

for qualified professionals

your

for

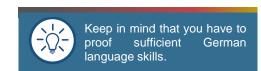
employment in Germany.

Checklist for qualified professionals from the EU, Switzerland, Liechtenstein, Norway and Iceland

How do I prepare to enter Germany?

1. Job search

- ✓ Look for vacancies in the job listings of **Make it in Germany** or in other job exchanges.
- ✓ Many companies publish their job listings on their websites. If there are no open vacancies, try to send an unsolicited application.
- ✓ Prepare your application documents:
 - > CV
 - Cover letter
 - Diplomas / References



permission

✓ Please note that a professional licence is required for regulated professions.

2. Visa

✓ Citizens from the **EU**, **Switzerland**, **Liechtenstein**, **Norway and Iceland** need for the entry to Germany just a **valid passport** or **identity card**.

3. Entry / Arrival

- ✓ From the first day of your arrival, you need a valid <u>health care insurance</u>. Find out if your health care insurance covers all German health care benefits.
- ✓ Take some cash with you to make first purchases.

Accomodations at the beginning

- ✓ An overnight stay in a hotel / pension or in a hostel is possible at the beginning.
- ✓ Look for furnished appartments for subleasing.



Make it in Germany

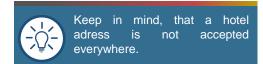
Working in Germany: the official website for qualified professionals

Looking for housing

- ✓ You didn't find a permanent residence? Try to find German shared flats in online portals.
- ✓ Let your local <u>Welcome Center</u> help you find an accommodation.
- ✓ Look for accommodations in newspapers or on websites of real estate companies. Get more tips on looking for housing on Make it in Germany.

4. Registration of residence

- ✓ A "reporting obligation" ("Meldepflicht") exists in Germany. You have to register within 2 weeks with the registration office or at the "Bürgeramt".
- ✓ Make a timely appointment at the registration office.
- ✓ Prepare the required documents for the registration office:



- > filled and signed form
- valid passport or identity card
- lease or a confirmation from your landlord ("Wohnungsgeberbescheinigung")

5. Get settled

- ✓ Make new friends in sports clubs or at public events.
- ✓ You can meet new people in integration courses, who also arrived in Germany recently.
- ✓ Learn German while you are still in your home country! The Goethe-Insitutes offer worldwide German language courses and exams to proof your language skills. The world map of Make it in Germany shows you where to find Goethe-Institutes nearby.





Make it in Germany

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Attachment: important documents at a glance

You probably need the following documents down below. We recommend to bring certified copies or original documents (incl. certified translations) with you.

- Valid Passport / ID
- Credit or debit card
- Birth certificate
- If neccessary: marriage certificate (required for the registration with the registration office and for the residence permit of your spouse, too)
- If neccessary: university degree (in original form, required for the work contract) or another proof of qualification
- Proof of funding your stay in Germany (for example: salary statements, it's neccesary to grant a visa and for the residence permit)
- Proof of health insurance