



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

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



LMU Gateway

CHECKLIST – AFTER ARRIVAL

Administrative Matters

- Make an online appointment at the Residence Registration Office (*Bürgerbüro*) to register your residence
- Make an online appointment at the Foreigners Office (*Ausländerbehörde*) to apply for a Residence Permit (if applicable)

Academic Matters

- If you want to register as a student: turn in all necessary documents at the International Office and pay the semester fee
- Activate your personal LMU user identification
- Apply for an LMUcard

Work-Related Matters

- Get your tax ID (*Steueridentifikationsnummer*), which is mailed to you after your residence registration
- Choose a public health insurance provider
- Open a bank account

Private Matters

- Get a confirmation of residence (*Wohnungsgeberbestätigung*) from your landlord
- Register with an electric utility company and an internet service provider
- Register for the Broadcasting Licence Fee (*Rundfunkbeitrag*)
- Get a German SIM card for your cell phone
- Get a semester ticket or job ticket for public transportation
- Consider getting private liability insurance (*Haftpflichtversicherung*)

Please keep in mind that these are only general recommendations, which may differ due to individual circumstances.