

Next steps

Now that you have signed your contract, you still need to take care of the following:

- 1) **Register your address with the city's authorities.** You need to make an appointment online. Here is the link, if you are a non-EU citizen:
<https://www.osnabrueck.de/verwaltung/terminvergabe/auslaenderbehoerde-terminvereinbaren.html>
Appointments for the next day become available between 17:00 and 17:30. Appointments can be made as follows: appointments for Monday can be made on Sunday, for Tuesday on Monday, no appointments can be made for Wednesday, appointments for Thursday can be made on Wednesday, and for Friday on Thursday. Please try for the whole 30 minutes, since appointments are made available in staggered intervals. Constantly refresh the page. Do not hesitate to ask me for help, should you have any difficulty booking an appointment. ¹Here is the link for EU citizens:
<https://www.osnabrueck.de/verwaltung/terminvergabe/buergeramt-terminvereinbarenstornieren.html>
- 2) **Open a bank account.** This you can only do after you have registered your address with the city's authorities. Beside this some banks need your residence permit as well. You can open an account with any bank.
- 3) **Pass on the following information and documents to us:**

What?	Where can I get it?
Tax ID	It will be sent to you, after you have been to the Foreigners' Office or the city's registration office.
Bank details: IBAN, BIC, bank address	These will be given to you, when you open your bank account. <i>Please do not forget to write down your bank's physical address.</i>
Certificate of good conduct (<i>Führungszeugnis</i>)	Ask for it when you go to the Foreigners' Office (<i>Ausländerbehörde</i>) or the city's registration office (<i>Einwohnermeldeamt</i>). Ask them to send it directly to the HR officer responsible for you.
Document stating that you have registered your address here (<i>Meldebescheinigung</i>)	The Foreigners' Office (<i>Ausländerbehörde</i>) or the city's registration office (<i>Einwohnermeldeamt</i>) issue this document.
Proof of medical aid and social security	You can either personally go to a health insurance company or register online.

¹ You can also phone them under 0541 323-4500 between 08:00 and 10:00 on Mondays, Tuesdays, Thursday and Fridays or write them an e-mail to auslaenderbehoerde@osnabrueck.de.