

## 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 nor to apply for residence permit. If you have a valid health insurance from another EU country or a private health insurance, you can contact any public health insurance provider and ask to issue a certificate that you are exempted from mandatory health insurance.*

- 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, Confirmation of landlord (“Wohnungsgeberbescheinigung”, available here (in German) [https://www.stadt-muenster.de/fileadmin//user\\_upload/stadt-muenster/33\\_buergerservice/pdf/wohnungsgeberbestaetigung.pdf](https://www.stadt-muenster.de/fileadmin//user_upload/stadt-muenster/33_buergerservice/pdf/wohnungsgeberbestaetigung.pdf)). To avoid waiting times, please schedule an appointment [online](#). Choose “Meldeangelegenheiten” and then “Anmeldung”, pick a date, a time and confirm the e-mail that you receive.*

- Enrol at the University

*You need to enroll 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 enroll 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 300€ (summer semester 2019). 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 details on how to pay for your semester fee – the fee should*

be transferred as soon as possible. After the payment, you will receive your semester ticket, which includes the NRW-Ticket<sup>1</sup>.

- Apply for a residence permit within 3 months after arrival (non-EU students)

*Documents required: Application form (available from Foreigners' Registration Office), confirmation of address registration, passport, 1 biometric passport photo, proof of financial resources<sup>2</sup>, health insurance certificate, proof of enrolment (Immatrikulationsbescheinigung), fee of up to 110 € (extension up to 95 €). Please book an appointment [online](#) or by calling 0251 492 36 36 (in most cases you will have to apply for a permit based on §16).*

- 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 [free German courses for students](#).*

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

<sup>2</sup> As proof of financial resources, you can provide: Employment contract, scholarship from a recognized 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 doctoral candidate!*

### **Contacts & Addresses**

□ WWU Graduate Centre

Ms. Sabine Schneider  
Schlossplatz 6, Room 109  
48149 Münster  
Tel.: 0251 - 83 23 111

[International.gc@uni-muenster.de](mailto:International.gc@uni-muenster.de)  
[www.uni-muenster.de/GraduateCentre](http://www.uni-muenster.de/GraduateCentre)

Please write an e-mail to schedule an appointment.

□ Citizens' Office

Bürgerbüro Mitte  
Stadthaus 1  
Klemensstraße 10  
48143 Münster  
Tel.: 02 51/492 33 33

[www.stadt-muenster.de/buergerservice](http://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  
48151 Münster

**Book an appointment**

Online: <https://www.stadt-muenster.de/netappoint/?company=muenster-abh>

or call: **0251/492 36 36**

[www.stadt-muenster.de/en/auslaenderamt](http://www.stadt-muenster.de/en/auslaenderamt)

Appointments: Mo-Fr 8 – 12, Thu 8-12 & 15-18 (Südstraße)

eAT pick-up: Mo-Fr 8-12, Thu 8-12 & 15-18 (Südstraße)

Information: Mo-Fri 10-12, Thu 10-12 & 15-18 (Haupteingang)

Emergency cases: Mo-Thu 10-12 (Haupteingang)

□ 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