as your new home and the start of your employment at Helmholtz Zentrum München, we would like to support you in “arriving” as quickly as possible and in taking care of the most important “to do's” quickly and smoothly. We extend a warm welcome to you with our “Welcome Packet”. It is intended to help you quickly find your way around and to get to know important contact persons and facilities of the center.

Our welcome meetings play an important role here. At regular intervals, we offer individual and group Welcome Meetings, where you can get to know us, and we will provide you with valuable information on important initial formalities. To ensure the greatest possible flexibility, you can attend the Welcome Meetings in person or virtually. You will receive answers to important questions about your relocation to Munich, interesting facts about the center and the German work culture, accommodation search and life in Munich. Of course, there will be enough room for your individual questions. It is particularly important to us that you can also get to know each other and to network.

			
Hanife Kara Head of International Staff & Dual Career Services	Jasmin Stiehle International Staff Advisor	Lisa Cheng Dual Career Service Manager International Staff Advisor	Ana Lomidze <i>(Currently not available)</i> Support Manager
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Our team

We are a multilingual, intercultural team and are happy to advise you upon request in **German, English, Spanish, French, Russian, Georgian, Turkish and Chinese.** Contact us anytime by e-mail or phone.

We look forward to assisting you!

How to find us on the Campus

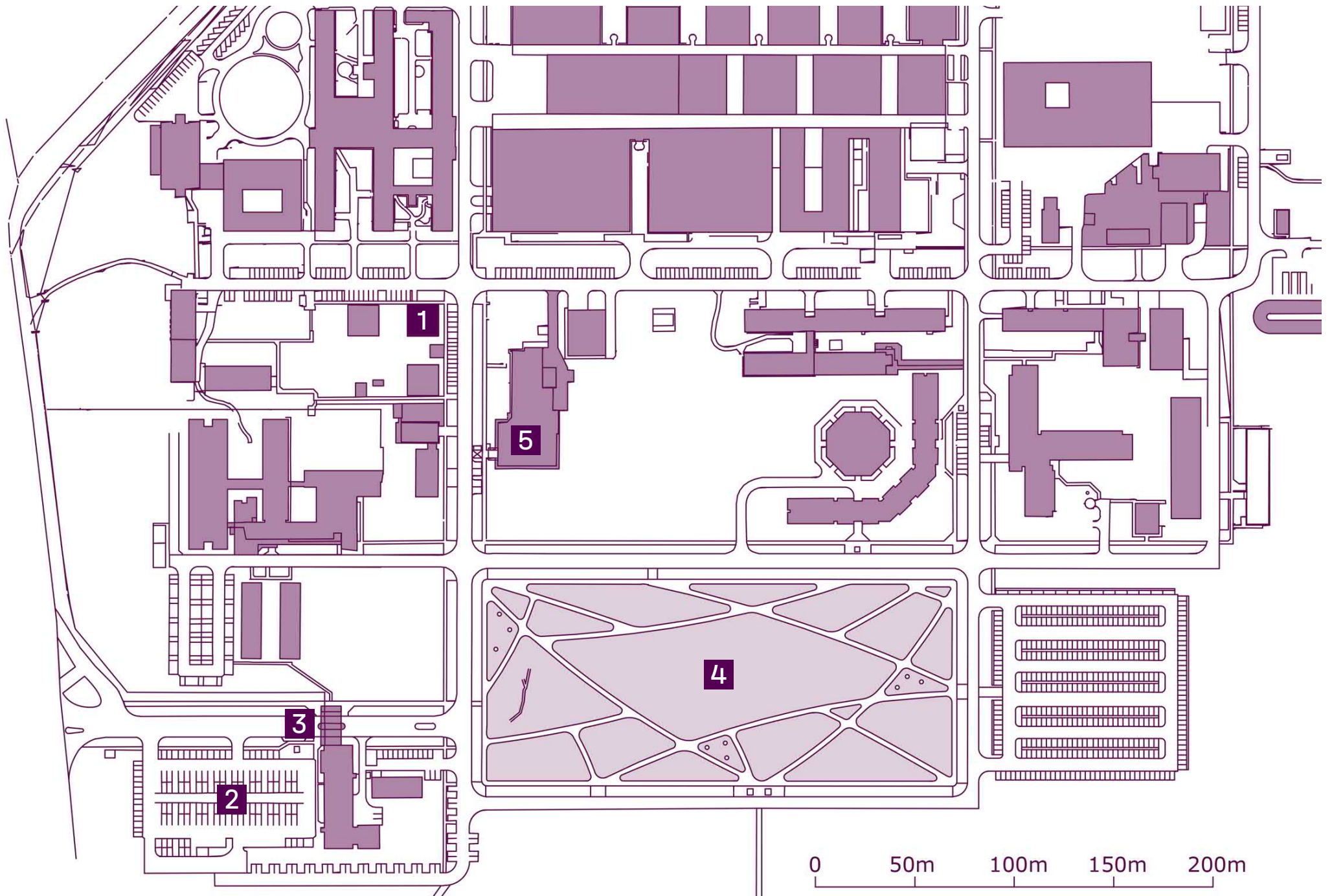
Helmholtz Zentrum München German Research Center for Environmental Health (GmbH)
 Ingolstädter Landstraße 1
Building 40.17 1st floor, room 101/102
 D-85764 Neuherberg

We look forward to your visit, phone call or e-mail!

Please feel free to visit our [website](#) or our [intranet](#).

Campus map

- 1 Building 40.17
➔ INTERNATIONAL STAFF & DUAL CAREER SERVICES
- 2 visitor parking
- 3 entrance
- 4 campus park
- 5 mensa





2 Entry and stay

Well in advance of your stay at Helmholtz Zentrum München the question arises about the right visa or the valid residence and work permit for Germany.

Entry and residence of EU citizens

Citizens of EU countries and the EEA (EU countries plus Iceland, Liechtenstein and Norway) and Switzerland¹ enjoy so-called "[freedom of movement](#)". You do not have to comply with any special formalities when moving to Germany. You enter Germany with a valid identification document (passport, identification card, etc.) and, like Germans, register at the registration office at the place of residence when moving into a new apartment. More information on the right of free movement can be found on the website of the [Federal Ministry of the Interior and Community](#).

¹Swiss citizens – almost – share the same status as EU citizens. You can find more information [here](#).

Exemptions for privileged states

Nationals of so-called "Privileged States" such as Australia, Israel, Japan, Canada, New Zealand, South Korea, the USA, and the United Kingdom of Great Britain and Northern Ireland as defined in Section 41 of the Ordinance Governing Residence (AufenthV) may apply for the residence permit required for longer stays directly at the competent immigration authority at the intended domicile in Germany and therefore enter Germany without a visa. **Attention:** This refers only to the actual residence. This does not yet constitute a work permit. Therefore, if you are a national of one of the above countries, you may be able to enter the country visa-free, but you will not be able to work until you obtain an appropriate residence permit allowing you to do so.

That is why we recommend that you always enter the country with a national visa for planned stays of more than 90 days. You must also take into account that you can only apply for a residence title once you have registered your residence in Munich, for which you in turn need accommodation, and for which you can obtain a housing provider certificate². After entering the country, you must extend your visa at your local immigration office (Ausländerbehörde). Extending in this case means that you have to apply for a residence title.

² For more information on residence registration, see section 6.1.

2.1 Types of residence titles

What is a residence title?

A residence title is official permission to enter and reside in Germany. Basically, a distinction is made between temporary and permanent residence titles. A visa for entry is a temporary residence title. In addition, there are other temporary residence titles for various purposes of residence, such as special residence titles for researchers, the EU Blue Card (Blaue Karte EU) for academic professionals, etc. Permanent residence titles are either a settlement permit or the so-called EU permit for permanent residence. In section 2.4 you will find an overview of the most important residence permits for staff members and visiting scientists at Helmholtz Zentrum München.

2.2 Visa

Third-country nationals generally require a visa to enter Germany. This does not apply to countries for which the European Community has abolished the visa requirement for short-term stays of up to 90 days within a period of 180 days by means of the Visa Regulation. However, this depends on the intended purpose of the stay at the Helmholtz Zentrum and must therefore always be checked on a case-by-case basis. You can find out on the website of the German Foreign Office whether you need a visa to enter the country: <https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820>



2.2.1 Application

You must apply for the entry visa for the intended purpose of stay in good time before entry at a German mission abroad (Embassy or Consulate General) - usually near your current place of residence. This is possible at the earliest when the recruitment process at Helmholtz Zentrum München has been completed and the International Staff & Dual Career Services team can issue and send you the required visa invitation and any other relevant documents.

Please take into account that visa processing from booking an appointment to issuance of the visa may generally take about 3-12 months. This varies

by country and diplomatic mission and depends on the type of visa, any further verification processes, as well as the current application caseload of the relevant authority. Timely preparation and submission of the application are essential, in part because additional review processes may be required depending on the country of origin. We ask for your understanding that Helmholtz Zentrum München unfortunately has no influence on the processes of the respective authorities and therefore cannot accelerate them. This is due, among other things, to the data protection regulations in force in Germany.

Which visa you need to apply for depends on your purpose of travel (and thus your contract and function at Helmholtz Zentrum München) as well as the planned duration of your stay. For general questions or if you do not know which visa is the right one in your case, you can always contact us. Under the following link you can search for the German diplomatic mission appropriate for you and obtain information on how to apply:
<https://www.auswaertiges-amt.de/de/aussenpolitik/laender>

2.2.2 Extension

Please note that national visas are usually valid for a maximum of six months from the date of issue. For longer stays, you must therefore have your visa extended promptly after your entry at the local immigration office (Ausländerbehörde) responsible for you. Extending in this case means that you have to apply for a long-term residence title. For more information on the extension process, see section 2.3.1.


2.3 Other residence titles

Residence titles are, with a few exceptions, limited in time and can be extended if the relevant requirements are met. The type of residence title to be applied for depends on your contract at Helmholtz Zentrum München as well as on whether the purpose of the stay is for educational or professional purposes and, for example, which function and associated salary level is involved. The nationality of your spouse may also have an impact. If, for example, he/she is an EU national or already has an unlimited residence title (settlement permit), it may be easier and quicker for you to apply for a residence title, and this will then also include unrestricted gainful employment.

2.3.1 Application

Which authority is responsible for the application depends on whether you live in Munich (city) or in the surrounding area. Please note that the authority may change if you move! A residence permit can only be applied for at the immigration office (Ausländerbehörde) in the municipality where you have registered your residence. If you live in Munich (city), the Kreisverwaltungsreferat (KVR) – Department of Public Order – is responsible; if you live in the district of Munich, the corresponding district administration office is the proper authority. Please note that the application process depending on the agency and may take a long time. You should expect to wait **12 weeks or more** from the date of application. Therefore, it is important that you submit the application as early as possible and have the relevant documents at hand at the time of application. This makes the process easier for you and you avoid time lost due to inquiries from the authority if documents are missing. In some cases, you will also have to obtain documents internally at Helmholtz Zentrum München (Human Resources Department, Institute), and you must allow sufficient lead time for this as well.

You will receive the ordered residence title in the form of an **electronic residence title (eAT)**. Together with the eAT you will usually also receive



a so-called [supplementary sheet to the residence title](#)), which contains the ancillary provisions (work permit and, if applicable, other conditions) pertaining to the residence title. This supplementary sheet is part of the eAT, so you must ensure that you have both with you at all times. You will receive it together with the eAT by mail. Please remember to always provide us, as your employer, with a copy of the current eAT including the supplementary sheet. You can find out whether a supplementary sheet belongs to the eAT by looking at the note on the eAT.

For residence in Munich (city)

If you live in Munich and have registered your residence there at one of the citizens offices³, the Immigration Office (Ausländerbehörde) of the Kreisverwaltungsreferat-Department of Public Order (KVR) is responsible for you. Please note that you cannot book an appointment directly to submit your application. You must first apply online by filling out a contact form and uploading the relevant certificates and documents there.

Below you can find an overview of the most common online contact forms of the Immigration Office (Ausländerbehörde) of the KVR for employ-

ees and visiting researchers at Helmholtz Zentrum München along with the corresponding links for the application. You can find contact forms you may need on the website of the Immigration Office of the KVR Munich in the ["overview of services"](#) under the heading "Immigration Office". If your request is not listed, you can always use the [general contact form](#).

Settlement permit and EU permanent residence permit

- › [Apply for a settlement permit with the EU Blue Card](#) (For current holders of the EU Blue Card under certain circumstances)
- › [Apply for a settlement permit for skilled workers](#)
- › [Apply for a settlement permit for highly qualified workers](#) (Scientists with special technical knowledge or teachers in prominent positions or scientific employees in prominent positions; this title is very rare and hard to obtain, see chapter 2.4 for further information)
- › [Apply for an EU permanent residence permit](#)

Family reunification

- › [Apply for a residence permit for family members of Germans](#)
- › [Spouse reunification / reunification of registered life partners from abroad](#)
- › [Child reunification](#)

- › [Family reunification for EU nationals and for nationals from Norway, Iceland and Liechtenstein](#)

Studies

- › [Apply for a residence permit to study](#)
(Not for PhD students with employment contracts, only for mere study purposes)

Residence for academic professions

- › [Apply for the EU Blue Card](#)
- › [Apply for a residence permit to look for a job after graduation](#) ("Job seeking residence permit" for graduated students)
- › [Apply for a residence permit for guest scientists or scientific staff](#) (For Guest scientists choose Visiting scientists, for PhD students with employment contract, choose Scientific Associate)

Apply for a change of employer

- › [Apply for a change of employer](#)

³ For more on residence registration, see Section 6.1.

The [International Staff & Dual Career Services](#) team has created comprehensive guidelines for frequently used contact forms to help you with the application process. They contain, among other things, a checklist of the required documents as well as ZIP files with the forms to be filled out. [We will be happy to send you the guidelines by e-mail upon request.](#) Simply get in touch with the team!

For residence the greater Munich area

If you live in the greater Munich area or in one of the districts (e.g. Unter-/Oberschleißheim, Garching, Freising, Starnberg, etc.), the district administrative offices are responsible for you. You can obtain an overview of the districts [here](#).

Here you can find an overview of the most important district administration offices in the districts along with the corresponding websites:

District Office Munich (Landratsamt München)
<https://www.landkreis-muenchen.de/themen/auslaenderrecht-integration/auslaenderrecht/>

District Office Freising (Landratsamt Freising)
<https://www.kreis-freising.de/buergerservice/abteilungen-und-sachgebiete/auslaenderamt.html>

District Office Starnberg (Landratsamt Starnberg)
<https://www.lk-starnberg.de/B%C3%BCrgerservice/Ausl%C3%A4nderangelegenheiten/Ausl%C3%A4nderbeh%C3%B6rde>

District Office Erding (Landratsamt Erding)
<https://www.landkreis-erding.de/familie-jugend-arbeit-soziales-auslaenderwesen/auslaenderwesen/>

Unlike the Immigration Office (Ausländerbehörde) of the KVR, there are no general guidelines for the district administration offices. Please visit the website of the relevant authority and search for the contact responsible for you. The specific contact appropriate for you is determined, for example, by the first letter of your last name or the type of residence permit you wish to apply for. If you have any doubts about who your contact person is, please feel free to contact us at any time. In the case of the district administration offices, the application process also varies. They often allow you to book an appointment for the application directly online/by phone. At that point, you may already have to submit some of the documents by e-mail prior to the appointment.

2.3.2 Renewal and transfer

Extension of your eAT

If your current electronic residence permit does not cover the entire duration of your stay, or e.g. in the case that your employment contract with us is to be extended, you must apply for the extension in **due time before** the current residence permit **expires**. Please allow enough time for this, roughly 2 months is a good rule of thumb. The renewal of the residence title proceeds in the same way as the initial application. Here, too, the process varies among the relevant immigration authorities (KVR or district administration office).

Please note: If you move, another immigration authority may also be responsible, which also requires different forms than when you applied. In the case of the Immigration Office (Ausländerbehörde) of the KVR, simply follow the instructions in the contact form. You can use the same form for this as for the initial application. In the case of the district administration offices, you also proceed in the same way as for the initial application.

Expired residence permits

What happens if your current residence title has already expired and you have applied for an extension but have not yet received a new residence title?

Please note that you have the possibility to apply for a **probationary permit (Fiktionsbescheinigung)** at the immigration office (Ausländerbehörde), which bridges the time until you receive the actual residence title.

A **Fiktionsbescheinigung** is issued if a decision cannot yet be made on a submitted residence title application, e.g. because documents are still missing or the file is not available or an ordered electronic residence title (eAT) cannot be handed over prior to expiry of the previous residence title, etc. Whether it enables exit and reentry depends on the type of probationary permit (Fiktionsbescheinigung) issued. If in doubt, please clarify this with the immigration office **before starting your trip**.

Attention: Informal confirmations (e-mail correspondence etc. with the immigration authority) are not sufficient and have **no legal validity**. In the worst case, reentry may then be denied.

Transfer of your residence permit

Residence permits are basically **restricted**, i.e. they are restricted to the purpose and, if applicable, the employer, university or course of study, for example, and are only valid as long as this purpose is fulfilled. If the purpose changes, it is mandatory that an application for a change of purpose be submitted to the immigration office (Ausländerbehörde) for the new purpose prior to commencing the new activity. Only after receipt of the transferred title can the new employment or guest contract be signed and the planned activity commenced.

Exception: If your residence permit states **“gainful employment permitted”**, this pertains to gainful employment of a general nature that does not involve any restriction (employer, specific activity, etc.). Therefore, if this provision is present in the residence title, it does not have to be rewritten, provided that it is still valid at the time.

When does a residence permit expire?

As a rule, your residence title expires if you leave the country for a **reason that is not merely temporary**. Examples include:

- › School attendance abroad
- › Work abroad
- › Care of family members abroad
- › Marriage abroad
- › Settling abroad

If, for example, you leave Germany for any of the above reasons and do **not** re-enter **within six months or within a longer period determined by the immigration office** (Ausländerbehörde), your residence permit will expire. **Exception:** You fulfill a mandatory military service in your home country and re-enter Germany within three months of its completion.

Therefore, if you plan to stay abroad for a longer period of time, please bear in mind that your residence permit may expire if you stay outside the Federal Republic of Germany for a longer period of time without having notified the competent immigration authority before leaving the country. For longer stays abroad, you absolutely require – also depending on the respective residence title – a certificate. The certificate is necessary, as your residence permit may otherwise lose its validity.

Please contact your responsible immigration authority in **due time before the start of** a longer stay abroad, as a certificate can generally no longer be issued after a departure. The expiration of residence titles is governed by **Section 51** of the German **Residence Act** (AufenthG). If you live in the city of Munich, you can use the general online contact form to request the certificate. [Click here for the link](#). Select “I have a question.” in the first step. You will then be redirected accordingly and can submit your request. If another immigration authority is responsible, please inquire directly there or with your personal contact person, if you already have one.

Home office from abroad as a third-country national

Under residence law, third-country nationals are not permitted to work from abroad in a home office without consulting the relevant immigration authority. If you are in possession of a German residence title, Germany **must be** your **place of residence**. Thus, if for whatever reason you **want to work from abroad in a home office for your German employer**, it is mandatory that you report this to the immigration office (Ausländerbehörde).

2.4 Overview of common residence permits

The following table serves as an overview of the most important types of residence permits (temporary/permanent) for employees and visiting researchers at Helmholtz Zentrum München. It does not claim to be exhaustive in view of the large number of existing residence titles for different target groups.

Please note: These designations/paragraphs apply to both the visa and the long-term residence permit. If you do not know which type of residence permit you need to apply for, please inquire at the German diplomatic mission responsible for you (consulate/embassy) or the responsible local immigration office (Ausländerbehörde). Of course, you can also contact us at any time if you have any questions.

Temporary and permanent residence permits for third-country nationals and their families

Temporary residence permits	
Visa, residence permit type	Purpose of entry and particularities
Residence for the purpose of education – vocational and academic (§ 16 Residence Act – AufenthG) <ul style="list-style-type: none">› § 16b Residence Act – AufenthG (study)› § 16a Residence Act – AufenthG (education)› § 16c Residence Act – AufenthG (mobility in the course of studies)› § 16e Residence Act – AufenthG (study-related internship EU)	§ 16e Residence Act – AufenthG (study-related internship EU): Students in the context of a (study-related) internship or a voluntary internship. The prerequisites must be checked and the internship must generally be approved in advance by the Federal Employment Agency. § 16b AufenthG (study): A visa according to § 16b AufenthG is not suitable for you if you are a doctoral candidate or a visiting scientist with a guest contract and will carry out scientific activities at Helmholtz Zentrum München. For this you need a visa according to § 18d Residence Act – AufenthG (researcher).
Residence for the purpose of gainful employment and research (§ 18 Residence Act – AufenthG) <ul style="list-style-type: none">› § 18b (1) (specialist with acad. training)› § 18b (2) (EU Blue Card)› § 18d (researcher)› § 18e (short-term mobility researcher)› § 18f (for mobile researchers)	§ 18b (1) (specialist with acad. training): Scientists, postdocs and doctoral candidates with an employment contract technical assistants, science managers, IT specialists, etc. § Section 18b (2) (EU Blue Card): Scientists, postdocs, team leaders, science managers, IT professionals with an employment contract . Gross annual salary of at least 56,400 euros (in 2022). A reduced gross annual salary of at least 43,992 euros (in 2022) applies to employment in occupational fields (shortage occupations) such as mathematics, computer science, natural sciences, engineering and human medicine.

	<p>Period of issue: within 90 days of receipt of application documents.</p> <p>If you have a guest contract you are not eligible for the EU Blue Card.</p> <p>§ 18d (Researcher): Doctoral students and visiting scientists with a guest contract and scholarship (e.g. DAAD, CSC, foundations, etc.) or other external funding or self-financing. This residence title is also right for you, for example, if you are a doctoral student at a Munich university and are completing your scientific practice in our laboratory as part of a visiting contract. You are not a student with us, which is why a visa for students according to § 16b is not right the right one for us, even if your university accepts it! Please take this into account when booking your appointment.</p> <p>§§ 18e and 18f: Under certain conditions, researchers who have been granted a visa or a residence permit in accordance with the researcher guidelines can complete a research stay within the EU without having to apply for an additional visa. We will be happy to advise you on your individual case and guide you through the application process.</p>
<p>Residence for family reasons (§ 27 – § 36a Residence Act – AufenthG)</p> <ul style="list-style-type: none"> › § 27 Principle of family reunification › § 28 Family reunification with Germans › § 29 Family reunification with foreigners › § 30 Spousal reunification › § 31 Independent right of residence of spouses › § 32 Child reunification › § 33 Birth of a child in the Federal territory › § 34 Right of residence of children 	<p>In order to apply for a visa or residence title for the purpose of family reunification, proof of marriage, partnership or the birth of children must usually be provided. Seek advice from the responsible German mission abroad or local immigration office (Ausländerbehörde) on how to apply.</p> <p>When the residence title is issued, the spouse who has moved in immediately receives the unrestricted right to pursue gainful employment in Germany.</p>
<p>Job search for skilled workers (§ 20 Residence Act – AufenthG)</p> <ul style="list-style-type: none"> › § 20 (2) (stay for 6 months) › § Section 20 (3) No. 1 (residence for 18 months) › § Section 20 (3) No. 2 (residence for 9 months) 	<p>§ 20 (2): A specialist with academic training can be granted a residence permit for up to six months to look for a job.</p> <p>§ 20 (3) No. 1: After successful completion of a course of study in the Federal territory within the framework of a residence pursuant to § 16b or § 16c, a residence permit may be issued for up to 18 months.</p> <p>§ 20 (3) No. 2: After completion of the research activity within the scope of a stay according to § 18d or § 18f, a residence permit may be issued for up to nine months.</p> <p>The issuance of the above-mentioned residence permits is conditional upon secured subsistence.</p>
<p>Short-term visa (Schengen visa) Up to 90 days</p>	<p>Exclusively intended for tourist travel or e.g. for participation in events, interviews, conventions, etc. Not suitable for employees, visiting scientists with a long-term purpose of stay! Please note: Schengen visas cannot be extended.</p> <p>Period of issue: within 60 days of receipt of application documents.</p>

Residence permit type	Conditions for granting and particularities of the application process
<p>Settlement permit (§ 18c Residence Act – AufenthG)</p> <p>Here, a distinction is made between different types of settlement permits, depending on prior possession of a residence title and other requirements.</p> <p>There are different legal bases for the granting of a settlement permit. Third-country nationals can apply for a settlement permit after 21 to 60 months depending on how long persons have been living in Germany, for example, how long they have been working and subject to paying social security, and the types of residence titles they have had in the past, etc.</p> <p>All settlement permits offer the same advantages, regardless of their legal basis.</p>	<p>§ 18c (1) sentence 1: after 4 years of a residence permit according to § 18a, § 18b or § 18 Residence Act – AufenthG (periods of study in Germany are only credited by half), 48 months of social security contributions, sufficient knowledge of German (B1), employment contract for at least one more year, a payroll statement of the last 3 months, rental agreement/purchase agreement, current rent, sufficient health insurance coverage;</p>
	<p>§ 18c (1) sentence 2: already after 2 years of employment as a skilled worker, 21 months of pension contributions, only with a German university degree, sufficient knowledge of German (B1), employment contract for at least one more year, payroll statements for the last 3 months, rental agreement/purchase contract in case of residential property, current rent, sufficient health insurance coverage;</p>
	<p>§ Section 18c (2) sentence 1 – for holders of an EU Blue Card: For persons who have already been in possession of an EU Blue Card for 33 months, social security contributions for at least 33 months, basic German language skills (A1), employment contract for at least one more year, payroll statement for the last 3 months, rental agreement/purchase agreement, current rent, sufficient health insurance coverage;</p>
	<p>§ Section 18c (2) sentence 3 – for holders of an EU Blue Card: For persons who have already been in possession of an EU Blue Card for 21 months, social security contributions for at least 21 months, sufficient knowledge of German (B1), employment contract for at least one more year, pay slip for the last 3 months, rental agreement/purchase agreement, current rent, sufficient health insurance coverage;</p>
	<p>§ Section 18c (3) – Settlement permit for highly qualified persons Special and very rarely granted settlement permit for scientists with special expertise or teachers and scientific staff in an outstanding position. The conditions for issuance are extremely strict, which is why an application for a settlement permit for highly qualified persons is only promising in rare cases. If you are unsure whether this applies to you, please feel free to contact the International Staff & Dual Career Services team in the Human Resources department.</p> <ul style="list-style-type: none"> › The following documents are usually required for the application. In individual cases, however, further documents may be required. › Application form › Copy of passport, copy of the last residence permit/probationary permit (Fiktionsbescheinigung) or copy of the entry visa for first-time entries › University degree certificate (in the case of foreign degrees, a certified German translation and, if applicable, formal recognition must be submitted), as well as proof of doctoral degree › Employer confirmation › Employment contract or proof of appointment (university professorship)

	<ul style="list-style-type: none"> › Evidence of high qualification (e.g. evidence of scientific awards, special publications (outside the doctoral thesis), references from a scientific institution, international reputations, statement of the “recruiting” body); a prominent function in the case of teaching staff is given in particular in the case of teaching staff at universities within the meaning of the Higher Education Framework Act or institute directors (W professorship) › Housing certificate › Rental agreement
<p>Permit for permanent residence-EU (§ 9a Residence Act)</p> <p>You can live, work or study in the countries of the European Union (except Ireland, Denmark, Great Britain) under facilitated conditions.</p> <p>Who can apply for the permit?</p>	<ul style="list-style-type: none"> › You have been living legally in Germany for five years (previous periods of study and training are credited at 50 percent). › Hold a valid residence permit that was not issued for a temporary purpose (study) or for humanitarian reasons. › Your subsistence must be secured. › You have sufficient knowledge of the German language and basic knowledge of the legal and social system of the Federal Republic of Germany. › You have sufficient living space for yourself and your family members.
<p>Third-country nationals (and their family members and children). Third countries are all countries except: EU countries, Switzerland, Iceland, Liechtenstein and Norway.</p> <p>A permanent residence title is also possible in the form of a settlement permit (see above). Whether you should apply for a settlement permit or a permanent residence permit for the EU depends on your individual circumstances. Your responsible immigration office (Ausländerbehörde) will be happy to inform you about this.</p>	<p>The following documents are required for the application. In individual cases, further documents may be required.</p> <ul style="list-style-type: none"> › Fully completed application form for permanent residence-EU › Valid passport (or in lieu passport) › Biometric passport photo › Payroll statements for the last three months › Current employer confirmation of the type and duration of current employment › Rental agreement or purchase contract in the case of residential property with details of the size of the apartment (housing certificate) › Proof of the current amount of monthly rental costs (confirmation from the landlord or bank statements) or, in the case of home ownership, proof of installment payments for loans and monthly housing allowances › Waiting period information from the German social security (at least 60 months of compulsory or voluntary contributions to the statutory social security) or proof of entitlement to comparable benefits from an insurance or pension institution or an insurance company

2.5 Family reunion and visitor visas

Family reunion

There are two different scenarios for employees with families. Either you enter directly together with your family, or your family members (spouse, children) join you at a later point in time within the framework of the so-called "family reunification". Also, in the case of joining partners⁴, their nationality is decisive. Partners with EU citizenship who join their spouse can live and work in Germany without any problems due to the right to freedom of movement and settlement. They do not need an entry or work permit.

However, if the family members joining the family are third-country nationals, certain requirements must be met. The employee already living in Germany must fulfill the following criteria or present the corresponding formalities in order to be able to have family members join him/her:

- › A residence permit or a Blue Card for Germany
- › Sufficient living space for the family
- › Health insurance coverage
- › Sufficient financial means to provide for the family
- › The partner must be of legal age (i.e. at least 18 years old)

- › The partner must have a basic knowledge of German in order to apply for a visa or a residence permit to join his/her spouse. Exceptions: The partner already living in Germany holds an EU Blue Card, an [ICT](#) card or a [Mobile ICT](#) card. He/she has a residence permit according to § 18c (3), § 18d, § 18f or § 21 Residence Act – AufenthG, or is a national of Japan, the Republic of Korea, Israel, Australia, New Zealand, Canada, the USA, the United Kingdom of Great Britain and Northern Ireland.

The partner joining the family must then apply for a visa for family reunification at the responsible embassy or consulate in the respective home country. This requires the passport and proof of marriage or [civil union](#). You can find out whether documents are required from the foreign missions.

As soon as your family has arrived in Germany, all family members must be registered at the residents' registration office (Einwohnermeldeamt) as soon as possible (no later than 2 weeks after arrival) (see section 6.1). In addition, the resi-

dence title must be applied for accordingly within three months at the immigration authority responsible for their place of residence. For this purpose, passports, birth and marriage certificates, and proof of taxation, as well as proof of residence, must be presented. Additional documentation may be required in some circumstances. With the issuance of a residence title, the life partner immediately receives the unrestricted right to pursue gainful employment in Germany.

On the following website you will find further useful information on the reunification of spouses: <https://www.make-it-in-germany.com/de/leben-in-deutschland/mit-familie/ehegatten-nachzug-zu-nicht-eu-buerger>

⁴ Life partners always refers to partners who are married or living in a registered partnership.

Visitor visa

If you would like to invite a person who requires a visa for entry to Germany for a short stay of less than 90 days as a visitor, you must submit a declaration of commitment. By signing the declaration of commitment, you agree, among other things, to:

- › pay all subsistence costs of the visiting person that he/she is unable to pay him/herself,
- › repay all social benefits that the state may incur (for example, for housing and for care in case of illness or need for long-term care),
- › bear all costs incurred in the event that the authorities send the guest back to his or her home country.

Further information on inviting visitors to Germany and on the declaration of commitment can be obtained from the immigration office (Ausländerbehörde) of the Department of Public Order in the city or, if you live in the district, from the responsible district administration office.

2.6 Naturalization

If you have lived in Germany legally and without interruption for at least eight years, you can apply for naturalization (Einbürgerung) and thus acquire German citizenship. Spouses and children can be naturalized as

well, even if they have been living in Germany for a shorter period of time. Young people can apply for naturalization themselves from the age of 16. If you reside in Munich (city), the Immigration Office (Ausländerbehörde) of the KVR https://service.muenchen.de/intelliform/forms/01/02/02/ein-buergerung_kontakt/index is responsible for your naturalization; if you reside in the district of Munich, the district administration office responsible for you according to your place of residence. On this [website](#) you will find useful information about applying for naturalization.

2.7 Diplomatic missions in Germany

The foreign embassies and consulates in Germany are **diplomatic representations** of the respective countries in the Federal Republic. Their task is to represent their respective country here in Germany and to maintain and develop international relations.

2.7.1 Foreign consulates and embassies

Consulates and Consulates General

Consulates or consulates general primarily represent the government administration of a country abroad and function primarily as points of contact for their own citizens when traveling as well as decentralized institutions for cultural and economic cooperation. They are responsible, for example, for visa matters for foreigners, the issuance and renewal of passports and the maintenance of cultural relations between the two countries.

Consular Services

Consulates provide a variety of consular services and support to their citizens. Among other things, you can contact your consulate with the following issues or concerns:

- › Renewal and issuance of passports and, if applicable, country-specific identification or identity cards and other official documents
- › Referral of sworn translators
- › Issuance of digital documents and certificates
- › Information on entry, residence and working conditions
- › Official certification of documents
- › Notarial services
- › Referral of native-speaker lawyers
- › Information on (cultural) attractions and events for citizens, etc.

What is an honorary consulate?

When searching for consulates, you will also come across the term Honorary Consulates. For some countries, it is not necessary or possible to be represented everywhere by their own consul. In the case of honorary consulates, therefore, the consul in charge is a consul ad honorem, who, as a rule, does not have the nationality of the country for which he or she performs his or her duties, which is why, on an honorary basis, he or she performs only certain consular duties in a limited administrative district.

Embassy

While embassies may also be entrusted with consular duties, they primarily perform diplomatic functions and maintain political contacts with the government in the capital of the receiving country.

How do I find a consulate/embassy in my home country?

If you are looking for a consulate/embassy of your country in Germany, we recommend the website <https://botschaft-konsulat.de/>. Here you can search for the nearest consulates or embassies for your home country. Please note that while you will find a number of foreign embassies and consulates in Munich, it is possible that the representation of your home country is located in another city or even another state.

Consulates General, Consulates and Honorary Consulates in Munich

In Munich, foreign citizens or tourists as well as German diplomatic missions of a total of **108 nations** are available. [Here](#) you will find an overview with the respective contact details, websites and further information.

2.7.2 Passport application and renewal

If you need to renew your passport or apply for a new one during your stay in Munich, it is important to deal with this early, as you will need to do this at the [relevant consulate](#), and the application and issuance may take some time. Important: Your passport must always be **up to date**, this is in fact a statutory requirement. It is therefore best to find out about deadlines, documents to be submitted and the application procedure (in person by appointment, by mail, etc.) in due time before your current passport expires.

Third-country nationals must note that any German residence title is only valid in conjunction with a valid passport. Even if you have your residence permit extended, your passport must be valid at the time of application, and for a long enough period, because the residence permit is always issued only until the end of the validity of the associated passport.



3 Accommodation and housing search

Munich is one of the most important cultural and economic centers in Germany. The city is characterized by tolerance, cosmopolitanism and a unique blend of modern metropolitan atmosphere and time-honored traditions. These positive aspects enhance Munich's attractiveness for living and working. As a result, the demand for housing is growing, and finding an affordable apartment in Munich is becoming increasingly difficult. This much can be said: It takes patience and, at times, perseverance to find the right place. The following pages will provide you with a variety of tips and tricks to make your search easier.

It is advisable to start looking for suitable accommodation a few months before your arrival in Germany by gaining an overview of possible accommodations and the price structure. Since private landlords in particular usually insist on an apartment inspection, it is advisable to wait until arrival before looking for a **long-term apartment**.

3.1 The housing market in Munich

The Munich housing market is one of the most difficult in all of Germany. Therefore, the rental prices are very high. The average price per square meter is between 11 and 24 euros, depending on the location, whether in the city center or in the surrounding areas of Munich. For an overview of the current average rental prices in and around Munich, please click on this link:

<https://www.wohnungsboerse.net/mietspiegel-Muenchen/2091>

[Here](#) you can calculate the average rent in and around Munich yourself.

Thanks to the excellent public transport network in Munich, the surrounding areas are also very easy and convenient to reach and are definitely worth considering.

Some examples: Ø Rent (net) for 2021		
	Munich center	Munich surrounding area
1-room apartment, 30m ²	€ 875.00	€ 545.00
2-room apartment, 60m ²	€ 1,274.00	€ 705.00
4-room apartment, 100m ²	€ 1,992.00	€ 1,054.00

3.2 Temporary accommodation

We recommend that you book suitable accommodation for the first 2 to 3 months (e.g. furnished apartment, business apartment, apartment in a boarding house, shared apartment, where appropriate, etc.) online while you are still abroad. This way you don't have to incur too much risk and make too much of a long-term commitment (e.g. in case of apartments with a longer minimum rental period). The decisive factor is that you already have a safe place to stay when you arrive and can then make flexible appointments to view other properties at your leisure. Below we provide some options for temporary accommodations with the appropriate links.

Furnished accommodation – apartments, boarding houses, hotels etc.

<https://www.studio-aps.de/object-olympia-tower.html> 10% discount if you indicate that you are an employee or visiting researcher

<http://www.boardinghaus-eching.de/?lang=en>

<https://www.campusviva.de/en/renting/muenchen-vi/>

<https://www.h-hotels.com/de/homes/hotels/apartments-muenchen>

<https://myroom-serviced-apartments.hoteles-munich.com/de/#main>

<https://www.myroom24.com/>

<https://www.kwco.de/de/mieten>

<https://elodge.de/>

<https://www.maseven.de/en/>

<https://www.flathopper.de/en/> (commission-free)

<https://www.max-lodging.de/en>

Helmholtz Zentrum München has a cooperation agreement with the following boarding houses: <https://www.timehouse.de/en/>
<https://soulmade.me/en/>

Information on the booking process and the respective conditions can be found here on our intranet (HINT). If you have not yet started your employment with us and therefore do not yet have intranet access, you will receive the information via your institute.

In the case of boarding houses and hostels, please always ask whether you can be issued with a so-called **housing provider certificate**. You will need this to register your residence at the citizens registration office or the municipality of your place of residence. The successful residence registration in turn is a prerequisite for applying for a residence title for visa extension or, for example, under certain circumstances also for opening a bank account etc.

Rental agencies

Many rental agencies also offer furnished accommodation with flexible rental periods. This alternative is especially popular with our international guests looking for temporary rental accommodation in Munich.

Mr. Lodge GmbH (rental period 6 to 36 months)

<https://www.mrlodge.com/apartments-munich/inquiry>

→ Customer service in the following languages: English, French, German, Italian, Spanish, Russian, Japanese, Swedish, Dutch, Danish, Bulgarian, Hungarian, Slovenian.

Mr. Lodge Ltd. also offers a relocation service for the entire moving process.

HomeCompany Munich

<https://muenchen.homecompany.de/en/index>

Flathopper GmbH

<https://www.flathopper.de/en/> (commission-free)

All the above-mentioned institutions issue a so-called housing provider certificate.

Other suppliers:

<https://www.airbnb.com>

<https://mucliving.de/en/home-english/>

<https://apartmenthaus-international.de/startseite.html>

Hotels near Helmholtz Zentrum München

Below we have compiled for you a list of some hotels near our center.

- › Hotel am Schlosspark – Zum Kurfürst <https://www.kurfuerst-hotel.de>
 - › Hotel Motel One Munich-Garching <https://www.motel-one.com/de/hotels/muenchen/hotel-muenchen-garching/>
 - › Star Inn Hotel Munich North – Unterschleissheim
<https://starinnhotels.com>
 - › Hotel Gasthof Soller <https://hotel-soller.de/en/home-2/>
 - › Hotel Blauer Karpfen Am Schloss – Oberschleißheim
<https://hotel-blauer-karpfen.de>
 - › Hotel Leopold <https://www.hotel-leopold.de/en/>
 - › Hotel Olympia <https://www.hotel-olympia-muc.de/welcome.html>
 - › Hotel IBIS Garching https://all.accor.com/hotel/3679/index.de.shtml?utm_campaign=seo+maps&utm_medium=seo+maps&utm_source=-google+Maps
 - › Hotel IBIS Munich City North https://all.accor.com/hotel/0996/index.de.shtml?utm_campaign=seo+maps&utm_medium=seo+maps&utm_source=google+Maps
 - › Hotel list for Garching https://www.garching.de/Leben+in+Garching/Einkaufen+_+%C3%9Cbernachten/%C3%9Cbernachtungs_m%C3%B6glichkeiten.html
-

3.3 Long-term accommodation

When looking for a long-term apartment or a room in a shared apartment you have several options. There are a number of proven and much-used online search portals where you can both search for apartment listings and post a search ad yourself. Here you can search according to personal preference and budget and contact the landlords or brokers of the apartments directly.

These are the most common websites:

<https://www.immobilienscout24.de>
<https://www.immonet.de>
<https://www.immowelt.de>
<https://www.wohnungsboerse.net> (commission-free)
<https://muenchner-mietboerse.de>
<https://www.quoka.de/vermietungen>
<https://housinganywhere.com/de/>
<https://www.null-provision.de>
<https://www.mrliving.de/index.php?id=4&L=0>

Offers in the regional newspapers

<https://www.sueddeutsche.de>
<https://www.abendzeitung-muenchen.de>
<https://www.merkur.de>
<https://www.tz.de>
<http://www.kurzfueendig.de>
<https://www.wochenanzeiger.de>
<https://www.hallo-muenchen.de/epaper/>

Property managers

Another possibility is property management companies that rent out private properties and act as an intermediary between the owner and the tenant, handle the lease and are usually the direct contact person during the lease period. On [this portal](#) you will find a list of property management companies.

Facebook groups

You can also search for apartment listings on Facebook. These are often published by private landlords, tenants seeking a replacement tenant, or students who, for example, are going abroad for a semester and are looking for a subtenant. The advantage is that the advertised rooms and apartments are sometimes less complicated and sometimes cheaper to get. Students in particular often find what they are looking for here. Here is a small selection of groups:

<https://www.facebook.com/WohnungsdealMuenchen>

<https://www.facebook.com/groups/Wohnungen.in.Muenchen.Wohnungssuche.Wg.Zimmer.Room>

<https://www.facebook.com/WohnraumSUCHER.M/>

<https://www.facebook.com/groups/380604968738828>

<https://de-de.facebook.com/groups/nachmieter-wohnung-gesucht-muenchen-und-umgebung-380604968738828/>

Student halls of residence

It is not easy to find an affordable student apartment or a room in a shared apartment (WG) in Munich and the surrounding area. For this reason, the **Munich Student Union** (student services organization) offers students nearly 11,000 rooms and apartments in Munich, Freising and Rosenheim.

The average monthly rent for a 1-room student apartment is € 291.90. Depending on the student hall of residence, the waiting period ranges from one to five semesters. For more information, please follow this link: <https://www.studentenwerk-muenchen.de/wohnen/>

A special campaign of the Munich Student Union is the housing raffle for students in the first semester. Those who register by the deadline have a chance to garner one of the highly coveted spots. More info is available on the [Student Union page](#). For this, it is important for you to already be enrolled at a university in Munich.

Shared apartments

Normally, shared apartments (WGs) are divided up between 2 to 4 people. Each tenant has his/her own room - the kitchen, bathroom and toilet are shared. This type of accommodation is ideal for meeting new people and is usually the most cost-effective option, especially for undergraduate and graduate students. Further advantages can be seen in the following table:

Real estate agents/broker agencies

Living alone	vs	Shared appartement
Live independently		Good for meeting new people
Expensive		Economical
More privacy		Share kitchen and bathroom
Sole responsibility for rent, billing settlement, and the condition of the apartment		Joint responsibility for rent, billing settlement, and the condition of the apartment

The following platforms mainly offer shared apartments. You will also find many apartments that are sublet for a short period of time.

<https://www.wg-gesucht.de>

<http://www.apian-aparthauss.de>

<https://youniq-living.com>

<https://www.die-wg-boerse.de/wg-in-muenchen.html>

Especially if you have great difficulty in finding suitable accommodation, or special preferences and very precise ideas about your desired property, you can also use the services of real estate agencies or real estate agents. If you commission them to look for accommodation and the broker is successful, you will have to pay an agency fee (real estate commission). [Here](#) you will find a list of real estate agents in and around Munich.

Please note: If you are interested in an apartment that is advertised and managed by a real estate agent, it is not you the tenant, but the landlord who has commissioned the real estate agent, who must pay the real estate commission. Because since 2021, the so-called contractor principle applies, i.e. the one who contracts the agent is the one who pays:

<https://ratgeber.immowelt.de/a/wer-zahlt-den-makler-endlich-klarheit-bei-der-maklerprovision.html#c22399>

Special housing for public sector employees

The **Institute for Federal Real Estate** (Bundesanstalt für Immobilienaufgaben) supports the Federal government by providing affordable housing for public sector employees. The rental prices of the apartments offered are very reasonable and are far below the current prices on the private housing market. As an employee⁵ of Helmholtz Zentrum München, you can apply directly on the website: www.bundesimmobilien.de/immobilienportal/wohnfuersorge/suche

The username and password for this can only be obtained **on request** by e-mail from the International Staff & Dual Career Services subsection of the Human Resources department.

Please follow these steps to apply properly:

- › Log in with username and password.
- › You can either specify the residential areas where you are looking for an apartment or enter only Bavaria to expand the results.
- › To apply for an apartment you are interested in, please contact the person listed in the apartment listing and ask them to schedule a viewing appointment (no documentation is required at this time).
- › If you are interested in renting an apartment, please send your e-mail application, including the application form and a copy of your employment contract, to the responsible person at the BlmA.
- › The application form for the allocation of the apartment can be found on the [BlmA website](#). IMPORTANT: Please complete this form and have it signed by your payroll accountant⁶ of the Human Resources Department.
Without the signature the application form is not valid!
- › After the selection process, the BlmA will contact you.

→ Please note that applicants Helmholtz Zentrum München are unfortunately often not ranked first in the selection process compared to applicants from other institutions and public agencies in Munich. However, it is definitely worth a try to apply, especially if you are willing to live outside of Munich (city).

⁵ Please note that these offers apply exclusively to employees with an employment contract at Helmholtz Zentrum München, not to visiting scientists with a guest contract.

⁶ You can find the responsible charge accountant(s) on the [HMGU intranet](#), sorted by institute, as well as on your monthly statement.

3.4 Practical tips and recommendations

The apartment search holds potential stumbling blocks, and we want you to know in advance of your search what to look for when renting an apartment – also to avoid unpleasant experiences and disappointments.

3.4.1 Contact and viewing

As is so often the case, first impressions count. Housing providers are very keen on finding the right tenant for their property. That is why it is important to bear a few things in mind when making contact and to make the landlord feel that you are the right tenant, especially with regard to your personal and financial situation.

The sample cover letter below shows how your response to an ad can be structured and what information should be included. If you speak German or have someone who can support you, write the cover letter in German in any case, also because landlords sometimes do not speak English sufficiently. The following information should be included in your response to an advertisement:

- › Household size (do you want to move into the apartment alone or together with friend(s)/partner(s) or your family?)
- › Professional activity (e.g. doctoral student/scientist)
- › Your age
- › Desired period (how long you want to rent the apartment)
- › Your contact details (address, phone no., e-mail address)
- › Possible attachments: Certificate of enrollment, employment/guest contract, proof of income such as payroll statements or proof of scholarship, etc.

Example cover letter for the purpose of making contact

Betreff: Ihre Anzeige in [...] auf Seite [...]

Sehr geehrte Frau/Sehr geehrter Herr [...] *Name of the person who placed the ad,*

Mein Name ist *[your name]*, und ich würde sehr gerne die Wohnung, die Sie auf der *[name of website, etc.]* inseriert haben, anmieten. Ich bin Doktorand:in /Student:in etc. aus *[your country of origin]* und werde am Helmholtz Zentrum München am Institut für *[Institut name]* promovieren. Deshalb bin ich auf der Suche nach einer Unterkunft für [z. B. 6 Monate], vom *[start date]* bis *[end date]*.

Ich bin sehr freundlich und zuverlässig. Meine Miete zahle ich immer pünktlich, und ich werde auch alle erforderlichen Dokumente rechtzeitig einreichen. Ich werde alleine in die Wohnung einziehen, habe keine Haustiere und bin Nichtraucher:in. Ich bin kulturell interessiert und möchte das Land besser kennen lernen. Daher werde ich an den Wochenenden oft verreist sein.

Bei Fragen zu meiner Position steht Ihnen gerne der International Staff & Dual Career Service der Personalabteilung am Helmholtz Zentrum München zur Verfügung.

Für Rückfragen zu meiner Bewerbung können Sie mich jederzeit unter der Telefonnummer *[your phone number]* oder per E-Mail unter *[your e-mail address]* erreichen.

Vielen Dank im Voraus für die Berücksichtigung meiner Bewerbung!
Ich freue mich von Ihnen zu hören.

Mit freundlichen Grüßen,
[your name]

Apartment viewing

After a potential landlord has reviewed your application, he/she will offer you a viewing appointment. You should have the following documents ready for the appointment. If necessary, you can or must also submit them later:

- › Copy of your passport/ID card
- › Copy of your visa or electronic residence permit
- › Proof of income: as a rule, the pay slips for the last three months
- › If you have only just started your position with us and you do not yet have a payroll statement, please obtain, if necessary, a housing search certificate from the Human Resources Department at Helmholtz Zentrum München, stating your salary (since the employment contract does not include the salary). For this purpose, please contact your human resources manager ([HMGU intranet](#)) at Helmholtz Zentrum München.
- › If applicable, a reference letter (rent debt-free certificate) from your previous landlord stating that you have no rent debt
- › A SCHUFA credit report, which confirms your financial reliability

If you do not have one of these documents, for example, because you have just arrived in Germany, you should state the reasons for this in your application. You may also be able to increase your chances of success by attaching a reference letter from your employer or asking a friend or relative to vouch for you (if you do not have sufficient income, given that you are a student).

Important: Be careful! Under no circumstances should you transfer a deposit for accommodation before you have visited the property and signed a contract. If you are unsure whether to transfer money, you should contact us before proceeding. Please be especially careful when you are asked to transfer money abroad (not Germany)! It may be a case of fraud.

3.4.2 All about rental agreements

After you have found a suitable apartment, you conclude a rental agreement with your landlord. A lease is usually for a specific term. Often, a fixed-term rental agreement must be signed for a minimum period of 6 months, but there are also indefinite rental agreements, which usually have a three-month notice period. Here you can download a [sample rental agreement](#).

The rent is usually "net", i.e. the rent without additional costs for heating, water, or electricity. These costs are also referred to as "extra costs" (or operating costs) in the rental agreement. Please do not forget to take into account the "extra costs" when renting an apartment.

Security deposit

As a rule, a security deposit must be paid to the landlord. This amounts to 3 to 4 net rents. The security deposit serves as guarantee for the landlord in case the rent is not paid, or damages are caused in the apartment by the tenant. The landlord must inform the tenant of the name and account number of the bank where the security deposit is deposited and earns interest annually. At the end of the tenancy, the entire deposit plus interest will be returned to the tenant after the end of the year in which he/she moves out, if the rent has been paid in full and there are no damages or other claims. If rent is owed or there is damage, the landlord may withhold part or all of the security deposit temporarily or permanently. Even if an operating cost statement is still outstanding at the time of termination of the lease, the landlord may retain part of the deposit for a certain period of time as a precaution, so that operating costs that are still due can be paid from it.

Insurance policies for the tenancy

Some landlords require proof of **liability insurance**, which covers property damage or loss of keys, before signing a rental agreement. This is one of the most important forms of insurance in Germany and an absolute must. Price: starting at just € 4.99 per month.

Household insurance can also make sense under certain circumstances, as it insures damage to one's own household, such as burglary and theft. It also applies, for example, if the hose of the washing machine bursts and the escaping tap water damages furniture and carpets. The amount of insurance should correspond to the actual value of the items in the household and be reasonable. Within the scope of the agreed sum insured, the insurance company will then reimburse you for the losses at replacement value.

SCHUFA credit report

Often landlords also require a so-called SCHUFA credit report directly before or after the viewing, which confirms your financial reliability and solvency. With the SCHUFA credit report, you only have to pass on information to your landlord that is relevant for concluding a contract. Your privacy remains protected. You can apply for it directly at [meineSCHUFA.de](https://www.meineSCHUFA.de). Depending on the type of information, the costs amount to approx. € 29.95. You can find an order form for the SCHUFA credit report [here](#).

Apartment move-in and handover protocol

After signing the lease agreement, you arrange an appointment with your landlord for the handover of the keys, during which a so-called handover protocol is also drawn up. Please pay close attention to the condition of the apartment and be sure to note any damage, especially if the apartment is furnished. You should also take photos of this if necessary and keep them until you move out.

If the landlord does not use a handover protocol, we recommend that you use your own – you can download it [here](#). The handover protocol should be completed and signed by you and the landlord when moving in and out of the rented apartment. It serves as proof of the current condition of the apartment **at the time of handover**, which is very important. That is why it is also advisable to have someone with you when you hand over your apartment.

Public Broadcasting License Fees

Every household in Germany has to pay public broadcasting license fees (ARD ZDF Deutschlandradio contribution service). As soon as you move in-to a new apartment, you have to start paying these fees (currently € 18.36 per month (as of 06/2021), **even if there are no radio, TV, or mobile devices in a household**).

For more information about public broadcasting license fees, please visit this [website](#). Here you can register and deregister the apartment directly online for broadcasting license fees and also contact us if you have any questions.

Important information on public broadcasting license fees

- › If you live in a shared apartment, you can share these fees with room-mates, as the costs are charged only once for the entire household and not per person. To be on the safe side, please always ask your landlord if he/she already pays these fees (e.g. for the entire rental building) to avoid double payments.
- › You do not necessarily have to make the application yourself immediately after arrival. As soon as you have registered your residence in Munich, the notification is automatically sent to the ARD ZDF Deutschlandradio contri-bution service. You will then promptly receive a letter asking you to indi-cate whether you wish to re-register the apartment or whether it is already registered (e.g. to your roommate(s) or cohabitant(s)).
- › If the apartment is already registered, you must specify the correspond-ing first and last name and contribution number. This means that you yourself no longer have a payment obligation, since the household has

Please note: Please do not under any circumstances ignore mail from the ARD ZDF Deutschlandradio contribution service, if you know, for example, that the apartment has already been registered. You provide the infor-ma-tion about the already existing registration as described above. ARD ZDF Deutschlandradio contribution service cannot guess what your housing situation actually looks like. If you follow these tips, you will save yourself unpleasant and unnecessary problems.

Rent payment

To rent an apartment, you need a German bank account, as rent in Germany is paid electronically by SEPA direct debit order or standing order – i.e. cashless. The rental deposit must usually be paid at the beginning of the tenancy with the first rent. Therefore, please make sure that you have a German bank account as soon as possible after arrival.

End of rental agreement and moving out

Before you move out, you must inform your landlord time about the termination of the tenancy – normally 3 months in advance to the end of the month. When the keys are returned, everything is checked again on the basis of the handover protocol. If there is no damage, you will get the deposit back in full. Damage caused by your negligence must be paid by you and may be deducted from the deposit. Please do not forget to deregister with the ARD ZDF Deutschlandradio contribution service at the end of the rental period in order to stop the monthly debiting of the broadcasting fee.

Typical abbreviations in apartment ads

3 ZKDB	3 rooms + kitchen, shower, and bathroom
App.	apartment / studio or 1-room apartment
BK	operating costs
BKL	balcony
ca.	approx.
DG	attic
DHH	semi-detached house
Du.	shower
EBK	fitted kitchen
EFH	single-family house
ELW	granny annexe
Etw.	Condominium
G-WC	guest bathroom
m ² / qm	square meter, 1 square meter = 10.764 square feet
Maisonette	a self-contained apartment (usually on two floors) in a larger house; sometimes has its own entrance from the outside
MFH	apartment building
möbl. Zi.	furnished room
Nfl.	usable area
RH	town house
SZ	bedroom
Wfl. / Wohnfl.	living space
WG	shared apartment
Whg.	apartment
ZFH/2FH	two-family house
Zi.	room, typically without kitchen and bathroom

More practical tips

- › What does the specification "3 rooms" actually mean exactly? In Germany, 3 rooms does not mean that the apartment has 3 bed-rooms, as in many other countries. Here are some examples:

3-room means:

2 bedrooms + living room + kitchen + bathroom

2-room means:

1 bedroom + living room + kitchen + bathroom

- › Kitchen spaces do not necessarily always contain a fitted kitchen in unfurnished apartments. When they do, they may have to be purchased from the previous tenant, unless it is part of the apartment and is rented with it. Moreover, in both cases, existing fitted kitchens in Germany are not always further furnished, i.e., appliances such as a stove, refrigerator, etc. are not mandatory.



4 Insurance

For all newly arriving international staff and visiting researchers, the question of suitable health insurance in Germany arises at an early stage, along with other (optional) forms of insurance, e.g. for renting an apartment. On the following pages you will find an overview of the insurance system in Germany as well as information on which types of insurance you and your family need depending on the purpose and duration of your stay, which are obligatory and optional.

4.1 Social insurance

The social insurance is a compulsory insurance prescribed by law in Germany for persons who are in an employment relationship. It covers risks that could potentially threaten the existence of the insured persons and the community of insured persons. The German social security system consists of five different areas:

- › Health insurance
- › Long-term care insurance
- › Accident insurance
- › Pension insurance
- › Unemployment insurance

Employees have mandatory insurance in these areas through their employment relationship. Here, the contributions for health, pension, unemployment, and long-term care insurance are divided between the employee and the employer, i.e., each side pays 50%.

Contribution assessment ceiling

The contribution assessment ceiling is the maximum amount to which the gross employment income subject to social insurance contributions is used to pay contributions to the statutory social insurance schemes (unemployment insurance, health and long-term care insurance, pension insurance). Gross earned income above this limit is exempt from contributions.

The contribution assessment limits are adjusted in the social insurance branches to the annual income development in Germany. The contributions to the statutory accident insurance are borne solely by the employer and transferred to the employers' liability insurance associations. The contributions for this are deducted from the salary in each case and shown on the salary statement. Helmholtz Zentrum München handles this process for you, you (almost) don't have to worry about anything. Only in the case of health insurance you must submit the membership certificate to your payroll accountant as soon as you receive it from the insurance company.

The so-called **social security number** is a personal identification number consisting of eleven digits and one letter and is used for identification in the social security system. It is applied for by the employer to the pension insurance institution upon initial employment in Germany. You will then receive a **social security ID** in a card format, which must be kept in a safe place. You retain this social security number for future employment with different employers.

Example of a social security number:
04 200843 F 65 1

During the hiring process at HMGU, one of the requirements is to provide your social security number. This is asked on the personnel questionnaire, for example.

You'll find more information on German social insurance under the following links:

Federation of German Social Insurance Associations: Deutsche Sozialversicherung Arbeitsgemeinschaft Europa e.V. www.deutsche-sozialversicherung.de/en

Federal Ministry of Health: <https://www.bundesgesundheitsministerium.de/themen/krankenversicherung/grundprinzipien/aufgaben-und-organisation-der-gkv.html>

4.2 Health insurance

Since 2009, everyone in Germany is subject to compulsory health insurance. If you come to Germany from abroad, health insurance coverage is therefore necessary from day one. This also applies to EU nationals, provided they take up employment in Germany that is subject to social insurance contributions. You will immediately become liable for social insurance; health insurance coverage in your home country is not sufficient. Please take care of health insurance coverage in due time. The German health insurance system is divided into statutory health insurance and private health insurance. Up to a gross annual income of € 64,350 (income threshold for compulsory insurance, as of 2022), you must register with a statutory health insurance fund. If your gross annual income is above this income threshold for compulsory insurance, you can join a private health insurance instead of a statutory health insurance. Health insurance contributions are

deducted directly from the salary by the employer and forwarded to the health insurance funds. Alternatively, you can also be voluntarily insured with a statutory health insurance fund. Below the abovementioned limit, you will only be eligible for the statutory health insurance.

4.2.1 Statutory health insurance

Almost 90 percent of the population in Germany is insured in a statutory health insurance fund. The statutory health insurance functions according to the solidarity principle. Contributions are calculated according to income. Health benefits are the same for all members. Family members such as children or spouses without their own income can be insured free of charge (see info box "Family insurance"). The contribution rate is currently 14.6 percent of gross income. In addition, some statutory health insurance funds levy an additional contribution (of 1.5 percent) to cover their financial requirements. There are over 60 statutory health insurance funds in Germany. The following are among the best known:

- › TK <https://www.tk.de/en>
- › AOK <https://en.zuwanderer.aok.de/home/staying-healthy-in-germany>
- › BARMER <https://www.barmer.de/en>
- › SBC <https://www.sbk.org/sbk-en/>
- › DAK <https://www.dak.de/dak/mitglied-werden>
- › IKK classic <https://www.ikk-classic.de/pk/mitglied-werden>
- › BKK BMW <https://www.bmwbkk.de/de/fastlane/english.html>

Extensive lists of the various health insurance companies can be found at: <https://www.gkv-spitzenverband.de/krankenkassenliste.pdf> and <https://www.gesetzlichekrankenkassen.de/respectively>

To whom does the family insurance apply?

If you have statutory insurance yourself, you can have your spouse or partner⁷, biological or adopted children up to a maximum of 25 years of age and, in exceptional cases, other family members insured free of charge as part of the family insurance. The prerequisite for this is that these persons have their habitual residence in Germany, are not themselves members of a health and long-term care insurance fund and are not exempt from insurance (e.g. as civil servants), and do not have a regular total income that exceeds € 470 per month. Detailed information and information can be obtained from your health insurance company.

⁷ Civil partnerships pursuant to the [Civil Partnership Act](#)

Do all health insurers offer the same services?

The majority – over 95 percent – of all benefits provided by the statutory health insurance funds are mandatory. This means that you as an insured person are entitled to these benefits in case of need, regardless of which health insurance company you are insured with. Although the contribution rates of the various health insurance companies vary only slightly, it makes sense for you to compare different offers, not only with regard to the contribution amount, but also in particular with regard to possible additional benefits, bonus programs, etc. You also have the option of switching after a commitment period of **12 months** by submitting an application to another health insurance company. It is not necessary to cancel the old health insurance on your part, the new health insurance company will inform the old one and you do not need to take additional action.

The electronic health card

If you are a member of a statutory health insurance fund, as an insured person you will receive a chip card after a short time, the so-called electronic health card (eGK). To do this, you will be asked in advance to send a photo, which will then appear on the card. Whenever you visit a doctor's office or hospital in Germany, you must present your electronic health card there. It contains all insurance data such as name, address, health insurance company and insurance policyholder number. Medical data is currently not yet stored. The card is also valid as a European Health Insurance Card (EHIC), as can be seen on the back of the card and is valid in all EU member states as well as Serbia, Macedonia, Liechtenstein, Iceland, Norway, and Switzerland. With the European Health Insurance Card (EHIC), you will receive all benefits provided by the national health insurance of your



Services in English language

vacation country for a maximum of 42 days when traveling in Europe. This is often less than in Germany, as the EHIC only covers medically necessary measures, not prevention or things like a return transport from abroad, etc. In general, we therefore recommend that you obtain additional private coverage where necessary when traveling abroad (including EU countries!) by taking out additional travel health insurance. This applies all the more for trips to non-European countries, as the EHIC card is **not** valid here.

Please contact your health insurance company and ask for advice before you plan a stay. Frequently, health insurance companies also cooperate with travel health insurance companies abroad and offer their members price advantages.

For international employees who do not yet speak sufficient German, it is also advisable to check whether services and information are sufficiently offered in English. In some cases, you will find the websites in English translation, English application forms, etc. It is particularly noteworthy at this point to mention the service of the **Techniker Krankenkasse (TK)**. To make your start in Germany a perfect one, you and your family members who are also insured with TK have the option of using the "TK-Welcome" service for a whole year. The TK experts are on hand to provide you with advice and support - and of course the advice is provided in English. For example, the experts will give you names of English-speaking doctors in the new place of residence and arrange an appointment directly if required. In addition, you can also use the service of the TK-ÄrzteZentrum and be connected with an English-speaking specialist.

Another plus of Techniker Krankenkasse is the **TK-EuropaService**, a special offer that covers the risk of unforeseeable illness during temporary stays abroad of up to 42 days. Techniker Krankenkasse has concluded contracts with selected clinics and doctors' practices for emergencies in some popular vacation countries. **Your advantage:** In emergency and acute cases, you can simply present your European Health Insurance Card (EHIC) to the hospitals or doctors' offices concerned. The contract partners then settle the treatment costs (with the exception of private elective services) directly with TK, and you do not have to worry about anything else. On the **TK-EuropaService website**, you can obtain an overview of the vacation countries and the scope in which you can benefit from the service.

To apply for TK membership and the "TK-Welcome" service, please use the following link: <https://www.tk.de/en/tk-membership/become-a-member-2037070?aid=i8v>

If you have any questions, please feel free to contact our TK corporate account manager by e-mail: Bernhard.Scheidl@tk.de

For more general information on health insurance and how to compare, visit the following websites:

Central Association of Statutory Health Insurance Funds (GKV):

<https://www.gkv-spitzenverband.de/english/english.jsp>

Federal Ministry of Health: <https://www.bundesgesundheitsministerium.de/themen/krankenversicherung/grundprinzipien/aufgaben-und-organisation-der-gkv.html>

4.2.2 Private health insurance for employees

Private health insurance is privately organized. If you have a gross annual income of more than € 64,350 (as of October 2021), you can choose whether to join a statutory or private health insurance plan. Before you can join a private health insurance company, you must provide information about your current health status as well as preexisting conditions. In addition, a waiting period of three months from the conclusion of the contract usually applies. When choosing private health insurance, you should compare rates and the benefits offered. Private health insurance offers a comparatively better range of benefits, such as treatment by a chief physician in the hospital, subsidies for glasses, better dental benefits. However, family members must be insured separately.

Please note: Before deciding on a private health insurance, you should consider that a change back to the statutory health insurance is difficult. Only when your salary is again below the compulsory insurance limit, or you become unemployed can you insure yourself again via the statutory health insurance. From the age of 55, it is no longer possible to switch back to the statutory health insurance. For more information, please visit www.pkv.de.

4.2.3 Private health insurance for guest researchers

Even if you do not receive a salary at Helmholtz Zentrum München but finance your stay as a visiting scientist or visiting doctoral student through a scholarship or other funding from your home country, you must provide for sufficient health insurance coverage in Germany. In the case of third-country nationals, this is even a prerequisite for applying for a visa and a residence title for Germany.

Visiting researchers with EU citizenship

The European Health Insurance Card (EHIC) was introduced in the EU member states in 2004. It is issued by the national insurance carrier in your home country. With the European Health Insurance Card, you can also contact contracted doctors and hospitals directly in other EU member states in the event of illness during a tourist stay. Please note that the EHIC card is **not** suitable for a longer-term professional stay. It is best to clarify with your domestic insurance company at an early stage which benefits it will cover in Germany. Foreign insurance companies do not always cover all costs incurred in Germany. In this case, it is also necessary to take out private health insurance. **Please note:** This also applies, for example, to third-country nationals who are already studying or working in an EU country and are insured there and are planning a guest research stay in Germany.

Visiting researchers from third countries

Insurance relationships from third countries are generally **not recognized in** Germany because they

do not offer sufficient insurance coverage or do not meet German standards with regard to coverage. Visiting researchers require suitable private health insurance for the entire duration of their stay in Germany. For family members, private health insurance must be taken out individually.

Which private insurance is the right one?

Before you decide on a private health insurance, you should definitely look carefully, because often the cheapest offer is not automatically the best. It is worthwhile to carry out a value-for-money comparison. The problem with some low-cost private health insurance providers is that costly treatments and interventions, serious illnesses, pre-existing conditions or, for example, pregnancies, may be **excluded**. Especially if you are planning a longer stay, it is therefore very important to find an insurance that fits your individual needs and provides you and your family with the best possible coverage in Germany. This is of particular importance, as medical and treatment costs are very high in Germany.

On the website of the German Association for International Students (DeGis) you will find competent information about health insurance in Germany. Among other things, it provides an exploration chatbot: <https://www.degis.info/exploration/>. This tool can help you find the right insurance for you with sufficient coverage depending on how old you are, what country you are from, what contract you will have and for how long. Your family situation also plays a role, for example. Some insurers offer a level of benefits that is almost equivalent to that of statutory health insurance, and at favorable terms as well. In any case, it is worthwhile not to leave this decision to chance in order to avoid any unpleasant surprises later on.

The information portal of EURAXESS – Researchers in Motion, a unique pan-European initiative to promote the mobility and career development of researchers, also provides helpful information on the topic of insurance of international researchers: <https://www.euraxess.de/germany/information-assistance/social-security/health-insurance-0>.

4.3 Long-term care insurance

Long-term care insurance, which serves to cover the risk of needing long-term care, is considered the second pillar of social insurance and is a mandatory insurance. All persons who have statutory health insurance are automatically insured under the social long-term care insurance scheme. No extra application needs to be made. Persons with private health insurance must also take out private long-term care insurance with their insurance company. The benefits provided by social long-term care insurance are largely financed on a parity basis by contributions from employers and employees. The contribution rate is 3.05 percent of gross income; for childless persons, the contribution rate is 3.3 percent.

Further information on long-term care insurance in Germany: <https://www.bundesgesundheitsministerium.de/themen/pflege/online-ratgeber-pflege/die-pflegeversicherung.html>

4.4 Statutory accident insurance

Statutory accident insurance covers employees suffering an accident **during working hours or on the way to and from the workplace**. In addition, the costs of treatment for work-related illnesses and rehabilitation measures are covered. The contributions for statutory accident insurance are borne entirely by the employer.

Statutory accident insurance is funded by the **statutory accident insurance institutions**. There are several statutory accident institutions, each responsible for specific industries. All employees are compulsorily insured with a statutory accident insurance institution (Berufsgenossenschaft). The relevant formalities are arranged by the employer.

Private accidents are not covered by occupational accident insurance. Depending on the individual situation, it may therefore be worth considering private accident insurance. You can compare offers here: https://www.check24.de/unfallversicherung/lp/vergleichen/y/?wpset=bing_unbrand_01&mssckid=1837f390baef10f6bd-cd920b1b6ed3f7

What do I have to consider in case of an accident at work?

If you suffer an accident – even if it is only a minor injury – at your work-place at Helmholtz Zentrum München or have an accident on your way between home and work, please enter it immediately in the **first-aid log** (in the first-aid box in your office building/institute or department) and file an **accident report** if necessary. Information on this can be obtained from the Occupational Safety subsection: <https://nip.helmholtz-muenchen.de/sicherheit-gesundheit/arbeitssicherheit-schutz/unfaelle-was-nun/>

4.5 Pension insurance

Pension insurance is another component of the German social insurance. This insurance pays a monthly pension to the insured or their survivors when the insured reaches retirement age, or in the event of occupational disability or death. It thus secures financial existence when retirement age is reached. If you live and work in Germany, it is worth understanding how the German pension insurance system works and whether and when you can claim pension rights. The German pension insurance system is ranked 13th in the Global

Retirement Index 2018 <https://www.expatica.com/de/finance/retirement/pensions-in-germany-831124/> and is composed of the following three pillars: statutory pension insurance, occupational pension plans and private pension insurance.

What happens to my pension rights from other countries?

If you have worked in different countries during your career and have paid pension contributions there in each case, you should find out what entitlements arise for you from these periods. The Find Your Pension (FYP) website <https://www.findyourpension.eu/> can help you with this.

Here you will find information on the various pension systems in which you may have acquired pension rights. You also have the option of creating an account here to track your personal pension.

4.5.1 Statutory pension insurance

The statutory pension insurance is an essential component of old-age provision. A monthly retirement pension is granted if certain eligibility criteria are met. The extent depends on the amount of contributions paid, the contribution and credit periods, and the date of retirement. These factors can vary greatly from individual to individual. Likewise, a pension claim may arise in the event of occupational disability or disability to work, or a claim to a survivor's pension in the event of death. Contributions to the German pension

insurance are also part of the social security system and mandatory for employees. The contribution is currently 18.6 percent of gross salary and is shared between the employee and the employer. The employer settles the formalities at the beginning of the employment relationship, contributions are deducted from the salary and paid to the insurance carrier. You do not have to do anything here. For more information on the statutory pension insurance, please visit the website of the German Pension Insurance: www.deutsche-rentenversicherung.de as well as the German government's portal for skilled workers from abroad called "Make it in Germany": <https://www.make-it-in-germany.com/uploads/pdfs/p1009-l1.pdf>

4.5.2 Company pension scheme (VBL)

Employees within the scope of the Collective agreement for the public sector (TVöD) of Helmholtz Zentrum München benefit from a company pension plan, which exists in addition to statutory pension insurance. This is a compulsory insurance scheme of the **Federal and State Government Employees Retirement Fund (VBL)**. However, there are special regulations for employees employed in scientific positions, as they are typically only hired for short periods of time and thus do not have the opportunity to fulfill the 60-month waiting period required to receive a pension.

For this reason, employees in scientific positions can be exempted from compulsory insurance with the VBL. In these cases, employers must instead establish an additional pension plan (VBLextra). Pension benefits can then be claimed from this insurance even without fulfilling a waiting period.

The specifics for scientists will be explained to you by your responsible HR manager when you receive your contract documents. You can also obtain detailed information from the **payroll accountant** responsible for you at the Human Resources Department. The contributions are automatically transferred directly by the employer. More information about the company pension scheme of the Federal and State Government Employees Retirement Fund (VBL) for **scientists** can be found [here](#).

If you wish to be exempted from compulsory insurance, you must submit a written application to the payroll accountant responsible for you within **two months** of the start of the employment relationship. For this, you will receive a request to submit an appropriate form upon being hired. More information about the company pension scheme of the Federal and State Government Employees Retirement Fund (VBL) can also be found at www.vbl.de.

4.5.3 Private pension insurance

Should you wish to remain in Germany permanently, it is worth considering an additional private pension insurance. Due to the pay-as-you-go system and the population structure in Germany, the state pension is not expected to be very high in the future or will tend to decrease. You can find out from banks and financial institutions, insurers, and independent financial and insurance advisors which pension product is best in your case. It is worth seeking competent advice on this, especially as there are a large number of options and offers, some of which are also subsidized by the state (as in the case of the **Riester pension**, for example).

4.6 Unemployment insurance

Unemployment insurance provides financial support in the event of unemployment occurs and is subject to certain conditions. Unemployment insurance is also a compulsory insurance for employees as part of the social security system. The employer also takes care of the registration with the insurance carrier. The contribution is deducted directly from the gross salary and forwarded. Currently, the contribution rate is 2.4 percent and is paid half by the employer and half by the employee.

How and under what conditions do I receive unemployment benefits?

Unemployment benefits are financed out of unemployment insurance. Whether and for how long you receive unemployment benefits therefore mostly depends on whether and how long you were compulsorily or voluntarily insured before becoming unemployed, and in the case of third-country nationals also on the type of residence title. Information on the regulations in the event of unemployment as well as on how to apply for unemployment benefits can be found on the website of the **Federal Employment Agency** www.arbeitsagentur.de or <https://www.arbeitsagentur.de/finanzielle-hilfen/arbeitslosengeld-anspruch-hoehe-dauer>

You must also immediately report to the Federal Employment Agency (Bundesagentur für Arbeit) as soon as you learn of impending unemployment or your employment contract ends (no later than three months before the end of the contract). If you miss the 3-month deadline in the case of an ending employment contract, this may result in waiting periods during which you are not entitled to payment of unemployment benefits.

Third-country nationals must also note that they also have the option of extending their residence title (e.g. in the form of a residence title for job-seeking) only after successfully registering as a jobseeker. For more information on applying for residence permits, see Chapter 2, Entry and Residence.

4.7 Supplementary health insurance

In addition to the statutory health insurances as well as the private health insurances, you can take out further supplementary insurances which cover areas such as dental treatment, hospitalization, daily sickness allowance, nursing care, glasses, non-medical practitioner services, travel abroad, etc. and which go beyond the existing insurance cover (basic cover). It depends on your personal coverage needs and your individual situation to what extent you still want to take out supplementary insurance. One common way to obtain quotes is always through insurance comparison portals like Check24 <https://www.check24.de/>. You can also obtain information on the individual supplementary health insurance plans.

4.8 Other types of insurance

There are a number of other (optional) insurance policies to cover risks of all kinds that may be considered. If you are unsure whether further insurance coverage is necessary and sensible in your individual case, it may be

advisable to seek the advice of independent insurance consultants. On the [website](#) of the Bundesverband der Versicherungsberater e. V. (Federal Association of Insurance Consultants), you can use the "Consultant Search" function to find insurance consultants for a wide range of insurance issues. The types of insurance mentioned below are those that experience has shown to be frequently used and are also recommended by experts.

4.8.1 Liability insurance

Anyone who negligently causes damage (personal injury, property damage or material damage) to a third party due to carelessness or recklessness must pay for it. Everyone is liable by law for the unlimited amount of damage that he/she has culpably caused to someone else. That is why private liability insurance is so important. It covers a risk that may threaten your livelihood. Parents should also remember that they are liable for the damage caused by their children. Damage caused by gross negligence is covered under private liability insurance. Excluded are damages caused **intentionally**. Even when signing rental agreements, many landlords nowadays expect the tenant to take out liability insurance. Annual premiums for liability insurance are usually not expensive. You can find information on this, for example, on the pages of the consumer advice center: <https://www.verbraucherzentrale.de/wissen/geld-versicherungen/weitere-versicherungen/private-haftpflichtversicherung-ein-absolutes-muss-fuer-jeden-13891>

If you work in a laboratory as part of your job at Helmholtz Zentrum München, you should additionally consider a **laboratory liability insurance**: <https://www.versicherungcheck24.de/laborversicherung/>

4.8.2 Household insurance

While liability insurance covers damage to **other persons**, household insurance is concerned with damage to one's own possessions, i.e., damage to **one's own household** is insured. The amount of insurance should correspond to the actual value of the items in the household. There is the so-called standard protection, which usually covers damage caused by fire, lightning, explosion, implosion, burglary, storm and hail, mains water and power surges. Additional protection may include, for example, glass breakage, bicycle theft, heavy rain, flooding, and backwater. As a rule, all movable property located in a dwelling is insured. Household insurance pays the replacement cost of the stolen or irreparable inventory. Repair costs for damaged inventory are also reimbursed. Likewise, the reduction in value is compensated for items that are damaged but can still be used without restriction.

You should ask the insurance providers what is covered in detail by an insurance contract:

<https://www.dieversicherer.de/versicherer/versicherungen/hausratversicherung>

4.8.3 Legal expense insurance

Legal expenses insurance covers the financial risk of a legal dispute and often makes it possible to sue for one's rights by seeking professional help. The costs of a legal dispute are covered up to the agreed sum insured. No legal dispute may already exist or be foreseeable at the start of the contract. As a rule, there is also a waiting period of three months. You should carefully consider whether legal protection insurance makes sense, as not all important risks are always fully covered. You can also put together insurance coverage for different areas according to your needs: Occupation, property, rent, private and transport. <https://www.verbraucherzentrale.de/wissen/geld-versicherungen/weitere-versicherungen/rechtsschutzversicherung-ueberfluessig-oder-sinnvoll-32194>

4.8.4 Occupational disability insurance

Likewise, you should consider occupational disability insurance if you plan to stay in Germany for a long time or even forever. If you are no longer able to work in your last profession for health reasons (50% incapacity), it is good to

have an additional provision. It covers a risk that may threaten your livelihood. The state disability pension, which is part of the state pension system, is usually set too low to cover living expenses. This coverage is especially advantageous for younger and healthy people, because then the rates are cheaper. You can also obtain information on this from insurers and independent consultants. Federal Association of Insurance Consultants: www.bvvb.de

Further information on optional insurance

Verbraucherschutzzentrale (Organization for protecting consumer rights)

www.verbraucherzentrale.de, www.ratgeber-verbraucherzentrale.de

Product test foundation www.test.de

German Insurance Association (GDV)

www.dieversicherer.de



5 Work and research on campus

5.1 Employment contract

If you are **employed** during your employment at Helmholtz Zentrum München, you will conclude an employment contract with us, which must be signed before you officially start your employment. Here, the originals must be signed, as only these have legal validity in Germany. The HR department prepares the contract and informs you before the start of work as to the forms and documents you need to fill out and submit, and when you can come by to sign them in person.

Third-country nationals

If you are abroad in the **visa process** and the employment contract is one of the required documents for the application, please do not worry. You will receive a visa invitation from us (as well as the "Hosting Agreement" form, in the case of a visa according to § 18d - Researcher), which contains all the information about the planned employment that can also be found in the employment contract - including the amount, the research purpose, the duration of the contract and the function. In Germany, a valid visa is a prerequisite for the conclusion of an employment contract. Therefore, we cannot give you the employment contract until you provide us with a valid and proper visa. This is common practice and is accepted by all German embassies and consulates abroad.

If you are already in Germany and have a residence title, but it does not yet allow unrestricted employment and is still issued to your old employer or for another purpose, e.g. study, you must first have it transferred to Helmholtz Zentrum München (and thus to the new purpose of residence) **before** possibly starting employment.

For this purpose, please contact the immigration authority responsible for you (Immigration Office of the KVR or the respective district administration office) at your place of residence. Depending on the type of residence permit you currently have, an application for a change of employer may then be the way to go, or you may need to submit a complete application for the new purpose and employer.

In the case of contract renewal, the transaction is carried out between your institution and Human Resources Management. International employees from third countries must always keep in mind that, in the event of an extension, an application for an extension of the residence title may have to be submitted first. Timely planning and appropriate lead time are therefore essential. Please direct any inquiries regarding possible or planned contract extensions to your institute or Human Resources Management.

Remuneration and payroll

The employment relationship at Helmholtz Zentrum München is governed by the Collective agreement for the public sector for the federal level (TVöD-Bund) and the amending, supplementing or replacing collective bargaining agreements in the respective valid version. Remuneration is paid in accordance with the applicable remuneration group as per Federal Pay Scale Agreement (TV EntgO Bund). For more information and access, as well as the currently applicable pay scale, [click here](#).

You will receive a monthly salary statement, which shows your net income, all social security contributions withheld from your gross salary and other income and deductions. In addition, the current vacation entitlement is also always shown here. On the Helmholtz Munich Intranet [here](#) you will find here an English translation of the salary statement for better understanding.



5.2 Guest contract

If you are a visiting researcher at Helmholtz Zentrum München, e.g. as a visiting doctoral student, visiting scientist or student and are financing your stay with a scholarship or fellowship from Germany or your country of origin, you will sign a guest contract with us, in which all details concerning the guest stay, the research purpose, the professional supervisor and the type of financing etc. are specified. The guest contract is always transacted between you, your future or

current institution, and Human Resources Management. Guest contracts are also subject to the requirement of a valid correct visa or a suitable residence permit appropriate to the purpose of stay.

If you are still in the [visa process](#) abroad and the host contract is one of the required documents for the application, please do not worry. You will receive a visa invitation from us (as well as a

5.3 Helmholtz Munich Intranet (HINT)

"Hosting Agreement", if applicable, in the case of a visa according to § 18d - Researcher), which contains all the information about the planned employment as a visiting scientist or doctoral researcher, which can later also be found in the host contract - including the type of funding, the purpose of the research, the duration of the contract, etc. This is common practice and is accepted by all German embassies and consulates abroad. You do **not** need the guest contract to apply for a visa.

In the case of contract renewal, the transaction is carried out between your institution and Human Resources Management. International guest researchers must always keep in mind that in the case of an extension, the residence permit may have to be extended first. Timely planning and appropriate lead time are therefore essential. Please direct any inquiries regarding possible or planned contract extensions to your institute or Human Resources Management.

We recommend that all new international employees and visiting researchers familiarize themselves with the intranet at Helmholtz Zentrum München (HINT) at an early stage. You can find it at <https://hint.helmholtz-munich.de/>. Please note that for security reasons you can only access it after your account has been activated. On HINT you will find comprehensive information about our research center (the various institutes, committees, administrative departments, core facilities, etc.), internal processes, services, and important facilities for daily work on campus.

Here you receive access to a variety of topics and internal announcements, information about campus life, news, and events as well as a selection of useful and central tools for different purposes, e.g. orders (ebiss), chat services (Mattermost), working time registration (Breitenbach), IT failure reports (SPIT) and much more. In addition, you will find many useful forms and templates for everyday use in HINT and also have the option here to search for people quickly and easily via the address book, so that you quickly have the right contact person for your request at hand. These are just some of the features, see for yourself!

5.4 Corporate benefits for employees

An extensive benefits program with a variety of discounts is available to all employees of the center. Wellknown suppliers from a wide range of industries (fashion, technology, tourism, banking, and insurance, etc.) offer you products and services at very attractive special rates. The advantage for you: You will enjoy significant discounts and exclusive services. The use of the platform is completely free of charge. This [link](#) will take you to the employee discounts and will allow you to search for the products you want by industry.

Prior to initial access, a one-time registration is required, which allows you to access the presentation platform and the offers located on it. The portfolio of attractive offers is expanded monthly with new providers and offers, and you will receive an e-mail at the beginning of each month with the current offers of the month. It's worth a visit!

Please note that the Corporate Benefits (employee discounts) apply exclusively to persons with an **employment contract** at HMGU.

5.5 Facilities and services

At Helmholtz Zentrum München, there are a large number of facilities and departments that are central to science and administration at HMGU, regulating and promoting cooperation and ensuring that all research activities can take place as smoothly as possible in the most up to date way. If you are new to the Center, we recommend that you familiarize yourself with the Intranet at the Center - [Helmholtz Munich Intranet \(HINT\)](#). Especially under the tabs [The Center](#), [Services](#), [Guidelines & Forms](#) as well as [Campus Life](#) and [Tools](#), you can expect practical support and quick answers to questions about everyday work at our research center. Also helpful are the location and campus maps, which you can view and download [here](#), so you can easily find your way around campus.

We would like to provide you with some important facilities and services for international employees and visiting researchers below. Please note that some of the links provided in the following chapters lead directly to HINT and are therefore available only to active employees. Thank you for your understanding.

5.5.1 Career and employment

At Helmholtz Zentrum München, you can expect a comprehensive range of services in the area of career and employment, e.g. with regard to talent management and promotion of young scientists, further education and training, as well as professional services especially for families and foreign employees and visiting researchers. For an overview, visit HINT at <https://hint.helmholtz-munich.de/services-richtlinien-formulare/beschaeftigung-karriere>

Human Resources

With its various teams, the Human Resources Department is one of the most important departments in the area of administration, both for newly recruited and already employed staff and visiting researchers at HMGU. In the cooperation between the scientific institutes and departments, the employees as well as other departments, the human resources department supports and advises you on all questions regarding your employment or guest contract, your payroll, health and social insurance, vacation and further education and much more. In HINT you can access the intranet, [here](#) the individual teams and your specific contact persons. If you are unsure who they are, feel free to contact your institute/department or the International Staff & Dual Career Services team.

For international employees and visiting researchers, the International Staff & Dual Career Services team in particular is the central point of contact for all questions regarding important formalities, onboarding and central relocation issues before, during and at the end of their stay in Munich. Detailed information on the services can be found under item 1.3 in this brochure.

“Helmholtz Graduate School Environmental Health (HELENA)” is a joint initiative of Helmholtz Zentrum München – German Research Center for Environmental Health, Ludwig-Maximilians-Universität München (LMU) and Technische Universität München (TUM) to support PhD students and train a new generation of leading scientists in health and environmental research. HELENA serves as a springboard for doctoral students to pursue careers in research, clinical practice, industry, and/or management. The following elements prepare the young scientists for the international job market and for management positions:

- › Participation in intensive scientific training
- › Integration in multidisciplinary and international research teams
- › Supervision and mentoring by a personal thesis committee
- › Work on translational projects with close links between basic and clinical research
- › Access to advanced technology platforms and training, as well as support and basic training in biostatistics
- › Support in the development of international networks through financial support for conference participation and research stays
- › Participation in continuing education courses for the development of leadership, management and communication skills
- › Support from the Career Center at Helmholtz Zentrum München for the development of different career options and career paths

For detailed information on the range of consulting services, we recommend the official [website](#) of HELENA as well as the corresponding intranet [site](#) in [HINT](#).

Information on enrollment at Munich universities is available [here](#) on the HELENA website or directly from the universities in question.

Helmholtz Zentrum München attaches great importance to supporting young scientists in their personal and professional development. Within the framework of a scientific and interdisciplinary training program, postdocs are qualified for a career in academic research and industry. The Scientific Training Program for Doctoral and Postdoctoral Researchers is also a highly interesting program for young scientists at HMGU. Inquire directly on the [program website](#) about events, opportunities and participation requirements. In close cooperation with the Postdoc Association, the independent representation of postdocs at the Center, we support the further qualification of our postdocs with network meetings, among other things. For more information on service opportunities for postdocs at the Center and about the Postdoc Association, [click here](#).



Career Center

The **Career Center** is the central contact point for all young scientists at HMGU. It advises young scientists with a view to an academic career and provides guidance on career options and key competencies for various careers within and outside of academic research. The best thing to do is to visit the Career Center's [website](#) directly for more information on counseling and coaching services, exciting events, career talks, workshops, and much more.

5.5.2 Workplace and infrastructure

Whether it's your PC workstation on campus or your job in the lab, at <https://hint.helmholtz-muenich.de/services-richtlinien-formulare/arbeitsplatz-gebäude-infrastruktur> you can find answers to everyday questions about topics such as:

- › Office and laboratory equipment
 - › IT at work
 - › Occupational safety
-

5.5.3 Health and occupational safety

Keeping employees healthy and safe is a major concern for us, which is why we offer all employees comprehensive health and occupational safety services. On the intranet you can find detailed information about what you can benefit from [here](#).

Occupational Health Management (Betriebliches Gesundheitsmanagement - BGM)

Our employees are our most important resource. Our health concept therefore includes coordinated offers for workplace health promotion. Within the framework of a health concept consisting of various modules, we pursue the goal of enabling and promoting healthy behavior. In our biannual program Mensch im Zentrum (People at the Center) you will find information about our varied course curriculum as well as ongoing opportunities. More than 20 different classes of 30, 45, 60 or 90 minutes are offered five days a week in our classroom (Building 26, Room 013). We work together with the external partner pepp4success,

but internal employees with appropriate qualifications also enhance our program with high-quality presentations. You can also find more information about the courses under the item **Sports and Leisure** (Sports at the Center) in this brochure.

For an overview of our range of services and your questions about occupational health management and contact persons, we recommend the [flyer](#) on occupational health management and our [intranet site](#) on this topic.

Corporate integration management (BEM)

Company integration management (BEM) is an offer of support from the employer for employees who have been or are incapacitated for work for a longer period of time (42 days) without interruption or repeatedly within a year. The aim of BEM is to investigate the causes of the employee's periods of incapacity for work and to find measures and options that will help the person concerned to avoid or at least reduce future periods of incapacity for work. By acting in a timely manner, the aim is to identify and deploy needed preventive and rehabilitative measures at an early stage in order to restore and maintain the ability to work in the long term. For more information, please visit the HINT on the page <https://hint.helmholtz-munich.de/services-richtlinien-formulare/gesundheits-sicherheit/gesundheitsangebote-am-zentrum>.

Occupational health care guidance (company physician)

Our company medical service advises you as an employee on all matters relating to safety and health at work. For certain activities, occupational health screening is also mandatory, which is compulsory for you. Our company physicians Dr. Werner Kirchinger, Dr. Gabi Hoffbauer (external) and Dr. Stefan Eder (external) are of course subject to **medical confidentiality** at all times. Even if you feel ill during working hours or have a minor injury that needs to be tended to, you can always contact the company medical service. Every year, HMGU employees also have the opportunity to be vaccinated against influenza (and currently against SARS-CoV-2) there. [Here](#) you will find further information and the specific contacts under the item Company physician: Services.

5.5.4 Campus life

Mensa = cafeteria

The cafeteria is Helmholtz's own canteen for all employees and researchers at Helmholtz Zentrum München. It is an important meeting point and also serves as a platform for informal exchange between colleagues of the own team as well as colleagues of other institutes and departments. Especially if you are new to the center, lunch together will give you the opportunity to meet new people and socialize. You can have lunch there and buy snacks and drinks. You decide whether you want to eat there (e.g. also on the terrace in nice weather) or buy something to go. The opening hours and the current weekly menu can always be found in the [HINT](#).



Central Library and PhD Café

The Central Library is located in Building 23 and is available to all employees and visiting researchers. You can gain access with your campus ID card. The Central Library offers comprehensive services in the areas of literature acquisition, open science publishing, publication documentation and document archiving. For more information on on-site infrastructure, such as Internet workstations, courses & tutorials, lending of books and artwork, scanning and printing facilities, please contact [HINT](#) directly.

The Central Library is also home to the PhD Café, which is open every day from 7 a.m. to 9 p.m. Here you will find seating as well as coffee and snack vending machines.

Sozialwerk

The Sozialwerk (Social Welfare) Association at Helmholtz Zentrum München has been supporting the sports activities of its members since 1998 and promotes the use of sports and leisure activities by providing financial grants, for example.

All Sozialwerk members receive discounts when booking sports classes as part of the company health management program, discounted theater and concert tickets, voucher books and discounts at certain companies such as some DIY stores and the METRO wholesale store, and much more. Members of the Sozialwerk also have the opportunity to book a free stay in a Sozialwerk vacation apartment in Abtenau or Saalfelden after long-term illnesses, subject to availability. All information about the offers and how to join the Sozialwerk can be found on the homepage of the association at: <https://www.sozialwerk-helmholtz-muenchen.de/>



5.6 Continuing education and language courses

We offer our employees extensive training opportunities for various target groups and subject areas. As the specialist department for learning and development, HR Development will be happy to advise you on the individual opportunities and services in the area of internal and external training, digital learning, coaching, peer consulting at the center, and much more. We qualify you for your work at the center and thus support you in your career development. We support you in expanding your knowledge and skills so that you can develop your full potential.

If you are already employed with us, you will find a lot more information and the right contact person for your request on the intranet site of the personnel development department: <https://hint.helmholtz-munich.de/das-zentrum/abteilungen/personal/personalentwicklung>. [Click here](#) to go directly to the current continuing education program (as of 2021) and to information on registration.

German courses

Language courses are particularly important for many international employees. Learning the German language alongside your job is always a challenge, as it requires commitment and time resources, and yet language skills and knowledge of German living and working culture are essential building blocks for successful integration in Germany, especially if you are planning a longer stay in Germany. For professional life, but also for private life, human interaction and getting to know people, discovering, and experiencing your new environment, knowledge of German is the key to a successful, enriching stay in Germany.

For international HMGU employees from third countries, German language skills may also be important for certain residence titles. Thus, in some cases for obtaining an unlimited residence title (e.g. settlement permit) or, for example, naturalization in Germany, knowledge of German, including the obligation to provide proof in the form of a certificate, is a prerequisite for issuance.

Learning German at Helmholtz Zentrum München

Every HMGU employee has the opportunity to attend in-house German courses, which are tailored to the individual level, free of charge and online, of course always in consultation with the respective supervisor. These are organized by the language institute Modolino, Munich. For all questions regarding German courses at Helmholtz Zentrum München, please contact [Human Resources Development](#) directly.

Outside the center, there are also extensive opportunities in and around Munich to participate in online and face-to-face German courses on a cost basis, learning and developing oral and written skills as needed. On the website of the city of Munich you can find a variety of German course providers in Munich: <https://www.muenchen.de/service/branchenbuch/S/331.html>

Below you will find a list of possible providers:

- › www.inlingua-muenchen.de
- › www.sprachschule-aktiv-muenchen.de
- › www.iq-wissen.de
- › www.sprachcafe-muenchen.com
- › www.deutschakademie.de
- › www.sprachschule-creative.de
- › www.lima-sprachschule.de
- › www.sprachschule-axioma.de

Other providers of language courses and information platforms surrounding the German language

- › www.tandem-muenchen.de
- › www.languageint.de
- › <https://www.mvhs.de/>

Providers generally follow the Common [European Framework of Reference for Languages \(CEFR\)](#), which maps language competence into levels. The aim of the CEFR is to make the various European language certificates comparable with each other and to create a benchmark for the acquisition of language skills. A distinction is made according to six language levels.

A1	Breakthrough
A2	Waystage
B1	Threshold
B2	Vantage
C1	Advanced
C2	Mastery

- › Adult Education Centers www.vhs-lernportal.de, www.volkshochschule.de
 - › German as a Foreign Language Association (FadaF) www.fadaf.de
 - › German Academic Exchange Service (DAAD)
 - › Carl Duisberg Centers
 - › Deutsche Welle www.dw-world.de, www.dw.com (Free online courses)
 - › Deutscher Bildungsserver www.bildungsserver.de (Information portal for learning German)
 - › Federal Ministry of Labor and Social Affairs www.bmas.de (information on job-related language courses)
 - › Goethe-Institut (Cultural Institute of the Federal Republic of Germany) is active worldwide and offers certified courses www.goethe.de
-

German language diplomas and certificates

German examinations leading to recognized language diplomas as well as language certificates for German as a foreign language certify the successful completion of the corresponding German course as well as the level of competence achieved. Evidence of language skills is needed for the job market, among other things, as it greatly increases one's professional chances of finding a job. However, language certificates are not only important professionally and academically, but also for a variety of formalities. For example, they are often also a prerequisite for the issuance of **certain residence titles** for third-country nationals.

The most important official language certificates are those of the **Goethe-Institut** and **TestDaF**. The language exams are based on the levels of the Common European Framework of Reference for Languages (CEFR) (see above).

5.7 Recognition of foreign qualifications

[Here](#) you can obtain an overview of the most important language certificates for the German language. Please note that in some cases authorities only accept certificates from certain providers. Therefore, it is absolutely recommended to obtain the necessary information from the respective office in advance.

If you would like to learn other foreign languages in Germany besides German, you will find a wide range of offers either with the providers already mentioned, or you can contact the respective cultural institute of the country whose language you would like to learn. There you can get information about language courses and certificates.

Spanish www.munich.cervantes.es/de

Italian www.iic-muenchen.de

French www.institutfrancais.de

English www.cambridgeinstitut.de
www.amerikahaus.de

If you have completed a course of study or qualified vocational training outside Germany and would like to work in your profession in Germany, you should have your university degrees and professional qualifications acquired abroad recognized. It is important to clarify whether your profession is regulated in Germany or not. You can find out [here](#).

In a **regulated** profession (these are legally protected professions, e.g. medical professions or legal professions, but also teachers at state schools) the **recognition** of your foreign university degree by the competent body is **mandatory**. For example, medical professions, legal professions, teaching at state schools and professions in the public sector are regulated.

In the case of **non-regulated professions**, recognition by establishing the equivalence of foreign professional training is **not** a mandatory **prerequisite** for practicing the profession, but it is a prerequisite for a third-country national to obtain a visa or a **residence permit**. Here one needs either the formal statement of equivalence from the competent recognizing body or a comparability of the degree from the Anabin database.

If you are a third-country national and have obtained your degree abroad, then the **recognition**

or **certificate evaluation** of your foreign degrees is the prerequisite for applying for a visa or **residence permit**.

→ We recommend that you check this before entering the country. Please allow sufficient time for the recognition process as it can take approximately 3 to 4 months.

To find out how your foreign university degree is evaluated or recognized in Germany, you should run a check in the [Anabin database](#). The Anabin check can replace the **certificate evaluation** and is sufficient for submission to the immigration authorities or German missions abroad for the application of a visa or **residence permit**.

Recognition after Brexit

For the recognition of British professional qualifications in Germany, the regulations for professional qualifications from third countries have applied since January 1, 2021. For more information, click here: <https://www.bq-portal.de/aktuelles/anerkanntungen-nach-dem-brexit>

Meaning and differences at a glance:

	Recognition	Testimonial evaluation	Anabin check
Meaning	Determination of the equivalence of the foreign higher education degree or vocational training	Evaluation and certification of foreign professional and academic uses	Comparability of a foreign university degree
Document	Recognition notice	Testimonial evaluation	Proof of evaluation from the Anabin database (Anabin lists the degrees)
Need	In the case of a regulated profession, mandatory requirement for applying for a residence permit	In the case of non-regulated professions, not a mandatory requirement for practicing the profession, but in this case necessary for applying for a residence permit	Can replace the certificate evaluation; however, the educational institution and the degree must always be H+ or comparable; for the application for a residence permit, the Anabin check is sufficient
Responsible office	The recognition body responsible for the reference occupation is responsible	"Zentralstelle für ausländisches Bildungswesen" (Central Office for Foreign Education - ZAB) is responsible	Online database
Duration	approx. 3-4 months	max. 3 months after receipt of complete documents and fees; 2-3-week evaluation purpose Blue Card	Immediately
Costs	The recognition procedure can cost up to € 600	Initial application € 200 Each additional application € 100	No cost

5.7.1 Recognition

What is recognition and what is it necessary for?

Recognition (also called equivalency determination) of a foreign educational qualification means confirmation of the value of that qualification needed for different professional and academic purposes. With the recognition, the applicants receive the same professional rights as persons with a German professional qualification. This means that the foreign professional qualification is equivalent to a German one for a specific reference profession. Recognition promotes integration into the job market for foreign professionals.

Recognition is **always** necessary for regulated professions. Therefore, you should first find out whether your profession belongs to the so-called regulated professions in Germany.

Nationals of a member state of the European Union, another member state of the European Economic Area (EEA) or Switzerland who obtained their degree in another EU country must apply for recognition in **regulated** professions in the same way as persons from third countries. However,

5.7.2 Certificate evaluation

What is a certificate evaluation and what is it necessary for?

the procedures are often less onerous, e.g. for some professions there is automatic recognition according to the EU Directive. In case of doubt, contact the responsible recognizing body. They will tell you which rules apply in your case. For more information on the EU Professional Recognition Directive, [click here](#).

Responsible for the recognition is the recognizing body responsible for the reference profession. An overview of the professions regulated in Germany and the respective recognizing bodies can be found [here](#).

You can also submit your [application for recognition](#) from abroad.

Required Documents:

- › Application for recognition on the website of the competent body for downloading
- › A copy of your passport/ID card
- › Evidence of the content and duration of your professional qualification
- › Depending on the profession and application procedure, additional documents may be required

→ The recognition office will check your documents. It will confirm receipt of your application and tell you if you need to submit any additional documents. It compares your professional qualification with the German reference profession. It takes into account your professional experience and other qualifications. The recognition process usually takes about 3 to 4 months. The process will not begin until you have submitted all required documents (e.g. employment and degree references or resume). For more information, [click here](#).

You can be supported by various institutions in financing the costs incurred for the recognition procedure. You can find more information here: <https://www.anerkennung-in-deutschland.de/html/de/finanzielle-foerderung.php>

A certificate evaluation describes and certifies your foreign professional and academic [uses](#). This can be issued only for the non-regulated professions. However, it is a prerequisite for the foreign citizen to obtain a residence permit as a qualified specialist. An evaluation is carried out by the Zentralstelle für ausländisches Bildungswesen (Central Office for Foreign Education – ZAB). This is intended to facilitate your access to the German job market with a foreign educational qualification. It is a comparative assessment, but not a recognition! The ZAB issues certificate evaluations for higher education degrees from all countries of the world. You can submit an application [here](#).

→ Your request for certificate evaluation will be processed only if all required documents are attached in the correct form. The [checklist](#) will help you compile the documents for your testimonial evaluation. The procedure takes a maximum of 3 months. Attention: In the case of a visa application for an EU Blue Card, the assessment takes place within [two to three weeks](#).

5.7.3 Anabin database

What is Anabin and what is it necessary for?

Anabin stands for Recognition and Evaluation of Foreign Education Certificates. It is a **database** for information on the evaluation of foreign educational certificates. It supports authorities, employers, and private individuals in classifying a foreign qualification in the German educational system.

The database contains information on the assessment of foreign university degrees, university entrance qualifications, intermediate educational qualifications, and vocational qualifications.

If you would like to find out how your foreign degree is **evaluated or recognized in Germany**, [click here](#). This assessment record from the Anabin database can replace the certificate assessment.

→ For comparability, the foreign **educational institutions and the degree** must always be **H+** rated.

The evaluation or recognition should be obtained from Anabin in advance before entering the foreign country.

If you do not find your degree, it is a good idea to search under "Search by Degree Type". As a rule, the information you find under the "degree type" is also transferable to the associated degrees.

In general, it is recommended to have your degrees recognized, as you are in a much stronger position with a recognized degree than with a non-recognized degree.

At a glance

Is your foreign university degree recognized in Germany?

For foreign university degrees, the issuance of a certificate evaluation by the ZAB is required in order for your degree to be recognized for **placement** purposes. The certificate evaluation may also be required for applying for a national visa as well as a residence permit for Germany. Please apply early for certificate evaluations, as the process can take up to 3 months. Please take care of the proof of the evaluation of your degrees acquired abroad (by means of ANABIN extract or certificate evaluation) as early as possible, as the process can take up to 3 months.

Step 1 Is my degree already listed in the ANABIN database?

→ [ANABIN instructions in English language](#)

YES: Print out the proof and attach it to your application materials.

NO: Continue with step 2.

Step 2 Have your college transcripts evaluated by the Central Office for Foreign Education (ZAB) by submitting an application for transcript evaluation. The certificate rating indicates the level of the German educational qualification to which your foreign qualification is comparable.

To request a certificate evaluation

To get a [certificate evaluation](#), please use the [ZAB application form](#).

Please complete the full application form and attach all relevant supporting documents. To find out which documents are required, please refer to the [ZAB checklist](#). Here you can filter by country. Send the signed application along with all supporting documents to:

Central Office for Foreign Education (ZAB) | P.O. Box 2240 | 53012 Bonn | Germany

Further information

Below you will find some information portals and websites that provide useful information on the topic of professional recognition for international professionals.

Central Service Point for Professional Recognition (ZSBA) <https://www.anerkennung-in-deutschland.de/html/de/pro/zsba.php>

Recognition of foreign professional qualifications (flyer) https://www.anerkennung-in-deutschland.de/assets/content/Medien_Dokumente-AI/2021-flyer-anerkennung-in-deutschland.pdf

Federal government portal for skilled workers from abroad

German: <https://www.make-it-in-germany.com/de/>

Portal of the Federal Institute for Vocational Education and Training (BIBB)

German: <https://www.bibb.de/>

The bq portal for the recognition procedure for persons with training professions

<https://www.bq-portal.de/>

Private counseling centers "Company Professional Recognition" (UBA)

<https://www.unternehmen-berufsanerkennung.de/das-projekt/berufsanerkennung>

Free advisory centers locally in Munich

If you would like to know whether the recognition of your qualifications acquired abroad is necessary, you can obtain free advice in Munich from the [Service Center for the Development of Foreign Qualifications](#). This service point:

- › advises you on the recognition possibilities
- › informs you about the responsible recognizing body
- › supports you in the application process
- › accompanies you in the recognition process if required
- › explains the recognition notice to you and points out additional options

+49 (0)89 233-40520

Tuesday: 11 a.m. to 12 p.m.,

Thursday: 2 p.m. to 3 p.m.

anerkennung-fachkraefte.soz@muenchen.de

Working and Living in Germany Hotline

You can reach the Working and Living in Germany hotline from Monday to Friday from 8 a.m. to 6 p.m. CET by calling +49 (0)30-1815-1111. The hotline answers your questions on the following topics in German and English:

- › job search, work, and career
- › Recognition of foreign professional qualifications
- › Entry and stay
- › Learn German

Frankenstrasse 210 | 90461 Nuremberg

+49 (0)30 1815-1111

<https://www.bamf.de/DE/Service/ServiceCenter/ThemenHotlines/ArbeitenUndLeben/arbeitenundleben.html>

5.8 Translation and certification of documents

During your stay in Munich, you will need translations of documents and/or their certification for various purposes and offices. Sometimes the original is also required for formalities for viewing, along with an additional copy. Certificates and documents must also be submitted as **certified copies**. If the original documents are not available in German or English, you must also submit a certified translation of the original document.

For what purposes may I need certified copies and/or certified translations?

- › Enrollment and admission as a doctoral student (certified copies and certified translations (in German or English) of university entrance qualifications and of university certificates
- › Application for issuance or renewal of a residence permit
- › Subsequent immigration of spouse and/or children (copy of marriage certificate, if applicable copy of birth certificate or birth certificate of children)
- › Taking up employment

Please always make sure to check with the respective office or institution which documents have to be submitted there and in which form. There may be limitations. Other criteria:

- › As a rule, **all documents and certificates** must be submitted in German or English and in original or certified form.
 - › Sworn translators are not allowed to certify documents in the original language. However, you can have your documents translated and then have the already **certified translations** certified at an appropriate office.
-

Where can I have documents certified?

Abroad

- › Schools, colleges and language schools
- › the German embassies and consulates on site
- › the cultural department of the embassy of the country from which the certificate originates
- › Authorities and notaries who are authorized to perform official certification in your home country.

In Germany

As a rule, any public body that bears a seal can also certify foreign-language documents - **but it is not obliged to do so**. Often, only German documents are certified by these offices. This is the case, for example, with the Munich citizens offices, as you can see from the KVR [website](#). If you cannot find a public office in Germany that certifies your documents, you are welcome to contact the respective embassy or the consulate of your country of origin in Munich (see point 2.4, Diplomatic representations) or a notary. Good places to start are generally **town halls, municipalities, citizens offices, parish offices, courts and notaries**.

You can search for a notary in your area online, e.g. at <https://www.muenchen.de/service/branchenbuch/N/720.html> or on the information portal of the Federal Chamber of Notaries: <https://www.notar.de/>

Where can I have my documents translated?

Abroad

Translations are relatively expensive in Germany. It can often be cheaper to have your documents translated in your home country. Please note: However, these may not be recognized in Germany (e.g. by authorities such as courts, certificate recognizing offices, etc.). Be particularly careful here and obtain detailed information in advance – if necessary, from the responsible German diplomatic mission abroad.

In Germany

On the website of the [German Federal Association of Interpreters and Translators \(BDÜ\)](#) you have the possibility to search for translators and interpreters for different purposes (simple translation, sworn translation). The [interpreter and translator database of the state judicial administrations](#) is also highly recommended. This is a comprehensive platform where you can search for publicly appointed and sworn translators and interpreters (for oral translation, e.g. to accompany you to an appointment).

There are several freelance translators and translation agencies with offices in Munich that you can find online: <https://www.muenchen.de/service/branchenbuch/U/2083.html>
<https://www.uebersetzer-muenchen.net/>

It is always advisable to obtain not just one, but two or three different quotes (cost estimates) so that you can compare services and costs. **Tip:** Local consulates and embassies also have lists for this purpose, which you can consult.

→ Make sure that **certified translations** can be made of your certificates and documents. In Germany, there are various designations for translators who are officially authorized to do so. They are usually referred to as "publicly appointed", "sworn", "sworn in", "authorized" or similar. The differences result from the respective formulations in the different laws of the federal states.



6 Living in Germany

Especially after arrival in Germany, there are a lot of initial formalities to take care of. Where can I get assistance with moving in and out of my apartment, how do I open a German bank account, and where can I get my tax identification number? What if I get sick or a family member gets sick? In this chapter you will find answers to these and many other questions about daily life in Germany.

→ The app **INTEGREAT** from the City of Munich, a digital guide for new immigrants, is also highly recommended for getting started and for integration in Munich. The app can also be used offline free of charge and offers a concise orientation for all questions concerning daily life and arrival in Munich. The contents are easy to understand and available in German, English, Arabic, Farsi, Bulgarian, Romanian, Croatian, and Kurmanji. A translation into other languages is planned. The app is available online at <https://integreat.app/muenchen/de> and in the [Google Play](#) Store and [Apple Store](#).

→ The app **O-Phase LMU** is a virtual university and city guide for new students at Ludwig-Maximilians-Universität Munich. It was developed by students from the LMU WASTI student body and the LMU WiWi O-Phase team to help new LMU students with onboarding. Despite social distancing and lockdown, they should feel welcome at the university. Installation links: iOS: <https://apps.apple.com/de/app/id1534579872>
Android: <https://play.google.com/store/apps/details?id=com.planlauf.ophaselmu>
YouTube video on this topic: <https://www.youtube.com/watch?v=AsGMQSI-6mA8>

6.1 Relocation and residence registration

Moving to another country, possibly even with your entire family, is an enormous logistical challenge and requires good planning. It may be worthwhile to enlist the services of a moving company. These provide assistance with all issues associated with moving to a new country.

Even though the services of moving companies are expensive, it is worth investing money here, considering how much easier and smoother the move to a foreign country can be as a result.

[Here](#) you can get an overview of possible moving companies and contact them if you are interested.

Temporary storage of your furniture or household items after moving in / moving out

If you are moving to a new apartment and cannot take all of your furniture or household items with you, you can temporarily store easily, safely and subject to charge in a secure container.

Storage room insurance

Why is storage insurance necessary? You need storage insurance so that you can be compensated for any damage to your furniture that occurs during storage (such as due to fire or burst pipes).

Many storage companies offer insurance to cover stored items. With some providers, taking out such insurance is even mandatory in order to be able to rent a storage space at all.

Some of them also offer boxes, locks and packing materials to help tenants pack and keep their items safe. Furthermore, some providers also offer truck rental or even free use of a truck. Below you will find some companies that offer these services:

<https://www.myplace.de/en>

<https://www.yourstorebox.com/en/storebox>

<https://www.shurgard.de/en/self-storage-in-germany/munich>

Residence registration

In Germany, registration is mandatory for a planned stay of more than three months. This states that all new residents are required by law to register their new residence within **14 days** of moving in.

Residence registration is one of the most important formalities after arrival in Germany, and we recommend that you take care of it as soon as possible. However, it is important to know that you can only complete residence

registration if you get a form called Wohnungsgeberbescheinigung (housing provider certificate), in which the landlord of the apartment or room certifies that he/she is renting the living space to you. Therefore, please make sure (especially if you are still abroad) that you receive the housing provider certificate in time before renting. The lease in itself is **not** enough.

It is also important to keep in mind that temporary accommodations such as hotels, aparthotels, hostels, guest houses and Airbnb accommodations usually do not issue housing provider certificates. There are exceptions, but be sure to be careful and clarify this point before booking the accommodation if necessary.

Third-country nationals need to know that they cannot book appointments with the immigration authorities or apply for a residence permit without successfully registering their residence. Residence registration is a mandatory requirement. So, if you are entering the country with a visa and you need to renew it promptly, you will need long-term accommodation, with which you can register the residence, as soon as possible. Applications that you submit without already being registered will **not be processed** by the immigration authorities.

Please also bear in mind that in many cases you will also need to submit a certificate of registration for other formalities such as opening a bank account, booking a daycare place, etc. This step is therefore the first priority after entry.

How do you go about registering your residence?

You can always register the residence only in your current place of residence. If you live in Munich (city), the Munich citizens offices are responsible for you. If you live in the district of Munich, the surrounding area, or another city, it is the citizens offices of the municipalities or the citizens offices at the respective place of residence.

In Munich, you can either book an appointment online to register in person at a citizens office [here](#) or submit the documents electronically by e-mail. For submission by e mail, please fill out the Registration Form (see the bottom of the web page under Downloads) and have your landlord fill out the housing provider certificate form (if he/she has not already given it to you - but which is normally the case). You then send an e-mail to buenger-buero.kvr@muenchen.de, attaching the following documents:

- › the housing provider certificate (please enter all persons moving in with you)
- › your rental agreement
- › a copy of your passport(s) if you are moving in with your family or additional people
- › registration form (family members, spouses and partners can be indicated in the same form, other persons, e.g. roommates, must always fill in separate forms)

If you live in the district or surrounding area, you will find an overview here with information on the most important residents' registration offices or citizens offices, along with the contact persons for booking appointments for residence registration and direct information:

City of Unterschleißheim https://www.unterschleissheim.de/fileadmin/dokumente/Buergerbuero/Info_BB_Bundesmeldegesetz.pdf

Community of Oberschleißheim <https://www.oberschleissheim.de/index.php?id=0,68&aid=218>

County of Starnberg <https://www.lk-starnberg.de/B%C3%BCrgerservice/Landkreis-Starnberg/Gemeinden-und-Stadt/>

City of Freising <https://www.freising.de/rathaus/buergerbuero/meldewesen#c1773>

City of Erding <https://www.erding.de/rathaus-buerger-service/verwaltungsgliederung-a-z/einwohneramt>

After successful registration, you will receive an official **registration confirmation** on site or by mail (depending on how you applied), which you should keep stored in a safe place. You may be required to present this to official agencies/offices. As mentioned above, it also serves as proof for the immigration authorities.

Re-registration and deregistration

If you move within Germany, you must also re-register your residence. Residence re-registration consists of registering at your new place of residence, as you did when you first registered. This means that you have been duly re-registered.

Third-country nationals must note that a move may under certain circumstances also mean a change in the responsible immigration office (Ausländerbehörde). When you register at the new citizens office, it is important to show your current residence permit there. Usually, this is then provided with an adhesive label on which the new address is written.

If you leave Germany permanently, you must **deregister** your German residence. Residence deregistration takes place at the current place of residence. If you live in Munich (city), this is done accordingly at the Munich citizens offices. To do this, use the Deregistration Form on the City of Munich website: https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Registration-Deregistration.html (below under downloads)

Here you indicate where you are moving to (city and country). Family members, spouses, and partners can be listed on the same form, other persons, e.g. roommates, must always fill out separate forms. In the district of Munich/surrounding area/other cities, you also proceed in exactly the same way as for registration and use the same contact persons for booking appointments.

6.2 Bank account

After your arrival, you should open a German bank account as soon as possible. Most payments in Germany are processed electronically. This applies to monthly fixed costs such as rent, electricity or telephone/Internet/television, as well as income such as salary or social benefits. A checking account is absolutely necessary for professional employment in Germany. But even if you have a guest contract with us for a longer period of time,

this will be relevant for you. Even if you already have an account in an EU country, you will still need a German account in any case for the above reasons.

Both branch and direct banks offer **checking accounts**. This means that cashless money transfers can be made either at the branch or on the Internet. Many branch banks offer their customers the option of online bank-ng in addition to their in-house service. Current accounts vary in terms of fees and conditions from bank to bank. For example, some institutions waive account maintenance fees if the checking account is managed as a salary account or if there is another monthly cash inflow. The costs for cash withdrawals or the associated credit card also often differ greatly. In some cases, the checking account also earns interest or is linked to a free deposit or overnight deposit account.

You have the choice between a classic account at a branch bank with various account models or at one of the many online banks. The way banking transactions are conducted has changed significantly in recent years. Nowadays, many people no longer need the onsite service of branch banks and opt for a purely online bank so that they can carry out their financial transactions quickly and flexibly, especially while on the go and easily via their own smartphone. The decision here is very individual and depends on your personal needs.

When you choose a branch bank account, you have many choices. In any case, it is recommended to compare offers before you decide. Examples of potential banks include:

- › Deutsche Bank
- › Commerzbank
- › Münchner Bank
- › Postbank
- › Sparda Bank
- › Stadtsparkasse München
- › Kreissparkasse München Starnberg Ebersberg
- › Unicredit Bank
- › Volksbank
- › HypoVereinsbank

For more info on banks near you, visit: <https://www.muenchen.de/service/branchenbuch/B/42.html>

If you choose an online bank, you are also spoiled for choice here. Possible direct banks include the following:

- › [N26](#)
- › [ING](#)
- › [DKB](#)
- › [Commerzbank](#)

On the online comparison portal **CHECK24**, you can search for banks by filtering for the desired account type in the left column. You can also search for online banks, obtain information, and compare prices and services on the following sites:

<https://www.netzsieger.de/k/online-banken>

<https://www.bankenonline.org/>

<https://www.finanztip.de/girokonto/online-konto/>

What do I need to open an account?

To open an account, you should have your identity card or passport, your residence permit (for third-country nationals) and your certificate of residence registration ready. **Third-country nationals with a visa** who do not yet have a long-term residence title must also take into account that the visa may not be accepted. In some cases, you can open a bank account at certain banks only with the residence permit. If you have problems at branch banks, you can consider **online banks**, which sometimes have less strict requirements and also accept Visa. Therefore, plan enough time for your decision.

EC (debit) cards and credit cards

The biggest difference between a debit **card** and a **credit** card is that when paying with a debit card, the account is debited promptly. The money will be debited one or two days later. For credit cards, this is usually only the case at the end of the month. In addition, EC cards are linked to a checking account. Credit cards are a popular and common means of payment for online purchases. Even if you are on the road and travel a lot, both professionally and privately, owning a credit card makes sense. Credit card fees vary from bank to bank and from account model to account model. Please always check with the appropriate banks.

For HMGU employees, the following applies:

As your employer, we also require a valid German bank account from you very promptly, i.e. within the first 1 to 2 weeks, to which we will transfer your salary on a monthly basis. Therefore, please forward your German IBAN to the payroll accountant at the HR department responsible for you as soon as possible.

6.3 Taxes

In Germany there are different types of taxes such as income tax, trade tax or value-added tax. They are the state's most important source of revenue, from which it finances spending for the common good – such as social security, education, health, or transport infrastructure.

How do I obtain my tax identification number (Tax ID) and what do I need it for?

Every citizen automatically receives a tax identification number when they are born or move to Germany. German nationals already have them. Foreign nationals will receive it by mail as soon as they have successfully registered their residence, since a German residence is a prerequisite for issuance. You will only receive a German identification number once in your lifetime, which means that even if you move within Germany, it will remain the same.

You can usually find your tax ID on your most recent income tax notice and on your annual income tax statement. If you have not yet received it or can no longer locate it, you have the option of requesting it again from the [Federal Central Tax Office](#).

As an employer, we need your tax identification number promptly at the beginning of your stay with us in order to pay the taxes to the tax office. You must also indicate this number in all applications, notifications, or declarations regarding income tax to the tax office. You will also be asked about this when you apply for child benefits. Therefore, always keep it in a safe place. A selection of useful FAQs on the subject of tax identification numbers can be found [here](#).

6.3.1 Income tax

For employees, **income tax** is the most important tax. It is deducted directly from your salary by your employer as so-called **wage tax** and forwarded to the tax authorities. Income tax is levied on all income in a calendar year, including, for example, income from renting and leasing in addition to salary from employment. There is a

so-called basic tax-free amount, which is currently € 9,744 for single persons and € 19,488 for married persons. If your income is below this limit, you do not have to pay taxes. If the income is above this basic tax-free amount, you pay income tax on it. <https://www.steuertipps.de/lexikon/g/grundfreibetrag> (as of 11/2021).

The **solidarity surcharge** is a so-called supplementary tax that has been levied as a tax on income and corporation tax since 1998. Since then, all taxpayers whose income tax exceeds an exemption amount have had to pay a solidarity surcharge. It was abolished for lower and middle incomes. Single employees subject to social security contributions who earn no more than approximately € 73,000 gross per year will no longer pay the solidarity surcharge from 2021. https://www.haufe.de/personal/entgelt/entwurf-zur-teilweisen-abschaffung-des-solidaritaetszuschlags_78_497972.html (as of 11/2021).

Some religious communities in Germany levy a so-called **church tax**, which can vary in amount. If you are a member of a religious community that levies church tax and enter your denomination accordingly in the registration form when you register your residence, this will also be deducted

directly from your salary. You will find the appropriate deductions on your payroll statement. If you leave the church during your stay in Germany, this will automatically be reported to the tax office. This means that church tax contributions will no longer be withheld from your salary in the future.

Income tax return

After the end of the calendar year, you have the opportunity to have the tax office check whether you have paid too much income tax. This is the purpose of the **tax return**. In it, you provide information on your actual income and financial burdens. The tax office will check whether you are entitled to a refund. In most cases, there are refunds.

If you have chosen tax combination 3 and 5 or have received progression benefits (for example, sickness, unemployment, or parental benefit) above € 410, you are required to file an income tax return. This must be submitted to the tax office by the end of October⁸ of the following year.

Tax return forms are available from tax offices. City and local governments, as well as other

public agencies, also often have the appropriate forms available to take with you. You can download and print them off the website of the tax offices as well, or you can use the online access ELSTER: www.elster.de

Using ELSTER, you can easily file your tax return electronically and save basic data, which will simplify your tax return next year.

In the tax return you indicate how much you earned and what taxes you paid. You can find this information on the printout of the electronic wage tax certificate. You will receive this regularly from your employer after the end of the calendar year. This contains all the information on income, contributions, and taxation, including the contributions paid for you by your employer. You then only need to transfer these to your tax return.

There are also expenses that can reduce your tax burden. You enter these in the same way in the tax return. These are, for example:

- › Expenses for commuting to work
- › Costs for private pension provision
- › Costs for job applications (also from abroad)
- › Expenses for a job-related move (also, from abroad)

It is important that you have **receipts** for these expenses and that the expenses were incurred in the year for which you file a tax return. Please keep all receipts for expenses that you wish to submit, as the tax office may request them.

You can also consult a **tax advisor** or an **income tax assistance association** for the preparation of a tax return. There is a charge for this, but if your income is complicated, it is worth seeking professional help, for example, even if you have no experience with it or have no one to support you linguistically. On the website of the Federal Wage Tax Assistance Association, you can search for advisory centers (Lohnsteuerhilfevereine) near you in the search window on the right: www.bdl-online.de. If you seek the help of a wage tax assistance association, you must become a member there and therefore pay membership and admission fees. However, this is usually more favorable than the paying tax consultant fees. Information on income tax assistance associations can also be found here: <https://www.bvl-verband.de/lohnsteuerhilfevereine/wen-duerfen-lohnsteuerhilfevereine-beraten>

The tax offices provide general non-binding tax information, e.g. also on changing tax brackets, or specifically questions on how to apply for this

at their service centers: <https://www.finanzeamt.bayern.de/Muenchen/Kontakt/Servicezentrum/default.php>

If you are unsure as to whether you have the correct tax bracket, or if your family is moving in and you would like to change tax brackets, please always contact your tax office.

You can find more information on income tax returns and search for tax advisors here:

www.bmf-steuerrechner.de,
<https://www.bundesfinanzministerium.de/Web/DE/Themen/Steuern/Steuerarten/Einkommensteuer/einkommensteuer.html>,
www.steuerberater-wegweiser.de

⁸ Deadlines may be subject to change. Please always check with the relevant tax office well in advance.

6.3.2 Tax brackets

All taxpayers are placed in different income tax brackets. When determining income tax, not only the amount of income plays a role, but also the family situation is taken into account. Accordingly, classification is made into wage tax brackets:

Tax bracket	Who	Marital status
1	Single, married with limited tax liability, divorced, and permanently separated employees	Singles, single parents
2	Single parent employees	Single parent
3	Married or partnered employees may choose this tax bracket if one of their spouses or partners does not receive a salary or earns significantly less. The other spouse is then assigned to tax bracket 5.	Married couple with unequal income
4	If both spouses earn about the same amount, it is advisable that both partners go into tax bracket 4.	Married couple with equal income
4 with a factor	Married or partnered employees may apply annually for the registration of a factor. This takes into account the income tax expected to be paid jointly under the splitting method. The monthly income tax deduction is then almost equal to the expected annual tax liability of the spouses or partners.	Married couple with unequal income
5	Married or partnered employees whose spouse or partner is as-signed to tax bracket 3.	Married couple with unequal income
6	For employees who have two or more jobs.	All those having a second job

Source: <https://www.make-it-in-germany.com/uploads/pdfs/p1011-l0.pdf>

6.4 Doctors and health

Especially if you are new to a country and you or a family member falls ill, it is important to know whom to contact, how to find a nearby doctor's office or make an appointment with a specialist. For example, what happens if symptoms of illness occur and I cannot reach my primary care physician (especially, for example, in the evening or on weekends when the office is closed)? You will find answers to these and other questions on the following pages.

6.4.1 Doctors and hospitals

In Germany, you basically have a **free choice of doctor**. You are not required to see a particular doctor. However, not all medical practices always accept new patients, either because of capacity constraints or because of a fundamental commitment to treating only private patients (in the case of private practices). There are many private practices in Munich that only treat patients with private insurance. With the enormous number of physicians in private practice for those with statutory health insurance, you nevertheless have a very wide choice and can always find a number of physicians directly in the vicinity of your home.

In Germany, it is common to have a family doctor near one's home, whom one visits for general issues. Most of them are general practitioners or internists. Many follow the recommendations of acquaintances and relatives when looking for a family doctor. As a rule, an appointment is made by phone. Depending on the diagnosis and in order to initiate the correct treatment, the general practitioner may then refer you to a specialist (e.g. dermatologist, cardiologist, orthopedist, etc.) or, under certain circumstances, to a hospital for further examinations. In these cases, the general practitioner issues a referral slip, which the patient takes to the specialist or hospital. When making an appointment with the specialist or hospital, you will usually be asked for this referral. Please be sure to bring the referral slip with you to your appointment with the specialist. You also have the free choice of a dentist. If necessary, he or she can refer you to a specialist (oral surgeon, orthodontist, etc.)

If you are having difficulty finding a suitable specialist or are unable to obtain timely appointments, it is always worth calling your health insurance provider. They will be able to assist you in your search and may even be able to book appointments for you. You can also search for

medical practices on various platforms on the Internet:

- › Bertelsmann Foundation Whitelist: www.weisse-liste.de/de/arzt/arztsuche
- › German Medical Association: www.bundesaerztekammer.de/service/arztsuche
- › Bavarian Medical Association www.blaek.de
- › Association of Statutory Health Insurance Physicians Bavaria Tel: 1161117; www.kvb.de
- › Yellow Pages - under "Ärzte" ("Doctors") www.gelbeseiten.de
- › Independent Patient Counseling Service: www.patientenberatung.de
- › Doctor rating and search portal (with appointment booking option): www.jameda.de

Foreign-language physicians and further information can also be found at:

www.arztsuche-bayern.de
www.medi-bild.de/hauptseiten/Materialien.html

Sick Leave at the HMGU

Incapacity to work due to illness must be reported immediately. This means that on the morning of the first day of illness, you must notify the immediate supervisor or his/her representative of the inability to work by 9 a.m. If an incapacity to work caused by illness or accident lasts longer than 3 days, you are also required to submit a medical certificate for the 4th and subsequent days no later than the 4th calendar day and send it to the person who prepares the absence report to the Human Resources Department. This is usually the institute/department secretary.

If your first sick day falls on a Friday and you are still sick on Monday (i.e. you have not yet resumed work), the weekend counts towards this. Thus, Monday then counts as the fourth sick day in a row, and a certificate of incapacity (Arbeitsunfähigkeitsbescheinigung) will be due. If the illness is the fault of a third party (e.g. in the case of a traffic accident), you are obligated under the respective collective bargaining agreement to report this to the Human Resources Department so that Helmholtz Zentrum München can thereby obtain compensation from the injuring party or its insurance company for the damage resulting from your loss of work. As a general rule, any unexcused absence (including sick leave) will result in consequences under labor law.

What to do in case of emergency?

The campus emergency number is

+49 89 3187-333

(from the campus connections, directly dialing **333** is sufficient).

If there is an emergency and you need urgent medical help, but your family doctor does not have consultation hours at the moment, you can call the medical on-call service at **116117**. A doctor on duty will then come to your home or you will go to his or her office.

In emergency situations, i.e., if you are in a life-threatening situation, please dial **112**. State your name and location and briefly describe the emergency situation. An ambulance will arrive at the emergency scene as soon as possible.

Both numbers can be used free of charge from all land-line and mobile networks and are valid throughout Germany.

Emergency number: **112**

(first responders and fire department)

On-call medical service: **116 117**

Police: **110**

Vaccinations/preventive care

There is no compulsory vaccination in Germany, but some vaccinations are recommended. All recommended vaccinations are free of charge. In principle, vaccinations are documented in a vaccination certificate. In addition, there are legally recommended preventive medical check-ups that are also free of charge. You can find out which vaccinations and preventive examinations are recommended from your doctor or, for example, from the [Federal Center for Health Education](#). These include, for example, skin cancer screening or dental check-ups. In addition, there are other preventive examinations that are subject to a fee. Many health insurance companies give a bonus if recommended preventive and early detection examinations are performed regularly.

Vaccinations against infection with the SARS-CoV-2 virus can be obtained from the vaccination centers and mobile vaccination teams of cities and municipalities, from doctors' offices, and from the occupational health services at companies and institutions. Information can be found at: www.impfzentren.bayern www.corona-schutzimpfung.de You can also get an annual flu shot at the company medical service.

6.4.2 Hospital stays

For normal symptoms and acute illnesses, visit family doctor's offices. Only in emergencies should you go directly to the hospital. For hospital examinations ordered by your primary care physician, you will usually receive a referral. If you need to go to the hospital outside the opening hours of your practice (in the evenings or on weekends) or due to an emergency, you will first have to go through the formalities at the registration desk, e.g. in the emergency room, which means that you will have to present your health card and complete one or more questionnaires. As a rule, personal data, previous illnesses, medications taken, current symptoms, etc. are requested (medical history/questioning of medically relevant information). The details often vary from hospital to hospital.

At the end of your hospital stay, you will receive a so-called doctor's letter, which contains the medical treatment, the findings and further follow-up recommendations. The doctor's letter will also be sent to your family doctor, who is responsible for your further treatment and must be informed. An overview of all hospitals and clinics in Munich can be found [here](#).

6.4.3 Costs for medical services

Medical services in Germany are largely covered by statutory and private health insurance. This means that if you go to the doctor, you will not receive a bill as a statutory health insurance patient. The medical service is charged directly to the statutory health insurance (or the Association of Statutory Health Insurance Physicians – Kassenärztliche Vereinigung KV). Therefore, you must always present your health card at each appointment. For patients with private health insurance (so-called private patients), the patient receives an invoice that he/she must pay. He/she can then submit the invoice to the private health insurance and receive full or partial reimbursement, depending on the scope of benefits provided by the insurance or the agreement with the insured person. The same applies to hospitalization.

Many physicians offer additional services such as more extensive blood tests, acupuncture, etc., which the patient can take advantage of but must pay for him/herself. For such additional services, ask what the costs will be. If in doubt, have this done in writing. In the case of dental treatment, the costs of medically necessary treatments that are simple and require inexpensive materials are always covered by the statutory health insurance, but the costs of higher-quality materials or alternative treatment methods are not, so that patients often have to pay for these themselves. Especially for more complex and costly treatments, it makes sense to obtain a **cost estimate** beforehand, which you may have to submit to your supplementary dental insurance. For adults, the statutory health insurance companies pay for two dental check-ups a year and one scaling, i.e., the removal of hard and soft dental plaque. Every two years, health insurance companies cover the cost of early detection of periodontitis. Many health insurers also participated with subsidies for professional dental cleaning, which is subject to a fee.

6.5 Driver's license and Motor Vehicles

If you want to drive yourself during your stay in Germany, you need a valid driver's license. Driver's licenses from **EU or EEA countries** are valid in Germany for an unlimited period. An international driver's license is also recognized in Germany.

Driver's licenses from **non-European countries** (with German translation) lose their validity after six months. You must then apply for a German driver's license at the driver's license office at your place of residence. De-pending on your country of origin, you may have to take a driving test again (theory and/or driving test).

Transfer of a foreign driver's license

You should apply for the transfer of your driver's license as early as possible, at least three months before the deadline. Whether you are allowed to drive a vehicle in Germany with a foreign driver's license and under which conditions a transfer is possible must be clarified in each individual case on the basis of the countries of origin. Information on this can be obtained from the driver's license office responsible for you (depending on where you registered your residence).

Registration and re-registration of a passenger vehicle

Whether you are registering a brand-new car, transferring a car that was already registered in Munich to you, or transferring a car that was registered outside of Munich to you – the appropriate driver's license office is always your contact. You can book appointments online or by phone. You can find everything you need to know about registering and re-registering vehicles [here](#).

Importation and registration of the own foreign passenger vehicles

To register motor vehicles and trailers imported from abroad here, you must contact the registration authority directly. The prerequisite for this is that you are registered as having your **main residence** at the respective place of residence.

Vehicles from abroad must be identified before registration and before Part II of the registration certificate is issued. If this has not yet been done in your case, you must bring the vehicle with you and have it identified on site by the registration authority. The identification can also be carried out by any other German registration authority, by officially recognized experts, by motor vehicle traffic examiners or by test engineers of an officially recognized monitoring organization. Identification can be waived if the vehicle has passed a general inspection in accordance with § 29 Road Traffic Licensing Regulations (StVZO), an expert opinion in accordance with § 21 StVZO or an expert opinion in accordance with § 13 EC Vehicle Approval Regulation (EG-FGV).

Required documents

- › Identity card or passport
- › For proxies: written power of attorney (original) as well as ID of the proxy (original) and ID of the principal (copy)
- › Declaration of consent of the vehicle owner that the vehicle tax status may be disclosed to the authorized representative
- › SEPA mandate of the vehicle owner/account holder
- › eVB (electronic confirmation of insurance)
- › Test report on a valid main inspection from a German test center (if required)
- › Purchase contract or original invoice
- › EC Declaration of Conformity (COC)
- › In individual cases, the submission of a data sheet from an officially recognized expert (old federal states: TÜV; new federal states: DEKRA) or the manufacturer is required, e.g. in the absence of the national, German emission value (information under item 47 of the COC)
- › If no COC is available, a data confirmation from the vehicle manufacturer or a full expert opinion from an officially recognized expert must be submitted together with the previous vehicle documents

If the vehicle was already registered abroad

- › Foreign motor vehicle documents or international registration documents (original)
- › License plates or a confirmation from the foreign registration authority that the vehicle is deregistered, and the license plates have been retired

If the vehicle was already previously registered in Germany

- › Registration certificate part II or the old vehicle title
- › If the German papers have been confiscated by a foreign vehicle authority: the confirmation from this authority that the papers have been seized

For new vehicles

- › Original documents (original, if available)
- › The identification can be carried out by any German registration authority, by recognized experts, by examiners for motor vehicle traffic or by test engineers of an officially recognized monitoring organization

For vehicles from non-EU countries

- › Proof of customs clearance
- › Full appraisal (§21 StVZO) by the German TÜV, DEKRA only in the new German states

In individual cases, further documents or translations may be required.

Costs

Approx. € 40.00 – € 250.00 (depending on whether special documents are required or in exceptional cases)

Which driver's license office is responsible?

If you live in Munich (city), the driver's license office of the city of Munich – Kreisverwaltungsreferate (KVR) is responsible for you: <http://www.muenchen.de/dienstleistungsfinder/muenchen/1071898/>. Here you will find a lot of information about the driver's license transfer, the required documents, and the opportunity to book appointments.

If you live in the district of Munich or in the surrounding area of Munich, you will find an overview here with information on the local driver's license offices:

Munich district (e.g. Unter- and Oberschleißheim, Garching, etc.)

<https://www.landkreis-muenchen.de/themen/mobilitaet/fuehrerschein/>

County of Starnberg

<https://www.lk-starnberg.de/B%C3%BCrgerservice/Verkehr/F%C3%BChrschein/>

County of Freising

<https://www.kreis-freising.de/buergerservice/abteilungen-und-sachge-biete/strassenverkehrsamt/fahrerlaubnisbehoerde-fuehrerscheinstelle.html>

County of Erding

<https://www.landkreis-erding.de/fahrzeug-verkehr-sicherheit/fuehrerscheinstelle/>

6.6 Public transport

Munich's excellent public transportation system makes it easy to reach surrounding areas without complications. It offers everything you need to get from A to B safely, on time and in an environmentally friendly way.

The city of Munich has a large public transportation network consisting of S-Bahn commuter trains, U-Bahn subways, tram lines, and buses. The Munich city area is within zone M. Adjacent communities are divided into zones 1 through 6. An overview of all zones including all routes of the different means of transport can be found [here](#). You can check which zone your station is in and which ticket you need for your trip [here](#). There are additional individual network maps for U-Bahn & S-Bahn, tram & bus, and the night line network. You can find the electronic timetable information and schedules for the current timetable year [here](#).

How to reach the Neuherberg campus by public transport

- › From Munich Central Station, for example, you can reach Helmholtz Zentrum München by taking the U2 subway line - direction Feldmoching. You must get off at the Am Hart stop. You can find a timetable for this route here: [Munich, North Central Station → Munich, Am Hart](#).
- › From the bus stop Am Hart you can then reach Helmholtz Zentrum München with bus lines **294** and **295** - get off at the bus stop Helmholtz-Zentrum (Neuherberg).

An alternative is bus 141, which also runs on weekends and holidays. From the Neuherbergstraße stop, the campus can be reached on foot in about 15 to 20 minutes.

Use of the MVG app is highly recommended. When you download it, all services related to **timetable information, connections, price information**, etc. are available to you. So, you can easily and intuitively plan your trips. You can use the app in English and German.

Directions to Munich Airport

- › By public transport:
<https://www.munich-airport.de/oeffentliche-verkehrsmittel-90215>
- Directions from Helmholtz Zentrum München: Bus line 295 runs from the Neuherberg stop (Helmholtz Zentrum) to Oberschleißheim. There you have the opportunity of changing directly to the S-Bahn line S1 in the direction of the airport.
- › By car: <https://www.munich-airport.de/an-abreise-mit-dem-auto-90185>

Tickets

You can buy tickets for the S-Bahn, U-Bahn, tram, and bus either at ticket machines (e.g. at Munich Central Station and at U-Bahn and S-Bahn stops), online or via the smartphone app. All information about ticket purchases, rates and sales points can be found [here](#).

- › Online and mobile tickets: <https://www.mvv-muenchen.de/tickets/online-und-handyticket/index.html>
- › Short trips: The ticket for a short trip is valid for a maximum of 1 hour, the trip may be interrupted within the permitted stops. Return trips are excluded. Short trips refer to trips up to the fourth stop, but only 2 of these stops are by S-Bahn, U-Bahn or X-Bus. A short trip can be purchased via the one-way ticket or via the strip ticket. The strip ticket is valid for several trips and zones and can be used at different times.
- › Single and strip tickets can be validated either for zone M, individual zones 1 to 6 or zones M-1 to M-6. You can find the exact information on rates [here](#). In the case of single and strip tickets, you should keep in mind that these are limited in time after stamping and are only valid in one direction of travel. Day tickets, weekly tickets and monthly tickets are valid for any number of trips.
- › Day tickets and 3-day tickets can also be purchased as a group ticket for up to 5 people.
- › For weekly and monthly tickets there is the so-called IsarCard. This card is also available at a discount for trips after 9 a.m. or for people over 60 years of age. Furthermore, there are special education tariffs for pupils, students, and trainees.
- › Carry-on luggage, strollers and one dog are free of charge.
- › Bicycles are allowed for € 3, but not on weekdays from 6 a.m. to 9 a.m. and from 4 p.m. to 6 p.m.
- › You can find all information about the MVV tariffs [here](#).

MVV job ticket for local public transport (ÖPNV) for HMGU employees (IsarCard Job)

The IsarCard Job is a job ticket for inexpensive use of public transport (subway, S-Bahn, tram, bus, certain trains). HMGU employees **with an employment contract (no guest contract)** receive a company discount of 10 % when purchasing the IsarCard Job. This applies not only to trips to and from Helmholtz Zentrum München, but also to private trips. The current price list and order form can be found [here](#). Please have it signed and stamped by your Payroll Officer at Human Resources and then e-mail it to MVV abo-mvv@bahn.de. You will then promptly receive your IsarCard Job by mail. If you change your place of residence and therefore need more or fewer zones, please also send the change request to MVV by e-mail.

This is a subscription. In the first year of the subscription, cancellation is only possible for urgent reasons, e.g. if you stop working at Helmholtz Zentrum München. To do so, you must send a confirmation from your HR manager by e-mail to abo-mvv@bahn.de. Thereafter the notice period is 4 weeks to the end of the month. For further details, please contact Deutsche Bahn's subscription service by phone at 089/95 47 16 80 or by e-mail at abo-mvv@bahn.de.

MVV Semester Ticket

Doctoral students who are already enrolled can travel more affordably with an MVV Semester Ticket than with an IsarCard Job Ticket. The MVV Semester Ticket is always the cheapest option for students and doctoral candidates. Doctoral students with an employment contract⁹ are also

Other means of transport and options

entitled to the IsarCard Job, but they must take into account that they will be enrolling at a Munich university in the near future and will therefore have access to the MVV Semester Ticket. The IsarCard Job Bund can only be terminated in a few exceptional cases during the first year of membership. The decision therefore requires careful consideration.

Doctoral students with an employment contract are advised to purchase a normal IsarCard (month) until enrollment and then switch to an MVV Semesterticket after enrollment. Please always read all terms carefully before signing up for an annual subscription. You can find all information about the MVV Semesterticket here.

⁹ Doctoral students with a guest contract are not entitled to the IsarCard Job-Ticket, as they are not considered employees in the social security sense (no HMGU employment contract).

Bike	<p>Bikes are popular means of transport in Munich. Whether it's the Isar cycle path, a short bike ride in Munich or simply enjoying nature: Here you will find tips for bike tours, bike walks, and traffic-calmed bike routes in and around Munich. The Allgemeine Deutsche Fahrrad-Club (ADFC) München e. V. offers guided tours. You can find offers here. Apps for bike route planners can be downloaded here:</p> <ul style="list-style-type: none">› The bike route planner for Android› The bike route planner for iOS <p>Please note that all traffic rules must be observed even when riding a bicycle. In addition, the bike must be in perfect working order (lighting, brakes, etc.), otherwise you could face fines. No cell phones may be used on a bicycle, just as with a car. However, with headphones, talking on the phone while cycling is allowed - provided you can still hear the sounds of traffic. Violations are subject to drastic sanctions and fines. You can find the current fine catalog here.</p>
The MVG bike	<p>MVG's MVG-Rad service offers more than 4,000 rental bikes throughout the city and surrounding communities. You can find more information about bike rental and bike stations and prices here.</p>
Bicycle rental at the HMGU	<p>Since 2019 we have had a bike station with 10 bikes at the main entrance of the Neuherberg campus. All HMGU employees can use this service and rent a bicycle. You can read exactly how the rental system works under this link: https://www.mvg.de/services/mobile-services/mvg-rad.htmls</p>
E-Scooters	<p>E-scooters are also being used more and more in Munich. You can find different providers and prices here. The Munich police will provide you with information on the subject of road traffic regulations: https://www.polizei.bayern.de/muenchen/verkehr/recht/index.html/227504</p>
Taxi	<p>A taxi is an individual means of transport for everyone. Taxis are not the cheapest way to get around Munich, but for certain occasions and purposes they are good and practical, especially if you are traveling with a lot of luggage or arriving late at night. There are many taxi stands in Munich and the surrounding area, and it is also possible to hail a free taxi on the street. To order a taxi, contact the taxi centers.</p> <p>You can find more information about the Munich Taxi here and at https://www.taxi.de/bestellen/muenchen/ and https://www.umwelt-taxi-muenchen.de/. Prices depend on various factors such as the route to be taken, the duration of the trip, the number of pieces of luggage, if any, and the taxi fare valid in Munich at the time. A taxi ride from Munich Airport to Helmholtz Zentrum München costs about 60.00 EUR. You can calculate the taxi costs yourself here: https://www.taxi-rechner.de/taxikosten</p> <p>At the HMGU, you can also order a taxi at the gate by calling +49 (0)89 3187-2000. You can then meet the taxi at the gate. Cost: A fixed starting fee of 7 EUR plus price per kilometer to the destination).</p>

Trains for regional and long-distance connections

Company car at HMGU	For business trips such as taking samples, vehicles (car or mini-bus) can be reserved at the HMGU (max. for 3 days). For more detailed information and for all questions regarding the use of a company car, please contact the Vehicle Fleet Team of the Infrastructure department.
Rental car	<p>If you need a rental car, you will find many options and providers online:</p> <ul style="list-style-type: none"> › https://www.sixt.de/#/ › https://de.getaround.com/autovermietung/munchen › https://www.europcar.de/de-de › https://www.bahn.de/angebot/weiterreise/mietwagen-bahn-auto?dbkanal_007=L01_S01_D001_KIN0011_-_rs_bahnhof_NAVIGATION-mietwagen_LZ01 <p>Rental cars for business trips</p> <p>The use of a rental car for business trips is only possible under very specific conditions. If you have any questions in this regard, please contact the company Wirtschaftsdienstleistungen Hagl Phone: +49 (0)8081/959552, e-mail: info@hagl-office.com</p>
Carpooling	<p>Carpooling is a very affordable way of getting to your destination. Many drivers offer to give other people a lift over longer distances. Providers like blablacar.com, mitfahren.de, Drive2day.com, MiFaZ or MatchRiderGo help connect you to free carpooling opportunities.</p> <ul style="list-style-type: none"> › https://www.muenchen.de/verkehr/autos.html › https://www.muenchen.de/verkehr/autos/mitfahrgelegenheiten.html › https://www.muenchen.de/verkehr/autos/mitfahrgelegenheiten.html <p>You can find an overview and comparison of carpooling agencies here: https://www.muenchen.de/media/mobi/auto/mitfahrzentralen/181217_%C3%9Cbersicht_Mitfahrzentralen.pdf</p>
Car sharing	Car sharing is ideal if you only need a car occasionally. You can find some providers under the following links: Town car Munich , Bundesverband CarSharing e.V. , Deutsche Bahn car sharing provider Flinkster
P+R Park + Ride	<p>P+M parking spaces (also called P+, Park + Ride) enable the formation of private carpools – private car sharing, so to speak. The "Park + Ride" idea is designed to encourage motorists to carpool and park their vehicles in designated commuter parking lots along motorways and federal highways. This can reduce the company's own cost burden, avoid unnecessary traffic congestion, and make an important contribution to environmental protection. Information on officially designated commuter parking areas at motorways and federal highways in the European metro region of Munich, in each case with the number of parking spaces and the nature of the P+M spaces, can be found here.</p> <p>You can also obtain further information from the Munich Chamber of Industry and Commerce https://www.ihk-muenchen.de/ihk/documents/Service-Verkehr/Parkraummanagement/Parken-und-Mitfahren-Faltblatt.pdf</p>

For longer distances, it is advisable to use a regional or long-distance Deutsche Bahn connection. If you use Deutsche Bahn more often, it is also advisable to purchase a so-called **BahnCard**, which grants discounts on train fares. Depending on the type of BahnCard, one receives either a 25% or 50% discount, in addition to other discounts or reductions on the original price. The BahnCard100 is ideal if you travel long distances by train every day. You can find detailed information [here](#).

Deutsche Bahn offers further savings opportunities and special discounts, e.g. the "Schönes-Wochenende-Ticket" ("Good Weekend Ticket"), the "Länderticket" ("Country Ticket") or "Monats- and Jahreskarten" ("Monthly or Annual Passes"). The "Interrail Ticket" allows young people (up to and including 25 years of age) to travel through Europe for one month. You can find all offers as well as travel information and prices on the website of Deutsche Bahn: <https://www.bahn.de/angebot>

In Bavaria, up to 5 people can travel affordably with the **Bayern-Ticket**.
→ **Customer centers** with English-speaking staff are located at the main station and at Marienplatz on the lower level.

Long-distance buses

Long-distance buses are a cheap alternative to the train. A long-distance bus may require a longer travel time, but the tickets are relatively cheap compared to train tickets.

The Central Bus Station (ZOB) Munich is located directly at the S-Bahn stop "Hackerbrücke". It can be reached quickly and easily from anywhere in Munich, both by car and by bus or train, and of course by bike. The S-Bahn lines 1 to 8 and the tram lines 16 and 17 go directly to the "Hackerbrücke" station. Travelers from outside the city can easily reach the ZOB via the connection to the main train station, which is only a few minutes' walk away. Details about the connections, schedules, prices, and bookings can be found here: <https://www.muenchen-zob.de/de/connections>, <https://www.fernbusse.de/>

6.7 Telephone, Internet, Television

Phone and mobile phone service

If you are coming to us from a non-EU country, you will need a German telephone number as soon as possible, both for us as your employer and for your landlord/landlady and for your daily life. In particular, public agencies and authorities do not call foreign telephone numbers or do so only very reluctantly, so that a German telephone number is usually an issue for our international employees and visiting researchers from EU countries as well (although nowadays there are no roaming costs).

You can choose between mobile and landline connections, or you can choose both. Nowadays, many people around the world have only a smartphone and no **landline** at home - they only use their smartphone. When it comes to mobile rates, you can choose whether to sign a contract or use a prepaid card. There are a variety of rate options depending on the need for data volume for mobile Internet, flatrate calling, texting and, for example, international call and data volume. Here you will find a number of providers from whom you can obtain quotes and conclude contracts online or by telephone. With some providers, you can also do this on site in the store.

- › 02
- › Vodafone
- › 1&1
- › Telecom
- › Congstar
- › Blue
- › Aldi Talk
- › Lidl
- › Mobilcom Debitel

You can make a price comparison on the following comparison portals depending on your individual needs. There you will also find many other providers:

<https://www.verivox.de/handytarife/>

<https://www.check24.de>

https://www.check24.de/festnetz/?c9_dr=festnetz%20und%20internet

Internet (wireless network) at home

If you rent a furnished apartment or live in a student dormitory, the cost of Internet access via WLAN is usually already included in the rental price, so you don't have to worry about anything. For unfurnished apartments, you must provide the DSL connection yourself. If you want to take out a contract for a DSL connection at home, you often also have the option of taking out a combined contract for telephone and Internet, which means a reduction in price. You will then receive a German landline number. However, this only makes sense if you also use or even need a landline phone. Otherwise, you can also just book an Internet-only tariff and use your smartphone to make calls. If you live in a shared apartment, you will already have an Internet connection, so you may be the only one contributing to the costs incurred by you and your roommates. Possible providers for DSL or DSL telephone can be found here: https://www.check24.de/dsl/?c9_dr=internet%20zuhause

Television

Here, too, you usually don't have to worry about anything when you move into a furnished apartment, a shared apartment or a dormitory. But it's better to make sure right at the beginning. In the case of an unfurnished apartment, it may be that there is already a cable connection for the entire (rented) house, which you can use free of charge. You can find this out from the landlord. Otherwise, you will have to take care of it yourself and apply for a cable connection for a fee. When watching TV, you also have the option of booking a combination package of an Internet, telephone, and TV rate or a TV + Internet rate and thus save money. You can compare offers here: https://www.check24.de/dsl/internet-fernsehen/?c9_dr=kabelfernsehen%20und%20internet

Please note: You have to pay the broadcasting license fees (as already explained under the item **Rental Agreement**) in any case, regardless of whether you have or use a TV or not!



7 Children and family

Especially when you come to Munich with your family and children, or your family moves to Munich after a certain period of time, many urgent everyday questions arise, such as finding a suitable childcare place or (international) schools, the German education system as a whole as well as (financial) support offers for families. It is understandable that the partners of scientists, who often work in science themselves or are in any case academic specialists, also want to gain a foothold on the job market as quickly as possible in order to pursue their professional careers. On the following pages you will find answers to these and other questions.

7.1 Childcare

In Germany, all children from the age of one have a legal right to a childcare place in a **daycare center** or in **daycare (day nanny)**, so that they can benefit from early childhood education, care, and upbringing.

Even in their first year of life, children **may be** entitled to support and care in a daycare center or with a day nanny. For example, if both parents are working or looking for work, or are still in training/studying, or if this support is necessary for the child's development for a variety of reasons.

Daycare centers and day nannies

Which type of childcare is right for your child depends first on the child's age. Depending on the age of the child to be cared for, various forms of care are offered in Germany. The **daycare center (Kita)** is the most popular form of care for young children in Germany. Kitas are in turn subdivided into the **nursery** (suitable for children up to 3 years of age) and the **kindergarten**, which children can attend from 3 years of age until they start school. In most daycare centers, there are fixed hours of care that parents must follow. The groups are usually divided into larger groups with up to 12 children, which is why the individual care is less intensive.

Care for children under three years

Nurseries

Nurseries care for infants from nine weeks to three years of age. The children should feel secure. The cooperation and educational partnership between the nursery and the parents play an important role for a successful settling in and the social learning development of the children.

Day nannies

For children under the age of three, many families in Germany also opt for a day nanny, as the individual care of young children can be more individualized and intensive. A child daycare worker is specially trained for the job (at least 160 hours of training time, varying by state). A day nanny looks after a maximum of 5 children at the same time in their own or in specially rented rooms.

Care for children from three years old until they start school

Kindergartens

This facility accepts children from the age of three until they start school. Children form a lot of social skills there. There is careful preparation for school, with a particular focus on language development, so that the transition to school is as successful as possible.

Childcare facilities in the area of nurseries and kindergartens are **publicly and privately run**. The independent providers include a variety of non-governmental organizations such as charities, churches, and parents' initiatives, as well as private commercial providers. Public institutions are counties, cities and municipalities belonging to counties.

Care for children over six years of age

After-school care for school children from first to fourth grade

In addition to all-day schools, after-school programs are also a common childcare concept for this age group in Germany. Here children from different schools and of different ages come together. They make friends, plan activities together, and do their homework independently. The pedagogical staff of the municipal after-

school programs works closely with the teachers in elementary schools to create an attractive and appropriate learning environment. For parents who work full-time, after-school care centers are a popular option for looking after children until the end of their own working hours. For more information, click here: <https://www.muenchen.de/rathaus/Serviceangebote/familie/kinderbetreuung/kindertageseinrichtungen/hort.html>.

How do I find a daycare place for my child?

If you live in Munich (city)

The search for a daycare place in Munich is not easy and, as in the case of finding an apartment, requires time and commitment. If you have already successfully registered your residence in Munich, you can use the [kita finder+ \(English\)](#) to search online for a place in a daycare center and register your child. There you can register your child directly in several day care centers. By

registering, you put your child on a **waiting list for** the respective daycare center. For children aged six and under, you can also mark a facility as “preferred”. This selection is taken into account as far as possible when allocating places for municipal and other participating daycare centers. However, this does not mean that you definitely have a right to the place in the desired daycare center. Click here to access the kita finder + (English) of the city of Munich: <https://kitafinder.muenchen.de/elternportal/en/> If you live in the district of Munich, you can use this Kita-Finder: <https://www.landkreis-muenchen.de/themen/familie-und-soziales/kinder-jugend-und-familie/kindertagesbetreuung/kindertageseinrichtungen/>

In addition, you can search for daycare centers of different sponsors (independent, municipal, church, other) on the following websites and obtain useful information on the topic of childcare in Munich or in the district and surrounding area:

<https://www.kita.de/traeger/bayern/m%C3%BCnchen>

<https://www.denk-mit.de/freie-plaetze/index.html>

<https://integreat.app/muenchen/en/children-adolescents-family/childrens-day-care-day-care-or-kita-and-school/kita-entrance-services-for-families-without-a-kita-childcare-place>

→ When it comes to childcare, the **federal family portal** of the Ministry for Family Affairs, Senior Citizens, Women, and Youth is also highly recommended.

Mandatory measles vaccination for children

Parents must prove that their children have received the vaccinations recommended by the Standing Commission on Vaccination (STIKO) against **measles** before entering the daycare center. **Unvaccinated children may be excluded from attending daycare.** Children under one year of age do not yet need to provide proof. Children one year of age and older must provide proof of at least one measles vaccination (or immunity to measles). From the age of two, full measles protection (two vaccinations) must be proven.

Registration deadlines

The following applies to the allocation of childcare places for the 2022/2023 daycare year: Registration will begin on **September 1, 2021**. If you enroll your child by the deadline (school enrollment day), your enrollment may be considered during the first phase of space allocation. Applications received after that time will not be considered until after the initial award period. Registrations are possible at the earliest 12 months before the desired start of care.



The center's own children's house "ganz schön frech" ("quite cheeky") on campus offers employees the opportunity to have their children from the age of six months until they start school looked after by educational specialists. The sponsor of the daycare center is the Workers' Welfare Association (AWO), District Association of the Munich District. You can read about the pedagogical concept of our daycare center [here](#) in the HINT. If you are interested in a childcare place, you can contact the daycare center management, Mrs. Katharina Späth, directly at any time. She takes all registrations and coordinates the places.

If you are interested in a childcare place, you can contact the daycare center management, directly at any time. They take all registrations and coordinate the places.

Care standards and costs

There is a legal right to a childcare place. However, there are no nationwide legal standards for quality in day care. This is regulated by the respective state law. These include, for example, the group size, the staffing ratio – i.e., the maximum number of children that an educator may care for – and meals. The federal government supports the states in improving the quality of their childcare and relieving parents of the burden of fees through the Good Childcare Act (Gute-KiTa-Gesetz).

For the care of your child in a daycare center or child daycare, you pay a pro-rata contribution in some federal states. This contribution varies depending on the place of residence and the carrier. You can obtain detailed information on local daycare contributions from your youth welfare office.

Munich City Youth Welfare Office: <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Jugendamt.html>

District Office Munich (Landratsamt München) – Department for Children, Youth and Family: <https://www.landkreis-muenchen.de/themen/familie-und-soziales/kinder-jugend-und-familie/beratung-und-hilfen/>

Applicable everywhere: With the Good Childcare

Act, contributions will be allotted by social tier – for example, according to income or number of children. Families with low incomes who receive child benefit or housing benefits, and families who receive benefits under SGB II and XII or under the Asylum Seekers' Benefits Act, have generally not had to pay contributions since August 1, 2019. In addition, childcare contributions may be tax-deductible.

Can I receive financial support for daycare costs?

Benefits for education and participation help support children from families who have little money. You can also apply for financial support for daycare center excursions, daycare center trips or lunches at the daycare center if you or your child receive certain government benefits. You can find more information on education and participation and apply for these benefits [here](#).

7.2 Schools

The German school system is divided into general education schools, vocational schools, and second chance schools. In principle, **school attendance is compulsory** in Germany. Parents are responsible for ensuring that school and classes are attended regularly. The general education school career begins for all children with attendance at **elementary school**, which usually lasts four years (1st to 4th grade). School enrollment begins at about age six. After elementary school, a choice can be made between three different secondary schools according to the child's performance: **Middle School**: 5th to 9th grade, **Realschule**: 5th to 10th grade, **Gymnasium**: 5th to 13th grade. It is also possible to change the type of school at a later date. This is an open-school system. After each leaving certificate, the path is clear for the next higher leaving certificate. The Abitur (general qualification for university entrance), the highest general school-leaving qualification, is obtained after successful completion of the Gymnasium and entitles the holder to take up a course of study.

The so-called **dual education system** also makes it possible to take up vocational training as an alternative – the prerequisite for this is at least an intermediate school leaving certificate. In the two- to three-year vocational training programs, the practical phase takes place in a company, and

the theoretical knowledge is taught in vocational school. You can obtain an overview of the Bavarian school system [here](#) and on the website of the [Federal Agency for Civic Education](#).

State and private schools

The school and educational system is subject to the decision-making authority of the individual federal states. The respective ministries of education are responsible for the curricula, the schools, and the teaching staff. Accordingly, most schools in Germany are **state schools**. These are **free of charge**. On the [website of the Bavarian State Ministry of Education and Cultural Affairs](#), you can search for a Bavarian school near you, type of school and various educational opportunities. Please note that for elementary schools (grades 1 to 4) as well as for middle schools, the so-called Sprengelprinzip applies, which means that school assignment is based on place of residence or district, so there is **no choice**. For middle school groups, the following applies: Within the group, there is a right to choose, unless the school authorities have set restrictions on the right to choose.

Private schools in Munich and surrounding areas

In addition to the state schools, there is also a wide range of private schools, for which school fees have to be paid. These vary from school to school. Their lesson plans must follow the guidelines of the respective ministries of education. You can search for private schools here:

www.muenchen.de/service/branchenbuch/P/911.html

www.privatschulberatung.de

www.privatschulverband.de

www.bildung.de

www.privatschulenportal.de

www.privatschulen-vergleich.de

www.private-bildung.com

International schools and kindergartens in Munich

Experience has shown that international schools in particular are an important topic for international employees of the center. On the website of the Department of Education and Sports of the City of Munich you will find an overview of all international schools and kindergartens in Munich. These schools, some of which are bilingual, such as English-German or French-German schools, teach in different languages: https://www.pi-muenchen.de/wp-content/uploads/2021/05/Internationale_Schulen.pdf

7.3 Support for families

Families need to be supported in their parenting. This is achieved through a variety of support services provided by state and public agencies in the form of monthly financial allowances, but also corresponding infrastructure such as childcare facilities.

Child benefit (Kindergeld)

The child benefit is one of the most important benefits for families in Germany. The child benefit is paid regardless of income. It is tiered according to the number of children. Currently it amounts to:

- › for the first and second child € 219 per month
- › for the third child € 225 per month
- › for the fourth and each additional child € 250 per month

The child benefit is generally available for all children up to the age of 18, for children in training or study up to the age of 25 and for unemployed children up to the age of 21. For children who cannot start or continue vocational training due to a lack of a training position, the above-mentioned regulations for children in training apply.

After completion of initial vocational training or studies, a child is only taken into account if the child does not pursue gainful employment involving more than 20 hours of regular weekly working time. The child benefit is paid to the primary caretaker of the child. If the child lives with both parents, they can determine which of them should receive the child benefit.

- › You can apply for the child benefit for your **newborn** child [here](#).

- › You can apply for the child benefit for an **adult** child [here](#).

The respective offices of the Familienkasse are responsible for processing child benefit applications depending on your place of residence. You can search for the office responsible for you using your postal code [here](#). **Attention:** In the case of third-country nationals, the entitlement to child benefit depends on the residence title. An early application is very important, because the family funds pay child benefits for a maximum of 6 months retroactively from the date of application.

For more information, please visit:

- › www.arbeitsagentur.de/familie-und-kinder
- › www.arbeitsagentur.de/familie-und-kinder/kindergeld-ausland
- › https://web.arbeitsagentur.de/portal/meta-suche/suche/information?volltext=Merkblatt_Kindergeld_verschiedene_Spra-chen&zg=buengerger-innenundbuengerger (child benefit leaflet in different languages)
- › www.familienland-bayern.de
- › www.familienportal.de

Parental benefit (Elterngeld)

The parental benefit is a form of special financial support after the birth of a child. It helps families when parents cannot work at all or can only work to a limited extent after the birth. Parental benefit can be received within the first 14 months of the child's life. All citizens who have a residence in Germany and work here can apply for parental benefit, including EU citizens and third-country nationals with a residence title. The amount of the parental benefit depends on your last net income before the birth of your child. The parental benefit is a minimum of € 300 and a maximum of € 1,800 per month. You can find the parental benefit calculator of the federal family portal [here: https://familienportal.de/familienportal/meta/egr](https://familienportal.de/familienportal/meta/egr). The application for parental benefit must be made in writing and submitted to the responsible parental benefit office. The application should be submitted no later than three months after the birth of the child. In the case of third-country nationals, entitlement to parental benefit depends on which residence title is held. Further information on parental benefit, all **application forms** and the **online application procedure** can also be found at the federal family portal at: <https://www.zbfs.bayern.de/familie/elterngeld/antraege/index.php>

Bavarian family benefit

The Free State of Bavaria grants parents € 250 per month for each child in the second and third year of life. From the third child onwards, as much as € 300 per month is paid. Parents receive the family benefit for children born on or after October 1, 2015. This benefit is for all families, regardless of income or employment. It is also independent of whether the child is cared for in the nursery or at home. An application for family benefit is not necessary if an application for parental benefit has been or will be approved.

<https://www.zbfs.bayern.de/familie/familiengeld/fragen/index.php>

Family benefits info tool

Feel free to also take advantage of the helpful family benefits **info tool** available at <https://infotool-familie.de/>. It helps you to quickly and easily find out whether and to what extent you are entitled to family benefits such as child or parental benefit etc.

7.4 Dual Career Service

Those setting sail for new horizons are often unwilling or unable to make the journey alone. As a result, highly qualified couples in science and research are increasingly embarking on a joint search for new career opportunities. If, for example, one partner obtains a good position and, on top of that, the position is abroad, the other partner naturally wants to support the career plans and yet not be disadvantaged professionally him/herself. Whether couples come to Germany directly together or one partner moves here after a certain period of time – both want to gain a foothold in their new place of residence with good prospects, both professionally and privately, and to pursue their own careers. These couples are also often referred to as Dual Career Couples (DCCs), in which both have a qualified to highly qualified education and each wish to develop their careers independently.

More and more non-university research institutions have recognized this need for advice and are setting up their own dual-career service centers to support the partners of their employees (so-called dual-career partners) in their job search and to integrate them into various networks with

commercial enterprises, non-university research institutions, universities and colleges regionally and throughout Germany, thus facilitating professional exchange.

Dual Career Service at HMGU

The newly established Dual Career Service at Helmholtz Zentrum München is the central point of contact for you as a Dual Career Couple for all questions regarding a new professional start and integration at your new place of residence. It completes the existing services of the International Staff & Dual Career Services team of the Human Resources Department¹⁰. We offer you support with regard to career opportunities in the **Munich metro region** and ensure optimal conditions for your (scientific) career on site. Our networking with relevant offices inside and outside the center guarantees a speedy arrival in the new working environment, a quick professional start and relief with regard to administrative or private matters such as family reunification.

¹⁰ For more on the International Staff & Dual Career Services service packages, see Section 1.3.



Who benefits from the service?

Your partner can make use of the Dual Career Service if you find yourself as a **newly recruited employee in** one of the two target groups High Potentials and Professionals. The **High Potentials** target group includes newly appointed professors, executives and top scientists¹¹. The **Professionals** target group includes scientists, postdocs, PhD students and visiting scientists¹².

¹¹ In order for you to be assigned as a top scientist, an internal decision is required between HR management and your institute or department. This decision is made according to case-by-case analysis.

¹² Visiting scholars include visiting professors, visiting postdocs, and visiting doctoral students.

What services are available?

Support in the job search

Application processes in Germany

Application documents for industry and research

Job interviews and preparing for them

Job fairs and career fairs in Germany and Munich

Support beyond professional issues: Daily Life & Integration

Further training and qualification offers as well as language courses

Utilization of the services offered by the International Staff Service:

- › Visa & Immigration
- › Formalities
- › House & Home
- › Moving & Settling In
- › Kids & Family

Dual Career Network Events

Access to the International Dual Career Network (IDCN) and possibility of active participation in IDCN Munich

Participation in IDCN Munich webinars and global IDCN network events

Participation in Dual Career Service events with corporates and dual-career partners

In order to support your partner in the best possible way, we provide **standard information** on our three services: Job Search Support, Daily Life & Integration, and Dual-Career Networking Events for both target groups. In addition to the standard information, we also offer individual consulting services to partners in the High Potentials target group.

Individual consulting services for partners in the High Potentials target group

If you are a **newly** appointed professor, executive or top scientist at Helmholtz Zentrum München, we offer your partner **initial interviews** on the topic of job search, in which we work together to identify his/her career ideas in advance and clarify career change wishes and opportunities, if applicable.

An important pillar is our **consultation**, in which we explore potential employers together with your partner, develop strategies for the job search, give advice during the application process, support in the professionalization of the application documents and give individual feedback on the application documents and concrete assistance for job interviews. In addition, you can find out more about working conditions and the work culture in Germany, as well as recommendations for job exchanges and career fairs in Germany and the Munich area and other valuable training and networking opportunities.

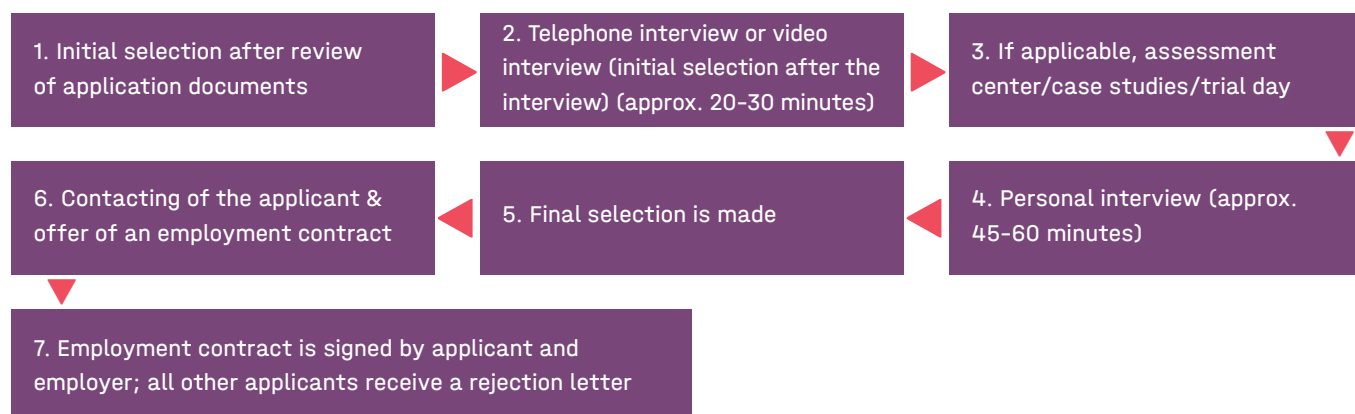
The consultation is of course confidential. Discretion here is of the utmost priority to us!

7.4.1 Support in the job search

To support you in your job search, your partner will receive valuable information pertaining to job applications. This topic is a major hurdle for many, especially if you are not familiar with the German application system and do not have sufficient knowledge of German. We will provide you with answers on how to apply for a job in Germany, explain the do's and don'ts when preparing application documents and how best to prepare for an interview. You will also receive tips on which general and specialist job fairs and career fairs are available for the Munich metro region.

Application process in Germany

Application processes are not always easy and can be a hurdle if you have never applied for a job in Germany before. In Germany, each employer defines their own application process, which can vary according to industry, company size and specialist area. Many employers also describe their application process on their website, so it is advisable to always check in advance. At larger companies, the application process can also take longer than at small and medium-sized companies, for example, where internal processes are usually more flexible and shorter. The chart below is intended to provide guidance on what an application process may look like:





Resume

The resume (also called curriculum vitae, or CV for short) lists an applicant's professional career as well as his/her skills and experience. Alongside the cover letter, references and relevant certificates, the CV is the core of every application. Since personnel managers often have little time to read through the entire application documents, resumes are skimmed in the first step in order to make an initial decision about the application.

In order to convince recruiters, a structured CV with the relevant key terms matching the key qualifications mentioned in the job advertisement in short and concise sentences is of high importance.

A classic resume is laid out in tabular form, which helps to keep things clear. This means: **dates** are on left and **facts** are on the right. In total, the CV comprises about 1 to a maximum of 2 pages (rarely, in cases of very extensive work experience, even 3 pages). Usually, a professional application photo is inserted in the upper right hand corner to make a good impression.

1. Personal information: First name, last name, date of birth, place of birth, address, telephone number, e-mail address, marital status, nationality.

Voluntary information includes date/place of birth, marital status.

Example

Name: Joe Sample
Date of birth: 13-Aug-1995 in Bremen
Address: Bahnhofstrasse 42,
20095 Hamburg
Nationality: German
Telephone: +49 (0)176/1234567
E-mail: joe.sample@provider.de

2. Work Experience: Your resume starts with your last or your current professional position (employer, job title and main activities). Previous positions are then listed in reverse chronological order. Be sure to briefly describe only those activities that relate to the job posting and reflect the skills in demand.

If you have already gained several years of professional experience after your studies, you can limit the listing of your studies to the period, name and location of the college/university, course of study, and title of the degree achieved. With increasing professional experience, these stations become increasingly less relevant and can be **presented in abbreviated form or even**

omitted altogether. Those who have graduated do not have to declare any schooling preceding postsecondary education. Career starters should list any internships they have already completed in addition to their studies and/or training. It is important that you list stations that have relevance to the desired profession.

3. Other qualifications and knowledge

Here you can list personal, job-related strengths (e.g. language skills, IT skills, additional qualifications).

4. Hobbies and interests (voluntary)

In addition, it is recommended that you list any honorary positions you hold, as these emphasize that you are dedicated. You can also briefly name your hobbies, such as playing a team sport, which implies positive character traits such as **team spirit**.

Usually, the **place, date** and **signature** are inserted at the end of the resume.

You can find more examples on how to compile a resume and sample resumes here: <https://www.lebenslaufmuster.de/lebenslauf/>

Many recruiters still consider the classic cover letter an important component to better assess the quality and personality of applicants. A cover letter provides potential employers more specific information about your career, professional experience, soft skills or other additional information not listed in the resume. However, every company has different requirements. Therefore, it is important to check the job description to see if a cover letter is required.

The classic cover letter should be a maximum of **1 A4 page** long and always follow the same structure:

1. Sender and contact details

This is where you list your personal information: First and last name, address (street, house number, postal code and city), telephone and e-mail address, date and place.

2. Recipient and subject

Below this, include recipient and contact. The recipient's address must be free of errors: correct company name (incl. GmbH (Ltd.), KG, AG, SE or similar), first and last name of the contact person and address (street and house number, postal code and city). In the subject line, indicate which position you are applying for.

3. Salutation and introduction

This is followed by a specific salutation by name (name of the contact person); avoid standard salutations such as "Dear Sir or Madam". This is followed by the introduction, which should be original – why you are applying to the company and, briefly and concisely in 1 to 2 sentences, what core competencies you bring to the job.

4. Main body

The main body of the cover letter is about your personal qualifications and soft skills. The hard skills are already mentioned in the resume. You will score extra points with the recruiter if you demonstrate in a comprehensible and convincing way that you are up to the demands of the job, confidently make your motivation and goals clear and do not reiterate the hard skills you've already listed in your CV, but rather elaborate on them. The link to the company is important, i.e. a connection between the job profile and your motivation for applying for the job. In short: It's about the relevant added value you offer.

5. Conclusion

In the closing section, you should reinforce your willingness to meet in person during the interview by stating that you would be delighted to have a personal discussion. Your cover letter should end with the standard greeting "Sincerely yours". You should provide your handwritten signature at the very end to certify that the information you have provided is true. Some employers require applicants to state their salary requirements or the earliest possible date in the job advertisement. It is important that you then provide this information.

You can find more examples of the structure of the cover letter as well as sample examples here: lebenslaufmuster.de/bewerbungsschreiben-vorlagen/

How do I properly apply for a job in the scientific field?

Your tabular resume should focus entirely on your academic career to date when applying for a job within the field of science. Make your scientific career the main focus and lay it out clearly and comprehensibly so that all essential information about your qualifications can be found immediately. Especially when applying for a professorship, the rule of brevity (1 to 2 pages) typical for corporate applications does not apply as strictly. Rather, your qualification increases the more projects and tasks you have to show within the areas of research and teaching. A multi-faceted scientific profile can easily fill several pages in your CV.

In addition to relevant educational and professional diplomas and certificates, your application for a position in the area of science should also include a list of your scientific publications, projects, grants, prizes and competitions (with samples of your work, if applicable), a list of supervised theses, proof of your teaching activities, a list of your courses, a teaching concept, if applicable, and a list of third-party funding. Relevant and often requested are also letters of recommendation or references from professors from past scientific projects and from your time as a student. You can find a sample here: manualzz.com/doc/4320981/scientific--resume--ivm2-length-

Interview

If your application documents are convincing, the next step is an invitation to an interview so that the potential employer can get to know you as a person. In an interview, you as an applicant have the chance to convince the potential employer of your qualities and to learn more about the job, as well as its challenges and prospects.

How do I properly prepare for a job interview?

Good preparation for the interview is essential. Research information on the employer and the interviewers in advance. For example, by confirming the date of the interview, you can ask who will be attending. You should also gather information about the potential employer. An integral part of every job interview is a self-presentation. This is where you introduce yourself – briefly and concisely (maximum 3 minutes) – but without repeating verbatim any information you may have provided in your CV. Rather, it's about creating a compelling connection to the job and the company. In addition to the information you'll be conveying when presenting yourself at the interview, you can also practice your facial expressions and

body language in advance with friends and family at home in preparation for the interview. Also, be prepared for questions the employer may ask you. In addition to explaining your resume, the following questions may typically be asked: <https://www.themuse.com/advice/interview-questions-and-answers>

You should also prepare your own questions. Intelligent responses demonstrate that you are genuinely interested and that you are thoroughly prepared and have done your homework. This also helps you learn more about the job and the potential employer.

Job Portals

There are numerous job portals where large companies, small and medium-sized enterprises, research institutions and other public institutions post and publish new job openings on a daily basis. Some job portals specifically target certain occupational groups, such as IT specialists, engineers and other scientists. The application documents should accordingly be written in the language used in the job advertisement. You can find the most popular job portals here:

General job portals

- › [Bundesagentur für Arbeit](#)
- › [Stepstone - Jobs and vacancies, career & application tips](#)
- › [Job exchange.com](#)
- › [yourfirm - Job offers in the mid-sized sector](#)
- › [Indeed](#)
- › [Job ads](#)
- › [Jobware](#)
- › [Kimeta](#)
- › [XING](#)
- › [LinkedIn](#)

Job portals with a special focus on science

- › [ResearchGate - Jobs in Science and Research](#)
- › [German Independent University Newspaper](#)
- › [EU Cooperation Office of the Science Organizations](#)
- › [EURAXESS Germany](#)
- › [academics](#)
- › <https://netzwerk-wissenschaftsmanagement.de/>

Specialized job portals

- › [www.get-in-it.de](#) (IT professions)
- › [www.jobvector.de](#) (Scientists, Engineers, Management)
- › [www.pro-physik.de](#)
- › [www.journalismusjobs.de](#)

- › www.it-topjobs.de
- › <https://www.ingenieur.de/>
- › www.medizin1.de
- › www.greenjobs.de (jobs in the environmental sector)
- › www.jobtensor.com (Science, IT, Technology)

Job portals in the start-up sector

- › [Start-up sector](#)
- › [Munich Startup](#)

Career fairs

Career fairs are a great way to connect with potential employers. Networking is essential when planning your career and starting your professional life in Germany. You can find an overview of recommended career fairs here:

General career fairs

- › [Career start job fairs - in the federal states](#)
- › [Job and career fairs 2022 \(Germany-wide\)](#)
- › [job fair germany](#)
- › careerday.org
- › [career bible: Job Fair Calendar 2022](#)

Specialized career fairs

- › <https://it-cs.io/>
- › <https://develop-your-future.com/de/>
- › [Online career day](#)

Upcoming career fairs in Munich 2022

job4Oplus Healthcare & Health Care (incl. IT) / Pharma, Medicine & Biotechnology (incl. IT)
28-Sep-2022

job4Oplus IT(-Consulting) / Engineering (incl. Construction) / Finance, Insurance and Trade
29-Sep-2022

amiga Career Day 2022 (online) 27-Oct-2022

7.4.2 Daily Life & Integration

We would like to additionally provide you with support when it comes to Daily Life & Integration by informing you about German courses as well as further education and qualification offers. For example, there are a variety of opportunities to

participate in German courses online and/or in person at your own cost and to acquire important language certificates for German as a foreign language (see section 5.6.). To help you expand your skills and constantly adapt them to the German labor market, we recommend the free seminars and workshops provided by amiga for international professionals.

amiga

amiga is the central contact point for **international professionals**, graduates and students who want to shape their professional future in Munich. As a municipal project, amiga supports talents from all over the world with a comprehensive range of counseling services and events, working hand in hand with strong partners from the fields of education, employment and business. amiga is funded by the Munich Employment and Qualification Program (MBQ) of the City of Munich. It is sponsored by Münchner Arbeit gemeinnützige GmbH. For more information on amiga and to register for workshops, seminars and events, [click here](#).

7.4.3 Dual Career Network Events

In the Dual-Career Networking Events section, we provide information intended to help support your partner in professional networking. The International Dual Career Network Munich (IDCN Munich) is an important cornerstone in this respect. By registering and actively participating in this network, dual-career partners have the opportunity to exchange professional ideas with like-minded job seekers in the Munich metro region, to establish close contacts with top-class companies, universities and non-university research institutions, e.g. at career events, and to acquire new skills and competencies. Below you will find information on IDCN Munich and other dual-career networks in which Helmholtz Zentrum München is an **active member**:

International Dual Career Network Munich (IDCN Munich)

The IDCN Munich network is a subnetwork of the global network IDCN. As cofounders of IDCN Munich, we have set ourselves the goal of boosting the strength of the Munich metro region in terms of competing for the best international talent by supporting the professional integration of dual-career partners.

The IDCN Munich includes well-known companies, non-university research institutions and educational institutions such as the Technical University of Munich, Allianz SE, Amazon, Infineon, the German Aerospace Center, Roche, SAP Labs Munich and the Max Planck Society. Dual-career partners have the opportunity to actively participate as **volunteers** in partner committees

of IDCN in order to quickly build a professional network and gain knowledge about the regional job market in Munich. You can find more information on the IDCN [here](#).

You can find the link to register as a volunteer at IDCN Munich [here](#).

Munich Dual Career Office (MDCO)

We use the MDCO network, consisting of actors from the areas of business, (non-university) research, education and higher education, to facilitate the exchange of experts with partner institutions to keep ourselves up-to-date and to provide dual-career partners with valuable information on networking opportunities. You can find further information on the MDCO [here](#).

Dual Career Network Germany (DCND)

The DCND's current membership of more than 50 is made up of regional dual-career services from universities, colleges, non-university science institutions and supra-regional networks related to the science landscape. The DCND sees itself as a platform for dual-career consultants. It serves as a professional exchange with other dual-career advisors and for their own further training in order to be able to support dual-career partners in the best possible way. You can find further information on the DCND [here](#).



8 Leisure and culture

Munich regularly occupies the top position in global city rankings in terms of quality of life. The diverse cultural offerings for families, couples, groups, and singles and the high recreational value make Munich the most attractive major city in Germany. In addition to the great variety of leisure activities, the special lifestyle in the region plays a decisive role. Amidst generous green spaces and impressive architecture, Munich offers a unique experience with its countless beer gardens and breweries.

If you are looking for relaxation and recreation, you will find it in one of the largest parks in the world: the **English Garden**. You can go pedal boating, jogging or make yourself comfortable in one of the beer gardens in this green oasis that is over 200 years old. Especially in the summer months, Munich residents, residents by choice and tourists from all over the world flock here. In summer, a visit to the Isar floodplains is worthwhile. Here you can cool off in the shallow water on hot days, barbecue with friends or just enjoy the view. On the following websites you will find a wealth of offers in and around Munich:

- › <https://www.muenchen.de/freizeit.html>
- › <https://tourismus.meinestadt.de/muenchen/ausflug>
- › <https://tourismus.meinestadt.de/muenchen/outdoor/radtouren>
- › <https://www.escaperooms-muenchen.de/#welcome> (Escape room)
- › https://escapegame-muenchen.de/?gclid=EAlaIqObChMIglqvkv-vE9AIVg6rVCh2OBwZjEAAyAAEgIOTfD_BwE#gamerooms (Escape room)
- › <https://www.muenchner-wald.de/> (Kletterwald high-ropes course, Vaterstetten)
- › <https://www.muenchen.de/freizeit/ausfluege/umland.html>

Leisure activities with children

You will find a large selection of leisure activities especially for families on the [Munich Family Portal](#) and on a variety of websites:

- › <https://www.sueddeutsche.de/muenchen/bayern-tagesausfluege-familien-kinder-tipps-1.5048968>
 - › <https://muenchenmitkind.de/>
 - › <https://www.muenchen.de/freizeit/freizeit-mit-kindern.html>
 - › <https://mamaimspagat.de/ausflugsziele-mit-kindern-in-muenchen-und-umgebung/>
 - › <https://www.visitsealife.com/muenchen/> (Sealife Munich)
 - › <https://www.airhop-muenchen.de/> (Trampoline Park Munich)
 - › <https://www.hellabrunn.de/> (Hellabrunn Zoo)
 - › <https://www.aroundaboutmunich.de/ausfluege-kinder-muenchen/> (Family blog for Munich and the surrounding area)
-

8.1 Indoor and outdoor sports

Munich and its surroundings offer a varied range of leisure activities for outdoor and indoor sports all year round. The location of the city with its many bathing lakes and proximity to the Alps allows for a variety of different outdoor activities. From hiking, biking, swimming or sailing in the summer to skiing in the winter months, there is something for everyone. A good overview of the variety of sports opportunities can be found on the



website of the city of Munich: <https://www.muenchen.de/freizeit/sport.html>.

You can also find a comprehensive overview of sports facilities, swimming pools, and sports clubs in Munich on the website of the Sports

Office and for the district of Munich here. In every city and town there are sports clubs or gyms where you and your family members can sign up for various activities. Munich's adult education centers also offer many programs in the areas of sports, leisure, and health:

- › Munich Adult Education Centers <https://www.mvhs.de/programm/gesundheit-ernaehrung>
- › Adult Education Centers in Munich County <https://www.vhs-nord.de/programm/gesundheit-ernaehrung>

Whether you're interested in a ball sport, swimming, climbing, yoga, dancing, Pilates, walking, CrossFit or relaxation techniques like Qigong, you'll always find the right thing to keep you fit, balanced and, above all, healthy.

An overview of the numerous fitness and sports studios in and around Munich can be found [here](#). A few bus stops from the campus is also a gym popular with HMGU employees: [FitX Schwabing-Freimann](#).

Dance and ballet schools are also numerous in and around Munich. Here is a selection:

- › <https://www.muenchen.de/service/branchenbuch/T/348.html>
- › <https://circulo.de/tanzkurs-muenchen/>
(Salsa, Bachata, Kizomba, Westcoast Swing, Ballroom dancing)
- › <https://www.salsa-onstage.de/>
(Salsa, Bachata)
- › <https://www.salsa-y-corazon.de/>
(Salsa, Bachata, Kizomba)
- › <https://flowaway.de/>
(Bachata, Bachata Sensual)
- › <https://www.tangozentrum-muenchen.de/>
- › <https://www.muenchen.de/service/branchenbuch/B/41.html> (Ballet schools in Munich)



Sports at the center

Course program

At Helmholtz Zentrum München, employees can also benefit from numerous health-promoting offers. Occupational Health Management (BGM) offers all employees an extensive program of courses on a wide range of topics under the motto People at the Center. You can always find the current sports and exercise offers in our center's own sports facility in building 26 [here](#). Due to the pandemic, the service is currently only available to a limited extent. Further information and direct contact persons can be found on the Helmholtz Munich Intranet at <https://hint.helmholtz-munich.de/campusleben/sport>

"HELIX Neuherberg" soccer team

Under the name "[Helix Neuherberg](#)", the HMGU soccer team has been playing in the Royal Bavarian Liga since 2006 and plays about 12 to 14 games a year against other recreational teams in the region, about half of them on our company-owned field behind Building 26.

8.2 Shopping and gastronomy

Shopping

In Munich there are many opportunities for extensive shopping and also for buying everyday things. In addition to the large department stores and clothing chains, there are numerous smaller stores and boutiques in various parts of the city, which often specialize in a particular offer or serve a niche.

You will find good shopping opportunities right in the city center (especially around Marienplatz, on Neuhauser Straße, im Tal, Sendlinger Straße, Maximilianstraße, Residenzstraße, Theatinerstraße and the respective adjoining alleys), but also in the individual neighborhoods, such as in Schwabing in Hohenzollernstraße, Leopoldstraße and Münchner Freiheit (Feilitzschplatz). There are also shopping arcades and larger shopping centers such as the Olympia Einkaufszentrum (OEZ) near the Olympic Park or the Riem Arkaden in the east of Munich on the former airport site. An overview of the shopping districts, shopping centers and malls as well as many other shopping opportunities can be found [here](#) on the website of the city of Munich as well as under the following links:

- › <https://www.stylefinds.de/fragen/shopping-in-muenchen-viertel/>
- › https://www.ganz-muenchen.de/shopping/einkaufen/einkaufszentrum/einkaufszentren_uebersicht.html
- › <https://geheimtippmuenchen.de/kategorie/laeden-und-produkte/>
- › <https://city-tourist.de/city-tourist.de-Muenchen-Shopping.htm>
- › <https://muenchen.mitvergnuegen.com/2016/mode-laeden-muenchen-shops/>

Markets and weekly markets in Munich

The **Viktualienmarkt** in Munich is known for its large selection of fruits, vegetables, and many other, even exotic foods. The Elisabethmarkt in Schwabing offers a similar but smaller range of products. In addition, there are so-called weekly and farmers' markets in the city districts on various days of the week, where mainly producers from the region offer their goods. You can obtain an overview [here](#). Otherwise, you can of course shop in the big supermarkets and discount stores. Smaller grocery stores, bakeries, butcher shops and other specialized stores ensure that all your produce needs are met.

With the enormous variety, you will almost certainly find a store with food and goods from your home country. You can find more information about international supermarkets in Munich [here](#).

Below we provide you with a selection of shopping options, which is often useful, especially after arriving in Germany, when you do not yet know the typical names and chains so well:

Food, discount stores, drugstores, bakeries

REWE, EDEKA, ALDI, LIDL, Netto, Tengelmann, PENNY, Basic (organic), Denny's BioMarkt, Rossmann (drugstore), dm-drogerie markt, Müller (drug-store), etc., Rischart (bakery), Hofpfisterei (bakery), Bäckerei Wimmer, etc.

Department stores, department stores

Galeria Kaufhof, Karstadt, Oberpollinger, Konen, TK Maxx, Ludwig Beck etc.

Clothing, Shoes, Sports

Peek & Cloppenburg, Wöhl, Benetton, C&A, MANGO, ZARA, Hunkemöller, Zero, Eckerle, Rübsamen Fashion Galerie, H&M, Sport Schuster, Sport Scheck, Globetrotter, Desigual, Schuh-Schmid, Deichmann, Görtz etc.

DIY stores, electronics stores

Obi, Hornbach, Hagebaumarkt, Expert Techno Markt, Media Markt, Conrad Electronic etc.

Opening hours

As a general rule, stores in Germany are closed on Sunday. There are a few exceptions, such as open Sundays. Cities and municipalities decide when an open Sunday takes place. The opening hours from Monday to Saturday tend to vary. Stores in Bavaria can, but do not have to be open until 8 p.m. 8 p.m. is the usual closing time for stores in and around Munich, but, especially in smaller towns, stores sometimes close much earlier. Only at central, busy locations such as train stations, airports and gas stations are earlier and longer opening hours possible.

Gastronomy

At the historic Viktualienmarkt you can not only shop in excellent quality from different countries, but also [eat](#) well. In the immediate vicinity of the Viktualienmarkt, as well as in the side streets, there are numerous gastronomic establishments that offer a diverse range of food, from regional to international, vegetarian, vegan, etc.

When it comes to gastronomy, Munich leaves nothing to be desired. The city is bustling with countless cafés, bars, pubs, and restaurants and offers national and international cuisine for every budget. You can find the Gastro-Guide for Munich [here](#). You can find more recommendations on the following websites:

- › <https://muenchen.mitvergnuegen.com/category/food/>
- › <https://lebensraum-muenchen.com/schoene-restaurants-bars-in-muenchen>
- › <https://www.cool-cities.de/munich/restaurants-and-cafes>
- › <https://www.exklusiv-muenchen.de/genuss/fuenf-aussergewoehnliche-vegane-restaurants-in-muenchen-58576>
- › <https://www.sueddeutsche.de/muenchen/muenchen-bayerische-wirtshaeuser-tipps-1.1622028>
- › <https://insiderei.com/listen/restaurants-moderne-bayerische-kueche/>
- › <https://www.muenchen.de/essen-trinken/guides/sternekueche.html>
- › https://www.tripadvisor.de/Restaurants-g187309-c22-Munich_Upper_Bavaria_Bavaria.html (international restaurants)

TIP!

1. Foodsharing Munich

The initiative Foodsharing offers free food from so-called food savers. The aim is to eliminate food waste in the long term, thus making a positive contribution to the environment. On the website www.foodsharing-muenchen.de/mitmachen/was-und-wo-sind-fairteiler you can see where and when food is given out free of charge by organizations and individuals in public places to all people.

2. Too Good to Go App

You can also buy delicious and very affordable food from supermarkets, restaurants, cafés and bakeries via the Too Good to Go app, usually after closing time, and pick it up yourself. The offers vary depending on the availability of the stores. Excess food therefore does not have to be thrown away. Just download it for free via the app and enjoy! You can find more information at www.toogoodtogo.de.

Tipping and payment methods in Germany

Giving a tip when paying a bill in restaurants, cafés, and bars is an [unwritten law](#) in Germany. In the catering industry it is common to tip about ten percent of the amount to be paid. This "extra money" is intended to recognize both the service and the quality of the food and beverages consumed. Assuming, however, that one is completely [dissatisfied](#) with the service received, then theoretically no tip is necessary. Tip for card payment: Also, if you pay by card, you can tip by letting the service person know. You then simply include the tip amount you wish to give and pay the total. For example, if the bill is € 50, tell the service person that you are paying € 55.

→ As a rule, when eating together with friends and colleagues, you pay for the food or drinks you order yourself, unless you want to do otherwise or have discussed it in advance. A joint settlement, for example, in which each party contributes or "adds" a portion, is unusual in Germany.

Bavarian beer tradition

The Bavarian capital Munich is known all over the world for its "Oktoberfest", its excellent beer tradition and its renowned breweries (Augustiner-Bräu, Hacker-Pschorr, Paulaner, Hofbräu, Löwenbräu, Spaten-Franziskaner-Bräu etc.). Among other places, the [Hofbräuhaus](#) or the [Augustiner cellar](#) give you the opportunity to experience traditional Bavarian beer culture up close and personal so that you get the authentic experience.

Oktoberfest

Always on the last Saturday in September, when the mayor of Munich shouts "O'zapft is!", the world's largest folk festival at the Theresienwiese is officially allowed to start. The whole city is the center of the celebrating world for 15 days, as almost 7 million visitors from all over the world come every year to this extraordinary and famous attraction. For the latest dates and more information, visit the official Oktoberfest website: <https://www.oktoberfest.de/>

Beer garden culture

The fact that there are so many beer gardens in Munich has to do with the beer serving habits in the 16th century. Because the Bavarian brewing regulations of 1539 stipulated that beer could only be brewed between the feast days of Michaeli (September 29) and Georgi (April 23), the brewers built deep storage cellars to keep the beer cool in the summer and planted large chestnut trees to protect it from the sun. Soon they set up tables and benches and sold the beer directly to the population, to the annoyance of the landlords. King Ludwig I finally approved this serving custom in 1830 but forbade the sale of food. Therefore, even today in the beer garden, you can bring your own snack.

Beer gardens in and around Munich

The largest traditional beer garden in the world is the Munich [Hirschgarten](#). The second largest is in the [English Garden](#) at the [Chinese Tower](#), and the [beer garden am Nockherberg](#) is also known throughout Germany. The [beer garden at the Muffatwerk](#) and the [Taxisgarten](#) are also recom-

mended. The beer gardens belonging to monasteries, such as [Andechs Monastery](#) and [Weltenburg Monastery](#) are also worth a visit. The brewery and beer garden there are often located in close proximity.

Munich nightlife

Munich is also characterized by a diverse nightlife. Night owls will find countless clubs, bars, pubs, and discos geared towards different target groups and music styles:

- › <https://www.muenchen.de/veranstaltungen/veranstaltungsorte-discos-und-clubs.html>
- › <https://visit-muenchen-bayern.de/nightlife/>
- › https://www.tripadvisor.de/Attractions-g187309-Activities-c20-t99-Munich_Upper_Bavaria_Bavaria.html
- › <https://www.theclubmap.com/cities/muenchen/>
- › <https://www.partymunich.de/club/>

8.3 Art, music, and literature

Art and culture in Germany are multifaceted and diverse, as they are regional, European and international in character. Munich offers culture lovers a wide range of interesting events worth seeing, including a large selection of impressive museums and exhibitions, concert halls, theaters and stages. Extensive information and cultural offers in Munich can be found at: <https://www.muenchen.de/veranstaltungen/kultur.html>

Music, theater, cabaret

- › [Bavarian Radio Symphony Orchestra](#)
- › [Prinzregententheater](#)
- › [Munich National Theater](#)
- › [German Theater Munich](#)
- › [Residence Theater](#)
- › [State Theater at Gärtnerplatz](#)
- › [Comedy at the Bayerischer Hof](#)
- › [Metropol Theater Munich](#)
- › [Munich popular theater](#)
- › [Laughing and Shooting Society](#)
- › [Slaughterhouse](#)
- › [Munich chamber place](#)
- › [Gasteig Munich](#)
- › [Current concerts in Munich at a glance](#)
- › [Munich Puppet Theater](#) (also for adults)
- › [The Munich Theater for Children](#)

Art and exhibitions

Current art (exhibitions) in and around Munich can be found here: <https://www.muenchen.de/veranstaltungen/events/ausstellungen.html>

Museums (cultural-historical, scientific, technical etc.)

- › [German Museum](#)
 - › [Pinacotheca](#)
 - › [Lenbachhaus](#)
 - › [Bavarian National Museum](#)
 - › [Museum Bradhorst](#)
 - › [House of art](#)
 - › [Jewish Museum Munich](#)
 - › [Five Continents Museum](#)
-

Literature

Munich has the largest municipal library system in Germany. In the Munich City Library, you will find literature ranging from classics to new publications from all over the world, as well as

literature in a wide variety of languages. It also hosts regular readings and retellings. The municipalities also maintain libraries where you can usually check out books free of charge. You will find some useful links here:

- › [Munich City Library](#)
 - › [Bavarian State Library](#)
 - › [Literature Festival Munich](#)
 - › [House of Literature Munich](#)
-

8.4 Religion

In Germany there is freedom of religion, i.e., every person may freely choose and practice his or her religion. In addition, everyone is also free to choose not to profess a religion, to leave one religious community, or to convert to another. This freedom is stipulated in Article 4 of the German constitution. In total, there are more than 160 different religious communities in Germany, which contribute greatly to the country's religious diversity.

In Bavaria, about 55% of the people are Roman Catholic, about 21% are Evangelical Lutheran,

about 12% are Jewish, and about 6% are Muslim. The rest of the population has other denominations or is non-denominational.

Information on churches and religion in Germany can be found on the website of the [Federal Ministry of the Interior and for Home Affairs \(BMI\)](#) and at the [Landesnetzwerk Bürgerliches Engagement Bayern](#).

Churches, mosques and synagogues in Munich

Catholic Churches <https://www.muenchen.de/themen/glaube-kirche/katholische-kirche.html>

Catholic services in different languages <https://www.erzbistum-muenchen.de/gottesdienste-veranstaltungen/muttersprachliche-gottesdienste>

Protestant churches <https://www.muenchen-evangelisch.de/>

Main Jewish synagogue Ohel Jakob at St. Jacob's Square <https://www.ikg-m.de/juedisches-zentrum/synagogenfuehrungen/neue-hauptsynagoge/>

8.5 Intercultural exchange

Mosques – Munich Islamic Center

<https://www.islamisches-zentrum-muenchen.de/>

Munich Islamic Forum <https://www.islam-muenchen.de/muslime-in-muenchen/>

Info brochure on Muslim life in Munich https://www.muenchen.info/soz/pub/pdf/190_muslim.pdf

Russian Orthodox Church in Munich

<https://www.sobor.de/>

Ukrainian Orthodox Church in Munich

<http://www.ukrainisch-orthodox.de/index-de.htm>

Bulgarian Orthodox Church Parish in Munich

<http://www.bgorthodox-muenchen.de/de/front-page/>

Greek Orthodox Church in Munich

<https://pantes.de/de/>

Georgian Orthodox Church in Germany e. V.
Stadelheimer Str. 45, 81549 Munich

Synagogues in Munich <https://www.ikg-m.de/kultus-und-religion/synagogen/>

Munich is a city of “many colors” and wonderfully diverse. The enormous intercultural diversity is characteristic of the city and enriches the lives of locals and elective Munich residents from all over the world. There is a wide range of offers and information on language and cultural associations, cultural institutes and intercultural counseling and exchange opportunities.

Offers to promote integration and intercultural exchange

- › [AKA – Active for Intercultural Exchange](#)
 - › [Intercultural Academy of the Deaconry Munich and Upper Bavaria](#)
 - › [VIA Bavaria – Association for Intercultural Work e. V.](#)
 - › [Kolibri – Intercultural Foundation](#)
 - › [Association of binational families and partnerships](#)
-

Here you will find a small selection of cultural associations, institutes, and centers in Munich and the surrounding area

- › [American House Munich](#)
- › [German-Brazilian Cultural Association](#)
- › [German-Colombian Circle of Friends e. V.](#)
- › [Confucius Institute Munich](#)
- › [China Forum Bavaria](#)
- › [Instituto Cervantes](#)
- › [German-Hispanic Society e. V.](#)
- › [Centro Español](#)
- › [German-Turkish Society Bavaria e. V.](#)

8.6 Holidays

- › [German-Turkish Cultural Association](#)
 - › [India Institute e. V. Munich](#)
 - › [Slovenian Cultural Association](#)
 - › [Moroccan Cultural Association](#)
 - › [Center of Russian Culture in Munich](#)
 - › [Istituto Italiano di Cultura](#)
 - › [Forum Italia e. V.](#)
 - › [Institut français Munich](#)
 - › [German-French Society for Munich and Upper Bavaria](#)
 - › [Japan Club Munich e. V.](#)
-

In Germany, there are nationwide holidays such as New Year's Day, Easter, Whitsun or Christmas, as well as regional holidays such as Corpus Christi, All Saints' Day or Assumption Day, Reformation Day, which apply only in some federal states or even only in individual cities. For an up-to-date overview of all public holidays and school vacation dates applicable in Bavaria, please visit: https://www.ferienkalender.com/ferien_deutschland/Bayern/2021-ferien-bayern.htm

The following holidays apply throughout Germany

New Year	January 1
Good Friday	Friday before Easter
Easter Sunday/Easter Monday	End of March, beginning/middle of April
Labor Day	May 1
Ascension Day	Thursday, 10 days before Pentecost Sunday
Whit Sunday/Whitsun Monday	End of May, beginning/middle of June
German Unity Day	October 3
Christmas Eve	December 24 (starting from the afternoon)
First and second day of Christmas	December 25 and 26
New Year's Eve	December 24 (starting from the afternoon)

Additional holidays in Bavaria

Epiphany	January 1
Corpus Christi	Second Thursday after Pentecost
Assumption	August 15
All Saints' Day	November 1
Augsburg Religious Peace	August 8 (only in Augsburg!)



9 Counseling services

It is always possible that problems or conflicts may arise in the course of your employment with us. These can be private or directly related to the workplace, colleagues or situations of acute stress. It is important to know in this situation that you are not alone and that there are a variety of counseling and support services available to provide short and long-term relief and to make you strong and more resilient. We would like to give you some recommendations on the following pages for where you can turn to both internally and externally.

9.1 In-house counseling services

At HINT, under "The Center", [officers and staff units](#), you will find many points of contact on topics such as data protection, occupational safety, equal opportunities, corruption prevention or information security. There are many interfaces between the officers and staff units, who work together in the interests of all employees at the center on important and some-times very

sensitive issues, such as bullying, abuse of power, sexual harassment in the workplace, and much more. If you have any questions about these or other issues, you are always welcome to contact the [works council](#) in the first instance, who will then be able to refer you to the right office if necessary. In the following, we would like to explain some jobs and offers in more detail.

9.1.1 Works council

What is a works council?

The works council (BR) is an association of employees that represents the interests of the employees in a company vis-à-vis the employer. The rights and duties of the works council are derived from the [Works Constitution Act](#). Among other things, the Works Council monitors compliance with applicable laws, ordinances, accident prevention regulations, collective bargaining agreements, and company agreements, solicits and follows up on suggestions from the work-

force and, in particular, monitors the situation of the severely disabled and other persons in need of protection. As part of its right to be heard, it must, for example, be heard before any termination, because otherwise the termination is invalid. The employer, in turn, is obligated, for example, to inform the works council of every hiring, group assignment or transfer.

The Works Council at HMGU is therefore an important point of contact for all employees, especially in the case of concerns and conflicts that require a neutral perspective and competent action. For example, if problems and conflicts between employees, managers, and teams can no longer be solved at this direct level, if a dismissal is on the cards, or in many other situations that can sometimes be very stressful and burdensome for employees, the works council can offer support. You can contact the members of the works council directly in confidence with any concerns and receive information quickly, professionally, and, above all, discreetly. Detailed information on BR, announcements, FAQs, etc. can be found in the [HINT](#).

9.1.2 Equal Opportunity Officer

The Equal Opportunity Officer is a central point of contact for all women at the Center. The team is committed to equal opportunities in science and research. Equality measures are developed and implemented in close cooperation with the management, the Works Council and the Human Resources, Personnel Development, Communications, and Occupational Health Management (BGM) departments.

These include measures to increase the proportion of women in areas in which women are underrepresented, measures to improve the work-life balance, and measures to increase equal opportunity motivation and competence among managers. Further information and contact persons can be found in the HINT and on the website of the Equal Opportunities Officer. The team of the Equal Opportunities Officer is also available to advise expectant parents in particular. The flyer "Pregnancy and Birth" from the Equal Opportunities Officer is also recommended.

9.1.3 Psychosocial counseling

The Psychosocial Counseling Center as part of the company health management (BGM) is available to you free of charge and anonymously within your working hours. The two external psychologists Ms. Ritter and Mr. Witt provide **independent** advice to all HMGU employees in the Psychosocial Counseling Center on the following topics, among others:

- › Professional and private stress situations
- › Conflict management
- › Bullying situations
- › Psychological problems
- › Addiction prevention/intervention
- › Stress management
- › Management consulting

Consultation appointments currently take place via telephone or video conference. Therefore, it is best to coordinate with the psychologists by e-mail. The contact details, office hours etc. can be found [here](#) in the HINT under the item Psychosocial Counseling. There you will also find more information and helpful tutorials that answer the most important questions about psychosocial counseling. These are short videos with tips on how to cope with crises in various situations.

9.2 External counseling services

Outside the center, you will also find a variety of counseling centers and support services in Munich and the surrounding area for any topic, problem or issue. There are excellent and competent contact points for all target groups (e.g. students, doctoral candidates, executives, employees with families, offers especially for women) and occasions (rent advice, legal advice, advice for families, etc.), for which you can find the most important information online in advance.

9.2.1 Munich Student Union

Enrolled doctoral candidates and students have the opportunity to use the counseling services of the Munich Student Union (student services organization). The Munich Student Union takes care of the economic, social, health, and cultural support of students in Germany. It serves more than 132,000 students at universities in Munich, Garching, Freising, Rosenheim, Burghausen, Mühldorf am Inn, Traunstein and Benediktbeuern.

The services cover a wide range of student-related topics from which you as a foreign student or enrolled doctoral student or visiting doctoral student can benefit in a special way, e.g.:

- › Housing rental and mediation
- › Tutoring and cultural program
- › Childcare
- › Studying with disabilities and much more.

Every student who is **enrolled** at a university supervised by the Munich Student Union must pay a contribution of € 75.00 per semester to the Student Union (so-called [Studentenwerksbeitrag](#)). This basic student contribution is levied by the respective university and must be paid prior to enrollment. With its excellent counseling network, the Munich Student Union (Studentenwerk) is a recommendable and competent contact point for your concerns and questions regarding your stay and student life in Munich. The pillars of the advisory network cover these topics, among others:

- › General and social counseling
- › Coaching
- › Psychotherapeutic and psychosocial counseling
- › Scholarship advice
- › Student loan counseling
- › General information on BAfög
- › "Sexual Harassment, Discrimination and Violence" Counseling Center
- › Legal advice (including advice on tenancy law)

For more information, an interesting blog, and lots of news and announcements, visit the Student Services [website](#).

→ It is **important** that you always have your **student ID** with you at all counseling appointments, etc. This is the only way to prove your student status!

9.2.2 Youth Information Center Munich (JIZ)

For **young adults up to 27 years of age**, the Youth Information Center Munich (JIZ) is a competent counseling center for various topics. In addition to the main areas of counseling, which you can view on the [JIZ website](#), you can contact the JIZ with any concerns and also very individual problems and questions in confidence. The Youth Information Center has an excellent network and will do its utmost to provide you with the right contacts if the colleagues themselves cannot help directly on site. The consultation is completely **anonymous, free of charge** and, if necessary, readily available in **English**, on site, by e-mail and also via [WhatsApp and Signal](#).

The following consulting services and fixed office hours are particularly worth mentioning:

- › [Housing counseling](#)
- › [Debt counseling](#)
- › [General legal advice](#)
- › [Criminal law consulting](#)
- › [Tenancy law advice](#)

→ **Important note on legal advice:** If you contact the JIZ by e-mail, please mention that you agree with the forwarding of the e-mail to the lawyers cooperating with the JIZ. The JIZ then establishes contact with the lawyers.

In the [download area](#) of the JIZ website you will find a variety of useful flyers (some of them in English) on topics and problems that affect young people in Munich, e.g. bullying, finding a place to live, addiction counseling, German courses in Munich, leisure and culture, etc. The flyer "All about JIZ" gives you a first compact overview of the JIZ and the services offered.

9.2.3 Consumer Center Bavaria

The Verbraucherzentrale (Consumer Center) Bayern is a provider-independent, predominantly publicly funded, non-profit organization. The aim of its work is to inform, advise and support consumers in matters of private consumption. It offers individualized advice and information as well as preventive consumer protection for the general public. In Bavaria, there are 16 on-site counseling centers as well as online and telephone counseling. The main areas of advice are money & insurance, legal, digital, environment, travel, food, energy, contracts, health & care. Here you can find the [Consumer Center in Munich](#). Further information on this can be found online at: www.verbraucherzentrale-bayern.de <https://www.meine-verbraucherzentrale.de/SES98950585/DE-BY/onlineberatung?setcookie=1>

9.2.4 Legal counseling

In addition to independent attorneys and law firms, there are also various counseling centers and associations in Munich that offer legal advice. For some, an initial consultation is free or only a

small fee is charged. Some specialize in specific areas of law.

General legal advice

A small selection of offers in the field of general legal advice can be found in the [Munich Business Directory](#) as well as under the following links:

- › [Munich Bar Association](#)
 - › [Directory of established lawyers of the Bar Association](#)
 - › [Labor law consulting](#)
 - › [Legal advice at the Youth Information Center \(JIZ\)](#) (see 9.2.2)
 - › [Legal advice from the Student Union](#) (only for enrolled students)
-

Tenancy law advice

Especially when it comes to rental agreements, operating cost accounting, and the rights of tenants and landlords, there is no substitute for

expert advice. The first choice is often a practicing attorney or law firm, but there are other free or low-cost options that can be useful for, among other things, a brief initial consultation in case of doubt and can save money.

The City of Munich offers free [tenancy law advice](#) to all citizens registered with a residence in Munich (city). On-site consultations are held in German; if required, interpreters for English or other languages can be provided free of charge. Please report the need directly with your request. Appointments can be made by phone at: +49 89 233-40200 (available in English!). Telephone consultation (Attention: only in German): +49 89 233-40057.

Tenancy law advice is also available from the [Mieterverein München e. V.](#) Here you can obtain legal protection and individual advice for € 9.00 per month. However, to do so, you must become a member of the association. Enrolled students can also benefit from the [Student Union's tenancy law counseling](#).

The [Bavarian Consumer Advice Center](#) also offers consumers services on the subject of tenancy law as part of its legal advice.

9.2.5 Counseling for women and families

In Munich, families with children as well as pregnant women or women in distress can find a variety of free counseling centers that offer professionally excellent and empathetic advice for those seeking help and provide further information and contacts. Below you will find some points of reference and addresses.

Munich educational counseling centers

The Munich Educational Counseling Centers are an association of more than 22 counseling centers under various sponsorships (municipal, church, etc.) that offer **free counseling** to parents, children, adolescents and young adults as well as professionals. The teams are mainly made up of psychological and socio-educational specialists with additional therapeutic training, who provide advice on the following issues, among others:

- › Education and relationships within the family
- › Development of children and adolescents
- › Disagreements and problems between parents and in the family

- › Partner conflicts, separation, divorce, parental care and contact

All information and advice on how to find a suitable counseling center can be found [here](#) as well as directly on the [website](#) of the Munich Educational Counseling Centers.

Below is a selection of other contact and advice centers with the corresponding links:

- › [Erziehungsberatung München](#)
- › [Familiennotruf München](#)
- › [Beratungsstelle Kirchenstraße](#)
- › [Evangelisches Beratungszentrum München e. V.](#)
- › [Diakonie Hasenberg!](#)
- › [Frauenhilfe München gGmbH](#)
- › [Frauen gegen Gewalt e. V.](#) (Federal Association of Women's Counseling Centers)
- › [Sozialdienst Katholischer Frauen München e. V.](#)
- › [pro familia München](#) Bundesverband (you can search for the nearest counseling center on the top left)
- › [DONUM VITAE in Bayern e. V.](#) Bundesverband (you can search for the nearest counseling center on the top right)

- › [Telefonseelsorge Deutschland](#)

- › [The Help Hotline](#) of the Federal Office for Families and Civil Society Tasks (counseling online, via chat and by phone in **17 languages**)

Parents and Youth Counseling Center of the District of Munich

Orleansplatz 3rd/4th floor, 81667 Munich
Phone: +49(0)89/4445400

Catholic counseling for pregnant women and young families

Dachauer Str. 48, 80335 Munich
Phone: +49 (0)89/55981227

HELMHOLTZ MUNICH



10 Checklists

10.1 Travel planning and preparation

The following checklist is designed to help you plan your stay and make travel arrangements.

Decide when you can begin employment with us and coordinate the date with your institute and HMGU Human Resources. → Third-country nationals must also allow sufficient time for the visa process in order to set a realistic start date.	As early as possible	✓
Put together all the important documents for the stay (more on this in the infobox "Important documents" at the end of the checklist). Also check which documents you need to have (certified) translated and, if necessary, additionally certified or provided with an "apostille".	As early as possible	✓
Find out whether your foreign degrees are recognized in Germany: If so, create an extract in the Anabin database. Otherwise, you will need to have a certificate evaluation performed. For third-country nationals, the proof or certificate of recognition is already required for the visa application for certain types of visas. Everything about "recognition" can be found in section 5.7.	As early as possible	✓
Third-country nationals: Apply for a suitable national visa (more about the visa types and detailed information can be found in chapter 2) for yourself and, if applicable, your accompanying family members. → In any case, you will also need travel health insurance, which you must present at the application meeting.	3-12 months in advance (depending on country of origin)	✓
EU nationals: Obtain a European Health Insurance Card (EHIC), if necessary. Third-country nationals: Familiarize yourself with the German insurance system and decide, depending on the type of contract, which insurance(s) you and, if applicable, your family members need. More about this in chapter 3.	approx. 2 months in advance	✓
Find out about accommodation options, both for temporary and long-term accommodation, and book temporary accommodation as early as possible in advance. Helpful tips for finding housing and a comprehensive collection of links can be found in Chapter 2. Please also take into account that you usually have to pay an amount as a de-posit (max. 3 net rents are conceivable).	Once you know your arrival date	✓
If necessary, book a moving service with one of the many moving companies well in advance. You will find helpful hints for this in chapter 3.	As early as possible	✓
If you are entering with children: Find out about possible daycare or school places. In many cases, however, registration of residence is a prerequisite for registration there. You can find more on residence registration in Chapter 3 and in the checklist "Arrival in Munich".	As early as possible	✓

Important documents

- › Valid passports for yourself and each accompanying family member (valid for the whole stay or at least for 6 months).
- › Excerpt from the ANABIN database or testimonial evaluation. More on this in section 5.7.
- › Third-country nationals: Entry visas for yourself and any accompanying family members. For visas under § 18d – Researchers: Admission agreement signed in the original.
- › Proof of vaccinations. vaccination certificate, electronic vaccination certificates – especially e.g. for SARS-CoV-2 vaccinations.
- › **Biometric** passport photos, e.g. for visa or residence permit application and other formalities if necessary.
- › If applicable, international driver's license or foreign driver's license in German translation (depending on country of origin) and other documents. More on this in section 6.5.
- › If applicable, birth certificates for yourself and any family members traveling with you (preferably translated into English)
- › If applicable, marriage certificate (preferably translated into English).
- › Certified copies of university transcripts or other official certificates related to your degree and/or doctorate.
- › Curriculum vitae and a list of your publications, if applicable in English.



10.2 Arrival in Munich

You must complete these formalities as soon as possible after arrival or in the first few months.

If necessary, sign your original rental agreement (only this is valid in Germany), and ask your landlord for the housing provider certificate.	Before moving in/ handing over of the keys and the first rent payment	✓
If required (usually for unfurnished long-term apartments): Conclude contracts for electricity, broadcasting fees (ARD ZDF Deutschlandradio, Internet/TV/telephone connection, mobile communications. More on this in Chapter 3 and Chapter 6.	Immediately after arrival	✓
After arriving in Munich, register your place of residence with the relevant citizens' registration office. More about this in chapter 6.1. → A tax identification number will be requested for you. You will receive this by mail approximately 2 to 6 weeks later. The residence registration is essential and a prerequisite for many other formalities!	Within 14 days after arrival	✓
After receiving your tax identification number: Immediately submit this as a scan to your payroll accountant.	After receiving by mail	✓
Sign your original employment or guest contract with your designated Human Resources manager. You will be notified at the appointment. PhD students: Sign your HELENA Agreement along with your HMGU contract. More about our graduate school "HELENA" in section 5.5.1. Also inquire there about the process of enrolling in universities.	approx. 2 months in advance	✓
If pending and required (depending on nationality): Take out suitable German health insurance for yourself and your accompanying family members. More on social security and health insurance in chapter 4. → Then, if necessary, cancel your remaining (travel) insurance policies from your home country. Employees with an employment contract: Send the membership certificate directly to your payroll accountant.	In the first few days after arrival	✓
If desired or advisable, take out additional forms of insurance, e.g. liability or laboratory insurance, etc. In the case of liability insurance, you may have to present the policy before handover of the keys! More about this in chapter 4.	In the first weeks after arrival or if necessary, before handover of the keys	✓
Open a German bank account. Employees with an employment contract: Please provide your IBAN/BIC to your payroll accountant(s). We need your account details for payment.	Within approx. 10 days after your arrival	✓

If you are interested and require one, take out an IsarCard Job Ticket for public transport or buy a monthly ticket. This applies if you regularly use public transportation for business and/or pleasure. More on this in section 6.6.	As early as possible and desired	✓
Promptly start looking for a long-term apartment, a room in a shared apartment, a place in a student hall of residence, etc. More about the required documents and tips for the search in chapter 3. → If you move and registered your temporary accommodation, you must re-register your residence with the new address! Please note: Where applicable, another registration office is responsible (depending on the place of residence).	As early as possible	✓
Third-country nationals: Compile all the documents you need to apply for a German residence title. If you have any questions about this, please feel free to contact the International Staff & Dual Career Services team, who will be happy to assist you and provide guidelines.	Within 4-6 weeks after arrival	✓
Third-country nationals: Book an appointment at the immigration authority responsible for you depending on your place of residence to apply for a German residence title before the visa expires, or (in the case of the immigration authority of the KVR Munich) submit the application electronically. More about this in chapter 2.	Within 8 weeks after arrival, but no earlier than after registration of residence and during the validity period of your visa	✓
PhD students: Matriculate, if required. If you have any questions about enrollment, you can contact our graduate school HELENA. More about this in section 5.5.1	Usually within the first few months	✓
Scientific salaried employees (contract < 5 years fixed term): Make a timely decision on a contract model in the company pension scheme (VBL). You must submit the relevant form no later than 2 months after the start of employment. For more information, please refer to section 4.5.2 and contact your payroll accountant directly.	No later than 2 months after the start of employment	✓



10.3 End of stay

Please remember that you need to do some important organizational things before you leave. It makes sense to plan your departure about 3 months before you leave Germany – not least because notice periods must be observed for certain contracts or similar items. The following checklist should help you to take everything into account, also in order to avoid financial losses.

Cancel your lease in due time and, if necessary, look for a new tenant. The statutory period of notice is 3 months, but longer or shorter periods may be agreed depending on the contract. Therefore, check your contract.	Depending on the notice period, usually 3 months to the end of the month or to the 15th of the month	✓
Check with the landlord if you need to do any renovation/repair work.	As early as possible	✓
Cancel all insurance policies, memberships (gyms, clubs, newspapers, etc.), contracts with telephone/Internet, mobile phone providers, electricity suppliers, etc. in due time. Always check the deadlines in your contracts.	Depending on the notice period	✓
If necessary, prepare the outstanding income tax return for the previous year. More on taxes in section 6.3.	As early as possible	✓
Check any pension entitlements. For more on claiming pensions, see section 4.5. We recommend that you consult the website "Find Your Pension (FYP)" .	As early as possible	✓
Cancel your IsarCard Month or IsarCard Job subscriptions in due time. More on this in section 6.6.	4 weeks to the end of the month	✓
If you are moving to another EU country, we recommend that you contact one of the EURAXESS Service Centers. They will help you organize your research stay in your new destination country in the best possible way, and you will receive valuable information online. You can search for a service center in the target country here .	Approx. 3 months before the end of the stay	✓
If necessary, sign your children out of the daycare center or school.	Approx. 4 weeks before the end of your stay	✓
If necessary: Place a forwarding order for your mail for 6 to max. 12 months. You can do this online via Deutsche Post. Your mail will then be forwarded to your new address during the term of the order. Attention when moving abroad: Please note that foreign postal operators may collect a surcharge.	Approx. 4 weeks before the end of your stay	✓
Deregister your contribution account for broadcasting license fees. You can do this conveniently online here . More info on broadcasting license fees can be found in section 3.4.2.	Approx. 4 weeks before the end of your stay	✓

Cancellation of your German bank account/credit cards, if applicable: Since you will need your account until shortly before the end of your stay or even afterwards, we recommend that you do this at very short notice. It is best to inquire directly with your bank about what you need to take into account during the process.	Short term before or after the end of your stay	✓
Deregister your residence at the citizens registration office or the appropriate registration office in your place of residence. Do this on very short notice to avoid tax losses, as you may still be drawing salary for the current month.	A few days before the end of the stay is usually sufficient; to be on the safe side, inquire directly on site	✓
Third-country nationals: If your residence title is still valid for a longer period of time and you are leaving, please officially inform the immigration authority by e-mail if and when you are leaving Germany.	A few days before departure	✓
Make a note of the meter readings for electricity, gas and water in the handover report and have it countersigned by the landlord. Check the apartment for damage, thoroughly clean the apartment. Return the keys.	On the day before moving out or when moving out	✓

Imprint

Publisher

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Registry Court

Munich Local Court HRB 6466
Value added tax identification number: DE 129521671
Chairwoman of the Supervisory Board: Min-Dir Prof. Dr. Veronika von Messling

Concept, text and editing

© [International Staff & Dual Career Services](#)
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As of September 2022

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Thanks to

Our thanks go to all contributors to this brochure and especially to the international staff and guest researchers at Helmholtz Zentrum München, who made this project possible with their experience and provided images.

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