

MAX-PLANCK-INSTITUT FÜR PHYSIK KOMPLEXER SYSTEME

- How to make your way through German bureaucracy -

REGISTRATION OFFICE (MELDESTELLE):

Address: Ortsamt Altstadt, Theaterstraße 11, 01067 Dresden

Here you have to register as an inhabitant of Dresden within 2 weeks time after your arrival, provided you stay longer than 3 months.

Usually, you register for the institute's address first and as soon as you found an apartment, you change your registration to the new address.

Opening hours:

Monday, Tuesday, Thursday, Friday	08:00 - 20:00 hs.
Wednesday	14:00 - 20:00 hs.
Saturday	08:00 - 13:00 hs.

The following documents are required:

- passport
- invitation letter of the MPIPKS
- a completed registration form (form available at the Visitors Program)
- rent contract (if available) or confirmation letter for accommodation at the MPIPKS guest houses

FOREIGNERS OFFICE (AUSLÄNDERAMT):

Address: Theaterstraße 13, 01067 Dresden

You have to apply for a residence permit if the duration of your stay exceeds the validity of your visa.

Immediately after your arrival, please contact the Foreigners Office for an appointment in order to apply for your residence permit:

- preferable option: online contact form available at the website
http://www.dresden.de/en/02/anliegen/Foreigners_Service_Office.php
- e-mail to termin.auslaenderbehoerde@dresden.de
including last name, first name, date of birth and request
- fax to 0351-488 99 6493
including last name, first name, date of birth and request
- personal contact at the Service-Point
→ for appointments and emergencies (e.g. loss of passport) only!
Theaterstrasse 13, first floor, room 152
Tuesday and Thursday 8-12 a.m. and 2-6 p.m., Friday 8-12 a.m.

The Foreigners Office guarantees reply within 48 hours.

They suggest an appointment and inform you about the documents required for your residence permit application.

BANK ACCOUNT:

To open a bank account, you are free to choose from a great variety of banks in Dresden.

OSTSÄCHSISCHE SPARKASSE DRESDEN is one of the closest to MPIPKS and can be found on the campus of the Technical University Dresden.

Address: Weißbachstraße 2 (corner Mommsenstraße)

Opening hours:

Monday	09:00 - 13:00 and 14:00 - 18.00 hs.
Tuesday	09:00 - 13:00 and 14:00 - 18.00 hs.
Wednesday	09:00 - 13:00 hs.
Thursday	09:00 - 13:00 and 14:00 - 18.00 hs.
Friday	09:00 - 13:00 and 14.00 - 15.00 hs.

The following documents are required:

- passport
- confirmation of registration (from Registration Office - Meldestelle)

For further information or solutions please contact:
Katrin Lantsch, Mandy Lochar, Claudia Pönisch or Sofja Roscina (rooms 2A5 and 2A7).
