



REDTAPE
TRANSLATION



CHECKLIST FOR MOVING TO GERMANY

HOW TO HANDLE THE RED TAPE LIKE A PRO

Things to do before you arrive

- Book an appointment to register your address at the Bürgeramt / Einwohneramt.**

These offices can be booked out weeks in advance in Germany's big cities.

- Book an appointment at the foreigner's office to get a residence permit.**

Appointment times here go like hotcakes in the bigger cities. Know in advance which type of permit you want before you book, and make sure you've registered your address first.

- Pack and scan in as many of the following documents as you can:**

- All valid passports
- Long-form birth certificates
- Marriage or civil partnership certificate with Apostille
- Custody declarations or divorce decrees
- Diploma certificates
- Reference letters from past clients or employers
- Your most recent tax return
- Signed confirmation from your previous landlord that you paid your rent on time

- Get an Apostille for your marriage or civil partnership certificate from the authority that issued it.**

If you or your spouse will need a spousal residence permit, an Apostille is easier to get when you're still in your home country.

- Book temporary accommodation.**

If you organise accommodation before you arrive, make sure your landlord or host is willing to fill out a form called the Wohnungsgeberbestätigung before you book and pay.

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Things you can do after you land

Register your address at the Bürgeramt.

Doing this is almost always step one. Your tax ID number will then arrive in the mail.

Open a German bank account.

Your employer might insist that you have a [German bank account](#) before they can pay you.

Hook up your utilities.

E.g. gas and electricity, Internet and phone. Watch out for [auto-renewing contracts](#)—they're the norm in Germany.

Get certified translations of your certificates.

Some public offices in Germany insist on [certified German translations](#) of birth and marriage certificates to process applications.

Get health insurance and personal liability insurance.

You should talk to a broker about [insurances](#) and [pension plans](#) to make sure you get a good fit that ticks all the right bureaucratic boxes.

Visit the Ausländerbehörde to get your residence and/or work permit.

[Book a coaching](#) with Red Tape Translation to maximize your chances of success.

Register your trade and/or get a freelance tax number.

If you're planning to be self-employed, you'll need to [get this number](#) before you can send invoices.

Learn German.

There are loads of great [language schools in Germany](#) with flexible lesson plans.

Give yourself a high five.

Now you can relax and enjoy your new [life in Germany!](#)