

Welcome Guide for International Spouses & Partners

TUM Global & Alumni Office -
Welcome Services



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TUM Welcome Services

A very warm welcome to Germany!

Moving to a new country can be very stressful and requires a lot of formalities and preparation.

This guide will help you to get settled more easily and thereby integrate smoothly into your life in Germany. It gives an overview of the formalities that need to be done, different options to learn German, ways to find a job but also presents possibilities to meet peers and to network.

Please note all phrases or words highlighted in blue are linked to websites.

The [Welcome Services](#) of TUM Global & Alumni Office support international researchers and their families through the whole administrative process and will help you with all your questions regarding your relocation and living in Germany.

- Our [monthly newsletter](#) provides current news, information on events and activities in and around Munich.
- Our [cultural program](#) offers monthly events for researchers and their families and you are cordially invited to join.

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TUM Family & TUM Accommodation Service

TUM Family Service

- Will support you finding the best childcare options depending on your need.
- Also offers a school holiday program (Bewegte TUM-Ferien) for your children and can help you make arrangements for family members in need of care.

TUM Accommodation Service

- Offers international postdocs and guest professors who stay support in finding suitable housing in Munich and Garching. The Accommodation Service will contact you shortly after your registration via our portal.

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Spouse & Partner Community on slack

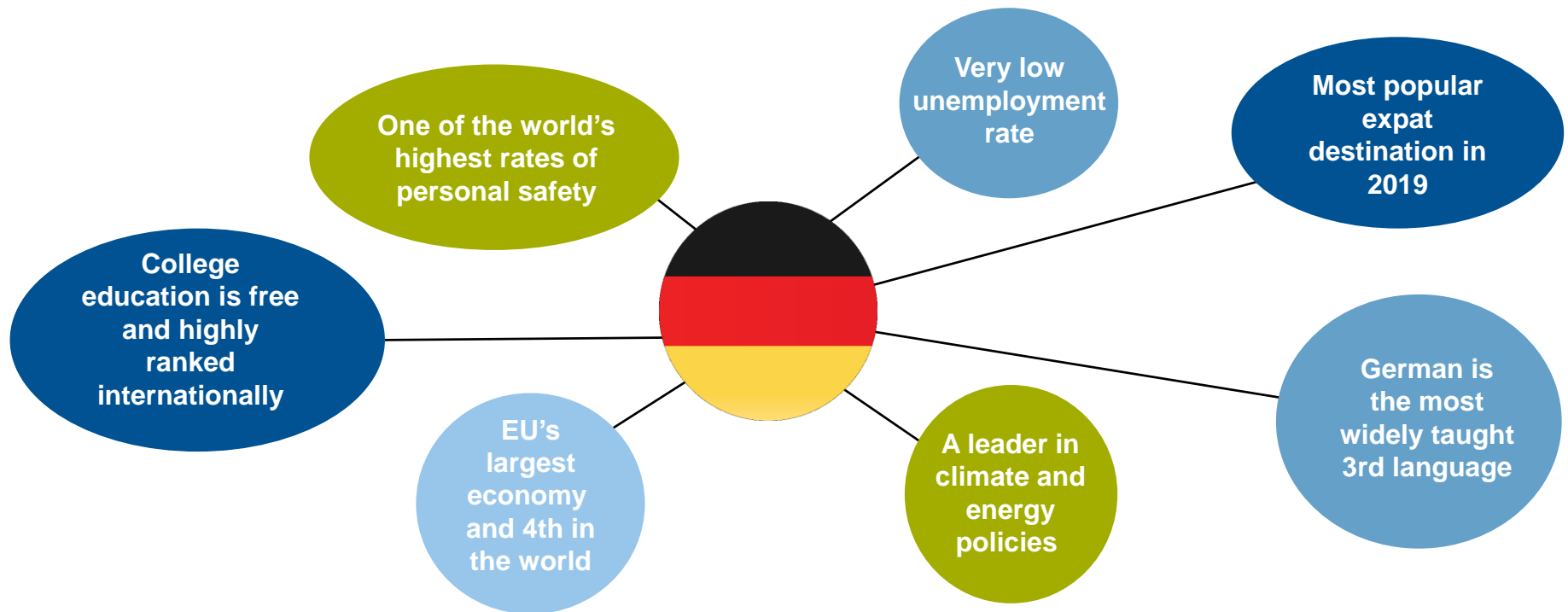
We've started a spouse and partner community on Slack. The platform serves as a tool to exchange information, share experiences and simply get to know and support each other. The Welcome Services will be administrating the platform and send you regular info on our events as well as on topics such as German classes, cultural and networking events, job offers, fairs, etc. You can follow the #channels (groups) that you are interested in and communicate with other spouses in group chats, direct messaging or calls.

Join us and set up your account in just 3 simple steps:

-  You can download the Slack App or the desktop version (not obligatory) and request the invite link via mail to schlettm@zv.tum.de
-  Set up your profile, browse through our channels and join the channels that you are interested in. Take a look at this [guide for new members](#) if you need help.
-  You are automatically a member of the channel [#welcome-services-news](#) where we make all general announcements. How about you briefly introduce yourself or ask us a question right away?



Welcome to Germany



Make it in Germany

- short overview of the most important issues
- newsletter, advice via hotline, chat and e-mail, news on Twitter
- [Explainer Videos: First 100 days in Germany](#)

Willkommen in Germany

- comprehensive booklet provided by [BAMF](#) (Federal Office for Migration and Refugees)

Handbook Germany

- platform for newcomers with news, info and videos on all topics, plus lexicon

Deutschland.de

- past and present info and statistics on country, people, politics

Welcome to Munich

Welcome to the beautiful city of Munich! The number of tourists is bigger than ever and also the number of people wanting to live here is increasing continuously. No surprise, as Munich was rated the [most livable city in the world](#) in 2018 by the Monocle. Currently, around 22 % of its citizens come from abroad. The capital of Bavaria is not only one of the safest city in Germany, it also offers a really high quality of life. There is lots of nature in and around the city, it is very bicycle friendly and even possible to swim in the city river "Isar". Due to its great location in the middle of Europe, you are close to the alps and the ocean.

City of Munich: official website of the city of Munich, providing all information in different languages.

- [welcome infos](#), [tips](#) and [support](#) for new residents, foreign professionals and families.

Simply Munich: fun website, presenting all kind of leisure activities, events, happenings and hot spots in Munich.

- [brochures](#) for download and [Munich Card & Munich City Pass](#) (visitor cards) are the perfect way to get to know Munich.

MVV / MVG: info on public transport (bus, tram, S-Bahn & U-Bahn) as well as the regional trains for the areas around Munich.

- [network maps](#) and [frequent travellers](#)



Welcome to Freising and Garching

If you don't live in the city center, you don't have to give up on cultural activities either. Also Freising and Garching have a broad cultural program and lots of changing activities.



- The website of the [city of Freising](#) offers maps, flyers, brochures and a cultural newsletter for [download](#).
- You will also find all important information and contacts regarding residency, registration, work permit, child care etc.
- [Guest magazine](#) with leisure activities, history and info on the city.



- The website of the [city of Garching](#) offers info material for [download](#), such as maps, flyers, a cultural program and info on waste disposal.
- You will also find all important information and contacts regarding residency, registration, work permit, child care etc.
- It also has an integration advisory which offers consultation in different languages



Welcome Apps

There are several apps that can help you, especially during your first days in Germany.

Arrival App



- a guide for your first weeks in Germany
- learn the rules of this country and what you have to pay attention to
- Integrated German language course
- 5 languages (de, en, fr, ar, ps)

Mbeon App



- migration advisor on topics such as work and careers, learning German, health and housing
- 4 languages (de, en, ar, ru) also chat counselling



The Munich Smartcity App



- info about your current location, weather, events or nearby attractions
- interactive map and Municipal Services, relevant offices, agencies and institutions

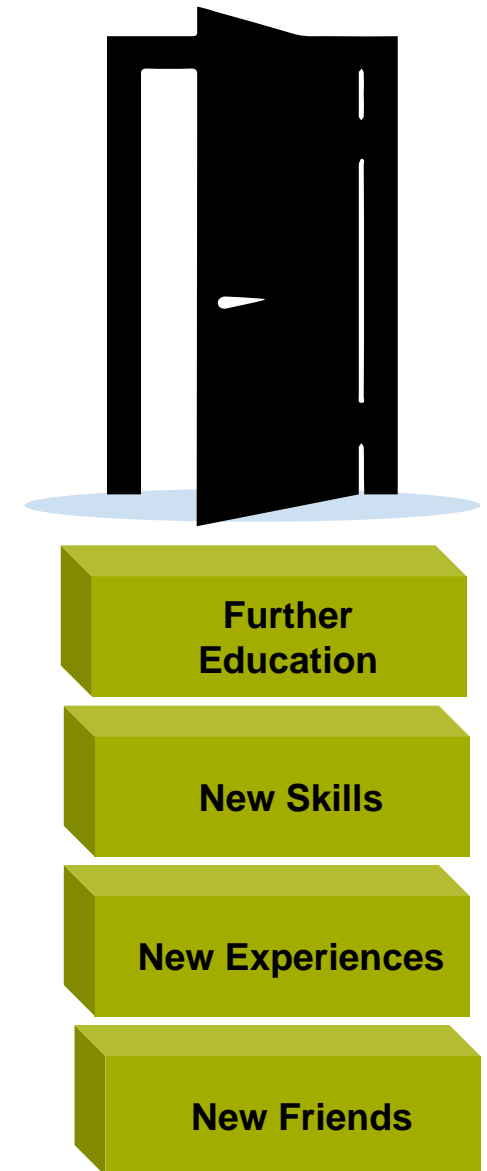
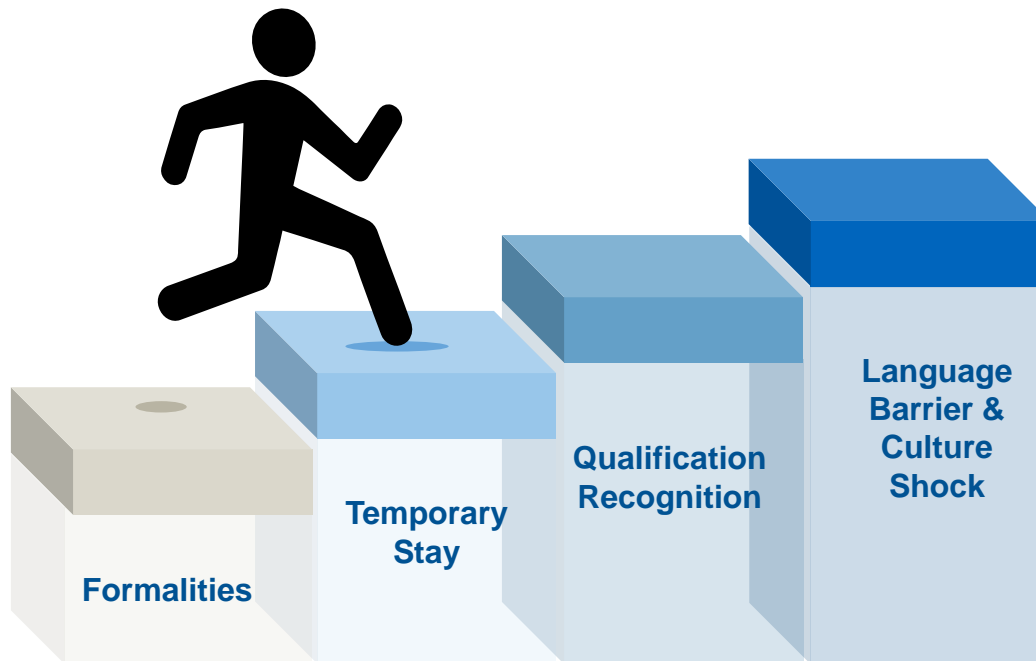
Navi D



- orientation and learning App with offline function
- integration support (mainly for refugees) and helping guide for volunteers

Challenges & Opportunities

Language barrier, the short amount of time and all the paper work in Germany can be quite overwhelming and frustrating. But even though it might be discouraging at the beginning - as difficult roads lead to beautiful destinations - the opportunities that might arise can be rewarding. And we will try to support you on your way as much as we can.



Visa



Check whether you need a visa to enter Germany or not.

EU nationals (plus Iceland, Liechtenstein, Norway & Switzerland) do not need a visa to enter and work in Germany.

Non-EU nationals: if you need a visa or not depends on several factors, such as

- [your country of origin](#)
- the visa of your spouse
- your qualification

You can check the visa requirements on the website of the [Federal Foreign Office](#) and get further information on for example the [EURAXESS](#) and the [Make it in Germany](#) websites. [The explainer video - Visa](#) will also give a short overview of the procedure.



Gather all necessary documents and make an appointment at the German mission.

You need to apply for your visa at the [German mission](#) in your home country or [current country of residence](#).

Please make an appointment asap as the procedure can take up to several month.

Please note:

- do not enter Germany with a tourist or Schengen visa as it cannot be converted into a residence permit.
- unmarried partners will have to apply for their own visa.
- German knowledge is only required if you do not have a university degree and your spouse at TUM has visa §18.



Family Reunification Visa

In order to join your husband or wife you will have to apply for a **family reunification visa** (unless you have a job offer in Germany or intend to study here).

You can find a general description of the application process on the [Make it in Germany](#) website, but should inquire with your responsible German mission for details.

To check out the different visa types and the related conditions for researchers and their families from non-EU countries, you can download an overview [here](#).

Residence Registration & Residence Permit

Residence Registration:

[Register your address](#) (*Wohnsitzanmeldung*) within two weeks after coming to Germany at a residence registration office (*Einwohnermeldeamt*) if you are planning to stay longer than three months.

If you live outside of Munich (e.g. in Freising or Garching), you can register at the office of your municipality (*Bürgerbüro*) in person without an appointment. Find the address and opening hours of your office by typing in your postal code in the field “Vor Ort” on the [Bayern Portal website](#).

Residence Permit:

If you are an EU national, you do not need a residence permit to live and work in Germany. As a non-EU national, you have to apply for a residence permit if your visa does not cover the whole duration of your stay.

Please note:

- Unmarried partners will not be granted a residence permit unless they can provide their own reasons for staying in Germany.
- You are eligible for a family reunion visa if your livelihood is secured and you will have sufficient living space in Munich.
- Family members of short-term mobile researchers (§20b) do not receive a German residence permit and employment is not allowed.

Qualification Recognition

[Qualification recognition](#) is another challenge that should not be underestimated.

Depending on your profession it can even be mandatory.

These [explainer videos](#) give a short overview on the [procedure](#).



Entry

[Check the conditions](#) to live and work in Germany.



Finder

Use the [Recognition Finder](#) to discover whether you have to seek recognition.



Advice

The advisory centers of the [Integration through Training \(IQ\)](#) offer free guidance and support you.



Application

You need to provide documentary evidence of your professional or vocational qualification.



Examination

The competent body will check your documentation within **3 months**, as soon as you have submitted all the evidence required.



Notice

You will be notified of the outcome in form of a so-called recognition notice, also referred to as a “notice of equivalence”.

Learning German

It will definitely be useful to learn some German, not only to find a job but also to make you feel more confident and comfortable living in Munich. It will also give you better access to Germany and its culture which can reveal totally new possibilities, friendships and networks.

German Classes in Munich

- [Integration course](#): (by BAMF) includes German classes and an orientation course about German history, culture and customs. Part-time courses and childcare can be provided at some institutions.
- [Volkshochschule](#): (Adult Education Centre) an institution of the City of Munich.
- [Goethe-Institut](#): one of the most-renown German schools with worldwide subsidiaries.
- [Overview](#) of private language schools in Munich
- [Vocational language courses](#) for your workplace.

Free Online Courses

- [Make it in Germany](#): gives an overview of different online courses.
- [Goethe Institut](#): films and photos with exercises, games about living in Bavaria.
- [Deutsche Welle](#): videos, news and exercises for different levels of proficiency.

Apps such as [Duolingo](#) or [Babbel](#) or vocabulary trainers such as [Busuu](#) are offering an easy playful way to learn some words for basic conversations.

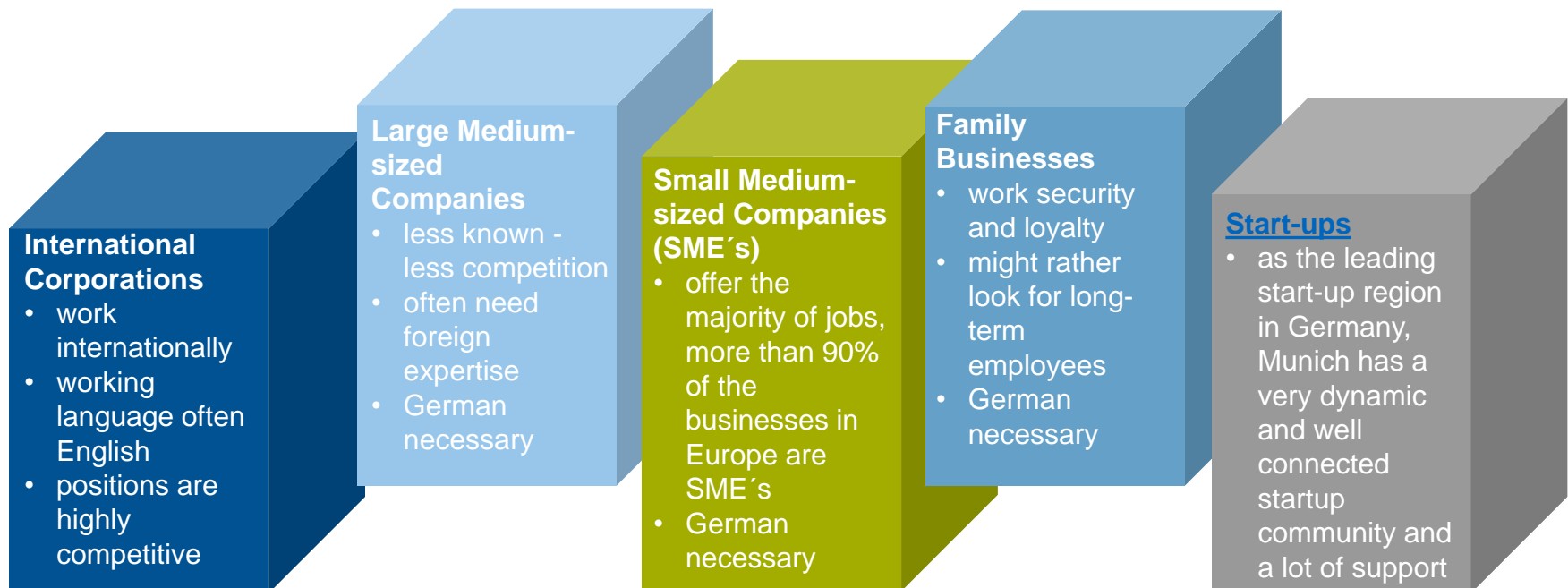
[Tandem](#): great way to learn German with a language exchange partner



Employment Market in Munich

Munich is a city of knowledge and research and a very dynamic economic region with large, internationally renowned companies such as BMW, MAN, Siemens, Allianz, Linde AG, Infineon etc. Yet the prevalence of small and medium-sized businesses is a key feature of the Bavarian economy.

- [Munich Business Facts & Figures](#) is a comprehensive brochure on the economic region, enterprises and infrastructure.
- [Work in Bavaria](#) gives a short overview of the most important facts on the Munich labor market.
- [Explainer Video – Working in Germany](#)



IDCN MUNICH

Professional Integration for Dual Career Partners

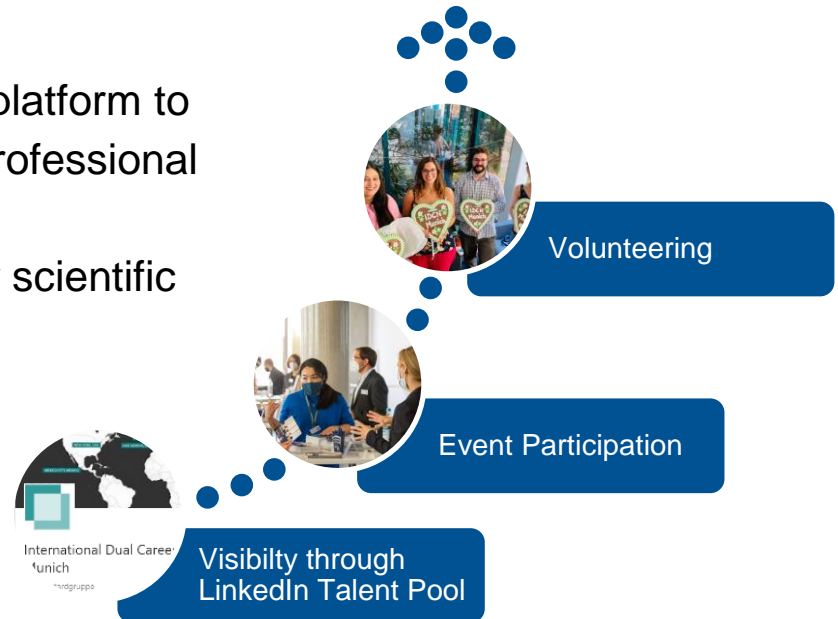
Partners of new TUM staff are invited to join our dual career network, [IDCN Munich](#).

IDCN Munich offers dual career partners a platform to

- actively promote the development of a professional network
- make their talents and abilities visible for scientific organizations and companies in Munich.

The membership is free for TUM dual career partners.

[Register now](#) and start networking!



IDCN MUNICH

Corporate Members at IDCN Munich



Job Hunting - Overview

The following will give you an overview of different mediums when looking for a job.

You can start getting a first idea on the process by watching these explainer videos regarding [job hunting](#) and [job application](#).

- **[Labor Office](#)** (Arbeitsamt):
 - first point of contact to declare unemployment and ask all questions related to employment
 - offers personal counselling (also in English) and trainings (in German)
- **Career Events** (job fairs, trade fairs, congresses):
 - present a great opportunity to meet employers, get ideas, be informed or to simply network e.g. [herCAREER](#), [Jobmesse MOC](#), [Jobs & Master](#)
- **Newspaper or Magazines:** [Die Zeit](#), [Süddeutsche Zeitung](#), [W&V](#)
- **[Chambers of Commerce](#) (IHK):** info on and contacts to national and international corporations as well as job offers.
- **Recruitment Agencies** ([Personalvermittler](#))
- **Temporary work agencies** ([Zeitarbeitsfirmen](#))
- **Recruiting Support:** e.g. [Mundialz](#), [Designerdock](#) (Communication)
- **Personal Network:** e.g. via [organizations for foreign communities in Munich](#)



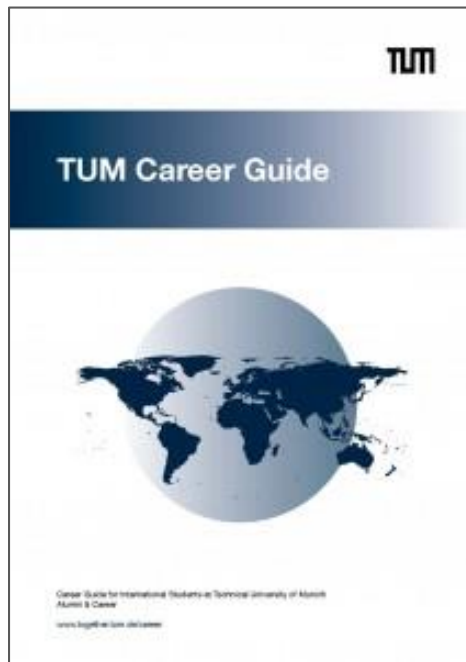
Job Hunting- Online

The internet is full of numerous job portals and search engines. We have listed the most common or well-known ones for the Munich job market below:

- general job websites: [Stepstone](#), [Monster.de](#), [Indeed](#)
- social networks: [LinkedIn](#), [Xing](#), [Glassdoor](#) (incl. employer reviews)
- [TUM job portal](#) or [jobs at TUM](#)
- [EURES](#) (The European Job Mobility Portal)
- [Make it in Germany](#) job portal
- [IQ Netzwerk Bayern](#) shows an overview of specialized job portals
- jobs for English speaking professionals: [The Local](#), [XPATJobs](#), [Expatrijobseeker](#), [jobs in Munich](#), [immigrantspirit](#), [Multilingual Vacancies](#), [Europe Language Jobs](#)
- jobs for academics: [Academics](#), [Wissenschaft Karriere](#)
- jobs for IT specialists: [Satzsoft](#), [ictjob.de](#)
- jobs for doctors: [Ärzteblatt](#)
- jobs in the field of chemistry: [GDCH](#) (Gesellschaft deutscher Chemiker)
- jobs in the field of biotechnology: [BioM](#)
- jobs in the field of life sciences: [Jobvector](#)



TUM Alumni & Career



TUM Career Guide

- very detailed handbook including all information about the labor market and the employment process in Germany
- step-by-step application guide
- also includes questionnaires, personnel assessment, experiences etc.
- you are welcome to pick-up a copy at the Welcome Services office (Room 1324)

TUM Events

- webinars, workshops, seminars, application checks
- you are welcome to attend the career related webinars at TUM (e.g. Cover Letter and CV in Germany“, „Job Interviews in Germany“, „Efficient Job Search“ etc.)
- webinars are offered in English and in German
- please [register](#) in the name of your spouse (with him/her TUMOnline access data).

Career support by the City of Munich



AMIGA

- help qualified international professionals to enter the Munich labor market in keeping with their qualifications
- offer personal counselling, networking events, seminars and workshops
- have a broad network and good relations to institutions such as KVR or Arbeitsamt



Power M (only in German)

- supports women who have paused for at least 12 months (parenting) or 6 months (family care) on the way back to work
- information event every 2 weeks, in German, but counseling can be provided in English
- work out an individually tailored re-entry plan together with you including IT-checks and trainings



International Professionals Service Center

- Educational Assessment Center provides assistance and orientation regarding education & career
- the Mentoring Partnership builds a working relationship between qualified migrants and established professionals



ZAV – Central Foreign and Specialized Placement Service

- offers comprehensive information about living and working in Germany
- the Virtual Welcome Center is the first point of contact for applicants from abroad. It can be reached via phone, email, text chat or Skype
 - ZAV Online-Workshops
 - Career Guide

Further Options

Apart from the initial culture shock, one of the biggest challenges, however, will be to find a task. It's important to have a purpose to get you going. So even if you won't find a job right away there are other options to consider which can open unexpected new opportunities.

01

Further education

- through further studies or trainings (Fort - oder Weiterbildung) you can gain more expertise or new abilities
- also internships can be a good way to enter and get to know a company
- learning German (or other languages) will increase your chances finding a job and meeting peers

02

Freelance or starting your own business

- freelancing can be a great option to offer your skills to companies e.g. freelance.de, [upwork](https://www.upwork.com), [99designs](https://99designs.com), [GULP \(experts united\)](https://gulp.expertsunited.com) (IT)
 - if you have thought about getting [self-employed](#), you can get support from e.g. [UnternehmerTUM](https://www.unternehmer.tum.de), [MBE](#), [Munich Startup](#), [Social Impact Lab](#) (esp. for migrants)
- please note that you need a [trading license](#) to be eligible to freelance or to run your own business.

03

Voluntary work

- volunteers are always needed and helping can be very fulfilling and motivating. German language skills are mostly not necessary
- [Münchner Freiwilligenmesse](#) (a voluntary fair), the [Münchner Tafel](#) (food distribution for those in need), [Tatendrang](#) (volunteering agency)
- websites in English: [Go volunteer](#) (also in fr), [Idealist](#)



Networking & Socialising

There are several networking events in Munich that offer great opportunities to meet interesting people and extent your horizon . One of the first steps will be to get out and be active and the rest will follow. Continue your hobbies in Germany or find a new one, join a sports club or an association.

Expat Communities

There are several expat sites where you can also get useful information on all topics related to living in Germany and Munich.

Meetups Munich

Here you can find a variety of different topic-meet-ups such as cooking-, language-, art-, new in town-, meet-ups.

Bellevue di Monaco

A project that offer cultural events, concerts, workshops and support for migrants.

Eine Welt Haus

A place where intercultural relations and migrants' problems are discussed. Also offers a variety of cultural events such as exhibitions, concerts and films.



Good to know...

There are prejudices about every country. Here you will find some of Germany, however, it cannot be generalized.

1 Punctuality

This is no cliché! Punctuality is expected and lateness is not tolerated!

2 Time Zone (time change)

The Daylight Saving Time (DST) period starts on the last Sunday of March and ends on the last Sunday of October.

3 Noise

There is a quiet hour between 12 – 3pm, after 10pm, as well as on Sundays, where people should not do any construction work or vacuum for instance.

4 Salary/ Taxes

Don't be surprised as up to 40% of your salary need to be deducted due to tax.

5 Shoes

Germans sometimes don't take off their shoes when entering a house or apartment.

6 Handshakes

The norm to say hello, but also hugs or kisses on the cheeks are very common amongst friends.

11 Shopping Bags

Bring your own shopping bag as plastic bags will be charged.

10 Contracts

Please note that most contracts in Germany run for 24 months. If you sign a contract it's legally binding!

9 Recycling

Germans are the recycling kings! Please find more info on [how to separate waste](#) in Munich on the [waste management website](#).

8 Tab Water

You are able to drink tab water in Germany.

7 Cash

Make sure to always take some cash as some places still don't accept credit cards.



Important Contacts

In case you call from an overseas number, please include the country code of Germany **+49**

| NUMBER | CAUSE |
|-----------------------|---|
| 112 | Emergency in case of serious illness, accidents or fire |
| 110 | Police |
| 089 19240 | Poison Control Center (Giftnotruf) |
| 089 19222 | Patient Transport Ambulance |
| 116 117 | on-call physician service (Ärztlicher Bereitschaftsdienst) provides information and medical assistance on weekends and holidays |
| 116 116 | Lost bank or credit card |
| 089 50 17 17 | Key Emergency Service (Schlüsselnotdienst) |
| 0800 111 0 333 | Helpline for children and young adults |
| 0800 111 0 111 | Telephone counselling for all issues (also anonymously) |
| 030 18555-1855 | Federal Anti-Discrimination Agency |
| 089 - 76 37 37 | Frauennotruf (Emergency Call for Woman) |
| 030 1815-1111 | Hotline Working & Living in Germany (offers personalized info and advice on job search, work and careers, recognition of foreign vocational qualifications, entry and residence, learning German) |

[Emergency Medical Help](#): Overview of the most important emergency numbers in Munich

[International Medical Provider Finder](#) (by Allianz Worldwide Care): Search for hospitals, doctors or heal practitioners offered

[Apothekennotdienst](#) (Pharmacies Emergency Service): will show you which pharmacy close to you will be in service

Shopping

Please note that the following are only examples of some of the common stores in Munich.

Foods & Groceries:

Branded Supermarkets: e.g. EDEKA, REWE, HIT

- Discounter Supermarkets: e.g. ALDI, LIDL, PENNY, NORMA, NETTO, KAUFLAND
- Bio-Supermarkets: e.g. VOLLKORNER, BASIC, ALNATURA

Drugstores: e.g. MÜLLER, DM, ROSSMANN but also have a range of bio products, stationery

Furniture: e.g. IKEA, Segmüller, XXL Lutz, Höffner

Baumarkt: e.g. TOOM, Bauhaus, Hornbach, V-Markt

Electronical stores: e.g. Media Markt, Saturn

Bakeries: you will find them everywhere and they are often also open on Sundays

Weekly fresh markets: in some places there are weekly fresh markets, often offer fresh fish on Thursdays

[Overview](#) of International Supermarkets

Almost all stores are closing at 8 pm. Also on Sundays and public holidays shops are closed apart from some outlets:

- Central Station there is Rewe to go (24h), Edeka Express (7am – 11pm) and Biokultur (7am – 9pm).
- Ostbahnhof: Edeka Express (7am – 11pm), DM (6:30am – 11pm)
- Airport: EDEKA 5:30 – 00:00 daily
- Pasing: YORMAS has a small selection of basics, 5 am – 9 pm
- ARAL (gas station) REWE to go (24h) at several places around the city

Feedback

We hope that this guide will help you with your preparation before and after your arrival in Germany and will make your relocation easier.

We wish you all the best and a wonderful stay in Munich!

We really hope you will feel home here very soon!



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Welcomeservices@zv.tum.de



[#welcome-services.slack.com](https://www.slack.com/join/shared_invite/zt-1000000000000000000-0000000000000000000/#welcome-services.slack.com)

Please feel free to give us feedback so we can improve our services and support you better!

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