



Welcome to Leipzig

Guidelines for Public Authorities

This guide provides you with some useful advice for preparing and organizing your stay in Leipzig – for each topic you will find information on the responsible authorities and institutions, as well as the documents required.

It is generally helpful if you contact your research establishment or university/college before you travel to Leipzig to find out who will be able to help you with specific questions. You are also likely to become acquainted with German-speaking colleagues, who will be able to help you when you need to fill in forms or deal with the German authorities.

This service guide renders helpful information for the following stages of your stay:

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Stages of your stay

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Before departing to Leipzig



Before departing to Leipzig

Before you come to Leipzig, you will need to have arranged the following:

- › Written confirmation of your stay at a Leipzig research facility, which should be in the [form](#) of an official invitation, a cooperation or a hosting agreement (www.uni-leipzig.de/+1a) or in the form of a work contract.
- › An appropriate visa for the purpose of your stay for both you and your family members if you are not an EU citizen, authorising you to stay longer than 90 days as well as to take up work in Germany. You will find additional information on the [website of the German Foreign Office](#) (www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html) and at the [German Embassy in your own country](#) (www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html).
- › The original copies as well as several spare copies of important documents such as identity cards, passports, birth and marriage certificates. Sometimes official German translations of the documents are required (although English translations are sometimes sufficient). Additional information on this is provided by the [German Foreign Office](#) (www.auswaertiges-amt.de/EN/Laenderinformationen/01-Laender/Konsularisches/UrkundenverkehrTeilB_node.html). You can find an accredited translator in Leipzig on the internet portal [Legal translators](#) (www.gerichts-uebersetzer.de/suche.jsp)
- › Passport photos (best taken in Germany, as certain biometric standards have to be adhered to)

Counselling and advice on living in Leipzig is also provided by [The Migration Advice and Counselling Center](#) for adult migrants (MBE) on www.english.leipzig.de/youth-family-and-community/ under the menu item "foreign nationals and migrants" in Leipzig.



After arriving in Leipzig

The citizen's help line of the City of Leipzig offers help and information – in German, and often also in English:

Citizen's help line

+49 (0)341 123-0

Monday – Friday 7:30 am to 6 pm

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After arriving in Leipzig

Register at the Resident Services Office (Bürgeramt)

If you are planning to stay and work in Leipzig for longer than three months, you must register your new address within 14 days of your arrival in Leipzig at one of the resident services offices in Leipzig (in German “Bürgeramt”). There are fifteen such offices distributed over the entire city. An overview of these offices is provided along with their addresses and opening times under the following [link](#) (www.english.leipzig.de/services-and-administration/bureaus-offices-and-other-facilities/resident-services-offices/).

Just pick a resident services office near your residence and make an appointment online in order to avoid waiting in line. How this can be arranged will be explained in detail later on.

Of course, you can visit any resident services office without appointment as well. If you do so you will need to pick up a ticket with a number on it once entering the waiting room. Your number will show up on the electronic display when it is your time to be served. Please note the desk number on the display indicating which clerk is ready to help you.

For the registration you’ll need to complete and bring the form “Wohnung an-und ummelden” which you can [download here](#) or on www.leipzig.de/formulare/ (search for residence).

The registration form can also be filled in directly on the computer together with a member of staff of the resident services office. For more information and different forms please refer to: www.english.leipzig.de/construction-and-residence/residence/registering-or-changing-registration-of-residence/.

For the registration you will need:

- Your original identity card or passport
- The original identity cards or passports of your relatives
- The completed registration form
- A [confirmation of your landlord or the provider of the flat](#) including the supplementary sheet (please also refer to www.english.leipzig.de/construction-and-residence/residence/registering-or-changing-registration-of-residence/ under the menu item documents/forms)

At the end you will receive a document called “Anmeldebestätigung” confirming your registration. Please keep this confirmation with your important documents. There is no charge for the registration.

Guidelines for filling in the registration form:

For the registration you must provide an address in Leipzig, which can also be a temporary one. Since the new Federal Registration Act came into effect on November 1, 2015, a separate confirmation of your landlord is needed in order to register. Should you move later within Leipzig, you must re-register your new address within two weeks at the resident services office (Bürgeramt) and fill in the registration form “Wohnung an-und ummelden innerhalb Leipzig” (registering a place of residence when moving to Leipzig or within the city of Leipzig). This is also available [online](#) (for more information on the topic registering a residence please also refer to: www.english.leipzig.de/construction-and-residence/residence/registering-or-changing-registration-of-residence/ under the menu item documents/forms).

One registration form is sufficient to register up to six family members at the same time who are residing in the same household. As long as all of the necessary identity cards, passports or child passports are brought along, it is sufficient for one person of age to register the entire family.

On your first visit to the resident services office (Bürgeramt) you can also request a clearance certificate, if necessary. This certificate of good conduct or disclosure from the Criminal Records Bureau might be needed in order to issue a work contract. Just ask your Leipzig employer about the specific requirements in advance. In most cases a private certificate of good conduct is sufficient. It costs 13 €. European citizens might also be asked to furnish a European certificate of good conduct which costs 17 € and enlists your previous criminal record from your home country. Those certificates will be mailed to you or directly to your employer within one or two weeks. The resident services office (Bürgeramt) will also automatically forward your data to the tax office – and you will receive a [↗ tax identification number](#) by post (for a sample of this letter please refer to www.uni-leipzig.de/+1e). Should you not receive this letter within two weeks you can ask the resident service office to furnish this number to you again.

Guidelines on booking an appointment at the resident services office (Bürgeramt)

If your registration is urgent, you are advised to go directly to a resident services office of your choice. For addresses and opening times please [↗ refer to](#): www.english.leipzig.de/services-and-administration/bureaus-offices-and-other-facilities/resident-services-offices/.

In order to avoid waiting periods, you can also arrange an appointment via the citizen's hotline (call: +49 (0)341 123-0, Monday – Friday 7:30 am to 6 pm) or use the [↗ online form](#) (www.leipzig.de/terminvereinbarung/). However, appointments can usually only be given if arranged two weeks in advance.

Here you can find out how to book an appointment using the [↗ online form](#):

1. Open the online form or go via the German website www.leipzig.de/terminvereinbarung/
2. Select "Terminvereinbarung Bürgerämter" ("appointment with resident services office") and pick a resident services office
3. Select your purpose (e.g. registration of new residence after moving to Leipzig and request for a clearance certificate); if several persons are to be registered, indicate the number in the appropriate selection menu
4. Select a suitable date on the calendar of the form and click on "Buchen" ("book")
5. Fill in your title, surname and current address
6. Check the details of the appointment and your personal data and click on send
7. Print out the confirmation and go to the respective resident services office (Bürgeramt) on the day of your appointment and wait in the waiting area until you are called

Registering with the foreigners' authority (Ausländerbehörde)-Residence permit

In order to be allowed to work in Germany as a non-EU citizen, you will require a valid residence permit. The residence permit that you will be granted will depend on your contract of employment at your research institute or the university in Leipzig. For visiting researchers the following residence permits are commonly granted:

- › Residence permit for studying, e.g. PhD (§ 16 AufenthG/Residence Act)
- › General employment (§ 18 AufenthG/Residence Act)
- › Highly-skilled employment (§ 19 AufenthG/Residence Act)
- › EU Blue Card (§ 19 a AufenthG/Residence Act)
- › Residence permit for research (§ 20 AufenthG/Residence Act)

You can also check [↗ online](#) (www.sachsen.de/en/3899.htm) or this [↗ PDF](#) file (www.uni-leipzig.de/+11) to see which residence permit is most likely to apply to you.

Apply for your residence permit as soon as possible: thanks to the AKZESS administrative procedure (further information on [↗ AKZESS](#) can be found here: www.sachsen.de/en/2526.htm), applications from guest scientists and foreign professionals from non-EU states can be processed faster using this standardized procedure – usually within only four weeks.

For this it is necessary to make an appointment for an interview with the Foreigners' Authority, which you must attend in person. The contact details can be found here:

Authority	Contact	Opening hours – service (room B.0.002)	Getting there
Technical Town Hall Foreigners' Authority Haus B/ground floor Prager Straße 128 (B1) 04317 Leipzig AKZESS: Haus B/ground floor Room: 0.042/0.043	Phone: +49 (0)341 123-3310 Fax: +49 (0)341 123-3315 Email: akzess@leipzig.de	Mon: 9 am – 12 pm Tues: 9 am – 12 pm and 1 pm – 6 pm Thurs: 9 am – 12 pm and 1 pm – 4 pm and by appointment	Tram: 12, 15 (Stop Technisches Rathaus) Bus: 70, 74 (Stop Technisches Rathaus)

It is relatively straight forward to make an appointment for an interview – either in person during the consulting hours of the service counter or using the special [↗ online contact form](#) or the [↗ fax form](#) which can both be found on the website of the Foreigners' Authority: www.english.leipzig.de/youth-family-and-community/foreign-nationals-and-migrants/foreigners-authority/appointment-for-the-foreigners-authority/ (look for ways of making an appointment on the English website of the Foreigners' Authority).

It is essential to provide your name, address, telephone number, e-mail and to state your purpose. The Foreigners' Authority will suggest a day and time for an appointment. If it is not possible for you to accept the suggested appointment, then you must contact the Foreigners' Authority again.

Guidelines for your interview

For a faster service it is helpful if you have all of the requested documents both as originals as well as several **copies**.

Which documents do you have to bring along with you?

- A visa for the entire work period (those non-EU citizens that require a visa are listed [↗ here](#) . (www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)
- A valid passport
- The official confirmation of registration in Leipzig issued by the resident services office
- An up-to-date biometric passport photo
- A valid or temporary work contract or a concrete job offer or hosting agreement
- Proof of health insurance for the entire period of employment
- The rental agreement/lease of your residence in Leipzig
- A filled in application form

Depending upon the type of residence permit applied for, further evidence may be requested.

- › **Residence permit for studying – PhD (§ 16 AufenthG)** – proof of university degree; letter from the institute about the topic of the PhD, financial support and the prospective duration of the PhD

- › **General work permit (§ 18 AufenthG)** – you will possibly have to fill in the form “Stellenbeschreibung” (“job description”) from the Federal Employment Agency ([↗ download PDF](https://www3.arbeitsagentur.de/web/wcm/idc/groups/public/documents/webdatei/mdaw/mdk4/~edisp/16019022dstbai454236.pdf) – <https://www3.arbeitsagentur.de/web/wcm/idc/groups/public/documents/webdatei/mdaw/mdk4/~edisp/16019022dstbai454236.pdf>)
- › **Highly-skilled work permit (§ 19 AufenthG)** – proof of degree qualification(s), references, CV, job description from the institute, possibly an overview of your scientific publications, sometimes also proof of an occupational licence
- › **EU Blue Card (§ 19 a AufenthG)** – proof of a German university degree or the recognition/equivalent thereof (foreign university qualifications); in certain cases a recognition procedure has to be carried out with the Central Office for Foreign Education (ZAB)
- › **Residence permit for research (§ 20 AufenthG)** – proof of a hosting agreement with a recognised research establishment (you can find an example PDF file [↗ here](#) or at www.uni-leipzig.de/+1a); Proof of income or proof of being able to cover your living costs during your stay or a scholarship letter

Important notes

The application form “Antrag – Aufenthaltstitel” (“application for resident permit”) can be picked up at the Foreigners’ Authority or downloaded here as a [↗ PDF version](#) – (www.leipzig.de/formulare/; type the word Aufenthalt and the form can be downloaded.)

If some of the required documents are not yet available (e.g. rental agreement) – they can often be handed in at a later date. However, this usually delays the issuing of the residence permit. It is better to wait to have your biometric passport photos taken in Leipzig. This guarantees that the photos meet the requirements of the Foreigners’ Authority. Photo and copy shops near the Technical Town Hall, the resident services office “Stadthaus” or the central train station provide this service.

Your fingerprints will be taken at your interview. You will receive the residence permit – also referred to as an electronic residence permit (eAT) in the form of a cheque card with additional electronic information. The card has a contactless chip inlay that saves biometric details (passport photo and two fingerprints), restrictions, additional provisions and personal data. Each family member joining you will receive their own card – including children under six years of age. However, very young children will not have to get their fingerprints scanned.

If you wish you can let the Foreigners’ Authority activate additional online functions of your card in order to be able to prove your identity to participating service providers online using a pin number and a security certificate. Detailed multilingual information about the electronic residence permit and the optional online functions will be handed to you at the Foreigners’ Authority or can be found on the website of the [↗ Federal Office for Migration and Refugees](#) (www.bamf.de/SharedDocs/Anlagen/EN/Publikationen/Broschueren/broschuere-eat-a4.html?nn=2529646). You have time to decide whether you want to activate or de-activate these optional online functions until you pick up your electronic residence permit.

The costs of the residence permit per person vary depending upon the length of residency requested:

Up to one year: 100 € / over one year: 110 €

Extension of up to three months: 65 € / for more than three months: 80 €

Hint: Should you happen to lose your electronic residence permit, then you need to report to the Foreigners’ Authority as soon as possible. If you have activated the online functions, then you can block these under the hotline number: 116 116.



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Living in Leipzig

Guidelines on family reunification

Do you intend to bring your family members with you to Leipzig? With a residence permit according to § 16, § 18, § 19, § 19a or § 20 of the German residency law this is permitted when the conditions for your specific case are fulfilled. It is possible to apply for a residence permit for the purpose of family reunion, if you have been granted one of the above mentioned residence permits, you are able to prove that you have sufficient living space in Leipzig, that you were already married before you arrived here, that the income of yourself, your spouse and your children is secured and that your stay will be for a period longer than one year. Your spouse will be permitted to take up employment in Germany.

The following documents will be required:

- A translation of your marriage certificate or proof of your registered life-time partnership
- Proof that the living costs of your spouse are covered
- Proof of sufficient health insurance coverage of your spouse

Under-age unmarried children are also permitted to live with you in Leipzig if both parents or the parent with sole right of custody are in possession of one of the above-mentioned residence permits. For under-age unmarried children that have already turned 17, special regulations apply.

You will need the following documents:

- A translation of your child's birth certificate
- Translated proof of the agreement of the other custodial parent, if they are not moving with you
- The school certificate or a declaration of acceptance from the school, if your child is officially obliged to attend school (if your child has already turned 7)
- Proof of being able to cover one's living costs
- Proof of knowledge of the German language, if the child joins you later and has already turned 17
- For documents indicating civil status (marriage certificate, birth certificate etc.) authentication by legalisation or Apostille might be necessary for certain countries

Case workers from the German Embassy in your home country or from the immigration/visa section of the Leipzig Foreigners' Authority are at hand to answer your questions relating to family reunions for family members requiring visas. Please arrange an interview appointment with your local Foreigners' Authority.

Please note: For all family members joining you, a residence permit application must be submitted. They will also receive an electronic residence permit if their applications are successful (for the purpose of family reunification) in the form of a cheque card.

Opening a bank account

For your stay in Germany it is useful to open a current/checking account with a German bank. Check first as to whether the bank in your home country has a co-operation agreement with a German bank, which will simplify the registration process. Otherwise, you are free to choose a bank of your choice in Germany.

Some Leipzig banks offer an English-speaking service:

Bank	Address	Contact	Opening hours
Commerzbank	Thomaskirchhof 22 04109 Leipzig	Phone: +49 (0)341 124 1819 Fax: +49 (0)69 7953 50237 Email: peter.becker2@commerzbank.com	Mon: 9 am – 6 pm Tues: 9 am – 6 pm Wed: 9 am – 6 pm Thurs: 9 am – 7 pm Fri: 9 am – 4 pm
Deutsche Bank	Martin-Luther-Ring 2 04109 Leipzig	Phone: +49 (0)341 120 0 Fax: +49 (0)341 120 1490 Email: ariane.ruecker@db.com	Mon: 9:30 am – 6 pm Tues: 9:30 am – 6 pm Wed: 9:30 am – 4 pm Thurs: 9:30 am – 6 pm Fri: 9:30 am – 4 pm
Sparkasse Leipzig	Filiale Unicampus Universitätsstraße 1 04109 Leipzig	Phone: +49 (0)341 986 0 Email: info@sparkasse-leipzig.de	Mon: 9 am – 1 pm and 2 pm – 6 pm Tues: 9 am – 1 pm and 2 pm – 6 pm Wed: 9 am – 1 pm Thurs: 9 am – 1 pm and 2 pm – 6 pm Fri: 9 am – 1 pm
Leipziger Volksbank	Schillerstraße 3 04109 Leipzig	Phone: +49 (0)341 697 90 Fax: +49 (0)341 697 9106 Email: kontakt@leipziger-volksbank.de	Mon: 8:30 am – 6 pm Tues: 8:30 am – 7 pm Wed: 8:30 am – 6 pm Thurs: 8:30 am – 7 pm Fri: 8:30 am – 6 pm
Postbank	Brühl 8 04109 Leipzig	Hotline: +49 (0)228 55005900 Email: mail@postbank.de	Mon: 9 am – 8 pm Tues: 9 am – 8 pm Wed: 9 am – 8 pm Thurs: 9 am – 8 pm Fri: 9 am – 8 pm Sat: 9 am – 3 pm

In order to open an account please bring a photo ID (passport/identification card), the confirmation of registration, and a proof of income.

When opening a current/checking account you will receive an EC card (Electronic Cash Card) and, if requested, a credit card by post. In a separate letter you will receive the PIN (a four digit numerical code) by post, which you can use with your cards to withdraw cash free of charge at numerous multilingual cash machines or to make transfers. Before ordering the cards please make sure your letter box is labelled with your correct name. Otherwise those important letters will not reach you.

If you use the cash machines of other banks, fees will normally be charged for this service. Please inquire with your bank which cash machines of partner banks can be used free of charge.

Hint: If you lose your EC or credit card, you need to block it immediately under the telephone number 116 116 which is free of charge in Germany.

Online banking information

All banks offer online banking services, enabling you to carry out your bank transactions online over the bank's website. To use this service you will receive personal access data and a list of transaction numbers (TAN) by post, which you then use to authorise your online transactions such as transfers or standing orders etc. Alternatively, the TANs can be generated using other techniques. For instance, they can be sent as a text message (SMS) to your mobile phone. Just before you complete your transaction you will receive an appropriate TAN.

Your bank will inform you on the different techniques used and the options you have.

The costs of a current/checking account and individual services will vary depending upon your bank. Please enquire about this. .

Hint: The EC card is the most accepted non-cash form of payment in Germany. MasterCard/ EuroCard and VISA are also commonly accepted as the major credit cards.

Health insurance

If you live in Germany and work as an employed person, you are usually at the same time subject to compulsory insurance. This entitles you to receive medical treatment without additional costs. You are free to choose the health insurance company. There are differences between the statutory and the private health insurance.

Since the health insurance is closely connected with the work contract, we ask you to read the [➤ “Welcome to Leipzig – Guidelines for Hiring Foreign Staff in the Public Service”](http://www.uni-leipzig.de/+1i) (www.uni-leipzig.de/+1i) for details about the health insurance.

Guidelines for the application of a residence permit

You must be able to guarantee sufficient health insurance protection for the entire period of your stay in Leipzig. Before your departure to Leipzig you need to check the extent of the cover of the health insurance company in your home country in terms of the coverage for medical emergencies. If the health cover protection is insufficient, you will require a separate health insurance in Germany.

The following health insurance companies in Leipzig also offer consultation in English:

Health insurance company	Address	Contact	Opening hours
AOK PLUS	Ritterstraße 12 04109 Leipzig	Phone: 0800 247 1001 Mobile: +49 (0)152 01571508 Email: eric.herrmann@plus.aok.de (contact: Eric Herrmann)	Mon: 9 am – 6 pm Tues: 9 am – 6 pm Wed: 9 am – 2 pm Thurs: 9 am – 6 pm Fri: 9 am – 2 pm
Barmer GEK	Ludwig-Erhard-Straße 49 04103 Leipzig	Phone: 0800 332 060 231 161 Mobile: +49 (0)160 907 58896 Email: katrin.graul@barmer-gek.de (contact: Katrin Graul)	Mon: 8 am – 6:30 pm Tues: 8 am – 6:30 pm Wed: 8 am – 6:30 pm Thurs: 8 am – 6:30 pm Fri: 8 am – 4 pm
DAK	Grimmaische Straße 13–15 04109 Leipzig	Phone: +49 (0)341 926 4060 Email: service726100@dak.de	Mon: 8 am – 4 pm Tues: 8 am – 4 pm Wed: 8 am – 4 pm Thurs: 8 am – 5 pm Fri: 8 am – 1 pm
IKK Classic	Nonnenstraße 37 04229 Leipzig	Phone: +49 (0)341 48225	Mon: 7:30 am – 5 pm Tues: 7:30 am – 5 pm Wed: 7:30 am – 5 pm Thurs: 7:30 am – 6 pm Fri: 7:30 am – 3 pm
Techniker Krankenkasse	Prager Straße 15–17 3rd floor 04103 Leipzig	Phone: +49 (0)40 4606 5103 002 Mobile: +49 (0)151 571 17936 Email: rene.berger@tk.de (contact: René Berger)	by appointment

If you stay in Leipzig for a period less than one year or do not have or get statutory health insurance, you can alternatively opt for a private health insurance. The following private health insurance companies offer consultation in English:

Health insurance company	Address	Contact	Opening hours
Allianz Global Assistance c/o Martens & Prahel GmbH	Sebastian-Bach-Straße 44 04109 Leipzig	Phone: +49 (0)341 140 766 Email: info@martens-prahl-leipzig.de contact: Gitta Dorsch	Mon to Fri: 9 am – 5 pm
AXA General representative Kathrin Bauch	Südstraße 10 04425 Taucha	Phone: +49 (0) 34298 686 47 Fax: +49 (0) 34298 305 87 Email: agentur.bauch@axa.de	Mon to Fri: by appointment consultations at your residence possible
Gothaer Representative Julia Spangenberg	Emilienstraße 13 04107 Leipzig	Phone: +49 (0)341 241 9756 Email: julia.spangenberg@gothaer.de	Mon: 9 am – 6 pm Tues: 9 am – 6 pm Wed: 9 am – 6 pm Thurs: 9 am – 6 pm Fri: 9 am – 1 pm
Alte Leipziger- Hallesche Konzern General representative Schwabe & Partner	Katharinenstraße 1–3 04109 Leipzig	Phone: +49 (0)341 149 8700 Fax: +49 (0)341 149 8702 Email: schwabeu@ao.al-h.de	Tues: 9 am – 6 pm Wed: 2 pm – 6 pm Thurs: 2 pm – 6 pm Fri: 9 am – 12:30 pm
HanseMerkur Branch office Norman Grob	Schwägrichenstraße 11 04107 Leipzig	Phone: +49 (0)341 582 1000 Fax: +49 (0)341 225 40663 Email: norman.grob@hansemerkur.de	Mon to Fri: by appointment
Mawista Science	Albstraße 26 73240 Wendlingen	Phone: +49 (0)7024 469 510 Fax: +49 (0)7024 469 5120 Email: info@mawista.com Web: www.mawista.com	

Housing in Leipzig

It is worth looking into places to stay before you come to Leipzig, so that you have a preliminary address when you first arrive. The cost of living in Leipzig compared to other large European cities is very reasonable. Have a look at those areas first that are closest to your research establishment. To search for apartments you can use the following Internet portals:

- [immobilienscout24.de](http://www.immobilienscout24.de) (www.immobilienscout24.de)
- [immowelt.de](http://www.immowelt.de) (www.immowelt.de)
- [immonet.de](http://www.immonet.de) (www.immonet.de)
- [kleinanzeigen.ebay.de](http://www.kleinanzeigen.ebay.de/anzeigen/stadt/leipzig) (www.kleinanzeigen.ebay.de/anzeigen/stadt/leipzig)
- [wohndepot.de](http://www.wohndepot.de) (www.wohndepot.de)

In addition to these there are housing cooperatives in Leipzig, which have extensive portfolios of apartments of various sizes. You can enquire about available apartments in the following consulting offices:

- [Leipziger Wohnungs- und Baugesellschaft \(LWB\)](http://www.lwb.de) (www.lwb.de)
- [Vereinigte Leipziger Wohnungsgenossenschaft \(VLW\)](http://www.vlw-eg.de) (www.vlw-eg.de)
- [Unitas](http://www.wg-unitas.de) (www.wg-unitas.de)
- [Lipsia](http://www.wg-lipsia.de) (www.wg-lipsia.de)
- [Wogetra](http://www.wogetra.de) (www.wogetra.de)
- [Gutburg](http://www.gutburg.de/leipzig) (www.gutburg.de/leipzig)
- [Kontakt](http://www.wbg-kontakt.de) (www.wbg-kontakt.de)

Apartments that are rented out on the free market are not usually furnished in Germany, which means that you need to consider expenditures for furniture. Various agencies like for instance [↗ Home Company](http://www.hc24.de/de/m%F6bliertes-wohnraum-in-leipzig.htm) (www.hc24.de/de/m%F6bliertes-wohnraum-in-leipzig.htm) also offer apartments that are furnished. The realtor's fees for this service have to be borne by the party commissioning the agency. Alternatively you can search for furnished private and guest apartments on online portals such as [↗ Airbnb](http://www.airbnb.de/s/Leipzig-Deutschland) (www.airbnb.de/s/Leipzig-Deutschland), [↗ Wimdu](http://www.wimdu.de/leipzig) (www.wimdu.de/leipzig) or [↗ wg-gesucht.de](http://www.wg-gesucht.de) (www.wg-gesucht.de).

Which documents are required for renting an apartment?

- Your ID-card or passport
- The form “self-disclosure form for tenants” from the landlord that needs to be filled in
- Proof of your income (by providing your work contract or a certification from your employer)
- Proof that you do not owe any money from your previous apartment
- Your visa or – if already available – your residence permit

The rent of an apartment in Germany is consisting of the basic rent (net “cold” rent) plus the additional costs that relate to the size of the apartment and your consumption of the resources. These costs are a proportionate share (depending upon the size of your apartment) of the heating costs, hot and cold water, waste disposal, cleaning of communal areas etc.

Additionally you need to leave a security deposit with the landlord for the period that you are renting the apartment – usually the equivalent of two to three net “cold” rents. It is deposited in a separate savings account and accumulates interest and will be paid back to you at the termination of your rental agreement, if no damage has been done to the property and you are not in arrears with your rent payments.

To rent an apartment you will have to sign a lease containing all the data about the apartment and the fixed monthly rent. This is usually a standardized contract with supplementary clauses. With the handover of the keys, you should check the fixtures and fittings of the apartment and look for any defects together with your landlord/landlady. Make sure that any shortcomings are noted down in the protocol, so that you are not made liable for these later on. It is advisable to have somebody with you during the inspection who is proficient in the German language.

As soon as you have rented the apartment, you need to register the following:

- › Electricity provider/gas provider (sometimes your landlord is going to register you with Stadtwerke Leipzig. If you prefer another company, you can change to a different provider later on)
- › Internet and telephone (if a landline phone is desired)
- › TV licence (forms can be obtained at the resident service office which is also informing the respective collecting agency about your move, so they will send you a payment order after a few weeks should you not have registered in the meantime)

You are free to choose the electricity, gas and telecommunications provider. When you sign up for a particular contract, you should pay attention to the minimum contract period and the terms of notice. Many contracts renew automatically by the same contract period after the originally agreed contract period is over. The monthly instalments are usually deducted by direct debit from your German bank account.

The German electricity mains run with 220 volt, 50 volt alternating current. Depending upon your country of origin, you might need adapters for some of the appliances that you bring with you.

The local basic service provider for gas and electricity is the public utility [↗ Stadtwerke Leipzig GmbH](#) (www.swl.de). Consultation (also in English if requested) is available here:

Place	Contact	Opening hours	Getting there
Energie- und Umweltzentrum der Stadtwerke Leipzig (Energy and environmental center at Leipzig public utility services) Katharinenstraße 17 04109 Leipzig	Phone: +49 (0)341 121 3333 Fax: +49 (0)341 121 6828 Email: kundenservice@swl.de	Mon: 9 am – 8 pm Tues: 9 am – 8 pm Wed: 9 am – 8 pm Thurs: 9 am – 8 pm Fri: 9 am – 8 pm Sat: 9 am – 4 pm	Tram: 1, 3, 7, 10, 11, 12, 14, 15, 16 (Stop Hauptbahnhof) Bus: 72, 73, 89 (Stop Hauptbahnhof) Suburban train: 1, 2, 3, 4, 5, 5X (Stop Markt)

In Germany there is an obligatory fee for TV/radio broadcasts, meaning that for every registered apartment, a monthly fee of 17,50 € has to be paid, irrespective of whether you view the broadcasting media using the TV, the radio or your computer. The public radio and television stations are financed from this.

You will find the respective forms for registering to pay your obligatory broadcasting fee at the resident services offices in Leipzig or [↗ online](#) at https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html.

Hint: If you have found an apartment, you must register your new address at the resident services office within two weeks. In addition, you should also inform all other authorities and institutions that you had contact with. As soon as you know that you will leave Leipzig, you need to cancel your tenancy agreement **as soon as possible** (the notification period is three full months in advance), along with your contracts with electricity and gas suppliers, telecommunications companies and your broadcasting fee. Please keep an eye on the respective periods of notice. Otherwise you might be obliged to pay for those services, although you are no longer living in Leipzig.

Living in Leipzig with a family

As already mentioned above, your relatives have the right to join you in Leipzig under certain circumstances. In this section you will find out about childcare options, what you need to take into account when it comes to schooling and the rights that you have as parents in Germany. A good place to start is the [↗ family information office](#) (www.english.leipzig.de/youth-family-and-community/the-family-information-office):

Place	Contact	Opening hours	Getting there
Familieninfobüro (Family information office) Stadthaus Burgplatz 1 04109 Leipzig	Phone: +49 (0)341 123-2598 Fax: +49 (0)341 123-2597 Email: fib@leipzig.de Web: www.leipzig.de/fib	Mon: 9 am – 12 pm Tues: 9 am – 6 pm Wed: 9 am – 12 pm Thurs: 1 pm – 4:30 pm Fri: 9 am – 12 pm	Tram: 2, 8, 9 (Stop Karl-Tauchnitz-Straße/ Neues Rathaus) Bus: 89 (Stop Karl-Tauchnitz-Straße/ Neues Rathaus)

Childcare

In Germany all children who were born after 31.7.2013 have the legal right to daycare provision after they have turned one. However, it is not always easy to find a place due to an exceptionally high demand.

The [office for young people, families and community](http://www.english.leipzig.de/youth-family-and-community) (www.english.leipzig.de/youth-family-and-community) will be happy to advise you – in German and if requested also in English:

Place	Contact	Opening hours	Getting there
Abteilung Kindertagesstätten und Freizeiteinrichtungen (Dept. for childcare and children's activities) Rathaus Wahren Georg-Schumann-Straße 357 04159 Leipzig	Phone: +49 (0)341 123-4390 Fax: +49 (0)341 123-4384 Email: ja-51-4@leipzig.de	Mon: 9 am–12 pm and 1 pm–3 pm (only by phone) Tues: 9 am–12 pm and 1 pm–6 pm (in person) Wed: 9 am–12 pm and 1 pm–3 pm (only by phone) Thurs: 9 am–12 pm and 1 pm–4 pm (in person) Fri: 9 am–12 pm (only by phone)	Tram: 10, 11 (Stop Wahren) Bus: 80, 87, 88 (Stop Wahren)

The four counsellors of this office will gladly answer your questions either in person or by phone:

+49 (0)341 123-1232, +49 (0)341 123-1233, +49 (0)341 123-1148, +49 (0)341 123-1081

For the daycare of your children between the ages of one and six there are various kinds of nurseries (Kindergärten) or child minders (called “daycare moms and dads”) in Leipzig.

- › Crèches are available for children up to the age of 3
- › Nurseries (Kindergärten) are available for children from the age of 3 to school entry age
- › Combined nurseries and elementary schools exist for children up to school age and elementary school children (in mixed groups)
- › Integrated childcare centres are on offer for children up to school age and elementary school children
- › Child minders provide care for children up to the age of 3 (groups of up to 5 children are cared for by a registered daycare provider)

You are free to choose between the various childcare options (i.e. nurseries, child minders etc.). Please refer to www.leipzig.de/kinderbetreuung/ or to the [internet portal](http://www.meinkitaplatz-leipzig.de) www.meinkitaplatz-leipzig.de to find a list with all childcare facilities run by the city of Leipzig. It's a good source of information about the various nurseries. In order to get a personal first impression of the different locations and educational concepts, please feel free to contact the respective heads of nurseries in order to schedule a visit.

Once you have made your choice for one (or several) favoured nurseries it's time to establish a parent account via the [internet portal](http://www.meinkitaplatz-leipzig.de) www.meinkitaplatz-leipzig.de. Here you can enter your personal data and wish list for desired nurseries. Once this parent account is completed, you will receive a reference number via email which is needed to enter into a contract later on.

Should you not be able to use the internet or have no email address you can - as an exception - also mail your request for daycare by letter to the office for young persons, family and community. Simply download the form "Bedarfsanmeldung für einen Kinderbetreuungsplatz" provided on www.leipzig.de/familie/ (search for the topic Kinderbetreuung) or here as a [PDF](#) file and send it off by post to the office for youth, family and community, Georg-Schumann-Strasse 357, 04159 Leipzig. It would be even better to deliver it in person as this gives you a chance to consult one of the counsellors and ask questions. In addition to that the family information office will also gladly help you to do the necessary research and to establish the parent account online.

Fees are charged for childcare in Leipzig with the amount depending on the hours of childcare provided and the number of children receiving childcare. There are reduced rates for single parents. You can find an up-to-date list of the fees [here](#) (www.leipzig.de/elternbeitrag/).

Notes on important documents required for registering your child for day care (day-care agreement)

Once your child has been granted a place at a nursery or with a child minder, you will receive a form to fill in containing personal data and information about certain illnesses as well as your child's development. You will also be required to show your passport or identity card as well as the birth certificate of the child (originals and copies).

Childcare centres and small-group day-care facilities require a medical certificate and a vaccination record for the enrolment of your child. Please enquire about this directly with your chosen childcare centre.

Schooling

In Saxony, schooling is compulsory for all children and young persons – irrespective of their residence status. The school year starts in August or September and ends in the summer of the following year. In Saxony there are the following kinds of schools:

- › **Primary schools** – classes 1 to 4; these also offer after-school childcare facilities
- › **Secondary schools** – these provide a general education with a focus on working later in a practical work environment; on successful completion of class 9, children receive a basic secondary school qualification, after successful completion of class 10, children receive a High School Diploma
- › **Grammar schools** – from classes 5 to 12; children receive a more in-depth general education, those who successfully complete their “A”-levels (Advanced level of secondary education) will possess the qualification to study at a German university or college

In addition to the public schools, there are also various independent schools with a specific educational, religious, ideological or foreign-language orientation. These come up with their own education programs that still comply with statutory requirements and usually have different educational approaches than state schools. At state schools education is free, whereas at independent schools monthly fees have to be paid. Enquire beforehand about the conditions.

After-school childcare facilities in primary schools are called “Hort” and are particularly beneficial for the social interaction of your child. These encompass all of the optional educational offers provided by all state primary schools on their own school premises. Here, schoolchildren are able to participate in various activities, do their homework supervised by a teacher and benefit from the social interaction with other schoolchildren before school starts and after school finishes. After-school childcare facilities are optional – costs vary depending upon the hours agreed upon. More information and the current fees can be found [here](http://www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/) (www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/), go to topics “Hort” and “Elternbeiträge”). You should register your child for after-school childcare at the school where you intend to send your child.

Guidelines for registration

To register at a school, as a first port of call we recommend contacting the regional office of the Saxon education agency in Leipzig at the following address:

Place	Contact	Getting there
Sächsische Bildungsagentur Regionalstelle Leipzig (Saxon education agency Regional office in Leipzig) Coordinator for migration issues Dr. Christine Mäkert Nonnenstraße 17 a 04229 Leipzig	Phone: +49 (0)341 494 5725 Fax: Email: +49 (0)341 494 5614 christine.maekert@sbal.smk.sachsen.de	Tram: 1, 2 (Stop Holbeinstraße)

Advice will be given in your child's future education route based on your child's previous history of education. **Proof of proficiency in the German language is a major prerequisite for a successful participation in German education.** You and your child/children will be informed of the options for improving German language skills according to school regulations for elementary schools, secondary schools and grammar schools. Pupils with a migration background are entitled to receive tuition in German as a second language (Deutsch als Zweitsprache, DaZ) for language used everyday and at school as a prerequisite for integration at school. Children still lacking German language skills have to attend those DaZ classes for **at least a year** (to find schools with [↗ DaZ classes](#) please refer to www.leipzig.de/daz/).

Teaching is based on a curriculum which divides the subject into three stages. For the first and second stages, special preparatory classes are available at elementary and secondary schools. The first stage serves the purpose of acquiring a basic grasp of the language – both written and spoken. The second stage incorporates a step-wise participatory approach for specialised teaching within the normal class with the goal of acquiring the level of language required for basic education. Currently it is possible for pupils to change to a grammar school at this stage. It is planned to establish DaZ classes at grammar schools in the near future.

After this preparatory class the integration of your child is completed and your child should be able to participate in the mainstream class. This will be organised according to the age of your child and the targeted education route for primary school, secondary school or grammar school. Depending on individual needs, language needs are additionally catered for in the context of the third stage and accompany the school career.

In your first consultation you will receive information tailored to your individual requirements about those schools offering preparation classes and about participating in DaZ classes.

More information and a list of all schools offering DaZ classes can be found [↗ online](#) on www.leipzig.de/daz/.

Child benefit

If you are registered in Germany and are in possession of the residence permit according to § 18, § 19, § 19 a, § 20 (or other permits that entitle you to work, except §16) AufenthG/Residence Act or are an EU-citizen or a citizen of Switzerland, Iceland, Liechtenstein, Norway, Algeria, Bosnia-Herzegovina, Kosovo, Morocco, Serbia, Montenegro, Tunisia or Turkey, then you will receive a child benefit for the children living with you in Leipzig. This is paid for each child from birth until the age of 18. If your children are still studying or in training, it is even paid until the age of 25. The Family Benefits Department is responsible for paying this allowance.

[↗ Here](#) you can find the application for child benefit in different languages and in [↗ German](#). You are supposed to fill it in in German, but you could use any of the bilingual application forms. Together with the [↗ application form](#), you should hand in the [↗ "Anlage Kind"](#) and if one parent is not living in Germany also [↗ "Anlage Aus-land"](#), which are also available in different bilingual versions ([↗ "Anlage Kind" bilingual](#) and [↗ "Anlage Ausland" bilingual](#)).

Please note that you **need to indicate your child's tax identification number**, which you normally get two weeks after registering at your local resident services office (Bürgeramt) together with [↗ your tax identification number](#). The federal central tax office will send your and your child's tax ID number via mail; if you do not receive any tax identification number, please get back to the resident services office and ask for it or send a request to melde-pass@leipzig.de.

Your employer needs to confirm your employment contract in the form "Anlage Ausland" (page 4) in order for you to get the child benefit ("Anlage Ausland" only needed if one parent does not live in Leipzig with the child).

As an international employee or guest scientist/researcher with a residence permit which entitles you to receiving child benefit, your application for child benefit should be handed in via your employer's (university/research institute) HR department (Personalabteilung) to the so-called "Familienkasse Landesamt für Steuern und Finanzen". **You will receive your monthly child benefit together with your salary.**

If you come from a country indicated in the table below, your application form should be handed in at the respective responsible office, depending on where you come from. Here you can find their contacts: (You will receive your child benefit independently from your salary from the respective Familienkasse)

Country	Address	Contact
Belgium Luxemburg Netherlands Hungary	Bundesagentur für Arbeit Familienkasse Rheinland-Pfalz – Saarland 55149 Mainz Deutschland	fax: +49 (681) 944 910 5324 e-mail: Familienkasse-Rheinland-Pfalz-Saarland@arbeitsagentur.de
France Switzerland	Familienkasse Baden-Württemberg West 76088 Karlsruhe Deutschland	fax: (France) +49 (781) 9393 697 fax: (Switzerland) +49 (7621) 178 260 585 e-mail: Familienkasse-Baden-Wuerttemberg-West@arbeitsagentur.de
Austria Croatia Algeria Bosnia and Herzegovina Kosovo Morocco Montenegro Serbia Tunisia Turkey	Familienkasse Bayern Süd 93013 Regensburg Deutschland	fax: +49 (851) 508 617 E-Mail: Familienkasse-Bayern-Sued@arbeitsagentur.de
Poland Czech Republic	Bundesagentur für Arbeit Familienkasse Sachsen 09092 Chemnitz Deutschland	fax: +49 (3591) 661 878 e-mail: Familienkasse-Sachsen@arbeitsagentur.de
other EU/EEA member states	Bundesagentur für Arbeit Familienkasse Bayern Nord 90316 Nürnberg Deutschland	fax: +49 (911) 529 3997 e-mail: Familienkasse-Bayern-Nord@arbeitsagentur.de
Orphans and children who do not know the place of residence of their parents living in Germany, in a EU/EEA member state or Switzerland		

In addition to a completed application, copies of the following documents should also be included:

- The birth certificate of your child translated into German
- The confirmation letter of your registration at an address in Leipzig
- The residence permits of both yourself and your child
- In case your child is still studying or in training: proof of the training contract or student matriculation number

You can sign the application for child benefit and send it off by post or hand it in in person during the office opening times stated. The processing time is between 4 and 6 weeks. The child benefit will be transferred to your bank account every month and payment will even be back-dated starting with the day your child entered Germany or was born here.

Hint: As soon as you move away from Leipzig and deregister, you need to send the Family Benefits Department an informal letter informing them that you are no longer entitled to receive child benefit for your children after a certain date – the deregistration confirmation letter should also be attached.

Maternity benefit

If you are expecting a child during your stay in Leipzig, as a mother you are entitled to maternity benefit under the legal maternity protection period (6 weeks before and 8 weeks after the birth of your child). However, this only applies if you work in Germany and are insured with a statutory health insurance company. The health insurance company will pay you 13 Euros per day. If your previous net daily wage exceeds this amount, your employer has to supplement the difference.

The documents that are required to apply for this benefit are:

- A filled-in application form
- The doctor's note about the prospective due date
- A certificate from your employer as to the calculation
- Your residence permit
- The confirmation letter of your registration at an address in Leipzig
- The birth certificate after the birth of your child

If you have a private or statutory **family insurance** as a mother, then you are entitled to a one-time benefit of 210 Euros. In this case your application should be sent to the Federal Insurance Office. You will find the form here as a [PDF](#) file (www.bundesversicherungsamt.de/fileadmin/redaktion/Mutterschaftsgeld/Mutterschaftsgeld-Antrag_270116.pdf) or on the website www.mutterschaftsgeld.de.

Parental benefit

Parental benefit is an additional financial benefit for parents. If you are registered in Germany and are in possession of a permanent resident permit or a residence permit allowing an employment or are an EU-citizen or a citizen of Switzerland, Iceland, Liechtenstein or Norway, then you are entitled to receive parental benefit. This balances out the lack of income in the first year after the child is born, if one of the parents looks after the child themselves and opts not to work for more than 30 hours per week.

The amount of the monthly allowance amounts to 65 to 67 percent of your previous net income – a minimum of 300 Euros and a maximum of 1800 Euros. With the online parental benefit calculator, you can work out the prospective amount in advance. It can be found [↗ here](#) (www.familien-wegweiser.de/Elterngeldrechner).

The period of parental benefit can be selected and split between both parents, whereby one parent is entitled to a minimum of two and a maximum of 12 monthly allowances. If the other partner also partially participates in the child’s upbringing over this period meaning that the family income is reduced, basic parental benefit will be paid for up to a total of 14 months. Single parents are entitled to the full 14 months.

A new law on parental benefit plus with partnership bonus and a flexible parental leave (Gesetz zur Einführung des Elterngeld Plus mit Partnerschaftsbonus und einer flexibleren Elternzeit) came into effect on January 1, 2015 offering improvements for those parents wishing to work part time during the period of receiving parental benefits. With the additional months under the new parental benefit Plus scheme parents can receive financial support even longer and thus gain more time to spend with their families. Parental benefit Plus is paid double the time: one basic parental benefit month according to the old scheme equals two parental benefit Plus months thus giving parents with part time work a better option to make use of their parental benefit budget.

More up to date information on this parental benefit Plus scheme can be found [↗ here](#) (www.elterngeld-plus.de) and [↗ here](#) (www.bmfsfj.de/bmfsfj/themen/familie/fragen-und-antworten--elterngeldplus-und-partnerschaftsbonus/73798?view=DEFAULT).

The parental benefit office is the place to apply for this benefit. It can be visited at the address below:

Place	Contact	Opening hours	Getting there
Amt für Jugend, Familie und Bildung Elterngeld (Youth, family and education office Parental benefit) Naumburger Straße 26 04229 Leipzig	Phone: +49 (0)341 123-3575 +49 (0)341 123-3576 Fax: +49 (0)341 123-3583 Email: ja-51-24@leipzig.de	Mon: 10:30 am – 12:00 pm (only by phone) Tues: 9 am – 12 pm and 1 pm – 6 pm Thurs: 9 am – 12 pm and Fri: 1 pm – 4 pm 10:30 am – 12 pm (only by phone)	Tram: 3 (Stop Markranstädter Straße), 14 (Stop Station Plagwitz) Bus: 60 (Stop Naumburger Straße) Suburban train: 1 (Stop Station Plagwitz)

To apply for parental benefit you need the forms “application for parental benefit” as well as the “declaration of income”. Both forms are available from the parental benefit office or can be downloaded [↗ here](#) as PDF files (www.leipzig.de/elterngeld/ under the heading Eltern- und Erziehungsgeld).

You will need the following documents for eligibility:

- The birth certificate of your child (if available the original one entitled “for parental benefit/social purposes”)
- Proof of maternity benefit received and your employer's contribution
- Proof of your income over the last 12 months before the birth of your child
- Proof of any work taken up during parental leave
- Your residence permit
- The confirmation letter of your registration at an address in Leipzig
- Proof of being a single parent (if applicable)

Please send your application by post to the parental benefit office at Naumburger Straße 26 04229 Leipzig.
Retrospective parental benefit will only be paid for the three months prior to the date that the application was submitted.

Childcare allowance

The option to receive a childcare allowance if you decide to look after your child yourself after he/she has reached the age of 14 months, as opposed to sending him/her to children’s daycare, has been revoked.

On July 21, 2015 the Federal Constitution Court (BverfG) announced its decision on the childcare allowance law and declared this law to be unconstitutional. At the moment you can only receive such payments if this childcare allowance had been granted in the past already. New cases will no longer be answered positively. Please refer to the [pages of the Free State of Saxony](#) (www.familie.sachsen.de/bundesbetreuungsgeld.html) for more information.

Pregnancy / birth

If you or your spouse has a child during your research stay in Leipzig, then you should arrange to get a birth certificate shortly after the birth. Only then will you be able to take advantage of the financial support available that is mentioned above. It is therefore advisable to arrange an appointment within one week of the birth with the registry office. Appointments can be made [online](#) (www.leipzig.de/terminvereinbarung/, look for the heading “Terminvereinbarung Standesamt”). You will find the registry office here:

Place	Contact	Opening hours	Getting there
SG Geburten/Sterbefälle Stadthaus (SG births/deaths City hall) Burgplatz 1 04109 Leipzig	Phone: +49 (0)341 123-4146 Fax: +49 (0)341 123-4120 Email: standesamt@leipzig.de	Mon: 9 am – 12 pm Tues: 9 am – 12pm and 1 am – 6 pm Thurs: 1 am – 4 pm	Tram: 2, 8, 9 (Stop Karl-Tauchnitz-Straße/ Neues Rathaus) Bus: 89 (Stop Karl-Tauchnitz-Straße/ Neues Rathaus)

Hint: Parents who were born abroad are asked to make an appointment by telephone **on Wednesdays or Thursdays between 8 am and 10 am**, so that more time can be allocated for your consultation. You get more information about the whole procedure and the documents and translations that are required depending on the home country you are coming from.

Under normal circumstances, the following documents are required as originals:

- Your identity cards or passports
- Your residence permits
- The confirmation letter of your registration at an address in Leipzig
- Both of your own birth certificates (the originals and the German translations certified by an official German translator; sometimes a legalisation or apostille is required for the documents)
- For non-married parents: the paternity and custody declarations
- For married parents: the marriage certificate or family register of the names after the marriage (original and translation)
- For divorced parents: the marriage certificate or family register of the names after the divorce and the final divorce decree (originals and translations)
- For parents with other children: the birth certificates and the custody declarations (originals and translations)

You will receive free official documents for parental benefit and childcare allowance by post as well as support during pregnancy and for young mothers. As soon as you have the documents, you need to send off your applications for the above benefits immediately. Should you need more official copies of the birth certificate you can get them for a fee of 10 Euros per copy. Please do not forget to include your child on your own health insurance. Your health insurance company will advise you accordingly.

Unmarried couples should obtain paternity and custody declarations before or shortly after the birth, if you both wish to be next of kin to the child and have joint custody of your child officially.

For this you should visit the child support/records department below:

Place	Contact	Opening hours	Getting there
Amt für Jugend, Familie und Bildung Unterhalt/Beurkundungen (Youth, family and education office Child support/records dept.) Naumburger Straße 26 04229 Leipzig	Phone: +49 (0)341 123-4457 Fax: +49 (0)341 123-4487 Email: ja-51-20@leipzig.de	Mon: 9 am – 12 pm (only by phone) Tues: 9 am – 12 pm and 1 pm – 6 pm Thurs: 9 am – 12 pm and 1 pm – 4 pm Fri: 9 am – 12 pm (only by phone)	Tram: 3 (Stop Markranstädter Straße), 14 (Stop Station Plagwitz) Bus: 60 (Stop Naumburger Straße) Suburban train: 1 (Stop Station Plagwitz)

The following documents are to be submitted as originals:

- Your identity cards or passports
- Your residence permits
- The confirmation letter of your registration at an address in Leipzig
- Your prenatal notes (if the consultation takes place before the child is born)
- The birth certificate of your child (if the consultation takes place after the child is born)
- The paternity declaration or the judicial ruling for the determination of paternity

You can receive further information about pregnancy and birth from your health insurance company. You need to inform the residents' registration office and the foreigner authorities about the birth of your child, so that he/she can receive their own residence permit.

The [family information office](#) (Familieninfobüro, www.leipzig.de/fib) will support you with advice and information material on all topics related to your family. They even have a small welcome gift for the newborn citizen of Leipzig. So, don't forget to visit the family information office on the ground floor of the New Town Hall on Burgplatz.

Marriages

Do you intend to get married during your research stay in Leipzig? Then you need to make an appointment for an initial consultation with the registry office by phone. Please refer to the web page of the [registry office](#) (www.english.leipzig.de/marriage/) for more information about the documents required for a civil marriage. The address of the registry office can be found below:

Place	Contact	Opening hours	Getting there
SG Eheschließungen Stadthaus (SG civil marriages City hall) Burgplatz 1 04109 Leipzig	Phone: +49 (0)341 123-4133 Fax: +49 (0)341 123-4115 Email: standesamt@leipzig.de Web: www.leipzig.de/standesamt	Mon: 9 am – 12 pm Tues: 9 am – 12 pm and 1 pm – 6 pm Thurs: 1 pm – 4 pm	Tram: 2, 8, 9 (Stop Karl-Tauchnitz-Straße/ Neues Rathaus) Bus: 89 (Stop Karl-Tauchnitz-Straße/ Neues Rathaus)

Deaths

If any of your family members accompanying you passes away during your stay in Leipzig, then you must notify the [registry office](http://www.english.leipzig.de/registration-of-deaths/) (www.english.leipzig.de/registration-of-deaths/) within 3 days of the death. The funeral home that you appoint will normally do this for you and will also provide you with the death certificates. These documents are important, in order to be able to prove the fatality to institutions and authorities. The fee for a death certificate amounts to 10 Euros.

Mobility in Leipzig

Leipzig is considered to be a city of short distances. It has a whole range of fast and straightforward transportation options for you to reach your destination within the city and all over the country.

Public transport (LVB)

The public transport system in Leipzig is covered by trams, buses and suburban trains of the Leipzig transport company (LVB) and the German railway (DB). Due to its extensive transport network, nearly all areas of the city are accessible. Leipzig also belongs to the tariff zone of the Central German transport group, which covers the surrounding areas of Leipzig including the larger city of Halle. If you correctly select the ticket for the tariff zone 110 you can use all of the public transport in Leipzig for a certain period of time. Further information on local transport can be obtained [here](http://www.lvb.de) (www.lvb.de) and in the LVB service centre:

Place	Contact	Opening hours	Getting there
LVB-Service-Center Petersstraße/ on the corner of Markgrafenstraße 04109 Leipzig	Phone: +49 (0)341 194 49 Email: info@lvb.de	Mon to 8 am – 8 pm Fri: Sat: 8 am – 4 pm	Tram: 2, 12, 15 8, 10, 11, (Stop Wilhelm-Leuschner-Platz) Suburban train: 1, 2, 3, 4, 5, 5X (Stop Wilhelm-Leuschner-Platz)

If you only occasionally use the public transport system in Leipzig, then a one-way, daily or weekly ticket could be sufficient. If you intend to use the transport system on a regular basis however, then it is worth investing in a monthly ticket. Subscription tickets are only suitable for stays of at least 12 months – pay attention to the conditions of these subscriptions.

Please note: If you travel on the public transport without a ticket and are stopped by the ticket-collector, you will be fined 60 Euros on the spot. Short distance tickets, single-, daily- and weekly tickets must be stamped before travel – except for those tickets that are bought directly on the bus or in the tram which are already stamped. Ticket-validating machines can be found in the trams and buses or on the platform of the suburban train station. It is not possible to stamp your ticket inside the suburban train.

Guidelines for purchasing tickets

You can buy your tickets for public transport from the following places:

- › At multilingual ticket machines at the larger tram stops and at all suburban train stations (cash and EC card)
- › At multilingual ticket machines in the tram (restricted range of tickets and coins only)

- › From the bus driver (restricted range of tickets and cash only)
- › At service shops of the LVB and German Rail (DB) (full range of ticket options, cash and EC cards accepted)
- › At certain supermarkets, tobacconists and paper shops
- › From the online shop of the LVB (restricted range of tickets, PayPal available)
- › With the mobility app “EasyGo”, available for iOS and android (only one-way and daily tickets, this transaction will show up on your German mobile phone bill)

Further information is available on the [↗ LVB website](#) (www.lvb.de) which will be available in English soon.

Carsharing (TeilAuto)

If you only occasionally need a car for short trips around Leipzig, then the carsharing option of the company TeilAuto could be an interesting option for you. You will find cars available for temporary use at over 100 TeilAuto stations all over the city, ranging from small cars to transporters.

Guidelines on prices and reservations

The price is calculated from the duration of usage and the amount of kilometres driven. You can choose from three different framework tariffs – for occasional drivers or frequent drivers, with or without base charges.

A reservation for a particular vehicle is made using the [↗ TeilAuto website](#), the TeilAuto app (available for iOS and android) or over the reservation hotline +49 (0)341 44 5000. The rented car must be returned to the same TeilAuto station at the end of the rental period.

Guidelines for registering with TeilAuto

You can register for carsharing online at the [↗ TeilAuto web page](#) www.teilauto.net (look for the heading Registrierung). For the registration you will need:

- Your identity card or passport
- Your driving license (you will find information about foreign driving licences in Germany in the section “driving a car”; a driving licence recognised in Germany facilitates the registration process)
- Proof of your address in Leipzig (confirmation letter of registration)
- Proof of a German bank account

After having registered online please proceed to one of the city service centres in order to pick up your customer card. You will also have to leave a deposit of 100 € in cash when you register, after which you will receive your customer smart card that you will enable you to unlock the vehicle at the time for which you have booked it. To find out where the [↗ city service centres](#) are located please refer to www.teilauto.net (look for the heading “Kontakt”).

By the way: the Leipzig city service centres of Teilauto are located in the LVB service centre at the address given above and in the LVB mobility centre opposite the main train station.

Taxis

Like in every large city you have the option of hiring a taxi for one-way trips in Leipzig. There are numerous taxi operators with their own numbers (+49 (0)341 4884, +49 (0)341 520520, +49 (0)341 982222, +49 (0)341 2222 4444, +49 (0)341 4233). At popular places such as the central train station, St. Thomas church, Burgplatz or the University clinic, there are taxi stands with taxis available around the clock. On the main roads you can also hail a passing taxi, if it is not already occupied.

The price of a taxi is made up of a basic charge plus a fee for every kilometre you travel. Between 8 pm and 5 am higher night-time rates apply. The taxis are equipped with taximeters showing the current cost of the journey. You can work out the cost of your journey beforehand using the [online taxi calculator](http://www.taxi-rechner.de/taxikosten-leipzig/55) (www.taxi-rechner.de/taxikosten-leipzig/55).

German rail (DB)

For journeys throughout Germany both the regional and long-distance trains of Deutsche Bahn offer a comfortable way of travelling. Leipzig has emerged to be an important junction on various train routes, so that there are direct connections to large German cities such as Berlin, Hamburg, Munich, Nuremberg, Frankfurt/Main, Wiesbaden, Dresden, Hanover, Erfurt and Jena.

Information about buying tickets

German rail tickets can be bought from the travel centre of the central train station. Please take a number and wait until your number is shown on the electronic display. Alternatively, there are numerous multilingual ticket machines at the train station and on the platforms where you can buy tickets using coins, bank notes, your EC card and sometimes even credit cards. For regional trains you must buy your tickets in advance, and if you are within the MDV tariff zone you have to validate them at the ticket-validating machines on the platform before you travel. On long-distance trains (IC, EC, ICE) you can also buy a ticket on the train from the ticket inspector and pay with cash or by credit card. Please note that these tickets are more expensive though.

Online tickets can be bought on the [multi-lingual DB website](http://www.bahn.de) (www.bahn.de) or with the App “DB Navigator” that is also provided in English and available for iOS, Android and Blackberry.

For frequent use of this service it is recommended to set up a user account called “Meine Bahn” containing personal data and an authentication card (identity card, EC-card or credit card). Thus you avoid having to punch in your payment data each time you buy a ticket. The payment will be in the form of a direct debit from your German bank account, by credit card or by PayPal.

Hint: Online tickets from the www.bahn.de shop must be printed on paper, whereas tickets from the App “railways navigator” can be presented on the mobile device.

When both of these tickets are checked by the ticket inspector on board of the train, the online or App tickets as well as the authentication card are required. You must present both of these.

Information about the prices

The prices of tickets for the Inter City Express (ICE) and the Inter City (IC) trains are relatively high. However, if you book in advance and commit yourself to travelling on a particular train, then you can save some money using the [fare savers option](#) (look for Sparpreis on www.bahn.de).

If you intend to travel across Germany on a regular basis then it might be worth investing in the BahnCard 25 or BahnCard 50 which enable you to travel at a reduced rate of 25% or 50% of the standard ticket price. The BahnCard 25 can also be combined with the additional discounted prices mentioned above, meaning that depending upon availability, discounts of up to 75 per cent are possible. Please take into account that the **BahnCards can only be bought as subscriptions**. If you do not cancel them before their expiry date, they will automatically be extended for another year.

You can also buy German rail tickets from the LVB service centre.

Coaches

Coaches are a relatively novel option for long-distance travel in Germany. Leipzig is served by several private coach companies and has direct routes to Berlin, Munich, Stuttgart, Dresden, Hamburg, Cologne and other large German cities. The central coach stop for all coaches is the Goethestraße between the opera house and the central train station. Amongst others, the following coach company runs long-distance services from Leipzig:

➔ [FlixBus/MeinFernbus](#) (gemeinsames Netz, [www.meinfernbus.de](#))

Information about buying tickets

Compared to German rail, coach tickets are less expensive. The journey itself usually takes longer however. Tickets can be bought from online shops, sometimes from the Apps of the coach operators or directly from the bus drivers. Please make your enquiries with the respective coach operator.

Leipzig/Halle Airport

From the international airport Leipzig/Halle you can reach numerous destinations in Germany, Europe and North Africa via the Lufthansa hubs Frankfurt and Munich. The airport is only 15 minutes away from Leipzig's central train station when you take the suburban train. Information on airlines and destinations can be found on the [➔ airport website](#) ([www.leipzig-halle-airport.de/en/](#)).

Driving a car

Information about the driving licence

If you would like to drive a car in Leipzig – irrespective of whether it is your own vehicle or a rented one, you need to check the validity of your driving licence in Germany. The Federal Ministry of Transport provides a good [➔ overview](#) of the restrictions that have to be considered ([www.bmvi.de](#)). Further information can also be obtained on [➔ www.leipzig.de/fahrerlaubnis/](#).

Generally speaking you are allowed to drive with a foreign driving licence in Germany for 6 months with the exception if:

- › The licence is no longer valid
- › The licence was revoked from you in Germany
- › You are banned from driving in Germany or in the country where the driving licence was issued

Please apply for the extension of the validity of your driving license (for a maximum of one year) **until 6 months after you have entered Germany**. Otherwise, this procedure will be much more complicated and tedious.

If you have to transfer your foreign driving licence, the [➔ driving licence authority](#) in the office of public order ([www.leipzig.de/fahrerlaubnis/](#)) is responsible in Leipzig for all matters concerning the driving licence:

To avoid long waiting periods, you can book an appointment [➔ online](http://www.leipzig.de/terminvereinbarung/) (www.leipzig.de/terminvereinbarung/, look for the heading “Terminvereinbarung Fahrerlaubnisbehörde”).

Place	Contact	Opening hours	Getting there
Führerscheineangelegenheiten Technisches Rathaus (Driving licence matters Technical city hall) Prager Straße 118–136 Haus A, 3rd floor 04317 Leipzig	Phone: +49 (0)341 123-8562 Fax: +49 (0)341 123-8580 Email: fahrerlaubnis@leipzig.de	Mon: 9 am – 12 pm Tue: 9 am – 12 pm and 1 pm – 6 pm Thurs: 9 am – 12 pm and 1 pm – 6 pm Fri: 9 am – 12 pm	Tram: 12, 15 (Stop Technisches Rathaus) Bus: 70, 74 (Stop Technisches Rathaus)

The responsible department for transferring a foreign driving licence into a German one is situated in Prager Str. 118, Haus A on the third floor. You need to go to one of the following rooms, depending upon the first letter of your surname:

A to C: Room A.3.003

D to K: Room A.3.002

L to R: Room A.3.011

S to Z: Room A.3.016

The following documents will be required:

- Your identity card or passport
- Your foreign driver’s licence
- A certified translation of the foreign driver’s licence
- A biometric photo of yourself
- Depending upon the licence class requested, evidence of an eye exam or a document showing proof of your eyesight as well as
- Proof of knowledge about first aid or a first aiders certificate.

The cost of transferring your licence is 62,40 € and the procedure will take approximately four weeks.

Information on reregistering your own vehicle

If you move to Leipzig with your own vehicle and intend to stay longer than one year, you must also reregister it. The vehicle registration authority at the office of public order is responsible for this:

When you go to reregister, go to the information desk (room A.2.0002) of the vehicle registration office and inform them of your business. If you have all of the necessary documents with you, then you will receive a waiting

Place	Contact	Opening hours	Getting there
Kfz-Zulassung Technisches Rathaus (Vehicle registration authority Technical city hall) Prager Straße 118–136 Haus A, 2nd floor 04317 Leipzig	Phone: +49 (0)341 123-8464 Fax: Email: +49 (0)341 123-8456 zulassung@leipzig.de	Mon: 9 am – 12 pm Tues: 9 am – 12 pm and 1 pm – 6 pm Thurs: 9 am – 12 pm and 1 pm – 4 pm Fri: 9 am – 12 pm	Tram: 12, 15 (Stop Technisches Rathaus) Bus: 70, 74 (Stop Technisches Rathaus)

number and will be sent to the appropriate counter. Alternatively, you can make an appointment [↗ online](#) (www.leipzig.de/terminvereinbarung/ under the heading: Terminvereinbarung KFZ-Zulassungsbehörde).

These documents are necessary for reregistration:

- Your identity card or passport
- The electronic insurance confirmation letter
- The licence certificate part I (the vehicle registration document)
- The licence certificate part II (identification document)
- A SEPA direct debit instruction to your bank for the payment of the car tax
- The previous number plates (if still available)
- Proof of the car's last general inspection

Hint: You are required to present your car for inspection. You will only receive a licence certificate if you put your car through an MOT (in German TÜV). Apart from being put through a general inspection (HU), an exhaust inspection (AU) will also take place. If the TÜV finds any deficiencies, these must be eliminated. Only after your car has passed its MOT (TÜV) will you be allowed to reregister it with the vehicle registration authority. The HU /AU inspection costs are approximately 90 €. Here are some addresses where you can take your vehicle for its [↗ MOT \(TÜV\) in Leipzig](#) (www.tuev-sued.de/company/locations/europe/germany).

Vehicle tax needs to be paid for every car that is registered in Germany. It is calculated according to the engine capacity and the pollutant class of your vehicle and paid by direct debit from your bank account for the next twelve months in advance. You will receive a separate confirmation letter from the tax office. If you leave Germany during those twelve months, you will get a refund for those months unused. Before you register your car, you must take out vehicle liability insurance with a German insurance company – tariffs vary depending upon the make of the car and the place of registration. You need to enquire about your specific options with an insurance company.

After successful registration you will receive a new number plate from the vehicle registration office.

While you are waiting for the clerk to issue the administrative documents for the reregistration you can use the time to have some new number plates made. There are several companies who make these just around the corner from the vehicle registration authority. Please note that the number plates will cost extra (as a rule of thumb you could say: the further away from the vehicle registration authority you walk, the lower the price for the number plates will turn out) The costs of the registration process with the vehicle registration office are between 26 € and 35 €. Additional costs might also arise.

Please note: before you start driving in Germany, you should become familiar with the speed limits and the special regulations for driving a car in Germany which might deviate from the ones you know from your home country.

Information about vehicle emissions stickers

Like many other German cities, Leipzig has established an environmental zone prohibiting cars with high emissions with the goal of reducing air pollution in the inner city area. Cars are divided into four categories depending on their degree of pollution. The category, to which a car is assigned, can be read from the emissions key number, which is recorded in the car documents.

Within Leipzig's environmental zone (indicated by various traffic signs), only those cars are authorised that have the **green** vehicle emissions sticker. You can obtain your vehicle emissions sticker from the vehicle registration office, automobile clubs or selected workshops. Only the vehicle registration document needs to be shown when it is purchased. The costs of the vehicle emissions sticker vary depending upon the operator – at the vehicle registration office it costs 5 €. The emissions sticker should be placed where it is clearly visible in a corner of the windshield.

Hint: *If you have still not reregistered your car, you will still require an emissions sticker. If there is no clear allocation to a particular pollutant category from the vehicle registration document, it will be determined on the basis of the initial car registration.*

Insurances during your stay

There are numerous kinds of insurances in Germany and not all of them are absolutely necessary for everyone. During your stay in Leipzig it is recommended however to take out [civil liability insurance](#) – which will cover you and certain family members against self-inflicted damage to persons, objects or assets up to a limited amount for third party damage. Civil liability insurance is usually paid for one year in advance. [Here](#) you can find more information. For a good civil liability insurance for your whole family, annual costs will not exceed 60 to 80 € including a deductible of up to 150 € for one event of damage.

In case you have any valuable furniture or technical appliances in your Leipzig household, a household insurance could cover the costs in the case of a break-in or fire. There are various insurance companies offering a wide range of products in Germany. Please enquire yourself about a suitable insurance for yourself/your family.

Medical treatment & emergencies

Leipzig has an extensive network of multilingual general practitioners and specialists, several hospitals with emergency services as well as emergency clinics. For an overview of multilingual physicians please read the [PDF](#) file “directory of general practitioners and psychotherapists with foreign language skills as well as other counselling services – health guide for migrants” which is available in English, Arabic, French, Polish, Russian and Vietnamese on <http://www.english.leipzig.de/migration-and-integration/> (look for the heading Gesundheit und Migranten).

You should print off this list as soon as possible, so that you have addresses and telephone numbers available in case of a medical emergency. The website of the [city of Leipzig](#) also provides general information about health care (www.leipzig.de/gesundheit). In the **case of emergencies** you should ring the following numbers:

112 – fire-brigade and the emergency doctor

110 – police

19292 – medical emergency services that sends a doctor out to your home

You can call the police and the fire-brigade from any telephone free of charge including mobile phones (even without a SIM-card). Other important [emergency services numbers](#) are listed here (www.english.leipzig.de/emergency-calls/).

The following hospitals provide emergency services:

[Klinikum St. Georg](#) (www.sanktgeorg.de/) – Delitzscher Straße 141, 04129 Leipzig, +49 (0)341 909 0

[Universitätsklinikum](#) (www.uniklinikum-leipzig.de/) – Liebigstraße 18, 04103 Leipzig, +49 (0)341 971 09

[Diakonissenkrankenhaus](#) (www.diako-leipzig.de/) – Georg-Schwarz-Straße 49, 04177 Leipzig, +49 (0)341 444 4

[St. Elisabeth-Krankenhaus](#) (www.ek-leipzig.de/) – Biedermannstraße 84, 04277 Leipzig, +49 (0)341 395 90

Learning German

Everyday life will become much easier for you if you have basic knowledge of the German language. Some research establishments provide their own language courses (e.g. the Intranet advanced training courses of the Leipzig University) – please enquire yourself about these. In addition, there are a whole range of suitable German language courses on offer from various language schools and the [Volkshochschule](#) (www.vhs-leipzig.de), Löhrrstraße 3–7, 04109 Leipzig, +49 (0)341 123 6023 / 123 6030).

City of Leipzig provides a list of [easy access German courses](#) (also as [pdf](#) Download).

Leipzig University with [interDAF](#) at the Herder Institute also provide their own courses, among them an intensive German language course for foreign scientists, PhD- and Masters students. InterDAF is located in the Lumumbastraße 4, 04105 Leipzig, +49 (0)341 973 7500, interdaf@uni-leipzig.de, www.interdaf.uni-leipzig.de. You can take the number 12 tram to get there and get off at the tram stop “Nordplatz”.

Relatives of guest scientists with the residence permits § 19, § 19 a or § 20 are also entitled to participate voluntarily in the [integration courses that are on offer from the City of Leipzig](#). You can pick up the respective form from the [Foreigners' Authority](#). You can also find more detailed information on their website (www.leipzig.de/auslaenderbehoerde/).

Other important matters

Lost property

If you lose any items during your stay in Leipzig, it is worth paying a visit to the [lost property office](#), (www.english.leipzig.de/lost-and-found/) where lost property is handed in, stored and returned to its rightful owner.

Only on Tuesdays between 9 am – 12 pm and 1 pm – 6 pm it is possible to turn up at the lost property office in person or enquiries without an appointment. It is also possible to enquire about lost property over the phone – you can then arrange a time to pick up lost property on Thursdays and Fridays. The lost property office is located here:

Place	Contact	Telephone hours	Getting there
Fundbüro Technisches Rathaus (Lost property office Technical city hall Prager Straße 130 Haus A / ground floor 04317 Leipzig	Phone: +49 (0)341 123-8400 Fax: +49 (0)341 123-8402 Email: fundbuero@leipzig.de	Mon: 1 pm – 3 pm Wed: 8 am – 12 pm and 1 pm – 3 pm Thurs: 8 am – 12 pm and 1 pm – 3 pm Fri: 9 am – 12 pm	Tram: 12, 15 (Stop Technisches Rathaus) Bus: 70, 74 (Stop Technisches Rathaus)

Pets / dog licence fee / animal rescue

If you would like to have a pet dog in Leipzig, you have to pay for a dog licence fee. Once you own a dog, you must register it within 14 days. For this you need to fill out the [form “dog licence fee – registration”](#), which is also available as a PDF file (www.leipzig.de/formulare/, search for the heading “Hundesteuer Anmeldung”).

Hint: *If your dog dies or you give it away, you need to deregister it with the city treasurer, so that you do not have to continue paying for the dog licence fee.*

If you are considering bringing your own dog from abroad to Germany, please enquire about this.

In emergency situations you can call the animal rescue on +49 (0)341 496 170. [Here](#) you can also find out which veterinary practice is responsible for the veterinary emergency service for that particular day (www.notdienst-tieraerzte-leipzig.de).

Legal advice

If you need legal advice in English while you are in Leipzig, there are a whole range of solicitors’ offices – you will find a list of these on the website www.anwalt.de. This also lists the legal areas and languages that they cover.

Religions in Leipzig

Most people who are religious in Leipzig are Christians. However there is also a multitude of different religious communities in Leipzig. You will find a list of these [here](#). Please also refer to the guidelines [“Wegweiser Leipzig Interkulturell”](#) on www.english.leipzig.de/migration-und-integration/.



Before leaving Leipzig

- Deregister at the resident services office (Bürgeramt)
- Cancel the tenancy agreement for your apartment
- Cancel the contracts with your electricity, gas and telecommunications providers
- Cancel your TV licence
- Cancel your child allowance
- Cancel your parental or childcare allowance
- Hand in a notice of departure for your child's Kindergarten, Hort, school, etc.
- Cancel your dog licence fee
- Deregister your car
- Cancel subscriptions like Bahncard or LVB

Before leaving Leipzig

Before the end of your stay in Leipzig, you shall not forget to do the following:

- › Deregister at the resident services office (Bürgeramt)
- › Cancel the tenancy agreement for your apartment (3 full months in advance)
- › Cancel the contracts with your electricity, gas and telecommunications providers
- › Cancel your TV licence
- › Cancel your child allowance (if applicable)
- › Cancel your parental or childcare allowance (if applicable)
- › Hand in a notice of departure for your child's Kindergarten, Hort, school, etc. (if applicable)
- › Cancel your dog licence fee, (if applicable)
- › Deregister your car (if applicable)
- › Cancel subscriptions like Bahncard or LVB

Contact

If you have any other questions, please feel free to ask the employees at the Welcome Centre of Leipzig University or the International Office of your research institute.

You will find the contact details below:

Leipzig University

Dr. Annemone Fabricius (Annemone.Fabricius@zv.uni-leipzig.de)

[🔗 Welcome Centre](http://www.uni-leipzig.de/+1g) (www.uni-leipzig.de/+1g)

Max Planck Institute for Evolutionary Anthropology (MPI-EVA)

Mr Rocco Buchholz (buchholz@eva.mpg.de)

[🔗 International Office](http://www.leipzig-school.eva.mpg.de/contact.html) (www.leipzig-school.eva.mpg.de/contact.html)

Max Planck Institute for Mathematics in the Sciences (MPI-MIS)

Ms Heike Rackwitz (gprog@mis.mpg.de)

[🔗 International Office](http://www.mis.mpg.de/de/institut/fuer-gaeste/international-office.html) (www.mis.mpg.de/de/institut/fuer-gaeste/international-office.html)

Max Planck Institute for Human Cognitive and Brain Sciences (MPI-CBS)

Dr. Veronika Krieghoff (international-office@cbs.mpg.de)

[🔗 International Office](https://www.cbs.mpg.de/login-international-office) (https://www.cbs.mpg.de/login-international-office)

Helmholtz Centre for Environmental Research (UFZ)

Ms Barbara Timmel (barbara.timmel@ufz.de)

[🔗 International Office Webseite](http://www.ufz.de/index.php?en=33038) (www.ufz.de/index.php?en=33038)

Leipzig University of Applied Sciences (HTWK)

Ms Silke Mühl (internationales@htwk-leipzig.de)

[🔗 International Office](http://www.htwk-leipzig.de/de/internationales/incoming-wege-an-die-htwk-leipzig-zu-gast-an-der-htwk-leipzig/) (http://www.htwk-leipzig.de/de/internationales/incoming-wege-an-die-htwk-leipzig/zu-gast-an-der-htwk-leipzig/)

Leipzig Graduate School of Management (HHL)

Ms Friederike Solga (friederike.solga@hhl.de)

[🔗 International Relations](http://www.hhl.de/de/international/incomings/) (www.hhl.de/de/international/incomings/)

German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig

Ms Christine Seidemann (christine.seidemann@idiv.de)

[🔗 Administration](https://www.idiv.de/en/the_centre/employees/details/eshow/seidemann-christine.html) (https://www.idiv.de/en/the_centre/employees/details/eshow/seidemann-christine.html)

For more useful information about the employment process please check out the [🔗 "Guidelines for Hiring Foreign Staff in Public Service"](http://www.uni-leipzig.de/+1i) (www.uni-leipzig.de/+1i)

We hope that you have a good start in Germany

Welcome to Leipzig!

Legal notice

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Project coordination: Dr. Annemone Fabricius (Akademisches Auslandsamt der Universität Leipzig),
Petra Schwab (Referat Wissenspolitik der Stadt Leipzig)

April 2017

UNIVERSITÄT LEIPZIG



Stadt Leipzig