



# Checklist for qualified professionals from the EU, Switzerland, Liechtenstein, Norway and Iceland

## How do I prepare to enter Germany?

### 1. Job search

- ✓ Look for vacancies in the [job listings](#) of **Make it in Germany** or in other job exchanges.
- ✓ Many companies publish their **job listings on their websites**. If there are no open vacancies, try to send an unsolicited application.
- ✓ Prepare your application documents:
  - CV
  - Cover letter
  - Diplomas / References
- ✓ Please note that a professional licence is required for regulated professions.



Keep in mind that you have to proof sufficient German language skills.

### 2. Visa

- ✓ Citizens from the **EU, Switzerland, Liechtenstein, Norway and Iceland** need for the entry to Germany just a **valid passport or identity card**.



You don't need a special permission for your employment in Germany.

### 3. Entry / Arrival

- ✓ From the first day of your arrival, you need a valid [health care insurance](#). Find out if your health care insurance covers all German health care benefits.
- ✓ Take some cash with you to make first purchases.

#### Accomodations at the beginning

- ✓ An overnight stay in a hotel / pension or in a hostel is possible at the beginning.
- ✓ Look for furnished appartments for subleasing.



## Looking for housing

- ✓ You didn't find a permanent residence? Try to find German shared flats in online portals.
- ✓ Let your local [Welcome Center](#) help you find an accommodation.
- ✓ Look for accommodations in newspapers or on websites of real estate companies. Get more tips on [looking for housing](#) on Make it in Germany.

## 4. Registration of residence

- ✓ A „reporting obligation“ („**Meldepflicht**“) exists in Germany. You have to register within **2 weeks** with the registration office or at the “Bürgeramt“.
- ✓ Make a timely appointment at the registration office.
- ✓ Prepare the required documents for the registration office:
  - filled and signed form
  - valid passport or identity card
  - lease or a confirmation from your landlord (“**Wohnungsgeberbescheinigung**“)



Keep in mind, that a hotel address is not accepted everywhere.

## 5. Get settled

- ✓ Make new friends in sports clubs or at public events.
- ✓ You can meet new people in [integration courses](#), who also arrived in Germany recently.
- ✓ Learn German while you are still in your home country! The Goethe-Institutes offer worldwide German language courses and exams to proof your language skills. The [world map of Make it in Germany](#) shows you where to find Goethe-Institutes nearby.



Tip: The workers of the migration advisory services support you to get settled in Germany.



## Attachment: important documents at a glance

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You probably need the following documents down below. We recommend to bring certified copies or original documents (incl. certified translations) with you.

- **Valid Passport / ID**
- **Credit or debit card**
- **Birth certificate**
- **If necessary: marriage certificate (required for the registration with the registration office and for the residence permit of your spouse, too)**
- **If necessary: university degree (in original form, required for the work contract) or another proof of qualification**
- **Proof of funding your stay in Germany (for example: salary statements, it's necessary to grant a visa and for the residence permit)**
- **Proof of health insurance**