



Checklist for skilled workers from abroad

Before the arrival		
To do	details	done
Prepare application documents	- CV (tabular, in German) - Cover letter (in German) - Language certificate if possible (at least B2 – e.g., telc, Goethe)	☐
application	- Do a quick-check on Make-it-in-Germany to see which work options in Germany apply - Check if a recognition process needs to be initiated - Apply online and attend digital interview - Sign and return employment contract Note: Ask if the company will initiate the 'accelerated skilled worker procedure' (highly recommended)	☐
Is a visa required?	- German or EU: no visa required - Others: skilled worker visa required	☐
Apply for a visa if required	Apply for skilled worker visa; process may take several months. Information available on the website of the German embassy in your home country. Further information available on Make-it-in-Germany.	☐
Obtain certified translations (with Hague Apostille)	- birth certificate - marriage certificate (if applicable) - degree or training certificate - diploma - driver's license - other relevant documents (e.g., internship certificates)	☐
Start looking for accommodation (at least 3 months before arrival)	- ask company for support - search independently via: eBay Kleinanzeigen, Immowelt, Immoscout24, Übernachten - Grafschaft Bentheim, etc. - shared flats are recommended	☐
other	- Credit card linked to home country account - Bring enough cash (Euros) - Prepare recent passport photos - Book flight only after visa approval - Take out an incoming insurance for the period between arrival and start of work - Book train from airport to destination - Sign and return rental agreement	☐





After the arrival		
To do	details	done
Move into apartment	- Pay deposit and first rent (check if company covers and settles later) - Obtain landlord confirmation - Put name on mailbox	☐
Register at Citizens' Office	Within 14 days after moving in (preferably the day after arrival) - Bring ID/passport and landlord confirmation - Make an appointment at a bank (Sparkasse Grafschaft Bentheim or Grafschafter Volksbank recommended)	☐
Health insurance, liability & health	- Choose and register with statutory health insurance (recommendation: AOK Niedersachsen) - Take out private liability insurance - Register with a GP - Register with a dentist	☐
Open bank account	- Bring the following documents to the appointment: • Registration certificate (from Citizens' Office) • Tax ID (if already available; can be submitted later) • ID/passport	☐
Get SIM card	- German mobile number for accessibility and official contacts Recommendation: prepaid SIM (e.g., Aldi, Lidl)	☐
Get a bicycle	- In Grafschaft Bentheim, cycling is convenient. Used bikes can be found on eBay Kleinanzeigen.	☐
Foreigners' Office (for non-German nationality)	- Make appointment by email - Confirm residence permit - Bring all documents (employment contract, registration certificate, etc.) - Fee approx. €100	☐
If renting an apartment (not a shared flat)	- Register for gas (heating) - Register for electricity - Sign internet contract - Register for broadcasting fee	☐

Additional information:

 Important documents are sent by post in Germany (e.g., documents from the immigration office, residence permit, health insurance card, tax ID, bank card). Therefore, it is important to keep a folder for these documents and not throw anything away. It is highly advisable to check the mailbox once a day.



📺 A broadcasting fee is charged for every apartment. In shared flats, costs are usually split. However, if you live alone, you must pay it yourself. More information can be found [here](#).

🚌 If you use buses and trains frequently, the Deutschlandticket for €63/month is worth it. It allows you to use all regional transport. Note: IC and ICE are not included. More information can be found [here](#).

🏠 In Germany, proper heating and ventilation are essential, especially in winter. You can learn how to do this correctly from your landlord or flatmates. General information can be found [here](#).

🌐 The „[Integreat App](#)“ is a portal with lots of important information about arriving in Germany. It is recommended to install it on your smartphone. The app is available in many languages for iOS and Android.

♻️ Waste separation: Properly separating waste is very important in Germany. More information [here](#).