



Administration Package

We provide our support to your new employees when starting work in Germany. In a Teams briefing, we explain in advance which documents are required in Germany, discuss the timeline and all steps.

We accompany your new employees to appointments with the immigration and registration authorities and the banks. We also take into account all aspects of immigration law, tax law and social security law.

We offer 4 administration packages, which differ according to origin (EU or Non-EU member) and marital status.

		Single EU	Family EU	Single Non-EU	Family Non-EU
Start	Teams Briefing	+	+	+	+
	Check list required documents	+	+	+	+
	Orientation folder	+	+	+	+
Residence and work permit	Preparation of the application for a residence permit			+	+
	Appointment with and accompaniment to immigration office for application of residence permit			+	+
	Appointment and accompaniment to pick up the residence title			+	+
Residence and driving license	Appointment with and accompaniment to register temporary residence at registration office	+	+	+	+
	Appointment with and accompaniment to register permanent residence at registration office	+	+	+	+
	Appointment and accompaniment to licensing authorities for driving license transfer			+	+
Bank	Application for debit and credit card, accompaniment to appointment	+	+	+	+
Insurances	Application for health insurance	+	+	+	+
	Assistance in finding other insurances	+	+	+	+
Registration	Broadcast fees	+	+	+	+
	Change of address service	+	+	+	+
Services	Amendment of tax class		+		+
	Application child benefit		+		+
	Support in finding kindergarten, school, day care center		+		+
HR Support	Information on expected tax class	+	+	+	+
	Health insurance membership certificate	+	+	+	+
	Social security number	+	+	+	+