

# Checklist for Newcomers in Munich

## Welcome to Brainlab!

You have already made the biggest step by deciding to relocate to Munich to join the Brainlab team. Before you can start enjoying the city, which hopefully you will soon consider to be your home, there are still a few practical issues you have to take care of. Here is a step by step checklist to help you through the process:

- Depending on your nationality if needed, apply for the appropriate visa to be able to live and work in Germany
- Find a home
- Landlord should fill out “Wohnungsgeberbestätigung”
- Register your address with the authorities
- Apply for a German tax ID
- Open a German bank account
- Apply for social/private health insurance
- Get a German phone number
- Discover the city and meet new people

On the following page, you will find some useful addresses and information to get you started. For more detailed information and advice regarding each of these steps please contact your responsible Recruiter. We wish you a smooth transition into your new life here in Munich and look forward to welcoming you at Brainlab!



## Depending on your nationality if needed, apply for the appropriate visa to be able to live and work in Germany

Please check with your embassy and/or responsible Recruiter for more details about your specific requirements.

## Find a home

Finding accommodation in Munich is renowned for being difficult. However, with perseverance and a good application it is most definitely possible. By regularly checking the following portals and sending out several applications, you will be able to find a place to call home:

**Facebook groups**, such as Wohnung frei in München, WG-Suche, WGs gesucht, Zimmer vermieten in München, International Friends Munich & München mieten kaufen wohnen.

**Real estate portals**, like [www.immobilienscout24.de](http://www.immobilienscout24.de), [www.immonet.de](http://www.immonet.de), [www.immowelt.de](http://www.immowelt.de) & [www.wohnungsmarkt24.de](http://www.wohnungsmarkt24.de)

**Shared apartments**, so-called WGs – [www.easywg.de](http://www.easywg.de), [www.wg-gesucht.de](http://www.wg-gesucht.de) & [www.studenten-wg.de](http://www.studenten-wg.de)

**Student portals**, such as [www.studis-online.de/StudInfo/wohnen.php](http://www.studis-online.de/StudInfo/wohnen.php) & [www.unicum.de/studienzeit/rund-ums-studium/wohnen/](http://www.unicum.de/studienzeit/rund-ums-studium/wohnen/)

Please bear in mind that that it is easier to look for a flat once you're in Munich. In addition to this, be aware of accommodation scams – if people are advertising really cheap apartments or would like a copy of your ID card in advance or want you to transfer a deposit without even seeing the apartment, then it's probably too good to be true. Don't worry, just keep calm and carry on searching!

## Landlord should fill out “Wohnungsgeberbestätigung”

Once you have found a place to live and have signed the contract, you require a “Wohnungsgeberbestätigung” from your landlord. This will be required when registering your address.

Ask you landlord to fill out the following form, which can be found on the official Munich information page:

<https://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Buergerbuero/Wohnen/An--und-Ummelden.html>



## Register your address with the authorities

Within two weeks of your arrival in Munich, you must legally register your address. However, it's good to get this done as soon as possible as you will need a letter of confirmation for many other administrative processes.

There are different options if you live in Munich City Center:

**KVR** – Normally, one of the Kreisverwaltungsreferat München locations is the best place to register your address if you live in the city center. You can choose the one closest to your address:

Landsberger Straße 486  
81241 München  
Tel.: 089 233-96000

Ruppertstraße 19  
80337 München  
Tel.: 089 233-96000

Leonrodstraße 21  
80634 München  
Tel.: 089 13014180

Riesefeldstraße 75  
80809 München  
Tel.: 089 233-38662

Orleansstraße 50  
81667 München  
Tel.: 089 233-49422

**Landratsamt** – It is also possible to register your address here depending on your home address.

Landratsamt München  
Mariahilfplatz 17  
81541 München

If you live outside of Munich City Center you have to register at the local authority, e.g. Rathaus (town hall) or Bürgerbüro.

## Apply for a German tax ID

With your registration at the authorities, normally the tax authority (Finanzamt) is automatically informed and will send you the tax ID with post.

Sometimes it takes some weeks until you will receive the Tax ID. To speed up the process, the alternative would be to inform yourself at your relevant Finanzamt (2-3 days after you have registered). Normally you have to go there in person to receive the information.



## Open a German bank account

There are different German banks which have branches in every city. You can go there and apply directly for a bank account. After the application you will immediately receive your Bank details.

The alternative is an Online Bank account. You can apply for it online and will receive the bank details via post. Sometimes it takes a while until you will receive the relevant documents.

Please check the alternatives also regarding the costs, some banks take a fee and some don't.

## Apply for social / private health insurance

In Germany, every employee is responsible for choosing their preferred health insurance. There are two different types: statutory (social) and private health insurance. Please inform yourself about the different types and insurance providers and/or get in touch with your responsible Recruiter for more information.

Most employees in Germany have statutory health insurance. You will find an overview of the German Social Health insurances here: <https://www.gesetzlichekrankenassen.de/kassen/kassen.html>

Above a certain salary, you could also choose a private health insurance. You will find an overview of the German Private Health insurances here: <https://www.krankenassen.de/private-krankenversicherung/pkv-liste/>

## Get a German phone number

Before choosing a service provider for your German telephone, it's a good idea to compare what options are currently available. With some simple internet search you should be able to find out which tariffs are currently available. There are many comparison websites available which are useful for this.

Once you have decided which provider you would like, you can either order your SIM and agree to your contract online, or go in to a store. Going in to the store in person is normally the easier option as they would normally like to see a proof of ID and a confirmation of your address.

## Discover the city and meet new people

Now it's up to you! Munich is a great, diverse city to live in and there's so much to explore. Have a look at the [www.muenchen.de](http://www.muenchen.de) to see what's going on in the city, meet up with new colleagues and make new friends, and it won't be long until you consider Munich your home from home!