

POSTDOC ABC

(Please note that most websites are only available in German.

Should you require further assistance after using a web-based translator, please contact us)

BANKING

Every bank has its own regulations and prices for opening a bank account. Please note that you will need to provide a bank account as your salary will be transferred via direct deposit by UMC.

In Mainz you have the choice between several types of banks, from local Sparkassen and Volksbanken, to international banks such as Deutsche Bank and Santander. Please consult the individual financial institutions for information on the products and services they offer.

CHILD CARE

There are several day care facilities (public and private) in and around Mainz. UMC's day care center "Villa Nees" accepts children between 2 and 10 years of age. Often there are waiting lists for open day care spots. Daily opening times vary between different day cares. A day care list is available [here](#). Additionally, a list of certified babysitters is available on the city's [Kinderbetreuung Mainz](#) website.

DRIVERS LICENSE

Most licenses issued by non-EU countries are valid in Germany only 6 months. If you are staying longer, you will need to change your driver's license into an international driver's license or, in certain cases for longer stays, an EU license at the following office:

[Verkehrsüberwachungsamt - Fahrerlaubnisbehörde](#)

Elly-Beinhorn-Straße 16

55129 Mainz

Telefon: 06131/12-24 24

E-Mail: fuehrerscheinstelle@stadt.uni-mainz.de

E-MAIL

The person responsible for administrative tasks at your institute will set up your employee e-mail account. Please contact them soon after your arrival to request an account be set up in your name. Please note that official communication from your institute and university-wide will be sent to your UMC e-mail address, so be sure to check it regularly.

GERMANY

Want to learn more about Germany? Whether you want information on the school system or politics, culture or the environment, the Germany portal [deutschland.de](#) is a great place to start. Information is available in several languages.

GRANTS

Do you have a great research idea? Would you like to ask for funding to carry it out but do not know where to look or how to apply? Then knock on [our door](#), we would be happy to assist you. You may reach the research advisors listed below by writing to [forschung.um-mainz.de](#) or per telephone:

EU

Janina Preuß

06131 17-9587

BMBF and NIH

Dr. Claudia Hackenberg

06131 17-9705

German Funding Agencies

Dr. Angela Clement

06131 17-99

HABILITATION

The Habilitation is an academic qualification that allows you to become a lecturer at a German university and is often a prerequisite for a tenured position. The habilitation requires the candidate to write a thesis based on independent research activities and to defend it before a committee. In addition, teaching experience is required and will be evaluated as part of the habilitation process. You will find more information the requirements for a habilitation at UMC Mainz [here](#). Please contact Frau K. Eißler (tel.: 06131/17 9981, e-mail: habilitationen.um@uni-mainz.de) if you have any questions regarding this qualification.

HEALTH CARE AND INSURANCE

Health insurance

It is essential that foreign academics and their family members take out health insurance coverage that is valid for Germany.

Please contact your health insurance provider at home to find out whether doctor's and hospital fees incurred during your stay in Germany are covered. The insurance company must confirm in writing that your insurance coverage also applies in Germany.

If the health insurance from your home country does not cover Germany, it may be possible to obtain private medical coverage in Germany. In this case, please contact your supervisor in advance, before arriving in Germany.

Please note that costs associated with certain illnesses or treatments, for instance chronic illnesses, are not usually covered by private health insurance policies in Germany.

Please be sure your health coverage starts upon your arrival in Germany! The relevant local office for foreigner affairs (Abteilung für Ausländerangelegenheiten) will require proof that you have health insurance coverage before it will issue you a residence permit.

An overview of this information and the regulations that apply to Residents and Citizens of the EU and to those from all other countries is available from [EURAXESS](#) and from [Krankenkasse Zentrale](#).

Private liability insurance

In principle, everyone in Germany can be held liable for any damage he/she has caused up to an unlimited amount. A private liability insurance policy (*Haftpflichtversicherung*) will cover any related claims, i.e. resulting from material losses or physical injury.

It is therefore essential that you take liability insurance, especially as this is not expensive. There are many insurance companies offering private liability insurances.

HOW IS THE UMC ORGANIZED?

The easiest way to find out more about the UMC is to visit our [homepage](#).

LANGUAGE

If you do not speak enough German, you can get around pretty well using English. However, if you would like to learn German, the university's International Preparatory and Language Center (ISSK) offers a wide variety of language courses. Please consult their [website](#) for further information. The local Volkshochschule (adult education school) also German courses for beginners, intermediate, and advanced learners. You will find information on there regular course offerings [here](#).

MEDICAL EXAM

During the first weeks of your employment at the UMC you are required to take a medical exam organized by the administration office of your institute. Further information on this requirement will be included with the entry paperwork you receive from Human Resources.

PUBLIC TRANSPORTATION

Mainz has a very convenient public transportation system, [Mainzer Mobilität](#) (bus, train, tram, shared bikes), that makes traveling in the city and the surrounding area quite easy. Mainz is also a bike-friendly town.

RENTALS

As the demand for living arrangements is relatively high in the Rhine-Main area, please make arrangements for accommodations as early as possible before your arrival in Mainz. The fact that you have been awarded a scholarship or have an employment contract with the University Medical Center does not mean that accommodation will be provided for you. Please ask your sponsor if he/she will help you find accommodation or whether accommodation is available for you.

There several online resources for finding accommodation. Some of the more popular online search databases are:

- [Immobilien Scout24](#)
- [Immowelt](#)
- [WG-Gesucht.de](#)
- [Wohnungsboerse.net](#)

SALARY

In Germany, your salary will be transferred to you via direct deposit. All taxes and withholdings are automatically be deducted before payment by UMC. The local tax authority may reimburse these withholdings if you file a tax declaration (*Steuererklärung*) at the end of the year overpaid.

SCHOOLS

There are public and private schools in Mainz, and a number of international schools in the Rhine-Main region. Children in Germany normally start school at the age of 6 and move on after 4 years of elementary school to either Gesamtschule, Gymnasium, Hauptschule, or Realschule, and attend school for an average of 9 years. For a brief overview of the German school system please see [this article](#) and for helpful tips on selecting the right school for your child, read [this article](#).

SHOPPING IN MAINZ

You will find a suitable number of shopping options in Mainz. Most neighborhoods have small shops and grocery stores as well as a post office. Further, there is a shopping mile in the city center. The city of Mainz also offers a Shopping Guide listing shops throughout town. The guide is available [here](#). Please note that business close early on Saturdays and stay closed on Sundays. In addition, you may take a short train ride or drive over to Frankfurt or Wiesbaden for even more shopping opportunities.

SPORTS

Students and employees of the UMC can make use of a wide variety of sports activities and facilities offered by the University of Mainz. For further information, please consult the [homepage](#) of Allgemeinen Hochschulsports (AHS) der JGU.

TV

The German public service broadcasters are financed by the Rundfunkbeitrag, a license fee paid monthly by most residents in Germany (17,50 € per month). Exemptions from this fee are available for certain groups. Please consult the Rundfunkbeitrag [website](#) for further information.

VISA

Visa regulations:

The German Federal Foreign Office provides information on current visa regulations [here](#).

Entry and Residence Permit

The Federal Ministry of the Interior, Building and Community offers information on entry regulations and residence permit issuance [here](#).

Visa Application for the Federal Republic of Germany:

In order to be eligible for a **Aufenthaltsgenehmigung**, you must apply for a visa from the German consular representative with jurisdiction over your place of residence in your home country.

The UMC will send you a letter of invitation which includes a mention of the duration of your stay in Germany, confirmation of the fellowship received from the UMC verifying that it covers your living costs; confirmation of accommodation and health insurance and finally confirmation that the fellowship is from public funds for the purpose of performing scientific research in Germany.

Once you have submitted the letter of invitation to the local German consular representative, you will receive a visa in your passport. The visa includes your name, the expiration date and mentions that it is only valid for work as a scientist at the UMC (*Erwerbstätigkeit nicht gestattet ausgenommen Tätigkeit als Gastwissenschaftler an der Universitätsmedizin Mainz*).

Usually, the first *Aufenthaltsgenehmigung* is valid for a maximum of 3 months, during which it must be extended at the local office of foreigner affairs (Abteilung für Ausländerangelegenheiten), provided you are registered at the registration office (*Einwohnermeldeamt*).

It is important to note that this visa does not permit you to travel to other European countries because it is not an *Aufenthaltsgenehmigung* according to the Schengen Agreement. However, once you receive a residence authorisation from the local foreign registration office (**Ausländerbehörde**) in Germany, you are allowed to travel to other EU countries.

If your spouse and/or children plan to travel with you, their full names, birth place and date of birth must be included in the written confirmation you receive from the UMC. If they plan to travel at a later date, a similar form must be filled out. Family members must always apply for a visa to visit Germany. If family members wish to stay longer than the expiry date in their visa, they must apply for an extension at the local foreign registration office. When the visa expires, the family members have to return to their home country and apply for a new visa should they wish to return to Germany.

REGISTRATION AND RESIDENCE PERMIT AND REGISTRATION

The Federal Office for Migration and Refugees offers a [brief overview](#) of the steps you need to take to receive a residence permit. As soon as you have a fixed address in Germany, you are obliged to register at the local residents' registration office (**Einwohnermeldeamt, Rathaus**). Here you receive a copy of your registration (**Meldebescheinigung**).

The next step involves going to the foreigner registration office (**Ausländeramt**) to apply for an *Aufenthaltsgenehmigung*.

Stadtverwaltung Mainz
Bürgeramt Abteilung Ausländerangelegenheiten
Stadthaus (Lauteren Flügel)
Kaiserstraße 3-5
55116 Mainz
Telefax: +49 6131 12-3084
e-mail: auslaenderbehoerde@stadt-mainz.de

Correspondance Address:

Stadtverwaltung Mainz 33 -
Bürgeramt Postfach 3620
55026 Mainz

To apply for the *Aufenthaltsgenehmigung*, please present the authorities the copy of registration mentioned above and fill out an additional form which is available at information booths or in the waiting areas at the foreign registration office. Finally, you are required to submit everything including a passport photo.

The first *Aufenthaltsgenehmigung* is valid for 3 months and costs € 10 - € 20. When you are issued this, you will also be told which documents you have to bring with you the next time you visit the foreign registration office. Normally, the officials require documentation of your health insurance, written confirmation from your employer or a copy of your contract with the UMC. Fellowship holders have to submit written proof of this from the UMC.

WORK PERMIT APPLICATIONS

In general, foreigners from non-EU countries, from countries not affiliated with the European Economic Area or who are not married to a citizen of the EU or the European Economic Area require a work permit for Germany.

There are, however, some exceptions. Scientific employees of research institutions financed mostly or solely through public funds do not need a work permit provided their skills and abilities are deemed to be of public interest to Germany. Because of this, most UMC scientists do not require a work permit. Nevertheless, you have to submit a copy of your contract, job description, academic transcript and of your university degree in order to be exempt from applying for a work permit. Foreign fellowship holders do not require a work permit because they are not employees.

All other foreigners, including the spouses of the scientists, require a permit to work in Germany. A permit can be obtained through the **Arbeitsagentur's office for people coming from other countries**. There you will receive a form that has to be filled out by yourself as well as by your potential employer. According to German law, you have to wait 4 weeks before receiving a work permit and, you must not work while the application is being processed. Before granting a work permit to a non-EU citizen, the officials have to make sure that no other German or EU citizen can do the job. Also, the officials only grant work permits if the conditions on the job market are suitable.

Work permits have to be renewed every year. In order to receive a residence permit, you must take your work permit to the foreign registration office along with your residents' registration, documentation of health insurance, a valid passport and a passport photo.

INCOME TAX NUMBER

SOZIALVERSICHERUNGSNUMMER? LOHNSTEUERNR?

SOCIAL SECURITY PLANS

As a result of social security agreements with some countries, guest scientists can apply to be exempt from contributing to the German social security system. In this case, social security payments are automatically transferred to the respective social security plan in the scientist's home country. If you are required to contribute to the German pension plan, you can apply to be reimbursed for these payments, but only after 24 months have lapsed since the end of your employment contract, and only if you were not required to be insured in Germany within this time period. It is important to note that only the employee contributions—and not the employer contributions—will be reimbursed.