

# Checklist „to do before and at your arrival in Hannover“

**Find a supervisor (Professor) for your project at the university**

**Contact the International Office of Leibniz Universität Hannover und inform them about your arrival**

**Make sure how to finance your stay in Hannover:**

- Work contract
- Scholarship (apply on time for a scholarship!)
- Own financial resources (Non-EU-Citizens need a blocked account/Sperrkonto)

**Find an accommodation**

- Get in contact with the Studentenwerk:

<http://www.studentenwerk-hannover.de/en-rooms.html>

PhD students are allowed to live in the dormitories from the Studentenwerk for the first six months of their stay.

They also help you in finding private accommodation: [http://www.studentenwerk-hannover.de/wohnraumboerse.php#wbh\\_en](http://www.studentenwerk-hannover.de/wohnraumboerse.php#wbh_en)

- Contact the accommodation service of the international Office

[http://www.international.uni-hannover.de/zimmervermittlung\\_hannover.html?&L=1](http://www.international.uni-hannover.de/zimmervermittlung_hannover.html?&L=1)

Only available for visiting PhDs.

- Look for a room in a shared flat:

[http://www.international.uni-hannover.de/privat\\_wohnungs\\_hannover.html?&L=1](http://www.international.uni-hannover.de/privat_wohnungs_hannover.html?&L=1)

- Book a hostel/ hotel for the first days, if you don't find an accommodation before your arrival

[http://www.international.uni-hannover.de/vor\\_unterkunft\\_hannover.html?&L=1](http://www.international.uni-hannover.de/vor_unterkunft_hannover.html?&L=1)

**Registration with the Local Authorities of the City of Hannover (Ausländerbehörde):**

When: within ten working days after your arrival

Necessary documents:

- Passport
- Rental contract
- Confirmation of residency from the landlord or hostel that you are living at (“Wohnungsgeberbestätigung”)

Location:

- For EU-Citizen: at any “Bürgeramt” after getting an online appointment

<https://goo.gl/WGSBBg>

- For Non-EU-Citizen: at the Foreign Office (Ausländerbehörde) (Leinstraße 14, 30159 Hannover)

**Residence permit for Non-EU-Citizens**

Needed if you intended to stay for longer than 90 days in Hannover and your visa doesn't cover the full period of your stay

How to get an appointment:

- Online (can be made six weeks in advance): [https://e-government.hannover-stadt.de/neue-medien/termin/anfrage\\_d\\_e.html](https://e-government.hannover-stadt.de/neue-medien/termin/anfrage_d_e.html)
- Will be given automatically after your first registration

Necessary documents:

- Passport
- One biometrical photograph
- Proof of financing your costs of living
- Proof of health insurance
- Work contract or proof of enrolment at the university

**Insurances:**

- you must have a health insurance that is valid in Germany
- you should sign up for a personal liability insurance

This insurance is really important for visiting PhDs who cannot be registered as PhD students. Such an insurance will cover the costs in case you damage something at your Institute. If you do not have such an insurance, you will have to pay for it yourself.

**Bank:**

- You can open a bank account only after having registered at the City's Foreign Office.

**Registration at the University**

- Register as a (visiting) PhD student, if you are staying at least one semester in Hannover.

With this registration you receive a studentID which allow you to travel for free in all Hanover and Lower Saxony, you get reduction at the mensa and other institution and above all you are cover by the accident-insurance of the university in case something happens to you during you work at the lab or on your way to the university.