

## Checklist: First steps in Jena

Here you will find important information for your first days in Jena.

### ☐ Looking for accommodation

There's more information about accommodation in the document „Checklist Housing“

### ☐ Registration at the Citizens Service

When you move to Jena, you have to register your address **within two weeks** with the Citizen Service (Bürgerservice). You will receive an official confirmation of registration (Meldebescheinigung).

Following registration, you will automatically receive a **tax identification number** (tax ID; Steuer-ID) by post for all newly registered persons (including children). You will need it to apply for Child Benefit or a bank account.

### ☐ Registration at Immigration Authorities

The City of Jena's Immigration Authority has changed its processing workflows. To shorten waiting times for appointments and residence permits all applicants will be processed in the future without a personal appointment.

Therefore booking an appointment for a personal interview will not be possible any longer for this reason.

Accordingly, please send the corresponding application forms and all documents required (see below) either by post or in an electronic format via email to the following address: [antrag-abh@jena.de](mailto:antrag-abh@jena.de).

Please do not send us any original document.

If the Immigration Authority has any additional question, you will be contacted directly.

### ☐ Bank account

If you want to stay longer in Germany, you need to open a German current account.

### ☐ Family – Applying for Child Benefit

If you have children, you might be entitled to Child Benefit (Kindergeld).

### ☐ Health insurance

Everyone who lives in Germany must have a health insurance.

## ☐ Recommended supplementary insurance

We recommend the following supplementary insurances:

- Personal liability insurance
- Household contents insurance

Further information on supplementary insurances

## ☐ Power supply

Every flat in the city of Jena is automatically supplied with electricity and gas by Stadtwerke Jena-Pößneck. Initially, every flat is in the basic tariff („Grundversorgungstarif“). You can change the tariff.

## ☐ TV/ radio license

The TV/ radio license finances the programs of public broadcasting. Each household has to pay the monthly fee.

## ☐ Mobile phone, Internet

There is a large number of cell phone providers. You can compare tariffs online.

## ☐ Driver's license

If you come **from EU countries, Lichtenstein, Norway or Iceland**, your driving license is also valid in Germany.

If you bring your driver's license with you **from a third country**, you can drive with it for six months after your registration at the Citizen Service. After that you need a German driver's license. You can book an appointment at the driver's license office to have your driver's license converted into a German driver's license.

**For more information, check out [work-in-jena.de](http://work-in-jena.de)!**

## Welcome Center Jena

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