Universität Münster

Handbook
for International Researchers

Dept. Researchers & Staff (International Office)
Published 07/2025

wissen.leben

International Office

Universität Münster

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International Office

Universität Münster

Uni MS - Christopher Steinweg

Prof. Dr. Johannes Wessels
Rector

Dear international researchers,

I am delighted that you have chosen Münster as the new base for your academic career.

The University of Münster is an international community and supports the collaboration with researchers from all over the world as it is fundamental to excellent science and teaching.

To facilitate your start at Münster, the 'Researchers & Staff ' department of the International Office is at your disposal with a wide range of information and advisory services, which I cordially invite you to explore. I am sure that you will find your way around quickly.

I wish you a successful stay! May your time in Münster be both academically enriching and personally fulfilling.

With best regards,
Johannes Wessels
Rector

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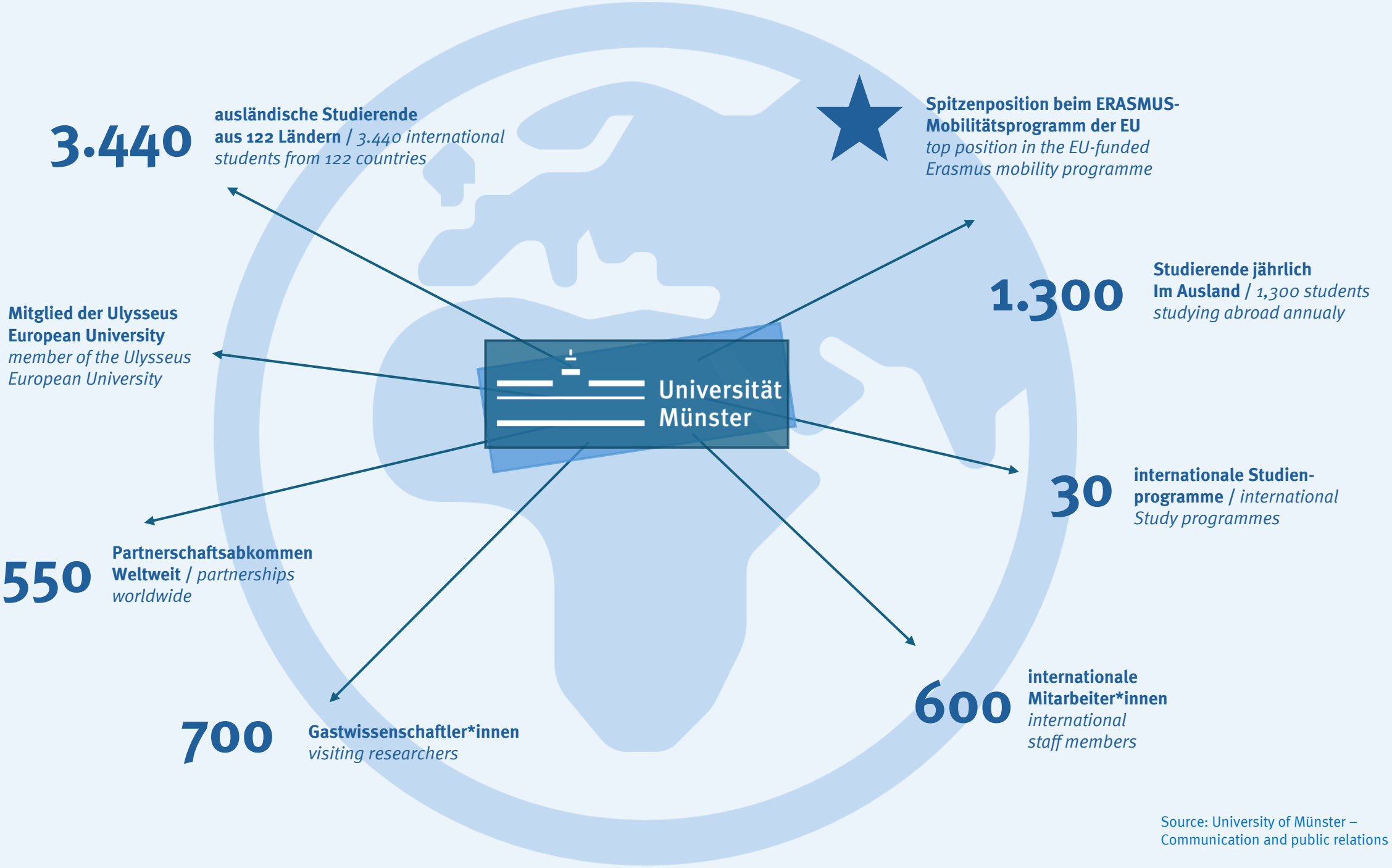
International Office



Source: University of Münster – Communication and public relations

Universität Münster

1. The International Office of the University of Münster

wissen.leben

International Office

1. The International Office of the University Münster

1.1 Department for Researchers and Staff

We are the central point of contact for the internationalisation and mobility of researchers and staff – from the first contact to long-term networking.

With innovative scholarships, targeted advising, and a global perspective, we strengthen visibility, exchange, and engagement. We make international research and collaboration visible – strategically, personally, and effectively.

1. Flagship Projects: Research marketing and recruitment, followed by sustainable network-building in line with the Research Alumni strategy
2. Welcome Centre: Informative advising, onboarding, guesthouses, support for at-risk scholars, and promotion of start-up initiatives by international researchers
3. Staff Mobility: Support for research and staff stays abroad

INTERNATIONAL OFFICE

INTERNATIONAL RESEARCHERS AND STAFF

Published 07/2025

1.2 Welcome Centre

The Welcome Centre team provides a comprehensive introduction to the University of Münster, the city itself, and Germany. It offers advice and support with all non-academic matters such as:

- Visa and residence permit
- Arrival, orientation, onboarding
- Funding, scholarships
- Accommodation
- Other topics such as family, dual career
- Learning German
- Living in Münster and in Germany
- Settling in Münster, transition from academia to entrepreneurship
- We accompany you to official appointments and provide German-speaking support for complex matters.

Our goal is to make international researchers feel at home, which is why we provide 110 furnished apartments at four different locations.
We offer welcome weeks to support your first steps in Münster and at the university, as well as information and networking events, and cultural and social gatherings in our International Researchers' Community Lounge.

For faculties:

We support faculties as experts in internationalisation and the onboarding process of international researchers and staff – especially in areas such as immigration law, housing, and administrative procedures. We provide checklists and organise an annual information workshop for secretariats and supervising professors.

In addition, we promote practical internationalisation of university staff by funding international job shadowing and staff exchanges (Erasmus+), as well as through social and networking events at the Humboldt House.

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WELCOME CENTRE REGISTRATION FORM

1.5 University Services

Free of charge:

1. **Family service:** internal coordination and counselling office responsible for reconciling familial and professional responsibilities
2. **CERES:** for phds and postdocs: advice and coaching
3. Psychological support:
   - **Procrastination ambulance:** individual and group treatments for students and employees of the University of Münster
   - **Counselling service for university employees:** fast, unbiased, confidential and during working hours
4. Library service – ULB
   - **For scientists**
   - **subject experts**
5. **Münster Center for Open Science (MüCOS):** provides scientifically sound support for researchers at the University of Münster in the areas of transparent and reliable research and develops the meta-scientific foundations of Open Science.
6. **Dual Career Service:** for partners of staff members of the University of Münster
7. **Safir- Funding services:** We can help you find suitable funding opportunities, offer advice on funding formats and assist you in the preparation and optimisation of your grant applications.
8. **Brazil Centre:** advice and support on exchange issues and cooperation activities with Brazil.
9. **REACH - EUREGIO Start-up Center** is the first point of contact for start-up ideas in the German-Dutch border region “EUREGIO”.

Paid:

1. **Sport center:** diverse courses for students and employees of the University of Münster
2. **Language centre:** central point of contact for language-related offers at the University of Münster
3. **European Research Services GmbH:** consulting company based in Münster that specializes in EU-funded research projects. In addition to application advice, administrative support is also offered in the implementation of EU projects.

Universität Münster

2. Arrival and Immigration Formalities

2. Entry and Residence Permits

FEDERAL FOREIGN OFFICE

To ensure a smooth start for your research or university employment in Germany, the following section provides information on the necessary entry formalities and related administrative matters, such as obtaining health insurance, which you may need to arrange in preparation for your stay.

2.1 Visa and Entry Regulations

I. Visa Requirements

1. Citizens of EU Member States, Switzerland, and the European Economic Area (EEA)

Citizens of an EU member state, Switzerland, or the European Economic Area (Iceland, Liechtenstein, Norway) do not need a visa to enter Germany; a national ID card is sufficient. A residence permit is also not required, but if your stay exceeds three months, you must register your address at the local registration office (see registration requirements).

2. Visa for Non-EU Countries

- Natives of certain non-EU countries may enter Germany without a visa for stays of up to 90 days. However, only in some cases, they are permitted to engage in research activities without a visa. A list of these countries, including details on which types of stays are visa-free, can be found on the website of the Federal Foreign Office. For longer stays, even citizens of these so-called 'best friend states' are required to apply for a visa, as residence permits can only be issued locally at the Office for Migration and Integration in exceptional cases. Therefore, we strongly recommend that researchers planning to stay in Germany for more than 90 days apply for a visa in advance, to avoid returning to their home-country for this procedure later and reduce bureaucratic procedures upon arrival in Germany.

- For longer stays (over 90 days) or for taking up employment, a national visa (D visa) is always required. This must be applied for in your home country or country of residence — even if you are already living within the EU.
-

II. Visa for Short Stays Without Employment

If you need a visa and your stay is planned for less than 90 days, a Schengen visa (C visa) is normally sufficient. Please note that the Schengen visa does not permit employment and cannot be extended.
Important: Three months are usually longer than 90 days!

We advise contacting the German Embassy in your country well in advance to clarify the visa requirements and to book a visa application appointment. In many countries, appointments may not be available for several months.

III. Visa for Long-Term Research Stays/Employment

- For stays, which are longer than 90 days and for taking up employment, you will need a national visa (D visa). This visa also allows you to travel to and stay for short periods in other Schengen countries.
- A special residence permit, the so-called Researcher Visa (§18d Residence Act), permits the pursuit of a research project either with an employment contract or a scholarship, and to a limited extent, teaching activities at the research institution specified in the hosting agreement. This hosting agreement must be completed by both you and your host institution, but it can only be signed by authorised representatives of the university (not your institute). For more information, please contact the Welcome Centre at welcome.centre@uni-muenster.de.
- Another type of residence title that can be used only for research activities with an employment contract or as an academic professional (even without a specific research project) is the so-called EU Blue Card according to §18g of the Residence Act. This requires meeting an annual minimum salary threshold. Additionally, the so-called *Erklärung zum Beschäftigungsverhältnis* (Declaration of Employment status) must be issued for you by the university. Once all requirements for the visa application are met, there is a legal entitlement (*Erteilungsanspruch*) for both of these residence titles.

IV. Visa Application

For your visa application, you will generally need the following documents:

- Application form (available on the website of the respective German embassy or consulate)
- Passport (valid for at least another 6–12 months, ideally for the entire duration of your stay) including a copy
- Recent biometric passport photo
- Proof of intended activity (e.g. scholarship award letter, employment contract, invitation letter and/or hosting agreement from the university)
- Hosting agreement (for §18d) and/or Declaration of Employment Relationship (for §18g)
- Proof of sufficient financial means (if not evident from the documents listed above)
- Proof of health insurance (either through a statutory German health insurance or a substitutive, i.e. equivalent private health insurance; legally required minimum coverage is EUR 30,000)
- Certified copy of your university degree, in some cases also with a translation, apostille or legalization
- Information about your planned accommodation in Germany
- For accompanying family members: marriage and birth certificates translated into German, in some cases also with apostille or legalization (please check in advance with the German embassy).

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HOSTING AGREEMENT

MAKE IT IN GERMANY

Please note that the required documents may vary depending on your country of origin and the specific German diplomatic mission. Therefore, make sure to contact the responsible visa office well in advance to find out which documents are necessary for your visa application.

With the implementation of the Skilled Workers Immigration Act reform, since 2025 the application process for national visas has been gradually transitioning to an online system via the Foreign Office's *Auslandsportal*. This aims to make the application process more standardised and efficient.

Therefore, some categories of visa applications can be submitted online, namely for the EU Blue Card. However, at present, you can apply for researcher visas only by prior appointment — either via the embassy's website or by email. In any case, consider that the processing-time, once you submitted all necessary documents can range from 6 weeks until one year in certain countries!

V. Health Insurance

To conduct research or work in Germany, you are required to have health insurance. Depending whether you are employed or not, this can either be the German statutory health insurance or a so-called substitutive private health insurance that provides at least the same level of coverage as the statutory insurance. Proof of sufficient health insurance coverage is required by both the German diplomatic mission abroad and/or the local immigration office.

As an EU citizen, you may be eligible to receive medical treatment in Germany and have the costs reimbursed by your home-country insurance provider. Emergency treatment is always available, but for any other medical services, you should clarify coverage with your insurer before arrival. We recommend that researchers from EU countries who plan to stay in Germany for more than three months also stipulate a substitutive private health insurance, especially with family.

1. Employed international researchers

Enrollment in a statutory health insurance scheme is generally possible for every employed person. All statutory health insurance providers charge a percentage-based contribution rate of your gross salary — currently 14.6% (as of July 1, 2025) — of which the employer covers half. These contributions are deducted directly from the employee's gross salary. In addition, statutory health insurance providers may charge an individual supplementary contribution payable by the employee.

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EURAXESS VISA AND ENTRY

EURAXESS: EU HEALTH INSURANCE

The services offered by statutory health insurance are largely standardised, but individual providers differ in the scope of treatments offered, customer service, additional services, and optional tariffs. Some insurers may charge extra premiums for special treatments. It is advisable to clarify in advance with your insurance provider which therapies are covered. Certain treatments, such as professional teeth cleaning are generally not reimbursed and other, as new glasses, only with a very limited contribution.

If your family is accompanying you to Germany, family insurance is also required and, usually, is more convenient with the statutory health insurance. You are free to choose your statutory health insurance provider. If you are employed and do not make a personal selection, the University of Münster will automatically register you with AOK.

Always bring your insurance card with you to every doctor's appointment!

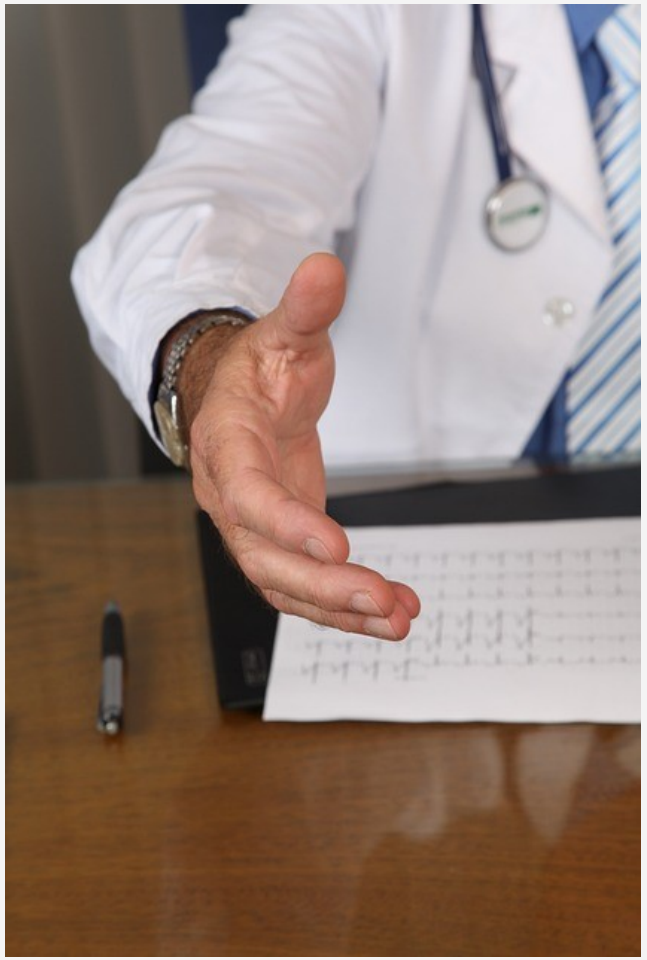
2. Non-Employed International Researchers

For international researchers without an employment contract, it is possible either to voluntarily join a statutory health insurance scheme or to stipulate a private health insurance. Which option is more suitable for you depends largely on your age, income, and whether a partner or family members will accompany you. Therefore, it is important to gather information in advance. Please note that voluntary membership in the statutory health insurance requires you to pay the entire fee yourself, as there is no employer contribution. You must have health insurance from the start of your stay, so prepare for this early!

If you choose private health insurance, you can take it out either in Germany or in your home country. It is essential that your policy provides the same level of coverage as required by German statutory health insurance. If proving this equivalence is difficult, it is recommended to choose the private health insurance directly in Germany. The Welcome Centre can provide a list of substitutive private health insurance companies, recognised by the local Office for Migration and Integration.

Applicants with serious or chronic illnesses should be aware that, sadly, private insurers may not accept applications. Similarly, insurance applications during pregnancy are often rejected.

IMPORTANT: Once you have joined a private health insurance plan, you cannot switch to statutory health insurance later — unless you start your first employment in Germany.



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LIST OF STATUTORY HEALTH INSURANCE- PROVIDERS

PRIVATE HEALTH INSURANCE COMPANIES

2.2 Arrival and Transport in Münster

Whether you are traveling by plane, train, or car, Münster is well connected to Germany's transportation network.
For the following options, there are often apps available that can help you plan your journey efficiently.

By Plane

The nearest airport is Münster/Osnabrück Airport (FMO), located about 20 km north of Münster. Buses run hourly during the day from there to Münster's main train station ("Münster Hauptbahnhof").
However, the airports in Düsseldorf and Cologne are internationally better connected and also nearby. From there you can easily take a train from there to Münster.

Long-distance Buses

Whether you are coming from a neighboring country or an airport, long-distance buses often offer an affordable alternative for some travelers. You can find various offers from private bus companies online.

By Train

Airports around Münster are well connected to the national railway network operated by Deutsche Bahn and regional providers such as National Express. We recommend using the DB app to check current prices, schedules, and to book tickets, also in English.

Those who travel by train more frequently can benefit from purchasing the 'BahnCard,' which offers discounts of 25–50% on ticket prices for a fixed yearly fee.

In the City of Münster

Münster is known as a very bicycle-friendly city.
Therefore, the bicycle is the most popular means of transport. If you don't want to buy a bike right away, you can also rent one from various providers at a reasonable price.

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By Bus

Most buses depart from the main train station. You can find timetables and connections from A to B either online or in the Stadtwerke Münster app. Tickets can be purchased at some bus stops from ticket machines or directly from the driver on the bus.

If you have any questions about your stay in Münster, please feel free to contact the **Welcome Centre team** at the International Office.

DeutscheBahn

Airport Münster/Osnabrück

BUS PLAN MÜNSTER (DE)

2.3 Bureaucratic procedures upon arrival – Address Registration and Residence

I. Registration Requirements

In Germany, there is a registration requirement for all individuals who move into an apartment, as well as for all visitors who stay in Germany for more than three months. Within two weeks of moving in, you must register yourself and any family members who arrived with you at the Citizens' Office *(Bürgeramt)* in your district. It is easiest to book an appointment for the registration online in advance. For registration, you will need:

- Your personal ID or passport
- Proof of residence *(Wohnungsgeberbescheinigung)* from your landlord or the person with whom you are staying.
- The filled-in form "Anmeldung bei der Meldebehörde" (*Registration at the registration office*)

After registering, you will receive the registration certificate from the citizens' office (*Bürgeramt*), which is, for example, necessary for opening a bank account. In the same office, you can also apply for a police clearance certificate (required for employment in the public sector) or a resident parking permit for your car. **Important**: you will also receive your tax identification number by mail after registration.

If you change apartments during your stay in Germany, you must re-register your new address at the local Bürgeramt (residents' registration office) responsible for your new place of residence. This procedure is called *Ummeldung*. When you leave Germany at the end of your research stay, you must also cancel your registration. The de-registration certificate (*Abmeldebescheinigung*) is required, among other things, to cancel contracts before their expiration date.

II. Residence Permit

Non-EU citizens who wish to stay in Germany for more than 90 days must apply for a residence permit at the Office for Migration and Integration at least three months before their entry visa expires.
Citizens of countries, who can who enter Germany without a visa (e.g. Australia, Israel, Japan, Canada, New Zealand, the Republic of Korea, and the USA) and plan to stay longer should apply for a residence permit immediately after arrival.

In general, you will need to present the following documents at the Office for Migration and Integration:

- Passport
- Application form for a residence permit
- Proof of health insurance
- Employment contract, job offer, or proof of scholarship/funding

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WOHNUNGSGEBERBESCHEINIGUNG (GER)

APPLICATION FORM (RESIDENCE PERMIT)

OFFICE FOR MIGRATION AND INTEGRATION

- An invitation from the hosting institute indicating the research activity and duration of stay
- A hosting agreement and/or statement of employment (see chapter “Visa and entry” section III.)
- Biometric passport photo
- Registration certificate (*Meldebescheinigung*)
- Possible fee:
    - Up to 1 year: 100 €
    - more than 1 year: 110€

1. Residence permits with limited duration

Similar to the visa categories, depending on the purpose of stay, there are different types of residence permits, each associated with different rights (e.g. the right to take up employment). In the field of research, the following residence permits are most commonly used:

- Residence for studying, language courses, or doctoral studies (§16b)
- Skilled professional (§18b)
- Residence for research (§18d)
- EU Blue Card (§18g)

On the website of the Office for Migration and Integration of the City of Münster, you can find many more helpful resources on residence permits in 11 languages — including checklists of the required documents for each type of residence permit and the option to submit an application online.

2. Temporary permit *(Fiktionsbescheinigung)*

The issuance of the electronic residence permit usually takes 6–8 weeks. If your visa or residence permit expires during this period, you will need a temporary residence certificate (*Fiktionsbescheinigung*). This provisional permit is generally valid for three months.

There are three types of *Fiktionsbescheinigung*:

•*Duldungsfiktion* (toleration permit)
•*Erlaubnisfiktion* (permission permit)
•*Fortbestandsfiktion* (continuation permit)

If you have submitted your application for an extension on time and are waiting for the issuance of a new residence permit, you will generally receive a continuation permit *(Fortbestandsfiktion, §81.4)*. This means that your current residence permit remains valid until the new document is issued. With this temporary certificate, travel is generally possible, and re-entry to Germany is allowed at any time. However, you should check with the foreign mission (embassy/consulate) of the country you plan to visit to ensure that entry and exit will be permitted without issues while you are in possession of a *Fiktionsbescheinigung*.

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3. Settlement Permit

The settlement permit (*Niederlassungserlaubnis*) is an unlimited residence permit that allows you to work in Germany. Depending on your previous type of residence permit and eventually obtained higher education degrees in Germany, it can be applied for earliest after 21 months and latest 60 months after your arrival. Key criteria include contributions to the pension system, German language skills, the integration into the German society and a positive long-term outlook for securing your livelihood. If you are considering applying, you are welcome to seek advice in advance from the Welcome Centre. Please note that, like any other residence permit, the permanent residence permit generally expires if you leave Germany for more than six months.

INTEGRATION TOOLS

III. Work Permit, Employment Contract, Appointment, and Salary

Citizens of the European Union, the European Economic Area, and Switzerland enjoy freedom of movement for workers and do not need approval to take up employment.

Citizens of other countries, who wish to work in Germany generally require a residence permit that allows them to engage in gainful employment. Therefore, for third-country nationals (non-EU citizens) it is usually necessary to apply in advance for a visa. Applying for a work-permit after arrival at the local immigration office (in Münster, at the Office for Migration and Integration) is generally not possible.

The working conditions for research staff are specified in an employment contract with the University of Münster. The salary is based on the appropriate pay group regulated in the collective agreement for public service, which is dependent on the region of work of Germany, in our case North Rhine-Westphalia.

By contrast, tenured professors and civil servant researchers are appointed rather than employed, so they receive a certificate of appointment instead of an employment contract. Their salary is determined according to the Federal Salary Act (*Bundesbesoldungsgesetz*) and the relevant state regulations. Non-EU citizens in these positions must also apply for a different category of residence permit. The Welcome Centre is happy to assist them.

PUBLIC SERVICE SALARY CALCULATOR (GER)

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YOU CAN FIND INFORMATION ON DEPARTURE PROCEDURES IN OUR OFFBOARDING HANDBOOK MODULE

3. Accommodation

3. Accommodation

Münster is one of the most popular university cities in Germany and is known for its tight housing market. Finding accommodation is one of the first challenges you will face. However, it is possible to find accommodation, especially if the search begins early and there is flexibility. To successfully find housing in Münster, it is important to consider various aspects such as budget, type of housing, amenities, location, and duration of stay.

3.1 Guesthouses of the University of Münster

The University of Münster offers its international scholars a variety of accommodation options in five guesthouses. These apartments vary in size and price category, with the majority consisting of 1-person and 2-person apartments, as well as five apartments for families. Due to high demand, we strongly recommend submitting your reservation request as early as possible.

These apartments are rented for a limited period, with a minimum rental period of one month and a maximum rental period of 12 months. The rental period begins on the 1st or 16th of a month, with a one-month notice period. Under special circumstances, an extension of up to 6 months can be requested. However, it is important to note that a stay in the guest apartment beyond the maximum period of 18 months is not permitted. Reservations for the guesthouses of the WWU are made exclusively through the online form.

HOUSING REQUEST

If you cancel the reservation less than a month before the rental start date, a cancellation fee equal to half a month's rent will be charged. Details on rental conditions can be found in the rental agreement you receive upon move-in. This will be provided in German, and an English version will also be available in the apartments.

ALEXANDER-VON-HUMBOLDT-HOUSE
Hüfferstraße 61
48149 Münster

POHA HOUSE
Bremerplatz 50-52
48155 Münster

GERMANIA CAMPUS
Dorpatweg 4-6
48159 Münster

EDITH-STEIN-COLLEGE
Kolde-Ring 60
48151 Münster

EUROPA-HOUSE
Robert-Koch-Straße 36
48149 Münster

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3.2 General Tips for Finding Accommodation

Here are some basic tips:

1. Most apartments become available between February and March (for an April move-in) and between August and September (for an October move-in).

2. Respond quickly to as many housing ads as possible and make phone contact if a phone number is provided.

3. Write detailed messages if no phone number is given. An example can be found on the next page.

a. Budget: Rental costs vary depending on location, size, amenities, and condition of the apartment. In Germany, the rental price is generally calculated based on the "rent index". Proximity to the city center increases the rent.

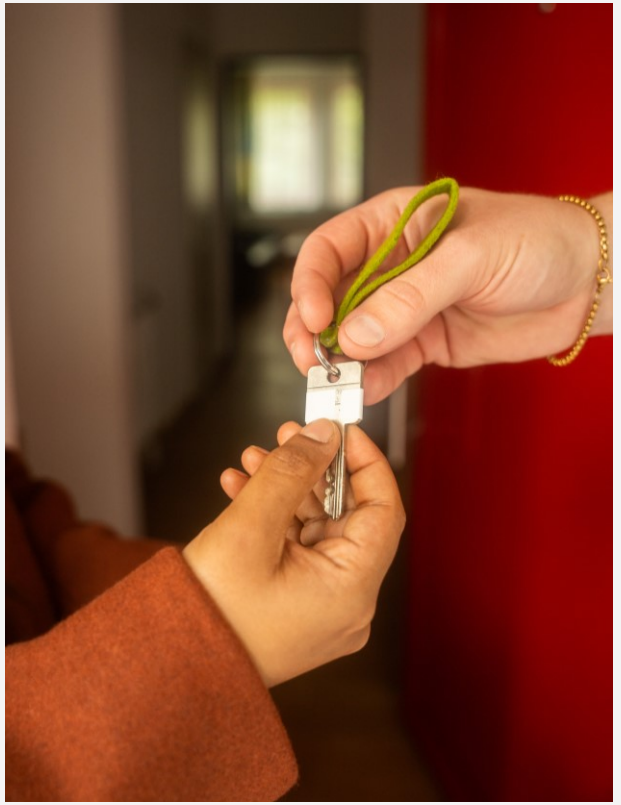
b. Type of Housing: You can choose between individual apartments and shared apartments (WGs).

c. Amenities: Private apartments are rented either furnished, unfurnished, or partially furnished. Furnished apartments tend to be more expensive.

d. Location: The location is determined by the distance to the city center of Münster. Apartments in central locations are more expensive.

e. Duration of Stay: Consider subletting or temporary accommodation if you cannot find an apartment for the entire stay.

f. Fraud Prevention: Be cautious of fraudulent offers. Do not transfer money before viewing the apartment and signing a rental agreement.



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RENT INDEX (GER)

INFORMATION ON RENTAL FRAUD

ABBREVIATIONS

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g. Communication: Write a convincing, friendly, and informative message when responding to a housing ad. Provide relevant information about yourself and your situation.

Example Message:

“Dear [Landlord],

My name is [Name], and I am very interested in the apartment at [Address]. I am [age] years old and work at the University of Münster. I currently live in [current location] and will begin a [temporary/permanent] position as [position] at the University of Münster starting [beginning of stay in Münster]. Further information can be found on my LinkedIn profile: https://www.linkedin.com/in/xxx/.

I can provide a copy of my employment contract and a positive SCHUFA credit report at the viewing. If you need any additional documents, please let me know.

If you have any questions about me or would like to arrange a viewing appointment, you can reach me at [phone number]. I would be very pleased to receive positive feedback.

Best regards,
[Name]”

3.3 Private Housing Search

If the guest houses are fully booked, we are happy to assist you in finding suitable private market accommodation in Münster. It is advisable to start looking for housing early, especially for longer stays. For temporary stays, such as a semester, furnished apartments for sublet are suitable, while for longer stays, an indefinite rental contract with a three-month notice period is preferred. In Germany, apartments are usually rented unfurnished, but furnished options are also available.

Depending on your needs, you can search for an apartment for yourself or a shared apartment. The costs of an apartment typically consist of the base rent and additional costs.

Searching for apartments on various websites is free. Some properties may be offered by agents who receive a commission for successful placement.

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IMPORTANT: Unfurnished can also mean WITHOUT A KITCHEN!

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LOCAL ONLINE MARKETS

https://www.asta.ms/wohnboerse

www.nadann.de

DORMITORIES AND HOUSING COOPERATIVES

https://www.roomy-muenster.com/en/

https://student.the-flag.de/en/muenster

https://www.leg-wohnen.de/

https://www.sahle-wohnen.de/

https://bauverein-ketteler.de/_wp2014/

https://www.wohnungsverein-muenster.de/

https://www.vivawest.de/

https://www.drk-westfalen.de/spalte-3/wohnheim/studentenwohnheim/studentenwohnungen.html

https://www.wohnstadtbau.de

FURNISHED APARTMENTS

https://www.monteurzimmer.de/en

https://www.deutschland-monteurzimmer.de/muenster

https://monteurzimmer.world/unterkunft-muenster/

TEMPORARY HOUSING

https://www.sleep-station.de/?lang=en

https://nordstern-hostel.de/en/

http://www.bedandbreakfastmuenster.de/en/home.html

https://www.stadt-muenster.de/en/tourismus/hotels

https://www.airbnb.de/munster-germany/stays

https://www.h-hotels.com/en/hostels/hotels/hostel-muenster?utm_source=yext&utm_medium=listing

https://www.couchsurfing.com/places/europe/germany/muenster

Some hotels offer discounts for employees of the University of Münster. Please contact us for a corresponding list of hotels.

NATIONWIDE INTERNETMARKETS

www.wg-gesucht.de

https://www.ebay-kleinanzeigen.de/

https://immomarkt.ms/

https://www.immobilienscout24.de/

https://wunderflats.com/en

https://www.wohnung-jetzt.de/

https://www.thehomelike.com/

https://www.spotahome.com/

https://www.uniplaces.com/en

https://muenster.domocompany.de

www.immowelt.de

www.immonet.de

www.quoka.de

https://housinganywhere.com/

https://www.wohnungsboerse.net/Muenster/mieten/wohnungen

https://www.immobilo.de/mieten/wohnung/muenster/moebliert

https://www.meinestadt.de/muenster-westfalen/immobilien/wohnungen

FURNITURE MARKETPLACE

https://www.muenster-fast-umsonst.de/secondhand/m%C3%B6bel-tr%C3%B6del

Published 07/2025

3.4 Apartment Rental

1. Rental Agreement and Documents: Before moving in, signing a rental agreement is required, which outlines your legal obligations. Note that rental agreements are generally not easily terminated. A landlord's certificate of residence (Wohnungsgeberbescheinigung) is necessary for registration with the local registration office (Bürgeramt).

2. Deposit: The amount of the security deposit is stipulated in the rental agreement and typically amounts to a maximum of three times the net cold rent (Nettokaltmieten). It serves as security for the landlord and is usually paid with the first month's rent or in installments. The deposit is refunded no later than 6 months after moving out.

3. Apartment Handover: Before moving in, you'll arrange a handover appointment with the landlord. Keys will be handed over, and any defects will be documented.

4. Tenant's Rights and Responsibilities: As a tenant, you are responsible for the proper use of the apartment. The landlord bears the maintenance costs but may transfer repairs up to a certain amount to the tenant. For questions regarding contract negotiation, you can contact the AStA Münster.

3.5 Moving-In

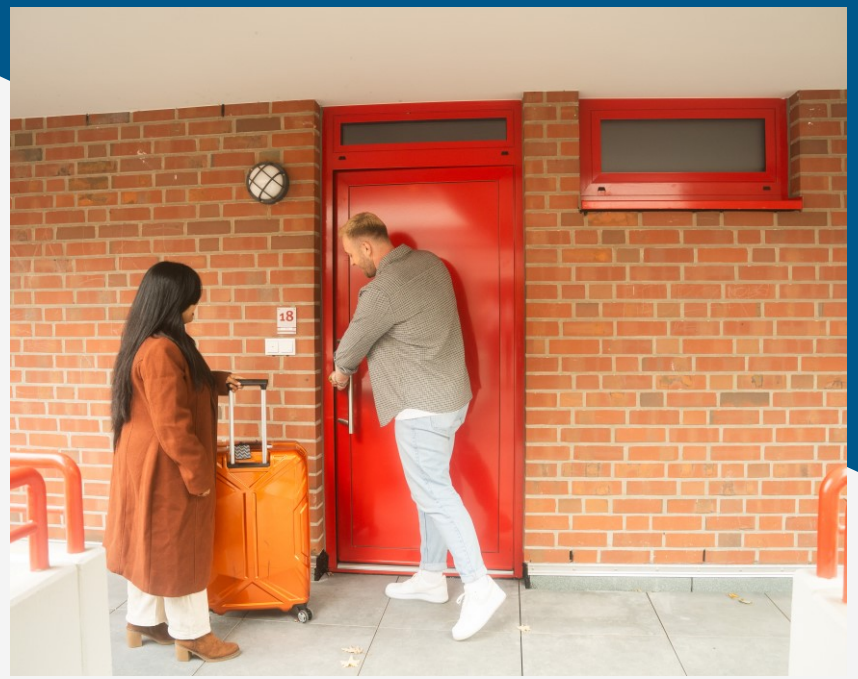
1. Moving Organization: You can either hire a moving company or organize the move yourself. It's advisable to seek help from colleagues and acquaintances in Münster.

2. GEZ (Broadcasting Fee): Every household is required to pay broadcasting fees. After registering at the local registration office (Bürgeramt), you will receive information about payment. Special regulations apply in the guesthouses.

3. Insurance: Take out liability and household insurance to protect your property.

4. Internet Connection: Arrange your internet connection, either through the previous tenant or by entering into your own contract with an internet service provider.

5. Registration and Documents: Register at the local registration office (Bürgeramt) within two weeks of moving in. Required documents include ID card/passport, landlord's certificate of residence (Wohnungsgeberbestätigung), and, if necessary, a registration form.



Uni MS – Emka Photography

For the guest houses of the University of Münster, special conditions apply. Please contact the guest house management at visiting.academics@uni-muenster.de.

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Universität Münster

4. Financing a research stay

4. Financing a research stay

Funding your stay at the University of Münster

How can I finance my stay in Münster?
1. Through a job position
2. Through internal scholarships provided by the University of Münster
3. Through external scholarships
4. Through founding a scientific start-up

1. Job opportunities

The University of Münster is one of the largest universities in Germany, and for this reason you will always find plenty of interesting job offers in the academic field.

LIST OF JOB OFFERS AT THE INIVERSITY OF MÜNSTER

After your employment at the University of Münster, you are eligible for Unemployment Benefit I (Arbeitslosengeld I, ALG I) only if you have worked for at least twelve months in a job subject to compulsory insurance within the past three years. Please note that to qualify for this benefit, you must register as a job seeker with the Federal Employment Agency at least three months before your employment contract ends.

2. Financial assistance from University of Münster

The University of Münster awards fellowships from the "Internationalization Fund" to invite international researchers from abroad. Faculties can apply for funding from this fund for stays of up to three months. The fellowships provide grants of up to €2,000 per month (proportionally less for shorter stays). Applications can be submitted twice a year: on March 15 and October 15.
Further information can be found under item 3 on the Internationalization Fund webpage.

INTERNATIONALISATION FUND

FINANCING YOUR STAY

FEDERAL EMPLOYMENT AGENCY (GER)

UNEMPLOYMENT BENEFIT I (ALG I)

SCHOLARSHIPS

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Funding for guest lecturers

The respective faculty is responsible for applying for, monitoring, administration and covering expenses of the guest lecturer. If you have any questions, please contact the respective Head of Faculty.

3. External funding programmes

Funding for international researchers is often provided through programs from institutions such as the German Academic Exchange Service (DAAD), the Alexander von Humboldt Foundation, ERASMUS+ funds, or through foreign scholarships such as those from the Fulbright Commission. The International Office of the University of Münster is happy to advise you on these funding opportunities and answer any questions you may have.

For specific funding applications related to individual faculties, our internal university funding advisory service, SAFIR, is available to assist you (funding advice for Faculties 1–4 and 6–15).

Scholarship databases

There are a number of scholarship databases providing information for researchers on how to finance your stay in Münster.

- The German Academic Exchange Service (DAAD) offers its own scholarships database for visiting academics. You can find information here on funding opportunities for foreign students, graduates and post-docs, as well as on other selected funding organizations.

- EURAXESS Germany, an information portal for internationally mobile researchers and host institutions, offers a database with information on funding opportunities. It is aimed both at researchers who wish to come to Germany and at German researchers returning to Germany after an extended stay abroad.

4. Founding a start-up

Founding a start-up in Münster, Germany, is an excellent way for international researchers to remain connected to academia while pursuing independent entrepreneurship. The International Founders Network, in collaboration with the REACH - EUREGIO Start-up Center, provides services to support international researchers with ideas, residence permits, networking, and securing financing for new start-ups. Explore national scholarships available for scientific start-ups to further support your venture.

SAFIR

DAAD

EURAXESS

REACH EUREGIO

INTERNATIONAL.FOUNDERS NETWORK

FULLBRIGHT

Published 07/2025

Universität Münster

5. Social Security

wissen.leben

International Office

5. Social Security

5.1 Stay with Employment Contract

If you complete your research stay in Germany under an employment contract, you are legally required to make contributions to the social security system. Employers and employees each pay half of the contributions, with the exception of accident insurance, which is covered entirely by the employer. Once you begin your position, the HR Department will take care of registering you for social security. You can register with a statutory health insurance provider of your choice, which will then notify the other social security agencies. If you do not choose a health insurance provider, you will automatically be registered with the AOK by the university. After registration, you will receive your insurance number from the pension insurance provider. Your employer is responsible for paying the contributions, which are deducted directly from your salary.

Health Insurance

See Handbook-Module ARRIVAL AND RESIDENCE PERMIT.

Pension Insurance

Pension insurance is part of the mandatory social security system. It protects you and your family in cases of reduced or lost earning capacity due to age or death. It also provides medical and vocational rehabilitation, disability pensions, old-age pensions, and survivor benefits for spouses and children. Pension insurance contributions are automatically deducted from your gross salary, with the employer and employee each paying half. Employees do not need to take any additional steps.

Under certain conditions, your payments may either entitle you to a pension later on, or if this is not the case, you can request a refund of your contributions.

ARRIVAL AND COUSELING CENTER
Gartenstraße 194
48147 Münster

FIND YOUR PENSION

DEUTSCHE RENTENVERSICHERUNG (*GERMAN PENSION INSURANCE*)

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Recognition of Pension Periods

For EU countries, EEA countries, Switzerland, or countries that have a social security agreement with Germany, pension periods completed in Germany are taken into account when determining eligibility for benefits. However, pension periods from countries without such agreements cannot be combined with German pension periods. If you have worked in several countries during your career and paid into their respective social security systems, it is important to check your entitlements with the insurance providers of each country.

Refund of Pension Contributions

If you return to a country that does not have a social security agreement with Germany, you may be able to claim a refund of the pension contributions you paid in Germany under certain conditions. After a waiting period of two years, you can apply for reimbursement from the German Pension Insurance (Deutsche Rentenversicherung). It is also possible to make voluntary contributions to the German Pension Insurance during your stay in Germany in order to secure pension entitlements. Please seek advice from the German Pension Insurance to determine whether a reimbursement is advisable in your case.

Occupational Pension Scheme

If you are employed as a public sector employee, you are also automatically enrolled in the Federal and State Pension Fund (VBL). Your employer will register you with the VBL, which provides retirement, disability, and survivor benefits for spouses, registered partners, and orphans. Employees with temporary scientific positions at universities may request an exemption from compulsory VBL insurance. However, in such cases, the employer will still register you with the voluntary VBL scheme, with the employer paying a smaller contribution. Therefore, you will accumulate pension entitlements even without making your own contributions. The exemption request must be made within two months of starting employment. The VBL can advise you on your pension entitlements and the possibility of a refund if you were insured for less than 60 months.

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VERSORGUNGSANSTALT DES BUNDES UND DER LÄNDER (FEDERAL AND STATE PENSION AGENCY)

AGENTUR FÜR ARBEIT (FEDERAL EMPLOYEMENT AGENCY)

Published 07/2025

Unemployment Insurance

Unemployment insurance provides financial support during job searches. If you have worked in Germany and were employed in an insurance-mandatory position for at least twelve months, you are generally entitled to unemployment benefits. Periods of unemployment insurance from EU/EEA countries and Switzerland can be credited. Contributions to unemployment insurance are automatically deducted from your salary, with your employer covering half of the costs.

Accident Insurance

Statutory accident insurance covers employees in the event of accidents at the workplace or on their way to work. Occupational diseases are also insured. Contributions are fully paid by the employer. After a workplace accident, it must be reported immediately. Forms for this can be found on the websites of the relevant offices for workplace safety and accident insurance.

Nursing Care Insurance

Nursing care insurance is linked to health insurance and is automatically concluded with it. It assists people in need of care. Contributions to nursing care insurance are deducted directly from the gross salary, with employers and employees each bearing half of the costs. Childless employees pay an additional surcharge.

Liability insurance

Anyone who causes damage is obliged to fully compensate for it. Therefore, it is strongly recommended to take out private liability insurance. This type of insurance is common in Germany; otherwise, you are personally liable with your own assets for the damage caused.

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Special Case for Civil Servants

Special Case: Civil servants (“Beamte”) are exempt from compulsory social insurance. They receive an allowance ("Beihilfe") that covers part of the costs in cases of illness, care, and childbirth. However, since the allowance does not cover all costs, civil servants must take out private health and nursing care insurance. In some cases, there is the option to voluntarily opt into statutory insurance, but this forfeits the entitlement to the allowance. Children and spouses may also be entitled to the allowance.

In retirement, civil servants receive pension payments. Temporary civil servants, such as junior professors, are entitled to pensions only If a permanent civil service position follows afterwards. Otherwise no pension entitlements will arise, and upon leaving, their employer pays post-insurance contributions to the German pension insurance system.

UNFALLLKASSE *(ACCIDENT INSURANCE FUND)* (GER)

Published 07/2025

5.2 Stay on a Scholarship

Non-EU citizens

Non-EU citizens without an employment contract are generally not subject to compulsory social insurance if they finance their stay through a scholarship. However, they must take out health insurance. This is always possible through private health insurance, but it is also possible to voluntarily join the statutory health insurance scheme (GKV). Statutory health insurance is particularly recommended for scholarship holders with families or pre-existing conditions. Important: this decision must be made at the very beginning of the research stay in Germany, as switching to the GKV later is no longer possible (except in the case of employment). Many insurance companies offer special rates for international researchers. These differ in benefits and premiums from full private insurance, which is more expensive. Please note that pre-existing conditions, as well as ongoing pregnancies prior to arrival, are often not covered.

Accident Insurance

Enrolled scholarship holders are legally covered by accident insurance. However, if you are not enrolled as a doctoral candidate and do not have an employment contract, you must arrange your own insurance coverage. Be sure to find out early about statutory accident insurance.

Pension Insurance

Since you are not subject to compulsory social insurance without an employment contract, you can make voluntary contributions to the German Pension Insurance (Deutsche Rentenversicherung) in order to avoid gaps in your pension record or to support your eligibility for a permanent residence permit.

EU Citizens

If you come from an EU/EEA member state, amounts already paid in Germany can generally be claimed in your country of origin. To what extent your country of origin has a social security agreement with Germany and whether you can claim your contributions in each other's country should be clarified in advance with the insurance providers in your home country. If you return to a country that has not established a social security agreement with Germany, you can only have the amounts from the pension insurance refunded, but not from unemployment insurance.

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PRIVATE HEATLTH INSURANCE (GER)

STATUTORY HEALTH INSURANCE

ACCIDENT INSURANCE

Universität Münster

6. Taxes

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International Office

6. Taxes

6.1 Stay with a scholarship

If you are financing your research stay in Germany through a scholarship, you may be exempt from taxes under the German Income Tax Act, provided certain conditions are met. It is advisable to consult with your scholarship provider. Additionally, you should check whether the scholarship you receive in Germany is subject to taxation in your home country. The requirements for tax exemption of scholarships in Germany are:

- The scholarship is awarded from public funds or by a recognized public or non-profit organization under German law, or by intergovernmental or supranational institutions of which the Federal Republic of Germany is a member. It is intended to promote research or scientific or artistic education and training.
- The scholarship amount is no higher than necessary to cover the research task or the recipient's living and education expenses.
- The scholarship is granted according to the guidelines of the funding organization.
- The scholarship does not require any form of employment or work in return from the recipient. If you are receiving scholarship from University of Münster, you need to provide your German Tax-ID (Steuer ID). You receive this number automatically after registering in the city of Münster.

6.2 Stay with Employement Contract

If you are staying in Germany as part of an employment contract and are staying for more than six months, you will generally be taxed in Germany on your worldwide income and assets.

Income Tax and Wage Tax

Income tax is deducted directly from your salary and paid by your employer to the state. The amount of tax you pay depends on factors such as income, marital status, and tax class. Every person registered or taxable in Germany receives a tax identification number, which is usually sent to you by mail a few days after you register at the residents' registration office. This number is valid for life.
Your employer will use this tax identification number and your date of birth to request the necessary information for wage tax deduction, which is stored electronically as wage tax deduction features (ELSTAM). You can find these details on your wage slip.

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TAX OFFICE MUENSTER CITY CENTER (GER)

TAX OFFICE MUENSTER OUTER CITY (GER)

Published 07/2025

6.3 Double Taxation Agreement

To avoid double taxation, Germany has concluded double taxation agreements with many countries. These agreements determine in which country taxes must be paid.

If you stay in Germany for less than six months and are employed by a foreign employer, your income is generally taxed in your home country, provided the double taxation agreement allocates the taxation rights to your home country. Otherwise, your income will be taxed in Germany. Professors and researchers who come to Germany for up to two years for teaching or research purposes may, in some cases, be allowed to pay taxes in their home country. Always consult this with your tax advisor.

6.4 Tax Return

At the end of each calendar year, you have the option to apply for a tax refund at the local tax office, possibly reclaiming overpaid taxes. The tax return can be submitted electronically via the free ELSTER website. In most cases, tax returns must be submitted by July 31 of the following year. If you are entitled to a refund, it will typically be issued within six months of filing the return.

If necessary, you can also seek the assistance of a tax advisor or a wage tax assistance association. This paid support is often worthwhile, as there are many deductions that laypersons frequently overlook. However, there are only a few tax advisors who provide services in English.

6.5 Church Tax

In Germany, church tax is collected by the state alongside income tax. It amounts to 8–9% of the income tax, depending on the federal state. When registering at the residents' registration office, you must declare your religious affiliation. Check whether church tax applies to your religious community.

6.6 Changing Your Tax Class

International researchers are sometimes assigned to the wrong income tax class if they do not yet have a tax identification number. This can result in too much tax being withheld. Often, this is corrected automatically. However, you can also change your tax class to clarify your marital status if you have a child, separate from your partner, or adjust income distribution with your spouse. A change of tax class must be applied for at the tax office.

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COUNTRY LIST: DOUBLE TAXATION AGREEMENTS (GER)

APPLICATION: DOUBLE TAX AGREEMENT (GER)

APPLICATION: TAX CLASS (GER)

INFORMATION: TAX CLASS (GER)

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Universität Münster

7. German Language Courses

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International Office

7. Language Courses

7.1 Language Centre

The Language Center (Sprachenzentrum) is a central facility at the University of Münster that offers language learning opportunities for all university members. It provides German courses specifically designed for international staff and researchers at the University of Münster. University Münster offers its employees, dual career partners and scholarship holders to take on one German language course free of charge, provided that 22 out of 30 sessions are attended. To do this, you must first (before the start of the course) register with Ms. Nölting in HR Development (hanna.noelting@uni-muenster.de).

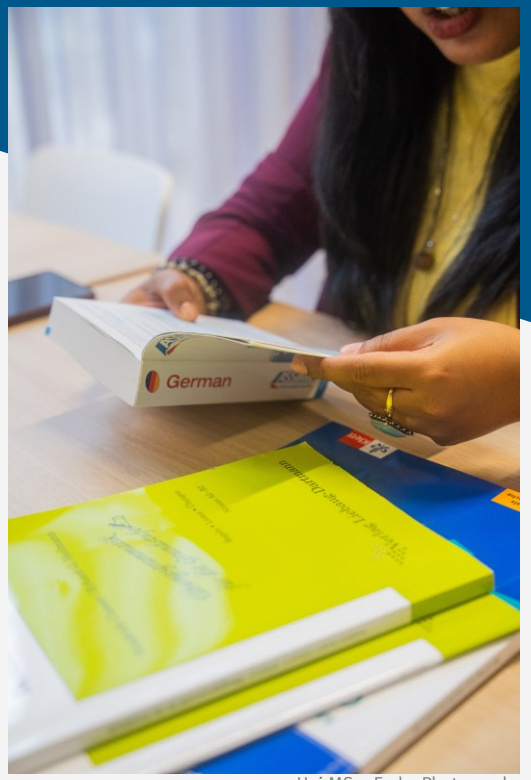
7.2 WiPDaF

The WiPDaF Language School (Scientific International Partnerships – German as a Foreign Language) offers another opportunity to learn German alongside the University's Language Center. WiPDaF provides a wide range of courses, including intensive courses, evening courses, and integration courses.

7.3 Other Language Course Options in Muenster

There are additional German language courses in Münster that are not affiliated with the university:

1) VHS (Volkshochschule) (GER)
2) German Language Academy (GER)
3) Inlingua (GER)
4) Kapito
5) Lernstudio Barbarossa (GER)
6) Sprachschule Aktiv Münster
7) * Haus der Familie (GER)



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LANGUAGE CENTRE

WIPDAF

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7.4 For Partners

The University of Münster offers its employees, dual-career partners, and scholarship holders the opportunity to attend their first German courses free of charge. To participate, it is necessary to register with Ms. Nölting from the Dual Career Service (Tel.: +49 251 83-22150; E-Mail: dual.career@uni-muenster.de).

Integration courses are also possible; however, they are designed as full-time courses and therefore not suitable for researchers. For this reason, we would recommend them to partners if desired.

7.5 Learning German in Choir

Another great way to learn German language in a fun atmosphere is to join the international university choir and learn proper pronunciation of difficult German words though singing. The project is lead by Language Centre, free of charge and it take place in Welcome Centre of International Office. Check website or ask our staff for details.

GERMAN CHOIR

7.6 Online Language Courses

There are different options for an online German course for you to attend.
The BAMF (Bundesamt für Migration und Flüchtlinge) introduces several, free courses.
Another free online offer is Buchstaben.com which is completely self-study.

There is a language school based in Münster that offers personal online training, but no prices are listed on their website, so you would have to contact them personally on this site Münster-team English Training.

Other language schools in Münster would be Berlitz-Sprachschule that offers different online-courses including multiple self-paced ones and iQ-Lingua that provides group and individual courses.

The renowned Goethe-Institute offers different online courses.

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LANGUAGE CENTRE GERMAN COURSES FOR VISITING SCHOLARS

GERMAN COURSES FOR THE START

INTEGRATION COURSES

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Universität Münster

8. Family

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International Office

8. Family

8.1 Support from the University

If you are employed at the University of Münster, the Family Service Office is available to support you with all family-related matters. For scholarship holders, the first point of contact is the Welcome Centre. If you have any questions, especially about everyday life in Germany, you are also welcome to reach out to your host or colleagues.

8.2 Preschool Childcare

Preschool Childcare In Germany, childcare options for children up to the age of 6 include daycare facilities and childminders. While childminders typically care for small groups of up to 5 children, especially in the first 3 years of life, daycare facilities offer pedagogical care and support in larger groups until the age of school enrollment. Every child between the ages of 1-6 is entitled to a place in a childcare facility, which is subject to fees.

The fees are determined based on the parents' gross annual income, number of hours of care, and the child's age. You can find a detailed overview of the respective parental contributions on the website of the city of Münster.

8.3 Kindergarden Registration

It is advisable to apply for a place at one of the mentioned facilities **before** your arrival. The registration for attendance at a daycare facility at the beginning of the kindergarten and school year must be completed **no later than January 31 of the same year**. You can find a suitable daycare center through the “Kita-Navigator” tool of the city of Münster, where you can also submit your application.

If you have any questions about the Kita-Navigator, the Welcome Centre will be happy to provide you with detailed information.

If you are a scholarship holder and submit a search request, please ensure to have your work at the University confirmed by your host and mention in the comment field of the search request that you are a scholarship holder and therefore do not receive salary through an employment contract.

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CITY OF MÜNSTER: PARENTAL CONTRIBUTIONS (GER)

UNI MÜNSTER: CHILDCARE

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8.4 School

In Germany, school attendance is compulsory from the age of six. All children must attend school for a minimum of ten years. There are various different types of school. In general primary school (years 1 to 4) is followed by secondary school, which takes the child through to year 10 or, if studying for the Abitur (the university entrance qualification), through to year 12 or 13.

Attendance at public, i.e., state schools is free of charge in Germany. However, there are also some fee-paying private schools available. Registration at a school should be **completed before your arrival** to ensure that your child can immediately fulfill the compulsory schooling requirement upon arrival. School attendance of your child in Germany can also be recognized in your home country. If your child has attended a German school for some time and wishes to have this period recognized in your home country, you should obtain certification of the schooling time in Germany from the school and retain the German certificates. In most cases, the classification into the subsequent school year in your home country is possible.

School qualifications obtained in Germany can also be recognized in your child's home country. If your child has attended a German school for a certain period and would like this time to be credited back home, you should request a confirmation of attendance from the German school and keep all school reports and certificates.

8.5 School Holidays

School holidays in Germany are divided like this: 6 weeks summer holidays, 2 weeks Christmas and Easter holidays and 2 weeks fall holidays. The dates vary in each state.

For younger children, the city of Münster and also the Family Service Office of the University of Münster also offer extensive, sometimes full-day holiday programs. In addition, there are numerous playgrounds, parks, swimming pools, and recreational facilities in Münster. Various museums, cinemas, theaters, zoos, and clubs also offer special programs for children.

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- OVERVIEW: GERMAN SCHOOLSYSTEM
- SCHOOLSYSTEM NRW
- SCHOOL DATABASE (GER)
- EDUCATION ADVISORY SERVICE (GER)
- HOLIDAY PROGRAM CITY OF MÜNSTER (GER)
- FAMILY SERVICE OFFICE
- SCHOOLHOLIDAYS

Published 07/2025

8.6 General Information on staying with children

a. Registration of Children
When registering at the Citizens' Office (*Bürgerbüro*) in Münster, your children must also be registered. Therefore, you need to present their translated and, if applicable, legalized birth certificates or a passport/ID card issued in their name.

b. Financial Support
In Germany, you and your partner have various options to receive financial support within the framework of the welfare state. In particular, the following benefits are available to support the maintenance of your children. An overview of the possible contributions is provided by this tool from the Federal Ministry.

FAMILY BENEFITS

(1) Child Benefit

Child benefit provided by the federal government supports families with children and contributes to their financial relief. Child benefit is paid regardless of income. Child benefit is generally available for all children up to the age of 18. Under certain conditions, child benefit can be extended. It amounts to 250€ per month (in case of a very low income can be applied up to 292€)

Uni MS - Judith Kraft/Welcome Centre

For employees of the University of Münster, the State Office for Pensions and Salaries (*Landesamt für Versorgung und Besoldung*) of the state of North Rhine-Westphalia is responsible. Scholarship holders without an employment contract must generally submit the application for child benefit in writing to the Family Benefits Office (*Familienkasse*). For the city of Münster, this is the Family Benefits Office (*Familienkasse*) of the Employment Agency (*Agentur für Arbeit*) in Rheine.

However, the entitlement to child benefit unfortunately lapses if you hold a residence permit for the purpose of education (§ 16 Residence Act), for the purpose of vocational training or further professional training (§ 17 Residence Act), or in connection with a work permit only for a maximum limited period.

Uni MS - Judith Kraft/Welcome Centre

STATE OFFICE FOR PENSIONS AND SALARIES (GER)

FAMILY BENEFITS OFFICE OF THE EMPLOYMENT AGENCY RHEINE (GER)

(2) Parental Allowance

Allowance Parental allowance is a family benefit designed to replace parents' income for a maximum of 14 months after the birth of the child. It amounts to 65-67% of the lost net income based on the previous income. Parental allowance is paid during parental leave. During this period, you are exempt from work.

You are entitled to parental leave until the child reaches the age of three. The registration deadline is generally 13 weeks. Each parent can divide the period between themselves.

However, parental allowance is only paid if both you and your partner work in Germany and one of you is no longer working due to a newborn. The entitlement to parental allowance also expires if you hold a residence permit for the purpose of education (students or doctoral candidates according to § 16 AufenthG) or if your residence permit is only valid in connection with a work permit for a maximum period of time.

Parental allowance is applied for in writing at the Elterngeldstelle (parent*al allowance office*). For the city of Münster, this is the Amt für Kinder, Jugendliche und Familien (*Office for Children, Youth, and Families*).

(3) Childcare Sickness Benefit

In some cases, if your children become ill, you are entitled to unpaid leave from your employer and child sickness benefit from the health insurance fund. However, this only applies if you or your partner are employed.

1. The child has not yet reached the age of twelve or is disabled and dependent on care.

2. Care by another person living in the household is not possible.

3. There is no entitlement to paid leave by the employer.

For this, both the caring parent and your child must be insured with the statutory health insurance fund. If these conditions are met, there is an entitlement to leave for 10 working days per year for each child. For at least three children, each parent has the option of taking 25 days off per year. For single parents and if both parents work, the double duration applies (20/50 days).

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OFFICE FOR CHILDREN; YOUTH AND FAMILIES (GER)

OFFICE FOR EQUALITY TREATMENT

PARENTAL ALLOWANCE CALCULATOR (GER)

Published 07/2025

8.7 Pregnancy and Giving Birth in Germany

a. Giving Birth in Germany

If you realise that you are pregnant, contact your general practitioner or directly a gynecologist. The pregnancy and childbirth care in Germany provided by the gynecologist and the midwife as well as the hospital will prepare you for childbirth. As part of this, you will receive a maternity record and the birth certificate of your child, which you should keep safe.

This childbirth preparation is **strongly** recommended so that you and your child can be adequately cared for. After giving birth, your child must be registered with the registry office within 7 days. There, they will also receive a tax number, and you can apply for an identity card.

b. Maternity Protection and Parental Leave

When you have children, you are legally protected by the Maternity Protection Act (MuSchG). The Maternity Protection Act provides for protection periods for pregnant women of 6 weeks before childbirth and 8 weeks, or in the case of premature or multiple births, 12 weeks after childbirth.
Furthermore, your work must be checked for a risk to your person and the unborn child. For this, please contact the University of Münster's Occupational and Environmental Protection Department, which will initiate protective measures. After the maternity protection period, the Federal Parental Allowance and Parental Leave Act (BEEG) applies. During parental leave, you are still allowed to work, but the agreed weekly working hours must not exceed 30 hours.

c. Choice of Doctor

If you need a doctor, the Association of Statutory Health Insurance Physicians Westphalia-Lippe has developed a search engine with which doctors of various specialties can be found in Münster depending on language skills. Enter your address and the field of expertise "Pediatrics and Adolescent Medicine" and click “search”. If you wish to be treated in another language, you can specify the language under "More search criteria". Please note, however, that only doctors paid by statutory health insurance are listed here. Additional private doctors may also be available to you.

REGISTRATION OF A FOREIGN BIRTH

OCCUPATIONAL HEALTH AND ENVIROMENTAL PROTECTION

MATERNITY PROTECTION

CHOICE OF DOCTOR (GER)

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Universität Münster

9. Offboarding

wissen.leben

International Office

9. Offboarding

9.1 Termination of the rental contract

If you are moving away from Münster, you must terminate your rental agreement in advance. Please note the notice period specified in your rental contract. The termination must be submitted in writing.
For the handover of the apartment upon moving out, you need to arrange an appointment with your landlord. During this appointment, the keys will be returned, and the apartment will be inspected for any damages. Generally, you can give notice up to the third working day of the month; otherwise, your move-out date will be extended by one month.
A basic cleaning of the apartment and minor cosmetic repairs (e.g., painting the walls) usually have to be carried out by the tenant.
It is important that you receive a Wohnungsgeberbescheinigung (landlord's confirmation of residence) from your landlord, confirming your move-out. This document is required when deregistering at the Citizens' Office (Bürgeramt).
The security deposit must be refunded to you by your landlord within six months.

9.2 Cancellation of a bank account

You can cancel a current bank account at any time without having to observe a specific period of notice. The letter of resignation must be in writing.

9.3 Cancellation of a health insurance

Once your primary residence in Germany is given up, your obligation to have health insurance ends. You can therefore cancel your statutory or private health insurance, but you must observe the contractually agreed notice period, which is usually three months.

9.4 Cancellation mobile phone and internet contracts

German mobile phone and internet contracts usually have a term of 24 months and can only be terminated prematurely under special conditions. Moving away from Germany counts as such. You must submit an informal, written notice of termination to your provider and declare that you are moving out of Germany. You should enclose a copy of the confirmation of departure from the Citizen's Registration Office (Bürgeramt) with your notice of termination.

LEGALLY BINDING LETTER OF TERMINATION (GER)

SAMPLE LANDLORD'S CERTIFICATE (GER)

SAMPLE INFORMAL LETTER OF RESIGNATION (GER)

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9.5 Retirement Benefits

If you have paid into the statutory pension insurance for less than 60 months, you can request a refund of your contributions once your employment in Germany has ended for at least 24 months. In this case, only half of the contributions will be refunded, as you are not entitled to the portion paid by your employer. The refund must be requested from the German Pension Insurance (*Deutsche Rentenversicherung*).

- Application for residents in Germany (V0910): Explanation for Application for Contribution Refund in Germany
- Application for residents abroad (V0901): Explanation for Application for Contribution Refund Abroad

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Payment Contributions

1. If your home country is part of the EU, the European Economic Area, or Switzerland, and you have paid into the statutory pension insurance for at least 60 months, you can claim your pension contributions once you reach retirement age. The same applies to citizens of non-EU countries that have a social security agreement with Germany. You can find an overview of these countries and the corresponding regulations via the provided link.

2. If your home country does not have an agreement with Germany, you may still be able to claim pension benefits if you meet certain qualification and waiting period requirements. To apply, please contact the German embassy in your home country. Note that the German retirement age will apply.

OVERVIEW SOCIAL SECURITY AGREEMENTS (GER)

9.6 Deregistration at the Bürgeramt

As soon as you leave Germany again or move within Germany, you have to deregister at the Bürgerbüro and/or register your new place of residence. You can deregister earliest one week before and at the latest two weeks after your official move-out. You can either bring the certificate of deregistration in person or send it by post (Stadt Münster, Amt für Bürger- und Ratsservice, 48127 Münster).

9.7 Forwarding of Mail

Often, letters and parcels are still sent to the old address after your departure. In such cases, Deutsche Post offers a redirection service for private customers. Depending on your contract, the mail you receive over the next 12 months will be forwarded abroad. However, higher fees will be charged for this service.

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You also have the option of using a Deutsche Post warehouse service. Here, your mail will be stored for up to 3 months, until you can pick it up during another stay in Germany. It is important that you indicate the branch where you would like to pick up your mail. You must be able to identify yourself on site. The charges for the storage service are considerably lower than for the forwarding service.

DEREGISTRATION CITY OF MUENSTER

SAMPLE ABMELDEBESCHEINIGUNG (GER)

STORAGE SERVICE (GER)

MAIL FORWARDING (GER)

9.8 Stay Connected – Join the Research Alumni Network

Once your research stay at the University of Münster ends, your journey with us doesn't have to. Through the Research Alumni Strategy (RE.AL), we support long-term, sustainable research cooperation and maintain connections with international scholars around the world.

RESEARCH ALLUMNI STRATEGY

If you have conducted research at the University of Münster for more than one month, you can register for our Research Alumni Network. You will receive our newsletter with information about scholarships, programs, and insights from other international alumni. If you plan to return for another stay at your host institute, we can assist you with organizational matters and regularly award funding for research stays of up to three months.

REGISTRATION TO THE NEWSLETTER

Uni MS - EMKA

If you would like to keep your university email address ...@uni-muenster.de and stay informed about alumni events, you can register free of charge with the Alumni Club of the University of Münster. When registering, please select the status "Visiting Researcher from Abroad."

REGISTRATION

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University of Münster
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Dept. Researchers &Staff (Welcome Centre)

Person of contact:
Maria Homeyer - Head of Department
Hüfferstr. 61
48149 Münster, Germany
welcome.centre@uni-muenster.de

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