

Incoming Researchers

First Steps for Incoming Researchers in Marie Skłodowska-Curie Projects:

- **Employment Contract** ("Arbeitsvertrag"): Please sign your original employment contract in the university's Human Resource Department (Department K2) on your first day of work.

- Obtain a **Tenancy Agreement** ("Mietvertrag") and fill in the form "Wohnungsgeberbescheinigung" (<http://www.magdeburg.de/loadDocument.phtml?ObjSvrID=37&ObjID=16634&ObjLa=1&Ext=PDF>) (at "**Bürgerbüro**" / **Citizens Advice Bureau**) to prove your permanent residence in Magdeburg.

› **Citizens Advice Bureau** (<http://www.magdeburg.de/Start/B%C3%BCrger-Stadt/Verwaltung-Service/B%C3%BCrgerService/index.php?NavID=37.199&object=tx|698.8584.1&La=1>) ("**Bürgerbüro**"): Please schedule an appointment online ahead of time.

You need to apply for a › **Certificate of Good Conduct** (<https://www.magdeburg.de/loadDocument.phtml?ObjSvrID=37&ObjID=10849&ObjLa=1&Ext=PDF>) ("**Polizeiliches Führungszeugnis**") in case you have not applied for and received one from your home country.

Please bring a **biometric photograph** for your appointment.

For EU-citizens: You need to register your name and place of residence at the › **Citizens Advice Bureau**.

(<http://www.magdeburg.de/loadDocument.phtml?ObjSvrID=37&ObjID=18084&ObjLa=1&Ext=PDF>) **For Non-EU-citizens:** You additionally need to declare your residence status ("**Aufenthaltsstatus**") at the › **Foreigners' Registration Office** (<https://www.magdeburg.de/Start/B%C3%BCrger-Stadt/Verwaltung-Service/B%C3%BCrgerService/Formulardepot/index.php?NavID=37.425&object%20=%20tx%20|%2037.3320.1%20&%20La%20=%201>) ("**Ausländerbehörde**").

- **Health Insurance Membership:** You need to apply for membership in a German statutory health insurance if your own insurance is not accepted at Otto von Guericke University (OVGU).

You might apply for membership with AOK (biggest statutory health insurance): › online form

(<http://en.zuwanderer.aok.de/home/services/become-a-member/>)

- **Bank Account:** If necessary, you have to apply for a German bank account. We recommend looking online for free-of-charge giro accounts that come with a credit card (necessary for travels abroad).

In order to apply for a **Bank Account** and for membership in a German **health insurance**, you need the following documents:

- ID (Passport)
- Graduation certificates (M.A.; PhD)
- Employment Contract
- Tenancy Agreement

- **Bluecards** (available only for MSCA IF - The annual gross salary must be at least 50.8000, i.e. 4,234 (gross) per month).

The Following Service and Support Facilities Are at Your Disposal:

- **International Office** ("Akademisches Auslandsamt"): Service for international scholars and doctoral students
 - **Department of Student Affairs** ("Dezernat Studienangelegenheiten") for the admission of doctoral students
 - **Graduate School:** The Otto von Guericke Graduate School (OVG-GS) is a contact point and service facility for all doctoral students and their supervisors at OVGU. OVG-GS regularly offers tailor-made courses in the various disciplines and soft skills
 - **IKUS IKUS** is an intercultural student organization that brings together international and German students
 - **MIPS:** Helps to build and improve contact between international PhD students
 - **Language Center:** Offers language courses
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