



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

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



## LMU GATEWAY CHECKLIST - ARRIVAL



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

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

**Contact:**

Phone: +49 (0)89 2180 – 4075

Email: [gateway@lmu.de](mailto:gateway@lmu.de)

Web: [www.lmu.de/gateway](http://www.lmu.de/gateway)