

### Check-list: Important documents to bring to Frankfurt am Main

1. A **passport** or equivalent identification document. This document must be valid for the duration of your entire stay in Germany and at least 3 month after the return to your home country.
2. A **visa** for yourself and for any family members accompanying you. Please be sure to apply for the visa as early as possible. Although you may receive your own visa fairly quickly, many visitors experience delays up to two month in receiving visas for their family members. Some countries (e.g. the EU countries or the USA) are exempt from the entry visa regulation. **However, if you are a non-EU citizen planning to take up gainful employment in Germany we strongly recommend applying for a work-visa before coming to Germany. Starting this process only upon arrival will most probably delay the starting date of your employment at Goethe-University.**
3. **Proof of sufficient financial resources/** proof of receipt of a fellowship or employment contract with GU.
4. Certified copies in German or English of your **secondary school leaving certificates** (High School Diploma, GCE, Baccalaureate etc.), of your **university degrees** and, where applicable, of your **doctoral degree** (only if employment at GU is intended).
5. Several biometric **passport photos** for the various identification documents that you will need while in Frankfurt (please note the passport photo guidelines as determined by the Federal Ministry of the Interior here: <http://www.epass.de> - in German language only).
6. Your **birth certificate**
7. **Certificate of good conduct** (applicable only for long term contracts with GU –civil service)
8. Your **marriage certificate and your children's birth certificates** if your wife and/or your children are accompanying you. If possible, these documents should be translated into German.
9. Confirmation of your **health insurance coverage**, if your coverage is also valid for your visit to Germany. Please remember that you must have health insurance coverage for yourself and any family members beginning the first day of your stay in Germany. This is required for your residency permit. If your health insurance at home does not cover you sufficiently while you are abroad (unlimited coverage required), you must obtain a German health insurance for the entire duration of your stay.
10. If you have **personal liability or private accident insurance** in your home country, you should find out whether the coverage is also valid in Germany. If so, please bring the appropriate documents with you.
11. If applicable, a **statement regarding any current or previous medical cases** (also any recent X-rays) as well as any medication you are taking at the time of your departure
12. Your **vaccination records**, if possible an international certificate of vaccination.
13. An **international driver's license** or your home country driver's license, if you plan to drive a car while in Germany.
14. An **international "green" insurance card** to confirm that you have automobile liability insurance that is valid in Germany (if you plan to bring your own car to Germany).
15. Confirmation from your automobile liability insurance provider that you have an accident-free **driving record**. This will enable you to obtain a lower insurance premium if you intend to take out liability insurance while in Germany.

| Where to go?   | What to take?   |
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| <b>Bank Account</b><br><br><i>(Bankkonto)</i>  | <ul style="list-style-type: none"> <li>- passport</li> <li>- rental contract (if possible)</li> <li>- proof of residence issued by the Residents' Registration Office</li> </ul>  |
| <b>Residents' Registration Office</b><br><br><i>(Bürgeramt)</i>                        | <ul style="list-style-type: none"> <li>- passport</li> <li>- rental contract</li> <li>- lessor confirmation<br/><i>(Wohnungsgeberbestätigung)</i></li> <li>- completed registration form</li> </ul>   |
| <b>Health Insurance</b><br><br><i>(Krankenversicherung)</i>                            | <ul style="list-style-type: none"> <li>- passport</li> <li>- documents concerning your prior health insurance, if applicable (either German or international)</li> </ul>  |
| <b>Goethe University's Human Resources Department</b><br><br><i>(Personalservices)</i> | <p>The following documents might be necessary for a GU employment contract (please check with HR department):</p> <ul style="list-style-type: none"> <li>- passport</li> <li>- employment forms from the Goethe University (to be obtained by the human resource department)</li> <li>certified/notarized copies of certificates of achievement (high school diploma, university degree(s), doctoral certificate)</li> <li>- copy of your residency permit</li> <li>- certificates of good conduct (also possible from abroad, <i>Polizeiliches Führungszeugnis</i>) - applicable only for a work contract</li> <li>- health certificate issued by the University's hospital (if applicable)</li> <li>- proof of a valid health insurance policy</li> <li>- tax ID</li> <li>- bank account coordinates</li> <li>- birth certificate (also for your family members, if applicable)</li> <li>- marriage certificate (if applicable)</li> <li>- proof of divorce (if applicable)</li> <li>- disabled person identity card (if applicable)</li> </ul> <p>Please obtain all forms and documents necessary for the employment procedure from the human resource department at least eight weeks before starting to work in Frankfurt. We recommend that you fill in and send back as many of these forms as possible to the human resource department before you come to Germany. Please note that your employment contract can only be issued and payments can only be effected once most forms and documents have been completed.</p> |
| <b>Foreigners' Office</b><br><br><i>(Ausländerbehörde)</i>                             | <ul style="list-style-type: none"> <li>- Completed application form</li> <li>- passport</li> <li>- rental contract</li> <li>- proof of residence</li> <li>- proof of health insurance</li> <li>- proof of financial means / contract with GU</li> <li>- biometric photo</li> <li>- processing fees</li> </ul>   |

(last update 17.06.2016)