

UPON-ARRIVAL CHECKLIST

When you start your PhD in Münster there are a number of formalities you need to take care of during your first days. We've put together a checklist to help you organise your stay.

Do feel free to contact the Graduate Centre for detailed information or further assistance 😊!

Administrative formalities

- ☐ Find accommodation and sign a contract

You need a permanent address in Germany for most of the tasks that follow. Further tips on finding accommodation may be found in our guide "How to find a room/apartment in Münster".

- ☐ Sign up for health insurance

Without confirmation of health insurance coverage you won't be able to enrol at the university and apply for residence permit.

- ☐ Registration with the Local Citizens' Office within 7 days after arrival

Keep the confirmation of the address registration that you receive in this step (Anmeldebescheinigung).

Documents required: Personal ID/Passport, Visa/Residence Permit, Confirmation of landlord

("Wohnungsgeberbescheinigung", available here (in German) https://www.stadt-muenster.de/fileadmin//user_upload/stadt-muenster/33_buergerservice/pdf/wohnungsgeberbestaetigung.pdf).

- ☐ Enrol at the University

You need to enrol as a PhD student. Enrolment phases are usually from August – December (for the winter term) and February to June (for the summer term). If you have all the necessary documents, the best is to go directly to the Student Admissions Office as they will enrol you immediately. If you need further information on the enrolment process, please contact us and we will send you a guide.

- ☐ Semester fee, semester ticket & student ID

*All enrolled students must pay a semester fee of approximately 290€ (winter semester 2018). Having enrolled successfully, you will receive a letter with your individual user account details for the university's **IT services** (ZIV) at the address you provided in the enrolment form (please make sure that your name is clearly written on your mailbox!). As you log into your account, you will find semester fee transfer instruction details – which should be done as soon as possible. After the payment you will receive your semester ticket, which includes the NRW-Ticket¹.*

¹ With the NRW-Ticket you may travel free of charge in the area of NRW (except for first-class travels and intercity trains).

- ☐ Apply for a residence permit within 3 months after arrival

Documents required: Application form (available from Foreigners' Registration Office), confirmation of address registration, passport, 1 biometric passport photo, proof of financial resources², health insurance certificate, proof of enrolment (Immatrikulationsbescheinigung), fee of up to 110 € (extension up to 80 €)

- ☐ Open a bank account

You will need a bank account to transfer the semester fee and pay your rent. Bring along the following documents: passport/ID card, certificate of enrolment, your residence permit, and the confirmation of registration of address (Anmeldebestätigung). Many German banks offer free bank accounts for students!

Some suggestions

- ☐ Meet your supervisor and visit your hosting department

- ☐ Visit the Graduate Centre and sign up for the Kick-off Meeting for international PhDs

We offer individual advisory services and can provide you with further assistance. As a part of our programme we organise a welcome meeting for international PhDs once per semester, where you can get to know the university and your fellow PhDs.

- ☐ Get involved in social events

The Graduate Centre organises social events to which you are cordially invited! Have a look at our website to find the current programme!

- ☐ Learn German

Studying in Münster is a good opportunity to learn German. Münster University's Foreign Language Centre offers a wide range of language courses, including an intensive German language course that is free of charge (beginning of the semester).

² As proof of financial resources you can for instance provide: Employment contract, scholarship from a recognised scholarship provider, documents certifying income and financial assets of your parents, formal obligation statement (Verpflichtungserklärung, a resident in Germany provides the Foreigners' Registration Office a guarantee to cover your expenses), bank guarantee, security payment of approx. 8 600 € deposited into a blocked bank account. Keep in mind that what counts as a proof of financial resources will depend on your country or origin.

Welcome to Münster University! The Graduate Centre wishes you a great stay in Münster and an unforgettable time as a PhD!

Contacts & Addresses

☐ WWU Graduate Centre

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☐ Citizens' Office

Bürgerbüro Mitte
Stadthaus 1
Klemensstraße 10
48143 Münster
Tel.: 02 51/492 33 33
www.stadt-muenster.de/buergerservice
Office hours: Mo - Thu: 8 - 18, Fri & Sa: 8 - 12

☐ Foreigners' Registration Office

Amt für Ausländerangelegenheiten
Stadthaus 2
Ludgeriplatz 4 (Eingang Südstraße)
48151 Münster
Tel.: 0251/492 36 36
www.stadt-muenster.de/en/auslaenderamt
Office hours: Mo - Fri: 8 - 12, Thu: 15 – 18

☐ WWU Student Admissions Office

Studierendensekretariat
Schlossplatz 2
48149 Münster, Germany
Tel.: +49(0)251/83-22236/4772/2237
<https://www.uni-muenster.de/studium/studierendensekretariat.html>
Office hours: Mo – Thu 10 – 12.30, 13.30 – 15, Fri: 10 - 12.30