



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

ZENTRALE UNIVERSITÄTSVERWALTUNG,
REF. VII.1, LMU GATEWAY –
FOR NEW INTERNATIONAL ACADEMIC STAFF



LMU GATEWAY CHECKLIST - ARRIVAL



Recommended timeline after arrival (please keep in mind that these are only general recommendations and timelines may differ due to individual circumstances)

- Get a confirmation of residence (*Wohnungsgeberbestätigung*) from your landlord (needed for your residence registration) – **within 1 week**
- Register at the local Residence Registration Office (*Bürgerbüro*) in your district - **within 2 weeks**
- Apply for a residence permit at the Munich Foreigner's Office (*Ausländerbehörde*), if applicable - **within 2 weeks (office located in the same building as *Bürgerbüro*, therefore you can easily do both on the same day)**
- Place your name on your letter box - **within a few days after moving in**
- Obtain your TIN (Tax Identification Number) by mail after registration - **within a few days after registration**
- Schedule an appointment with your LMU Gateway advisor or visit the Infopoint - **a few weeks or whenever you feel you need support**
- Open a bank account – **as soon as possible (most banks require proof of residence registration)**
- Choose a German health insurance provider – **as soon as possible weeks (depending on how long your initial insurance is valid in Germany and when your work contract starts)**
- Register with a utility company - **after moving in (proof of residence registration required)**
- Choose a telecommunication provider - **after moving in (proof of residence registration required)**
- Check the validity of your driving licence, if applicable - **3 to 4 weeks**
- Register your car, if applicable - **4 weeks**
- Take out car insurance, if applicable - **4 weeks**

Contact:

Phone: +49 (0)89 2180 – 4075

Email: gateway@lmu.de

Web: www.lmu.de/gateway