Welcome to Leipzig
Service Guide

This guide provides you with some useful advice for preparing and organizing your stay in Leipzig – for each topic you will find information on the responsible authorities and institutions, as well as the documents required.

It is generally helpful if you contact your research establishment before you travel to Leipzig to find out who will be able to help you with specific questions. You are also likely to become acquainted with German-speaking colleagues, who will be able to help you when you need to fill out forms or deal with the German authorities.
In A - Z directory
In the electronic PDF version you can click on a topic and will be redirected to the appropriate section – in the print version you will find the appropriate sections on the page numbers indicated.

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The citizen’s help line of the City of Leipzig offers help and information – in German, and often also in English:

Citizen’s help line:

+49 (0)341 123-0
Monday - Friday
7:30 am to 6 pm

Counselling and advice on living in Leipzig is also provided by The Migration Advice and Counselling Center for migrants (MBE) (URL: goo.gl/jtdB3T).
BEFORE YOU DEPART TO LEIPZIG

Before you come to Leipzig, you will need to have arranged the following:

• written confirmation of your research stay at a Leipzig research institute, which should be in the form of an official invitation, a cooperation or a hosting agreement (PDF file example, URL: goo.gl/7cTG2O) or in the form of a work contract.

• an appropriate visa for the purpose of your stay for both you and your family members if you are not an EU citizen, authorising you to stay longer than 90 days as well as to take up work in Germany. You will find additional information on the website of the German Foreign Office (URL: goo.gl/3ncyOP) and from the German Embassy in your own country (URL: goo.gl/ogDwpE).

• the original copies as well as several spare copies of important documents such as identity cards, passports, birth and marriage certificates. Sometimes official German translations of the documents are required (although English translations are sometimes sufficient). Additional information on this is provided under the FAQ-section of the German Foreign Office (URL: goo.gl/lh4MpU). You can find an accredited translator in Leipzig on the internet portal Legal translators (URL: goo.gl/K4Uinl)

• passport photos (best taken in Germany, as certain standards have to be adhered to)
AFTER ARRIVAL IN LEIPZIG

Register at the Citizens’ Office / Residents Registration Office (Bürgeramt/Einwohnermeldeamt)

If you are planning to stay and work in Leipzig for longer than three months, you must register within 14 days of your arrival in Leipzig at the residents’ registration office in Leipzig (in German „Bürgeramt“). There are twelve such offices distributed over the entire city. An overview of these is provided along with their addresses and opening times under the following link: URL: goo.gl/csvWPp. The citizen’s office in the city hall is conveniently located in the city center:

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<tr>
<td>Citizens’ Office / Bürgeramt</td>
<td>Tel.: +49 (0)341 123-0</td>
<td>Mon: 9 am – 8 pm</td>
<td>Tram: Numbers 2, 8, 9 (get off at the stop: Karl-Tauchnitz-Straße/ Neues Rathaus)</td>
</tr>
<tr>
<td>Markgrafenstraße 3</td>
<td>Fax: +49 (0)341 123-2305</td>
<td>Tues: 9 am – 8 pm</td>
<td>Bus: Number 89 (get off at the stop: Karl-Tauchnitz-Straße/ Neues Rathaus)</td>
</tr>
<tr>
<td>04109 Leipzig</td>
<td>E-mail: <a href="mailto:buergeramt@leipzig.de">buergeramt@leipzig.de</a></td>
<td>Wed: 9 am – 8 pm</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Thurs: 1 pm – 8 pm</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Fri: 9 am – 8 pm</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Sat: 9 am – 2 pm</td>
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In the waiting room you will need to pick up a ticket with a number on it. Your number will show up when it is your time to be served. While you are waiting it is advisable to take a registration form "Anmeldung" from one of the shelves and fill it in – alternatively you can print off the form online (URL: goo.gl/AfYoAt). As soon as your number appears on the electronic display, somebody will be ready to see to you at the desk number shown on the display.

For the registration you will need:
- your identity card or passport
- the identity cards or passports of your relatives
- the completed registration form

The registration form can also be filled out directly on the computer together with a member of staff. At the end you will receive a document confirming your registration – please keep this document safe. There is no charge for the registration.

Guidelines for filling in the registration form:
For the registration you must provide an address in Leipzig, which can also be a provisional one. If you move later within Leipzig, you must re-register under your new address within two weeks at the residents’ registration office (Bürgeramt) and fill out the registration form “Anmeldung – Wohnungswechsel innerhalb derselben Gemeinde” (“change of residence within the same municipality”). This is also available online (URL:goo.gl/DDHQra).

One registration form is sufficient to register several family members at the same time who are residing in the same household. As long as all of the necessary identity cards, passports or child passports are brought along, it is sufficient for one person of age to register the entire family.
On your first visit to the residents’ registration office (Bürgeramt) you can also request a clearance certificate, if this is required by your Leipzig employer. The residents’ registration office (Bürgeramt) will also automatically forward your data to the tax office – and you will receive a tax identification number by post.

Guidelines on booking an appointment at the residents’ registration office (Bürgeramt)
If your registration is urgent, you are advised to go directly to a residents’ registration office of your choice. In order to avoid waiting periods, you can also arrange an appointment via the citizen’s hotline (call: +49 (0)341 123-0, Monday - Friday 7:30 am – 6 pm) or use the online form (URL: goo.gl/pWd7fH). However, appointments can usually only be given if arranged two weeks in advance.

Here you can find out how to book an appointment using the online form:

1. Open the website http://termin.leipzig.de/
2. Select a residents’ registration office (e.g. the city hall)
3. Select your purpose (e.g. registration of new residence after moving to Leipzig and request for a clearance certificate); if several persons are to be registered, indicate the number in the appropriate selection menu
4. Select a suitable date on the calendar of the form and click on “Buchen” (“book”)
5. Fill in your title, surname and current address
6. Check the details of the appointment and your personal data and click on send
7. Print out the confirmation and go to the respective residents’ registration office (Bürgeramt) on the day of your appointment and wait in the waiting area until you are called

Registering with the foreigner’s registration office

In order to be allowed to work in Germany as a non-EU citizen, you will require a valid residence permit. The residence permit that you will be granted will depend on your contract of employment at your research institute in Leipzig. For visiting researchers the following residence permits are usually the case:

- Residence permit for studying, e.g. PhD (§ 16 AufenthG /Residence Act)
- General employment (§ 18 AufenthG /Residence Act)
- Highly-skilled employment (§ 19 AufenthG/ Residence Act)
- EU Blue Card (§ 19a AufenthG/ Residence Act)
- Residence permit for research (§ 20 AufenthG/ Residence Act)

You can also check online (URL: goo.gl/gIizRP) or this PDF file (URL: goo.gl/SUKrcq) to see which residence permit is most likely to apply to you.

Apply for your residence permit as soon as possible: thanks to the AKZESS administrative procedure (further information on AKZESS can be found here – URL: goo.gl/WEJ9oh), applications from guest scientists and foreign professionals from non-EU states can be processed faster using this standardized procedure – usually within only four weeks.
For this it is necessary to make an appointment for an interview with the Foreigners’ Registration Office, which you must attend in person. The contact details can be found here:

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</thead>
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<tr>
<td>Technical City Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreigners’ Registration Office</td>
<td>Tel.: +49 (0)341 123-3310</td>
<td>Mon: 9 am – 12 pm and 1 pm – 6 pm</td>
<td>Tram: Numbers 12, 15 (get off at the stop: Technisches Rathaus)</td>
</tr>
<tr>
<td>House B / ground floor</td>
<td>Fax: +49 (0)341 123-3315</td>
<td>Tues: 9 am – 12 pm and 1 pm – 4 pm</td>
<td>Bus: Numbers 70, 74 (get off at the stop: Technisches Rathaus)</td>
</tr>
<tr>
<td>Prager Str. 128 (B1)</td>
<td>E-mail: <a href="mailto:akzess@leipzig.de">akzess@leipzig.de</a></td>
<td>Thurs: 9 am – 12 pm</td>
<td></td>
</tr>
<tr>
<td>04317 Leipzig</td>
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</table>

It is relatively straightforward to make an appointment for an interview – either during the consulting hours of the service office or with the special online contact form on the website of the Foreigners’ Registration Office (URL: goo.gl/S6ftXz). You can also fax a form that can be downloaded here as a PDF file (URL: goo.gl/oSTcrp).

It is essential to provide your name, address, telephone number, e-mail and to state your purpose. The Foreigners’ Registration Office will suggest a day and time for an appointment. If it is not possible for you to accept the suggested appointment, then you must contact the Foreigners’ Registration Office again.

**Guidelines for your interview**

For a faster service it is helpful if you have all of the requested documents both as originals as well as several copies.

Which documents do you have to bring along with you?

- a visa for the entire work period (those non-EU citizens that require a visa are listed here, (URL: goo.gl/Q8RfOF)
- a valid passport
- the official registration of your residence in Leipzig from your residents’ registration office
- an up-to-date biometric passport photo
- a valid or temporary work contract or a concrete job offer or hosting agreement
- proof of health insurance for the entire period of employment
- the rental agreement of your residence in Leipzig
- a filled in application form

Depending upon the type of residence permit applied for, further evidence may be requested.

- Residence permit for studying – PhD (§ 16 AufenthG) – proof of university degree; letter from the institute about the topic of the PhD, financial support and the prospective duration of the
PhD

- General work permit (§ 18 AufenthG) – you will possibly have to fill in the form "Stellenbeschreibung" ("job description") from the Federal Employment Agency (PDF-download – URL: goo.gl/qDwCXf)
- Highly-skilled work permit (§ 19 AufenthG) – proof of degree qualification(s), references; CV; job description from the institute, possibly an overview of your scientific publications, sometimes also proof of an occupational licence
- EU Blue Card (§ 19a AufenthG) – proof of a German university degree or the recognition/ equivalent thereof (foreign university qualifications); in certain cases a recognition procedure has to be carried out with the Central Office for Foreign Education (ZAB)
- Residence permit for research (§ 20 AufenthG) – proof of a hosting agreement with a recognised research establishment (you can find an example PDF-file here (URL: goo.gl/6Yg4tN); Proof of income or proof of being able to cover your living costs during your stay, or a scholarship letter

Important notes
The application form “Antrag – Aufenthaltstitel” ("application for resident permit") can be picked up at the foreigner’s registration office or downloaded here as a PDF version – (URL: goo.gl/FhtjEq)

If some of the evidence documents are not yet available (e.g. rental agreement) – they can often be handed in at a later date. However, this usually delays the issuing of the residence permit. It is better to wait to have your biometric passport photos taken in Leipzig. This guarantees that the photos meet the requirements of the foreigner’s registration office. Photo and copy shops as well as photo booths in the residents’ registration office or central train station provide this service.

Your fingerprints will be taken at your interview. You will receive the residence permit – also referred to as an electronic residence permit (eAT) in the form of a cheque card with additional electronic information. The card has a contactless chip inlay that saves biometric details (passport photo and two fingerprints), restrictions, additional provisions and personal data. Each family member joining you will receive their own card – including children under six years of age.

If you wish you can switch on additional online functions for the proof of identification, which you can use to prove your identity using a pin number for participating service providers online. Detailed multilingual information about the electronic residence permit and the optional online proof of ID functions can be found on the website of the Federal Office for Migration and Refugees (URL: goo.gl/Lq9P6V).

The costs of the residence permit per person vary depending upon the length of residency requested:
Up to one year: 100 € / over one year: 110 €
Extension of up to three months: 65 € / for more than three months: 80 €

LIVING IN LEIPZIG
Guidelines on family reunification

Do you intend to bring your family members with you to Leipzig? With a residence permit according to § 16, § 18, § 19, § 19a or § 20 of the German residency law this is permitted when the conditions for your specific case are fulfilled. It is possible to apply for a residence permit for the purpose of family reunion, if you have been granted one of the above residence permits, you are able to prove that you have sufficient living space in Leipzig, that you were already married before you arrived here, that the income of you, your spouse and your children is secured and that your stay will be for a period longer than one year. Your spouse will be permitted to take up employment in Germany.

The following documents will be required:

- a translation of your marriage certificate or proof of your registered life-time partnership
- proof that the living costs of your spouse are covered

Under-age unmarried children are also permitted to live with you in Leipzig if the parents or the parent with sole right of custody are in possession of one of the above-mentioned permits. For under-age unmarried children that have already turned 17, special regulations apply. You will need the following documents:

- a translation of your child’s birth certificate
- translated proof of the agreement of the other custodial parent, if they are not moving with you
- the school certificate or a declaration of acceptance from the school, if your child is officially obliged to attend school (if your child has already turned 7)
- proof of being able to cover one’s living costs
- proof of knowledge of the German language, if the child joins you later and has already turned 17
- for documents indicating civil status (marriage certificate, birth certificate etc.) a legalisation might be necessary for certain countries

Case workers from the immigration/visa section of the Foreigners’ Registration Office are at hand to answer your questions relating to family reunions for family members requiring visas. Please arrange an interview appointment with your local Foreigners’ Registration Office.

Please note: For all family members joining you, a residence permit application must be submitted. They will also receive an electronic residence permit if their applications are successful (for the purpose of family reunification) in the form of a cheque card.

An additional piece of advice: should you happen to lose your electronic residence permit, then you need to report to the Foreigners’ Registration Office as soon as possible. If you have activated the online functions, then you can block these under the hotline number: 116 116.
**Opening a bank account**

For your stay in Germany it is useful to open a current account with a German bank. Check first as to whether the bank in your home country has a co-operation agreement with a German bank, which will simplify the registration process. Otherwise, you are free to choose a bank of your choice in Germany. Some Leipzig banks offer an English-speaking service:

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<th>Bank</th>
<th>Address</th>
<th>Contact</th>
<th>Opening hours</th>
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| Commerzbank | Thomaskirchhof 22 04109 Leipzig | Tel.: +49 (0)341 124 1819  
Fax: +49 (0)341 124 2044  
E-mail: peter.becker2@commerzbank.com | Mon: 9 am – 4 pm  
Tues: 9 am – 6 pm  
Wed: 9 am – 4 pm  
Thurs: 9 am – 6 pm  
Fri: 9 am – 4 pm |
| Deutsche Bank | Martin-Luther-Ring 2 04109 Leipzig | Tel.: +49 (0)341 120 0  
Fax: +49 (0)341 120 1490 | Mon: 9:30 am – 6 pm  
Tues: 9:30 am – 6 pm  
Wed: 9:30 am – 4 pm  
Thurs: 9:30 am – 6 pm  
Fri: 9:30 am – 4 pm |
| Sparkasse Leipzig | Unicampus branch  
Universitätsstraße 1 04109 Leipzig | Tel.: +49 (0)341 986 0  
E-mail: info@sparkasse-leipzig.de | Mon: 9 am – 1 pm and 2 pm – 6 pm  
Tues: 9 am – 1 pm and 2 pm – 6 pm  
Wed: 9 am – 1 pm  
Thurs: 9 am – 1 pm  
Fri: 9 am – 1 pm |
| Leipziger Volksbank | Schillerstrass 3 04109 Leipzig | Tel.: +49 (0)341 697 90  
Fax: +49 (0)341 697 9106  
E-mail: kontakt@leipziger-volksbank.de | Mon: 8:30 am – 6 pm  
Tues: 8:30 am – 7 pm  
Wed: 8:30 am – 6 pm  
Thurs: 8:30 am – 7 pm  
Fri: 8:30 am – 6 pm |
| Postbank | Lilienstraße 3 04315 Leipzig | Contact person: Markus Reifke | Mon: 8:30 am – 7 pm  
Tues: 8:30 am – 7 pm  
Wed: 8:30 am – 7 pm  
Thurs: 8:30 am – 7 pm  
Fri: 8:30 am – 7 pm  
Sat: 8:30 am – 12 pm |

When opening a current account you will receive an EC card (Electronic Cash Card) and, if requested, a credit card by post. In a separate letter you will receive the PIN (a four digit numerical code) by post, which you can use with your cards to withdraw cash free of charge at numerous multilingual cash machines or to make transfers. You should only use the cash machines that belong to your bank or partner banks of the "Cash Group" – if you use the cash machines of other banks, fees will normally be charged for this service. Please note: If you lose your EC or credit card, you need to block it immediately under the telephone number 116 116 which is free of charge in Germany.

**Online banking information**

All banks offer online banking services, enabling you to carry out your bank transactions online over the bank’s website. To use this service you will receive personal access data and a list of transaction numbers (TAN) by post, which you then use to authorise your online transactions such as transfers or standing orders etc. Alternatively, the TANs can be sent as a text message (SMS) to your mobile
phone. Just before you complete your transaction you will receive an appropriate TAN. The costs of a current account and individual services will vary depending upon your bank. Please enquire about this.

An additional piece of advice: The EC card is the most accepted non-cash form of payment in Germany. MasterCard/EuroCard and VISA are also commonly accepted as the major credit cards.

**Health insurance**

If you live in Germany and work as an employed person, you are usually at the same time subject to compulsory insurance. This entitles you to receive medical treatment without additional costs. You are free to choose the health insurance company. There are differences between the statutory and the private health insurance. Since the health insurance is closely connected with the work contract, we ask you to read the second "Guidelines for employing foreign personnel in the public services" for details about the health insurance.

**Guidelines for the application of a residence permit**

You must be able to guarantee sufficient health insurance protection for the entire period of your stay in Leipzig. Before your departure to Leipzig you need to check the extent of the cover of the health insurance company in your home country in terms of the cover for medical emergencies. If the health cover protection is insufficient, you will require a separate health insurance in Germany.

The following health insurance companies in Leipzig also offer consultation in English:

<table>
<thead>
<tr>
<th>Health insurance company</th>
<th>Address</th>
<th>Contact</th>
<th>Opening hours</th>
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</thead>
</table>
| AOK PLUS                 | Ritterstrasse 12 / 04109 Leipzig | Tel.: 0800 247 1001  
Mobile: +49 (0)152 01571508  
E-mail: eric.beyer@plus.aok.de  
(contact: Eric Beyer) | Mon: 9 am – 6 pm  
Tues: 9 am – 6 pm  
Wed: 9 am – 2 pm  
Thurs: 9 am – 6 pm  
Fri: 9 am – 2 pm |
| Barmer GEK               | Ludwig-Erhard Str. 49 / 04103 Leipzig | Tel.: 0800 332,060,231,161  
Mobile: +49 (0)160 907 58896  
E-mail: katrin.graul@barmer-gek.de  
(contact: Katrin Graul) | Mon: 8 am - 6:30 pm  
Tues: 8 am - 6:30 pm  
Wed: 8 am - 6:30 pm  
Thurs: 8 am - 6:30 pm  
Fri: 8 am – 4 pm |
| DAK                     | Grimmaische Str. 13 - 15 / 04109 Leipzig | Tel.: +49 (0)341 926 4060  
E-mail: service726100@dak.de  
(contact: Iris Nebel) | Mon: 8 am – 4 pm  
Tues: 8 am – 4 pm  
Wed: 8 am – 4 pm  
Thurs: 8 am – 5 pm  
Fri: 8 am – 1 pm |
| IKK Classic              | Nonnenstr. 37 / 04229 Leipzig | Tel.: +49 (0)341 482 28201  
(contact: Ruben Vogler)  
+49 (0)341 482 28103  
(contact: Markus Weinitschke)  
ruben.vogler@ikk-classic.de  
markus.weinitschke@ikk-classic.de | Mon: 7:30 am - 5 pm  
Tues: 7:30 am - 5 pm  
Wed: 7:30 am - 5 pm  
Thurs: 7:30 am – 6 pm  
Fri: 7:30 am – 3 pm |
| Techniker Krankenkasse   | René Berger  
Prager Str. 15-17 / 3rd floor / 04103 Leipzig | Tel: +49 (0)341 985 3354  
Mobile: +49 (0)151,571 17936  
E-Mail: rene.berger@tk.de | by appointment |
If you stay in Leipzig for a period less than one year or do not have statutory health insurance, you can alternatively opt for a private health insurance. The following private health insurance companies offer consultation in English:

<table>
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<tr>
<th>Health insurance company</th>
<th>Address</th>
<th>Contact</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allianz Global Assistance c/o Martens &amp; Prahl GmbH</td>
<td>Waldstr. 52 – 54 04105 Leipzig</td>
<td>Tel: +49 (0)341 140 766 E-mail: <a href="mailto:info@martens-prahl-leipzig.de">info@martens-prahl-leipzig.de</a></td>
<td>Mon-Fri: by appointment</td>
</tr>
<tr>
<td>AXA General representative Kathrin Bauch</td>
<td>Südstr. 10 04425 Taucha</td>
<td>Tel: +49 (0) 34298 686 47 Fax: +49 (0) 34298 305 87 E-mail: <a href="mailto:agentur.bauch@axa.de">agentur.bauch@axa.de</a></td>
<td>Mon-Fri: by appointment</td>
</tr>
<tr>
<td>Gothaer representative Julia Spangenberger</td>
<td>Emilienstr. 13 04107 Leipzig</td>
<td>Tel: +49 (0)341 241 9756 E-mail: <a href="mailto:julia.spangenberg@gothaer.de">julia.spangenberg@gothaer.de</a></td>
<td>Mon: 9 am – 6 pm Tues: 9 am – 6 pm Wed: 9 am – 6 pm Thurs: 9 am – 6 pm Fri: 9 am – 1 pm</td>
</tr>
<tr>
<td>Hallesche General representative Schwabe &amp; Partner</td>
<td>Katharinenstr. 1-3 04109 Leipzig</td>
<td>Tel: +49 (0)341 149 8700 Fax: +49 (0)341 149 8702 E-mail: <a href="mailto:schwabe.u@ao.al-h.de">schwabe.u@ao.al-h.de</a></td>
<td>Mon: 9 am – 6 pm Wed: 2 pm – 6 pm Thurs: 2 pm – 6 pm Fri: 9 am – 12:30 pm</td>
</tr>
<tr>
<td>HanseMerkur Branch office Norman Grob</td>
<td>Schwärichenstr. 11 04107 Leipzig</td>
<td>Tel: +49 (0)341 582 1000 Fax: +49 (0)341 225 40663 E-mail: <a href="mailto:norman.grob@hansemerkur.de">norman.grob@hansemerkur.de</a></td>
<td>Mo-Fri: by appointment</td>
</tr>
</tbody>
</table>

**Living in Leipzig**

It is worth looking into places to stay before you come to Leipzig, so that you have a preliminary address when you first arrive. The cost of living in Leipzig compared to other large European cities is very reasonable. Have a look at those areas first that are closest to your research establishment. To search for apartments you can use the following Internet portals:

- immobilienscout24.de
- immowelt.de
- immonet.de
- kleinanzeigen.ebay.de
- wohndepot.de

In addition to these there are housing cooperatives in Leipzig, which have extensive portfolios of apartments of various sizes. You can enquire about available apartments in the following consulting offices:

- Leipziger Wohnungs- und Baugesellschaft (LWB)
- Unitas / Lipsia / Wogetra / Gutburg / Kontakt
Apartments that are rented out on the free market are not usually furnished in Germany, which means that you need to consider expenditures for furniture. Various agencies also offer apartments that are furnished. However, fees for this vary considerably. Alternatively you can search for furnished private and guest apartments on online portals such as Airbnb, Wimdu or wg-gesucht.de.

Which documents are required for renting an apartment?

- your ID-card or passport
- if already available: your residence permit
- your visa and possibly work contract
- the form "self disclosure form for tenants" from the landlord that needs to be filled in proof of your income
- proof that you do not owe any money from your previous apartment

The rent of an apartment in Germany is staggered according to the basic rent (net “cold” rent) and additional costs that relate to the size of the apartment. These costs are a proportionate share (depending upon the size of your apartment) of the heating costs, waste disposal, cleaning of communal areas etc. Additionally you need to leave a deposit with the landlord for the period that you are renting the apartment – usually the equivalent of two net “cold” rents. It is deposited in a separate savings account and accumulates interest and will be paid back to you at the termination of your rental agreement, if no damage has been done to the property.

To rent an apartment you will have to sign a lease containing all the data about the apartment and the fixed monthly rent. This is usually a standardized contract with supplementary clauses. With the handover of the keys, you should check the fixtures and fittings of the apartment and look for any shortcomings together with your landlord/landlady. Make sure that any shortcomings are noted down in the protocol, so that you are not made liable for these later on. It is advisable to have somebody with you who is proficient in the German language.

As soon as you have rented the apartment, you need to register the following:

- electricity connection
- gas connection
- landline telephone and Internet
- TV licence

You are free to choose the electricity, gas and telecommunications provider. When you sign up for a particular contract, you should pay attention to the minimum contract period and the terms of notice. The monthly instalments are usually deducted by direct debit from your German bank account. The German electricity mains run with 220 volt, 50 volt alternating current. Depending upon your country of origin, you might need adapters for some of the appliances that you bring with you.
The local basic service provider for gas and electricity is the public utility Stadtwerke Leipzig GmbH. Consultation (also in English if requested) is available here:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
</tr>
</thead>
</table>
| Energy and environmental center at Leipzig public utility services (Stadtwerke Leipzig) Katharinenstr. 17 04109 Leipzig | Tel: +49 (0)341 121 3333 Fax: +49 (0)341 121 6828 E-mail: kundenservice@swl.de | Mon: 9 - 20 Tues: 9 - 20 Wed: 9 - 20 Thurs: 9 - 20 Fri: 9 – 20 Sat: 9 - 16 | Tram: Numbers 1, 3, 7, 10, 11, 12, 14, 15, 16 (central train station) Bus: Numbers 72, 73, 89 (central train station) Suburban train: Numbers 1, 2, 3, 4, 5, 13 |}

In Germany there is an obligatory fee for TV/radio broadcasts, meaning that for every registered apartment, a monthly fee of EUR 17.98 has to be paid, irrespective of whether you view the broadcasting media using the TV, the radio or your computer. The public radio and television stations are financed from this. You will find the respective forms for registering to pay your obligatory broadcasting fee at the residents' registration office in Leipzig or online at rundfunkbeitrag.de.

Please note: If you have found an apartment, you must inform the residents' registration office within two weeks. In addition, you should also inform all other authorities and institutions that you had contact with. As soon as you know that you will leave Leipzig, you need to cancel your tenancy agreement as soon as possible, along with your agreements with electricity and gas suppliers, telecommunications companies and your broadcasting fee. Otherwise you will be obliged to pay for those services, although you are no longer living in Leipzig.

**Living with the family in Leipzig**

As already mentioned above, your relatives have the right to join you in Leipzig under certain circumstances. In this section you will find out about childcare options, what you need to take into account when it comes to schooling and the rights that you have as parents in Germany.

A good place to start is the family information office:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family information office Stadthaus Burgplatz 1 04109 Leipzig</td>
<td>Tel: +49 (0)341 123-2598 Fax: +49 (0)341 123-2597 E-mail: <a href="mailto:fb@leipzig.de">fb@leipzig.de</a></td>
<td>Mon: 9 - 12 Tues: 9 - 18 Wed: 9 - 12 Thurs: 13 – 16:30 Fri: 9 - 12</td>
<td>Tram: Numbers 2, 8, 9 (get off at Karl-Tauchnitz-Straße/ New city hall) Bus: Number 89 (get off at Karl-Tauchnitz-Straße / new city hall)</td>
</tr>
</tbody>
</table>
**Childcare**

In Germany all children, who were born after 31.7.2013 have the legal right to daycare provision after they have turned one. However, it is not always easy to find a place due to an exceptionally high demand. The office for young people, families and education will be happy to advise you – in German and if requested also in English:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rathaus Wahren Dept. for childcare and children's activities Georg-Schumann-Straße 357 04159 Leipzig</td>
<td>Tel: +49 (0)341 123-4390 Fax: +49 (0)341 123-4384 E-mail: <a href="mailto:ja-51-4@leipzig.de">ja-51-4@leipzig.de</a></td>
<td>Mon: 9 - 12 and 13 - 15 (only by phone) Tues: 9 - 12 and 13 - 18 (in person) Wed: 9 - 12 and 13 - 15 (only by phone) Thurs: 9 - 12 and 13 - 16 (in person) Fri: 9 - 12 o'clock (only by phone)</td>
<td>Tram: Numbers 10, 11 (get off at Wahren) Bus: Numbers 80, 87, 88 (get off at Wahren)</td>
</tr>
</tbody>
</table>

You should contact one of the following, depending on the initial letter of your surname:

A - G: Mrs Sommer, +49 (0)341 123-1232  
H - N: Mrs Demnitz, +49 (0)341 123-1233  
O - T: Mr Kother, +49 (0)341 123-1148  
U - Z: Mrs Nilson, +49 (0)341 123-4355

For the daycare of your children in Leipzig between the ages of one and six there are various kinds of nurseries (Kindergärten) or child minders in Leipzig:

- crèches are available for children up to the age of 3  
- nurseries (Kindergärten) are available for children from the age of 3 to 7  
- combined nurseries and elementary schools exist for children up to school age and  
- elementary school children (in mixed groups)  
- integrated childcare centers are on offer for children up to school age and elementary school children  
- child minders provide care for children up to the age of 3 (groups of up to 5 children are cared for by a registered child minder)

You need to file your request for daycare in writing with the office for young persons, family and education. Simply use the form provided that can be downloaded as a PDF-file (URL: goo.gl/WOUvSZ), fill it in and send it off by post to the office for youth, family and education. You will then receive an official letter back by post with a file reference number as well as further useful information to help you look for a childcare place.

You are free to choose between the various childcare options (i.e. nurseries, child minders etc.). You can use the internet portal [meinkitaplatz-leipzig.de](http://meinkitaplatz-leipzig.de) to look for and reserve available places at some of
the nurseries and child minders. Please be aware though that not all of them keep their online information up-to-date.

Fees are charged for childcare in Leipzig with the amount depending on the hours of childcare provided and the number of children receiving childcare. There are reduced rates for single parents. You can find an up-to-date list of the fees [here](URL: goo.gl/62r7Yv).

A piece of advice: It is advisable, to personally contact a nursery or child minder as soon as possible in addition to making an appointment with the office for young persons, family and education –if possible before you come to Leipzig either by phone or by e-mail.

**Notes on important documents required for registering your child for day care (day-care agreement)**

Once your child has been granted a place at a nursery or with a child minder, you will receive a form to fill in with personal data and information about certain illnesses as well as your child’s development. You will also be required to show your identity card as well as the birth certificate of the child (originals and copies).

Childcare centers and small-group day-care facilities require a medical certificate and a vaccination pass for the enrolment of your child. Please enquire about this directly with your chosen childcare center.

**Schooling**

In Saxonia, schooling is compulsory for all children and young persons – irrespective of their residence status. The school year starts in August or September and ends in the summer of the following year. In Saxonia there are the following kinds of schools:

- **primary schools** – classes 1 to 4; these also offer after-school childcare facilities
- **secondary schools** – these provide a general education with a focus on working later in a practical work environment; on successful completion of class 9, children receive a basic secondary school qualification, after successful completion of class 10, children receive a High School Diploma
- **grammar schools** – from classes 5 to 12; children receive a more in-depth education, those who successfully complete their “A”-levels (Advanced level of secondary education) will possess the qualification to study at a German university

In addition to this, there are also various independent schools with a specific educational, religious or ideological orientation. These come up with their own education programs that still comply with statutory requirements and usually have different educational approaches to state schools. At state schools education is free, whereas at independent schools monthly fees have to be paid. Enquire beforehand about the conditions.
After-school childcare facilities in primary schools are particularly beneficial for the social interaction of your child. These encompass all of the optional educational offers provided by all state primary schools on their own school premises. Here, schoolchildren are able to participate in various activities, do their homework and benefit from the social interaction with other schoolchildren before school starts and after school finishes. After-school childcare facilities are optional – costs vary depending upon the hours agreed upon. The current fees can be found here (URL: goo.gl/62r7Yv). You should register your child for after-school childcare at the school where you intend to send your child.

Guidelines for registration
To register at a school, as a first port of call we recommend contacting the regional office of the Saxonian education agency in Leipzig at the following address:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Getting there</th>
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</thead>
<tbody>
<tr>
<td>Saxonian education agency, regional office in Leipzig</td>
<td>Tel: +49 (0)341 494 5725</td>
<td>Tram: Numbers 1, 2 (get off at Holbeinstrasse)</td>
</tr>
<tr>
<td>Coordinatorin for migration issues</td>
<td>Fax: +49 (0)341 494 5614</td>
<td></td>
</tr>
<tr>
<td>Dr. Christine Mäkert</td>
<td>E-mail: <a href="mailto:christine.maekert@sbal.smk.sachsen.de">christine.maekert@sbal.smk.sachsen.de</a></td>
<td></td>
</tr>
<tr>
<td>Nonnenstraße 17 a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04229 Leipzig</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advice will be given in your child’s future education route based on your child’s previous history of education. Proof of proficiency in the German language is a major prerequisite for a successful participation in German education. You and your child/children will be informed of the options for improving German language skills according to school regulations for elementary schools, secondary schools and grammar schools. Pupils with a migration background are entitled to receive tuition in German as a second language (DaZ) for language used everyday and at school as a prerequisite for integration at school.

Teaching is based on a curriculum, which divides the subject into three stages. For the first and second stages, special preparatory classes are available at elementary and secondary schools. The first stage serves the purpose of acquiring a basic grasp of the language – both written and spoken. The second stage incorporates a step-wise participatory approach for specialised teaching within the normal class with the goal of acquiring the level of language required for basic education.

After this preparatory class the integration of your child is completed and your child should be able to participate in the mainstream class. This will be organised according to the age of your child and the targeted education route for primary school, secondary school or grammar school. Depending on individual needs, language needs are additionally catered for in the context of the third stage and accompany the school career. In your first consultation you will receive information tailored to your individual requirements about those schools offering preparation classes and about participating in DaZ courses.

Preliminary information is also available online (URL: goo.gl/v4UVSU).
Child allowance

If you are registered in Germany and are in possession of the residence permit §18, §19, §19a, §20 AufenthG/ Residence Act or are an EU-citizen or a citizen of Switzerland, Iceland, Liechtenstein, Norway, Algeria, Bosnia-Herzegovina, Kosovo, Morocco, Serbia, Montenegro, Tunisia or Turkey, then you will receive a child allowance for the children living with you in Leipzig. This is paid for each child from birth until the age of 18. If your children are still studying or in training, it is paid until the age of 25. The family benefits department is responsible for paying this allowance.

Please enquire first at your research establishment as to whether the application should be handed in directly to the family benefits department or together with your work contract to your employer. You will find the Family Benefits Department in the Employment Office building:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
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</thead>
<tbody>
<tr>
<td>Family Benefits Dept.</td>
<td>Tel: 0800 455 55 (free of charge from a German landline or mobile phone)</td>
<td>Mon: 8 - 12</td>
<td>Tram: Numbers 10, 11</td>
</tr>
<tr>
<td>Georg-Schumann-Str. 150</td>
<td>Fax: +49 (0)341 913 3444</td>
<td>Tues: 8 - 18</td>
<td>(get off at Huygensstraße)</td>
</tr>
<tr>
<td>04159 Leipzig</td>
<td>E-mail: Familienkasse-leipzig@</td>
<td>Thurs: 8 - 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>arbeitsagentur.de</td>
<td>Fri: 8 - 12</td>
<td></td>
</tr>
</tbody>
</table>

The forms "application for child allowance" and "Annex child" that need to be submitted, can be picked up at your Family Benefits Department or downloaded here as a PDF-file (URL: goo.gl/EqtRj1). In addition to a filled-out application, copies of the following documents should also be included:

- the translated birth certificate of your child
- the confirmation letter of your registration at an address in Leipzig
- the residence permits of both yourself and your child
- in the case where your child is still studying or training: proof of the training contract or student matriculation number

You can sign the application for child benefit and send it off by post or hand it in in person during the office opening times stated. The processing time is between 4 and 6 weeks. The child benefit will be transferred to your bank account every month.

Important: as soon as you move away from Leipzig and deregister, you need to send the Family Benefits Department an informal letter informing them that you are no longer entitled to receive child allowance for your children after a certain date – the deregistration confirmation letter should also be attached.

Maternity benefit

If you are expecting a child during your stay in Leipzig, as a mother you are entitled to maternity benefit under the legal maternity protection period (6 weeks before and 8 weeks after the birth of your child). However, this only applies if you work in Germany and are insured with a statutory health insurance company. The health insurance company will pay you 13 Euros per day. If your previous
net daily wage exceeds this amount, your employer has to supplement the difference. The documents that are required to apply for this benefit are:

- a filled-in application form
- the doctor’s note about the prospective due date
- a certificate from your employer
- your residence permit
- the confirmation letter of your registration at an address in Leipzig
- the birth certificate after the birth of your child

If you have a private or statutory family insurance as a mother, then you are entitled to a one-time benefit of 210 Euros. In this case your application should be sent to the Federal Insurance Office. You will find the form here as a PDF-file (URL: goo.gl/pt4IAs) or on the website www.mutterschaftsgeld.de.

**Parental benefit**

Parental benefit is an additional financial benefit for parents. If you are registered in Germany and are in possession of a residence permit §18, §19, §19a, §20 AufenthG/ Residence Act or are an EU-citizen or a citizen of Switzerland, Iceland, Liechtenstein or Norway, then you are entitled to receive parental benefit. This balances out the lack of income in the first year after the child is born, if one of the parents looks after the child themselves and opts not to work for more than 30 hours per week.

The amount of the monthly allowance amounts to 65 to 67 percent of your previous net income – a minimum of 300 Euros and a maximum of 1800 Euros. With the online parental benefit calculator, you can work out the prospective amount in advance. It can be found here. (URL: goo.gl/g4OzwZ).

The period of parental benefit can be selected and split between both parents, whereby one parent is entitled to a maximum of 12 monthly allowances. If the other partner also partially participates in the child’s upbringing over this period meaning that the family income is reduced, parental benefit will be paid for up to a total of 14 months. Single parents are entitled to the full 14 months. The parental benefit office is responsible for this benefit. It can be visited at the address below:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth, family and education office</td>
<td>Tel: +49 (0)341 123-357 5</td>
<td>Mon: 10:30 – 12:00 (only by phone)</td>
<td>Tram: Numbers 3 (get off at: Markranstädtter Straße), 14 (get off at Plagwitz)</td>
</tr>
<tr>
<td>Parental benefit Naumburger Straße 26 04229 Leipzig</td>
<td>Fax: +49 (0)341 123-3576</td>
<td>Tues: 9 - 12 and 13 - 18</td>
<td>Bus: Number 60 (get off at Naumburger Straße)</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:ja-51-24@leipzig.de">ja-51-24@leipzig.de</a></td>
<td>Thurs: 9 - 12 and 13 - 16</td>
<td>Suburban train: Numbers 1 (get off at Plagwitz)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri: 10:30 - 12 (only by phone)</td>
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To apply for parental benefit you need the forms “application for parental benefit for children that were born after 01.01.2013” as well as the “declaration of income”. Both forms are available from the
parental benefit office or can be downloaded here as PDF-files (URL: goo.gl/JBjBLf). You will need the following documents for eligibility:

- the birth certificate (if available the original one entitled “for parental benefit/ social purposes” of your child
- proof of maternity benefit received and your employer’s contribution
- proof of your income over the last 12 months before the birth of your child
- proof of any work taken up during parental leave
- your residence permit
- the confirmation letter of your registration at an address in Leipzig
- proof of being a single parent (if applicable)

Please send your application by post to the parental benefit office. Retrospective parental benefit will only be paid for the three months prior to the date that the application was submitted.

**Childcare allowance**

If you opt to look after your child yourself after he/she has reached the age of 14 months, as opposed to sending him/her to children’s daycare, you will have the right to receive childcare allowance, directly after the parental benefit has stopped. For a child born after 1.8.2014 you will receive 150 Euros per month until he/she turns three.

The application should also be sent to the parental benefit office – see above for contact details. It should be submitted four to six weeks before the allowance is due to begin. The application form can be downloaded as a PDF-file here (URL: goo.gl/Gs4UnT). It should be sent by post or handed in at the parental benefit office along with the following documents:

- the birth certificate (if available the original one entitled “for parental benefit / social purposes” of your child
- your residence permit
- the confirmation letter of your registration at an address in Leipzig

Retrospective childcare allowance will only be paid for the three months prior to the date that the application was submitted.

Please note: as soon as you move away from Leipzig and deregister, you need to send the parental benefits office an informal letter informing them that you are no longer entitled to receive childcare allowance for your children from a certain date – the deregistration confirmation letter should also be attached.
Pregnancy / birth

If you or your spouse has a child during your research stay in Leipzig, then you should arrange to get a birth certificate shortly after the birth. Only then will you be able to take advantage of the financial support available that is mentioned above. It is there advisable to arrange an appointment within one week of the birth with the registration office. You will find it here:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
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</thead>
<tbody>
<tr>
<td>SG births / deaths</td>
<td>Tel: +49 (0)341 123-4146 Fax: +49 (0)341 123-4120 E-mail: <a href="mailto:standesamt@leipzig.de">standesamt@leipzig.de</a></td>
<td>Mon: 9 - 12 Tues: 9 - 12 and 13 - 18 Thurs: 13 - 16</td>
<td>Tram: Numbers 2, 8, 9 (get off at Karl-Tauchnitz-Straße / Neues Rathaus) Bus: Number 89 (get off at Karl-Tauchnitz-Straße / Neues Rathaus)</td>
</tr>
<tr>
<td>City hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burgplatz 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04109 Leipzig</td>
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Please note: parents, who were born abroad, are asked to make an appointment by telephone for Wednesdays or Thursdays between 8 am and 10 am, so that more time is available for your consultation. You can find out more information here and about the documents and translations that are required. Under normal circumstances, the following documents are required as originals:

- your identity cards or passports
- your residence permits
- the confirmation letter of your registration at an address in Leipzig
- both of your own birth certificates (the originals and the German translations certified by an official
- German translator; sometimes legalisations or apostils are also required)
- for non-married parents: the paternity and custody declarations
- for married parents: the marriage certificate or family register of the names after the marriage (original and translation)
- for divorced parents: the marriage certificate or family register of the names after the divorce and the final divorce decree (originals and translations)
- for parents with other children: the birth certificates and the custody declarations (originals and translations)

You will receive free official documents for parental benefit and childcare allowance by post as well as support during pregnancy and for young mothers. You can also receive your own private official copies of documents for 10 Euros per copy. As soon as you have the documents, you need to send off your applications for the above benefits immediately. Think about including your child on your own health insurance. Your health insurance company will advise you accordingly.
Unmarried couples should obtain paternity and custody declarations before or shortly after the birth, if you both wish to be next of kin to the child and have joint custody of your child officially. For this you should visit the maintenance / records department below:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth, family and education office</td>
<td>Tel: +49 (0)341 123-4457</td>
<td>Mon: 9 - 12 (phone only)</td>
<td>Tram: Numbers 3 (get off at: Markranstädter Straße)</td>
</tr>
<tr>
<td>Maintenance / records dept.</td>
<td>Fax: +49 (0)341 123-4487</td>
<td>Tues: 9 - 12 and 13 - 18</td>
<td>Bus: Number 60 (get off at Naumburger Straße)</td>
</tr>
<tr>
<td>Naumburger Straße 26</td>
<td>E-mail: ja-51-20 @leipzig.de</td>
<td>Thurs: 9 - 12 and 13 - 16</td>
<td>Suburban train: Number 1 (get off at Plagwitz)</td>
</tr>
<tr>
<td>04229 Leipzig</td>
<td></td>
<td>Fri: 9 - 12 (phone only)</td>
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</table>

The following documents are to be submitted as originals:

- your identity cards or passports
- your residence permits
- the confirmation letter of your registration at an address in Leipzig
- your prenatal notes (if requested – before the child is born)
- the birth certificate of your child (if requested – after the child is born)
- the paternity declaration or the judicial ruling for the determination of paternity

You can receive further information about pregnancy and birth from your health insurance company. You need to inform the residents' registration office and the foreigner authorities about the birth of your child, so that he/she can receive their own residence permit.

**Marriages**

Do you intend to get married during your research stay in Leipzig? Then you need to arrange an appointment for an initial consultation with the register office. You will be able to find out which documents will be necessary for a civil marriage. The register office is at the address below:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
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</thead>
<tbody>
<tr>
<td>SG civil marriages City hall</td>
<td>Tel: +49 (0)341 123-4133</td>
<td>Mon: 9 - 12</td>
<td>Tram: Numbers 2, 8, 9 (get off at Karl-Tauchnitz-Straße / Neues Rathaus)</td>
</tr>
<tr>
<td>Burgplatz 1 04109 Leipzig</td>
<td>Fax: +49 (0)341 123-4115</td>
<td>Tues: 9 - 12 and 13 - 18</td>
<td>Bus: Number 89 (get off at Karl-Tauchnitz-Straße / Neues Rathaus)</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:standesamt@leipzig.de">standesamt@leipzig.de</a></td>
<td>Thurs: 13 - 16</td>
<td></td>
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</tbody>
</table>

**Deaths**

If there are any deaths of your dependents while you are living in Leipzig, then you must register these within 3 days after the death to the register office. The funeral company that you appoint will normally do this for you as well as ordering the death certificates.
These documents are important, in order to be able to prove the death to institutions and authorities. The fee for a death certificate amounts to 10 Euros.

**Mobility in Leipzig**

Leipzig is considered to be a city of short distances. It has a whole range of fast and straightforward options for you to reach your destination within the city and all over the country.

**Public transport (LVB)**

The public transport system in Leipzig is covered by trams, buses and suburban trains of the Leipzig transport company (LVB) and the German railway (DB). Due to its extensive transport network, nearly all areas of the city are accessible. Leipzig also belongs to the tariff zone of the Central German transport group, which covers the surrounding areas of Leipzig including the larger city of Halle. If you correctly select the ticket for the tariff zone 110 you can use all of the public transport in Leipzig for a certain period of time. See below for contact details if you require further information on local transport – information can also be provided in English:

<table>
<thead>
<tr>
<th>Place</th>
<th>Contact</th>
<th>Opening hours</th>
<th>Getting there</th>
</tr>
</thead>
<tbody>
<tr>
<td>LVB-Service-Center</td>
<td>Tel: +49 (0)341 194 49</td>
<td>Mon: 8 - 20</td>
<td>Tram: Numbers 2, 12, 15 8, 10, 11, (get off at Wilhelm-Leuschner-Platz)</td>
</tr>
<tr>
<td>Petersstraße on the corner of Markgrafenstraße 04109 Leipzig</td>
<td>E-mail: <a href="mailto:info@lvb.de">info@lvb.de</a></td>
<td>Tues: 8 - 20</td>
<td>Suburban train: Numbers 1, 2, 3, 4, 5, 5X (get off at Wilhelm-Leuschner-Platz)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed: 8 - 20</td>
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</tr>
<tr>
<td></td>
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<td>Thurs: 8 - 20</td>
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<td>Fri: 8 - 20</td>
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If you only occasionally use the public transport system in Leipzig, then a one-way, daily or weekly ticket could be sufficient. If you intend to use the transport system on a regular basis however, then it is worth investing in a monthly ticket. Subscription tickets are only suitable for stays of at least 12 months – pay attention to the conditions of these subscriptions.

Please note: If you travel on the public transport without a ticket and are stopped by the ticket-collector, you will be fined 40 Euros on the spot. Short distance tickets, single-, daily- and weekly tickets must be stamped before travel – except for those tickets that are bought directly on the bus or in the tram which are already stamped. Ticket-validating machines can be found in the trams and buses or on the platform of the suburban train station. It is not possible to stamp your ticket inside the suburban train.

**Guidelines for purchasing tickets**

You can buy your tickets for public transport from the following places:

- at multilingual ticket machines at the larger tram stops and at all suburban train stations (cash and EC card)
- at multilingual ticket machines in the tram (restricted range of tickets and cash only)
- from the bus driver (restricted range of tickets and cash only)
• at service shops of the LVB and German Rail (DB) – full range of ticket options, cash and EC cards accepted
• at certain supermarkets, tobacconists and paper shops
• from the online shop of the LVB (restricted range of tickets, PayPal available)
• with the mobility app "EasyGo", available for iOS and android (only one-way and daily tickets, this transaction will show up on your German mobile phone invoice)

Further information is available on the English version of the LVB-website.

**Carsharing (TeilAuto)**

If you only occasionally need a car for short trips around Leipzig, then the carsharing option of the company TeilAuto could be an interesting option for you. You will find cars available for temporary use at over 100 TeilAuto stations all over the city, ranging from small cars to transporters.

**Guidelines on prices and reservations**

The price is calculated from the duration and the amount of kilometres driven. You can choose from three different framework tariffs –for spontaneous drivers or frequent drivers, with or without base charges.

A reservation for a particular vehicle is made using the TeilAuto-website, the TeilAuto app (available for iOS and android) or over the reservation hotline +49 (0)341 44 5000. The rented car must be returned to the same TeilAuto station at the end of the rental period.

**Guidelines for registering with TeilAuto**

You can register for carsharing at the TeilAuto office, which can be found in the LVB service center. See above for the address. For the registration you will need:

• your identity card or passport
• your driving license (you will find information about foreign driving licences in Germany in the section "driving a car"; a driving licence recognised in Germany facilitates the registration process)
• proof of your address in Leipzig (confirmation letter of registration)
• proof of a German bank account You will also have to leave a deposit of EUR 100,-- in cash when you register, after which you will receive a customer smart card that you will be able to use to unlock the vehicle at the time for which you have booked it.

**Taxis**

Like in every large city you have the option of hiring a taxi for one-way trips in Leipzig. There are numerous taxi operators with their own numbers (0341 520520, 0341 982222, 0341 4884, 0341 2222 4444, 0341 4233). At popular places such as the central train station, the Thomas church, Burgplatz or the University clinic, there are taxi stands with taxis available around the clock. On the main roads you can also hail a passing taxi, if it is not already occupied.
The price of a taxi is made up of a basic charge plus a fee for every kilometre you travel. Between 8 pm and 5 am higher night-time rates apply. The taxis are equipped with taximeters showing the current cost of the journey. You can work out the cost of your journey beforehand using the online taxi calculator (URL: goo.gl/evJhly).

**German rail (DB)**

For journeys throughout Germany there are both regional and long-distance trains. Leipzig has emerged to be an important junction on various train routes, so that there are direct connections to large German cities such as Berlin, Hamburg, Munich, Nurnberg, Frankfurt/Main, Wiesbaden, Dresden, Hanover, Erfurt and Jena.

**Information about buying tickets**

German rail tickets can be bought from the travel center of the central train station. Please take a number and wait until your number is shown on the electronic display. Alternatively, there are numerous multilingual ticket machines at the train station and on the platforms where you can buy tickets using coins, notes, your EC card and sometimes even credit cards. For regional trains you must buy your tickets in advance, and if you are within the MDV tariff zone you must validate them at the ticket-validating machines on the platform before you travel. On long-distance trains (IC, EC, ICE) you can also buy a ticket on the train from the ticket inspector and pay with cash or by credit card. Please note that these tickets are more expensive though.

Online tickets can be bought on the multi-lingual [DB website](bahn.de) or with the App "DB Navigator" that is in English and available for iOS, Android and Blackberry. To use this service you should set up a user account "Meine Bahn" with personal data and an authentication card (identity card, EC-card or credit card). The payment will be in the form of a direct debit from your German bank account, by credit card or by PayPal. Please note: online tickets from the bahn.de shop must be printed off, but not tickets from the App "railways navigator". When these tickets are checked by the ticket inspector, the online or App tickets as well as the authentication card are required. You must have both of these with you.

**Information about the prices**

The prices of tickets for the Inter City Express (ICE) and the Inter City (IC) trains are relatively high. If you book in advance however and commit yourself to travelling on a particular train, then you can save some money. If you intend to travel across Germany on a regular basis then it might be worth investing in the BahnCard 25 or BahnCard 50 which enable you to travel at a reduced rate of 25% or 50% of the standard ticket price. The BahnCard 25 can also be combined with the additional discounted prices mentioned above, meaning that depending upon availability, discounts of up to 75 per cent are possible. Please take into account that the BahnCards can only be bought as subscriptions. If you do not cancel them before their expiry date, they will automatically be extended for another year. You can also buy German rail tickets from the LVB service center.
Coaches

Coaches are a relatively new option for long-distance travel. Leipzig is served by several private coach companies and has direct routes to Berlin, Munich, Stuttgart, Dresden, Hamburg, Cologne and other large German cities.

The central coach stop for all coaches is the Goethestraße between the opera house and the central train station. Due to popular demand, the regular coaches might not always be able to stop directly in front of their respective coach stop. The following coach companies run long-distance services from Leipzig:

- ADAC Postbus
- Berlin Linien Bus
- FlixBus
- MeinFernbus

Information about buying tickets

Compared to German rail, coach tickets are cheaper. The journey itself usually takes longer however. Tickets can be bought from online shops, sometimes from the Apps of the coach operators or directly from the bus drivers. Please make your enquiries with the respective coach operator.

Leipzig/Halle Airport

From the international airport Leipzig/Halle you can reach numerous destinations in Germany, Europe and North Africa. The airport is only 15 minutes away from Leipzig's central train station when you take the suburban train. Information on airlines and destinations can be found on the airport website (URL: goo.gl/gf5U5).

Driving a car

Information about the driving licence

If you would like to drive a car in Leipzig – irrespective of whether it is your own vehicle or a rented one, you need to check the validity of your driving licence in Germany. The Federal Ministry of Transport provides a good overview of the restrictions that have to be considered (URL: goo.gl/KmVt8y).

Generally speaking you are not allowed to drive with a foreign driving licence in Germany, if:

- the licence is no longer valid
- the licence was taken off you in Germany
- you have a driving ban in Germany or in the country where the driving licence was issued

If you have to transfer your foreign driving licence, the department for driving licence matters in the office of public order is responsible in Leipzig for all matters concerning the driving licence:
Driving licence matters
Technical city hall
Prager Straße 118 -136
04317 Leipzig

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<th>Opening hours</th>
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<tr>
<td></td>
<td>Tel: +49 (0)341 123-8562</td>
<td>Mon: 9 - 12</td>
<td>Tram: Numbers 12, 15 (get off at the stop: Technisches Rathaus)</td>
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<td>Fax: +49 (0)341 123-8580</td>
<td>Wed: 9 - 12 and</td>
<td>Bus: Numbers 70, 74 (get off at the stop: Technisches Rathaus)</td>
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<tr>
<td></td>
<td>E-mail: <a href="mailto:fahrerlaubnis@leipzig.de">fahrerlaubnis@leipzig.de</a></td>
<td>13 - 18</td>
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To avoid long waiting periods, you can book an appointment online (URL: goo.gl/Fqy8zP). The responsible department for transferring a foreign driving licence into German is in the Prager Str. 136, Haus B on the third floor. You need to go to one of the following rooms, depending upon the first letter of your surname:

A to C: Room A.3.003
D to K: Room A.3.002
L to R: Room A.3.011
S to Z: Room A.3.016

The following documents will be required:

- your identity card or passport
- your foreign driver's licence
- a certified translation of the foreign driver's licence
- a biometric photo of yourself
- depending upon the licence class requested, evidence of an eye test or a document showing proof of your eyesight as well as proof of knowledge about first aid or a first aiders certificate.

The cost of transferring your licence is EUR 62,40 and it will take approximately four weeks.

Information on reregistering your own vehicle
If you move to Leipzig with your own vehicle and intend to stay longer than one year, you must also reregister it. The vehicle registration department at the office of public order is responsible for this:

Vehicle registration dept.
Technical city hall
Prager Straße 118 -136
04317 Leipzig

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<tr>
<td>Vehicle registration dept. Technical city hall</td>
<td>Tel: +49 (0)341 123-8464</td>
<td>Mon: 9 - 12</td>
<td>Tram: Numbers 12, 15 (get off at the stop: Technisches Rathaus)</td>
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<tr>
<td>Prager Strasse 118 -136</td>
<td>Fax: +49 (0)341 123-8456</td>
<td>Tues: 9 - 12 and</td>
<td>Bus: Numbers 70, 74 (get off at the stop: Technisches Rathaus)</td>
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<tr>
<td>04317 Leipzig</td>
<td>E-mail: <a href="mailto:zulassung@leipzig.de">zulassung@leipzig.de</a></td>
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When you go to reregister, go to the information desk (room A.2.0002) of the vehicle registration office and inform them of your business. If you have all of the necessary documents with you, then
you will receive a waiting number and will be sent to the appropriate counter. Alternatively, you can make an appointment online (URL: goo.gl/KO9jFT).

These documents are necessary for reregistration:

- your identity card or passport
- the electronic insurance confirmation letter
- the licence certificate part I (the vehicle registration document)
- the licence certificate part II (identification document).
- a SEPA direct debit instruction to your bank for the payment of the car tax
- the previous number plates (if still available)
- proof of the car’s last general inspection

Important: You are required to present your car for inspection. You will only receive a licence certificate if you put your car through an MOT (in German TÜV). Apart from being put through a general inspection (HU), an exhaust inspection (AU) will also take place. If the TÜV finds any deficiencies, these must be eliminated. Only after your car has passed its MOT (TÜV) will you be allowed to reregister it with the vehicle registration authority. The HU /AU inspection costs are approximately EUR 90,--. Here are some addresses where you can take your vehicle for its MOT (TÜV) in Leipzig (URL: goo.gl/0EznaL).

Vehicle tax needs to be paid for every car that is registered in Germany. It is calculated according to the engine capacity and the pollutant class of your vehicle and paid by direct debit from your bank account for the next twelve months. You will receive a separate confirmation letter from the tax office. If you leave Germany during those twelve months, you will get a refund for those months where you are no longer in Leipzig. Before you register your car, you must take out vehicle liability insurance with a German insurance company – tariffs vary depending upon the car make and the place of registration. You need to enquire about your own circumstances.

After successful registration you will receive a new number plate from the vehicle registration office. While you are waiting for the administrative documents from the reregistration you can use the time to have some new number plates made. There are several companies who make these just around the corner from the vehicle registration office. Please note that the number plates will cost extra. The costs of the registration process with the vehicle registration office are between EUR 26,-- and EUR 35,--. Additional costs might also arise.

Additional information: before you start driving in Germany, you should become familiar with the speed limits and the special regulations for driving a car in Germany.

Information about vehicle emissions stickers
Like many other German cities, Leipzig has established an environmental zone prohibiting cars with high emissions with the goal of reducing air pollution in the inner city area. Cars are divided into four
categories depending on their degree of pollution. The category, to which a car is assigned, can be read from the emissions key number, which is recorded in the car documents.

Within Leipzig’s environmental zone (indicated by various traffic signs), only those cars are authorised that have the green vehicle emissions sticker. You can obtain your vehicle emissions sticker from the vehicle registration office, automobile clubs or selected workshops. Only the vehicle registration document needs to be shown when it is purchased. The costs of the vehicle emissions sticker vary depending upon the operator – at the vehicle registration office it costs EUR 5,--. The emissions sticker should be placed where it is clearly visible in the corner of the windshield.

Please note: If you have still not reregistered your car, you will still require an emissions sticker. If there is no clear allocation to a particular pollutant category from the vehicle registration document, it will be determined on the basis of the initial car registration.

**Insurances during your stay**

There are numerous kinds of insurances in Germany and not all of them are absolutely necessary for everyone. During your stay in Leipzig it is recommended however to take out civil liability insurance – which will cover you / a certain number of family members against damage to persons, objects or assets up to an unlimited amount for third party damage. Civil liability insurance is usually paid for one year in advance.

In case you have any valuable furniture or technical appliances in your Leipzig household, a household insurance could cover the costs in the case of a break-in or damages. There are various insurance companies with their own products in Germany. Please enquire yourself about a suitable insurance for yourself / your family.

**Medical treatment & emergencies**

Leipzig has an extensive network of multilingual general practitioners and specialists, several hospitals with emergency services as well as emergency clinics. For an overview of multilingual physicians please read the PDF-file “directory of general practitioners and psychotherapists with foreign language skills as well as other counselling services – health guide for migrants” which is available in English, Arabic, French, Polish, Russian and Vietnamese (URL: goo.gl/VseQcp). You should print off this list as soon as possible, so that you have addresses and telephone numbers available in case of a medical emergency.

The website of the State of Saxonia also has general information about health care in Leipzig: (URL: goo.gl/mB1PRb).

In the case of emergencies you should ring the following numbers:

- 112 – fire-brigade and the emergency doctor
• 110 – police
• 19292 – medical emergency services that sends a doctor out to your home

You can call the police and the fire-brigade from any telephone free of charge including mobile phones (even without a SIM-card). Other important emergency services numbers are provided here: (URL: goo.gl/kmWkhu). The following hospitals provide emergency services:

• Klinikum St. Georg – Delitzscher Str. 141, 04129 Leipzig, +49 (0)341 909 0
• Universitätsklinikum – Liebigstr. 18, 04103 Leipzig, +49 (0)341 971 09
• Diakonissenkrankenhaus – Georg-Schwarz-Str. 49, 04177 Leipzig, +49 (0)341 444 4
• St. Elisabeth-Krankenhaus – Biedermannstr. 84, 04277 Leipzig, +49 (0)341 395 90

**Learning German**

Everyday life will become much easier for you if you have basic knowledge of the German language. Some research establishments provide their own language courses (e.g. the Intranet advanced training courses of the University of Leipzig) – please enquire yourself about these. In addition, there are a whole range of suitable German language courses on offer from various language schools and the Volkshochschule e.g.:

• Volkshochschule, Lührstr. 3-7, 04109 Leipzig, +49 (0)341 123 6023 / 123 6030
• Sprachenzentrum Leipzig, Nikolaistr. 36, 04109 Leipzig, +49 (0)341 961 6190, service@sprachenzentrum-leipzig.de
• Inlingua Leipzig, Prager Str. 36, 04317 Leipzig, +49 (0)341 962 19892, info@inlingua-leipzig.com
• ESO Euro-Schulen-Organisation, Rosa-Luxemburg-Str. 23, 04103 Leipzig, +49 (0)341 350 53530, emailinfo@es.leipzig.eso.de
• SprachSchatz, Christianstr. 5, 04105 Leipzig, +49 (0)341 698 08620, info@deutschkurse-leipzig.de
• Berlitz, Petersstr. 32/34, 04109 Leipzig, +49 (0)341 211 4817

The University of Leipzig with interDAF at the Herder Institute also provide their own courses, among them an intensive German language course for foreign scientists, PhD- and Masters students. InterDAF is in the Lumumbastraße 4, 04105 Leipzig, +49 (0)341 973 7500, interdaf@uni-leipzig.de. You can take the number 12 tram to get there and get off at the tram stop “Nordplatz”.

Relatives of guest scientists with the residence permits §19, §19a or §20 are also entitled to participate in the integration courses that are on offer from the City of Leipzig. You can pick up the respective form from the Foreigners’ Registration Office. You can also find more detailed information on their website (URL: goo.gl/v1n70Y).
Other important matters

Lost property

If you lose any items during your stay in Leipzig, it is worth paying a visit to the lost property office, where lost property is handed in, stored and returned to its rightful owner. It is also possible to enquire about lost property over the phone – on Thursdays and Fridays you can also arrange a time to pick up lost property. Furthermore, on Tuesdays between 9 - 12 am and 1 pm – 6pm it is also possible to turn up at the lost property office for enquiries without an appointment. The lost property office is here:

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<tr>
<td>Lost property office</td>
<td>Tel: +49 (0)341 123-8400 Fax: +49 (0)341 123-8402 E-mail: <a href="mailto:fundbuero@leipzig.de">fundbuero@leipzig.de</a></td>
<td>Mon: 13 - 15</td>
<td>Tram: Numbers 12, 15 (get off at the stop: Technisches Rathaus)</td>
</tr>
<tr>
<td>Technical city hall</td>
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<td>Wed: 8 - 12 and 13 - 15</td>
<td>Bus: Numbers 70, 74 (get off at the stop: Technisches Rathaus)</td>
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<td>Prager Straße 118 -136</td>
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<tr>
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Pets / dog licence fee / animal rescue

If you would like to have a pet dog in Leipzig, you have to pay for a dog licence fee. Once you own a dog, you must register it within 14 days. For this you need to fill out the form "dog licence fee – registration ", which is also available as a PDF-file (URL: goo.gl/1SfP3U).

Additional information: If your dog dies or you give it away, you need to deregister it with the city treasurer, so that you do not have to continue paying for the dog licence fee. If you are considering bringing your own dog from abroad to Germany, please enquire about this.

In emergency situations you can call the animal rescue on +49 (0)341 496170. Here you can also find out which veterinary practice is responsible for the veterinary emergency service for that particular day (URL: goo.gl/iYSj1X).

Legal advice

If you need legal advice in English while you are in Leipzig, there are a whole range of solicitors’ offices – you will find a list of these on the website: anwalt.de. This also lists the legal areas and languages that they cover.

Religions in Leipzig

Most people who are religious in Leipzig are Christians. However there is also a multiplicity of different religious communities in Leipzig. You will find a list of these here. (URL: goo.gl/UyFx3S).
BEFORE LEAVING LEIPZIG

Before the end of your stay in Leipzig, you must do the following:

- Deregister at the residents’ registration office (Bürgeramt)
- Cancel the tenancy agreement for your apartment
- Cancel the contracts with your electricity, gas and telecommunications providers
- Cancel your TV licence
- Cancel your child allowance (if applicable)
- Cancel your parental or childcare allowance (if applicable)
- Hand in a notice of departure for your child’s Kindergarten, school, etc. (if applicable)
- Cancel your dog licence fee, (if applicable)
- Deregister your car (if applicable)

If you have any other questions, please feel free to ask the employees at the Welcome Center of the University Leipzig or the International Office of your research institute. You will find the contact details below:

University Leipzig
Welcome Center Website (URL: goo.gl/xPsHsU)

Max-Planck Institute for Evolutionary Anthropology
Herr Rocco Buchholz (buchholz@eva.mpg.de)
International Office Website (URL: goo.gl/TBIYeg)

Max-Planck Institut für Mathematik in den Naturwissenschaften
International Office Website (URL: goo.gl/B3y34L)

Helmholtz Center for Environmental Research (UFZ)
International Office Website (URL: goo.gl/IFpE6S)

Hochschule für Technik, Wirtschaft und Kultur Leipzig (HTWK)
International Office Website (URL: goo.gl/z0teHS)

You can find out more useful information from the “Guidelines for Hiring Foreign Staff in Public Service”.

We hope that you enjoy your stay in Leipzig.