

First steps - Guide

Preparations at home

1. Get in touch with the **FIAS administration** after finalizing agreements with your PI.
(HR department: Meike Taplik: taplik@fias.uni-frankfurt.de, Anja Sälzer: saelzer@fias.uni-frankfurt.de/ Welcome support: Doris Hardt: hardt@fias.uni-frankfurt.de)
2. Complete **FIAS personnel questionnaire**. Please note: The German version is binding, there is an English reading version available.
3. Register with the [Goethe Welcome Centre](#) for support and assistance on behalf of **bureaucratic and administrative matters** (e.g. when searching for an accommodation or receiving an appointment at the *Foreigners' Office*).
4. If applicable: Apply for a **visa** for yourself and any accompanying family members (details about required documents can be obtained in the German embassy in your home country).
5. If applicable: In case you are bringing **children**, look into day-care options or schools as early as possible.
Please register with <https://www.kindernetfrankfurt.de/> immediately (child care).
6. Start looking for an **accommodation**.
7. Decide on a **health insurance** policy for your stay in Germany.

If you sign an employment contract, you need to choose a statutory health insurance. There are several insurance companies available, for example (*this list is not exhaustive!*):

Techniker Krankenkasse (contact niklas.kniedel@tk.de for English service), Barmer (service@barmer.de), AOK (www.aok.de), DAK (www.dak.de)...

If you do not sign an employment contract, you have to choose a private health insurance company, for example (*this list is not exhaustive!*): CareConcept, HanseMerkur, ReiseCare, Mawista...

8. Due to long waiting periods, check for an [online appointment](#) at the **Residents' Registration Office** ("Bürgeramt") in advance:

<https://frankfurt.de/english/service-and-city-hall/service-and-administration/municipal-offices/citizens-office-statistics-and-elections/citizens-offices/appointment-service>

(During Covid-19 it is mandatory to book an [online appointment](#) (and very convenient in 'normal' times as well) – if you need support, please contact Doris Hardt: hardt@fias.uni-frankfurt.de).

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After your arrival in Frankfurt

1. Make an appointment to sign your **employment contract** in the FIAS administration
2. Register at the **Residents' Registration Office** ("Bürgeramt") in Frankfurt within two weeks after your arrival.
Required documents: ID/passport and lessor confirmation

(During Covid-19 it is mandatory to book an [online appointment](#) (and very convenient in 'normal' times as well) – if you need support, please contact Doris Hardt: hardt@fias.uni-frankfurt.de).
3. Forward your **tax ID**, which you will automatically receive by post approx. 2 weeks after registration with the city, to FIAS administration.
4. Forward your **health insurance confirmation** including the **social security number** to FIAS administration.
5. Open a **bank account** and forward your account number to the FIAS administration. The registration with the city is a prerequisite for opening a bank account. There are numerous banking institutes available, for example (*this list is not exhaustive!*):
Frankfurter Sparkasse (which is located close to Riedberg Campus and the FIAS building), Deutsche Bank, Commerzbank, Frankfurter Volksbank...
6. For stays of longer duration (exceeding 3 months, respectively exceeding the validity date of your visa): apply for a **residence permit** at the *Foreigners' Office* in Frankfurt
7. **Public transportation tickets** (from single journey to monthly ticket) can be bought at the VGF desk in the train stations Konstablerwache or Hauptwache.
Please note: There is no LandesTicket Hessen for FIAS employees!
8. **Doctoral students** can enroll with Goethe University after having received an acceptance letter as a doctoral student by their respective faculty. University enrollment is connected to the Goethe Card, which allows doctoral students to use public transportation in Hessen. For further information and support, please contact Doris Hardt (hardt@fias.uni-frankfurt.de)
9. For participation in the **FIGSS Graduate School**, please also contact Doris Hardt (hardt@fias.uni-frankfurt.de)