

Admission as a PhD student – Zulassung als Doktorand

<http://www.jga.uni-jena.de/en/PhD.html>

https://www.jga.uni-jena.de/en/Doctoral+candidates/Admission_+Enrolment+_+Co/Admission+as+a+doctoral+candidate.html

Please visit the International Office at

https://www.uni-jena.de/en/IB_InternationaleStudierende



Faculties of Jena University

Fakultät für Biowissenschaften
Dekanat

https://www.bio.uni-jena.de/en/Graduate_studies_Habilitation_office

Chemisch-Geowissenschaftliche Fakultät
Dekanat

<https://www.chemgeo.uni-jena.de/en/promotionen.html>

Fakultät für Mathematik und Informatik

<https://www.fmi.uni-jena.de/promotion>

Emergency information

Accidents, life-threatening circumstances, fire, and disaster: **112**

Police department: **110** or 03641-810

Poison emergency: 0361-730730

Information about doctors and pharmacies on call: 03641-597620

<https://www.aponet.de/service/notdienstapotheke-finden/suchergebnis/0/07743.html>

Emergency departments

Medical Center Jena-Lobeda:

Phone: 03641-9322050

<https://www.uniklinikum-jena.de/zna/Im+Notfall/Notf%C3%A4lle+Erwachsene+UKJ.html>

- **Pediatric Clinic:**

Phone: 03641-9328000

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How to survive in Jena



Some help with the first steps.

Here are links to inform about...

- registering as a resident
- obtaining a residence permit
- being admitted as a PhD student
- getting insurances
- signing up for daycare/school
- accessing emergency services

The department assistants and IMPRS coordinator



Evelyn Katrin Angela Swetlana Grit Claudia

Registration as a resident – Anmeldung auf dem Bürgeramt

To become a resident of Jena you have to register at the Citizens' Service Office (Bürgeramt) within two weeks after your arrival. All you need is your passport, legalization of your marriage certificate or birth certificate of your child (certified German translation) and confirmation of your address signed by the landlord (called Wohnungsgeberbestätigung).

<https://www.settle-in-berlin.com/tax-id-germany/>

Forms for registration, as well as an appointment should be obtained in advance from the city's website at

<https://service.jena.de/de/online-termin>

At this office, you will receive a certification of registration (*Meldebescheinigung*). You will need to show it at the bank to open an account. Please keep it safe!



If you are on a working contract, you need a personal tax identification number. Normally, you get it by mail 2 weeks after registration. Otherwise, please apply for it with the Federal Central Tax Office (*Bundeszentralamt für Steuern*) at

https://www.bzst.de/SiteGlobals/Kontaktformulare/EN/Tax_Idenr/message_IdNr/notification_idnr_node.ht

<https://www.settle-in-berlin.com/tax-id-germany/>

Residence permit for non-EU citizens – Aufenthaltserlaubnis für Nicht-EU-Bürger

As a non-EU citizen, you have to apply for a residence permit after arriving in Jena. Please make an appointment online at the Immigration Office after registration at (the procedure to receive a residence permit takes six to eight weeks).

<https://tevisweb.jena.de/>

<https://service.jena.de/de/aufenthaltserlaubnis-ausbildung-und-studium>

<https://service.jena.de/de/aufenthaltserlaubnis-beschaefigung>

You will need the following documents:

- Your passport
- A valid visa
- A copy of your MPI contract /grant and hosting agreement
- Admission to doctoral studies + certificate of doctoral status for Immigration Office
- Proof of health insurance for the relevant term (no travel insurance)
- A copy of your rental contract
- One passport-sized photo (biometric standard, up-to-date)

As a **citizen of the European Union**, you do not need a work permit to live and work in Jena. After registering at the Citizens' Service Office, you will receive a "Certificate of free movement" according to § 5 Freizügigkeitsgesetz/EU (law on free movement within the EU) by mail.

Insurance – Versicherungen

It is mandatory to buy health insurance in Germany as soon as you arrive.

If you are on a TVöD working contract and under a certain income limit, you have to join one of the statutory health insurance companies in Germany. Your premium will be automatically subtracted from your salary (the personnel dept. will help you).

Other kinds of insurance are:

- Personal liability insurance – *Haftpflichtversicherung*
<https://mpg.funk-haftpflicht.de/>
- Household contents insurance – *Hausratversicherung*
<https://www.settle-in-berlin.com/?s=household+insurance>
- Car insurance – *Autoversicherung*
<https://www.settle-in-berlin.com/car-insurance-in-germany-guide/>

Daycare and school – Kindergarten und Schule

In Jena, every child of seven months or older has the right to a place in day care if both parents have a job, are students or in vocational training. Otherwise, they can attend a *Kindergarten* beginning at the age of one.

<https://service.jena.de/de/kita-platz-suche-und-vergabe>

All children living in Germany between the ages of six to 15 have to go to school. For more information on schools in Jena see the following website at

<https://service.jena.de/de/schulplatz-anmelden>