



Dear Colleagues and Guests,

We would like to welcome you to the Max Delbrück Center for Molecular Medicine in Berlin-Buch. We hope you enjoy your stay here, feel welcome, and have a successful time.

To make your start as comfortable as possible, here is some information on what to do upon your arrival:

1. MDC Registration

Please ask the research group you will work in if you will get a contract of employment or a guest registration.

Mrs. Sylvia Sibilak is your contact person of the personnel department.
(Max-Delbrück-House, Building 31.1, room 4029 on the 4th floor,
phone: 94 06 33 49, every day between 7.30 a. m. and 04.00 p.m.,
e-mail: sibilak@mdc-berlin.de).

She can assist you in completing the guest registration form or in fixing a date for signing the contract.

Mrs. Sibilak will show you around and help you register at all important departments of the MDC, get a MDC Card (that gives access to the necessary entries), an e-mail account, a Mensa-Card (can be used instead of money at the Campus Cafeteria), etc.

2. Official Registration in Germany

You must go to the residents' registration office (Einwohnermeldeamt) to obtain a Berlin registration "Anmeldebestätigung" (proof of residence). Mrs. Sibilak will provide you with the necessary form and help you to find the nearest office.



3. Bank account

You will need your Berlin registration and your passport to open a bank account. The nearest bank to the MDC-Campus is the „Sparkasse Berlin“, Wiltbergstraße 5, next to the S-Bahn-Station Buch.

4. Health insurance

During your stay in Germany, you are required to carry health insurance. Sylvia Sibilak and Bianca Blödown (building 84, 2nd floor, room 1213, phone 2468) of the personnel department will assist you in finding the most suitable insurance company for you and your family immediately after arrival or after signing the contract.



5. Residence Permit

All guests staying here for less than 3 months who have a visa valid for that period do not need to apply for a residence permit in Germany.

Those who are going to stay longer than 3 months or who have a visa expiring before their return must obtain a residence permit. To apply for a residence permit, you will need your passport, a copy of your health insurance, a biometric passport photograph, and a confirmation of the MDC. The address of the Foreigners' Registration Office (Ausländerbehörde) in Berlin is: Friedrich-Krause-Ufer 24 in Berlin-Wedding. As you are not required to appear in person, we can offer to arrange everything with the foreigners' office for you. Please contact Sylvia Sibilak again to get the application form for a Residence Permit and further assistance.

6. Public Transportation

To reach the MDC, take the S-Bahn line S2 to "Buch" and then the Bus 353 to the last stop (Campus Buch).

You can buy single-fare tickets for € 2.60 (one-way good for 2 hours). Day-Tickets (Tageskarte) are valid on Berlin local transportation services (e.g. buses, S-Bahn, U-Bahn, tram) until 3 a.m. the day after stamping and cost € 6,70. For more details look at www.bvg.de, some parts are available in English.

6. Income Tax Cards, accommodations, and other issues

All colleagues who are employed by contract will have to pay taxes. Based on the Tax ID the tax offices submit all relevant data to MDC online. To change or update your tax details like child relief you have to contact the responsible tax office yourself.

For further help with questions regarding accommodations, German authorities, schools, kindergartens, driving licences, etc. please do not hesitate to ask Mrs. Sibilak.

7. Further information and help

The MDC homepage offers a detailed [guide](#) with a lot of useful information about the MDC and daily life in Berlin. Please click here for [MDC Internet](#) or [MDC Intranet](#).

Additionally, the secretary of your research group is available to help address questions and problems that may arise.

