

## 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

You must apply for a residence permit at the Immigration Authority **at least four to six weeks before your visa expires**. In order to shorten waiting times for appointments and residence permits, all applications are checked without a personal interview. It is therefore no longer necessary to book a personal appointment.

Please send the relevant application forms and all necessary documents electronically by e-mail to: [antrag-abh@jena.de](mailto:antrag-abh@jena.de).

### 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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