



Administration Package

We support your new employees in starting work in Germany. In a 30-minute zoom briefing, we explain in advance which documents are required in Germany, discuss the timeline and all necessary steps.

On site, we accompany your new employees to appointments with authorities and banks.

All aspects of immigration law, tax law and social security law are considered.

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

		EU Single	EU Family	Non- EU Single	Non- EU Family
Start	Zoom Briefing	+	+	+	+
	Check list required documents	+	+	+	+
	Orientation folder	+	+	+	+
Residence and work permit	Preparation of the application for a residence permit			+	+
	Appointment and accompaniment to the immigration office to apply for the residence permit			+	+
	Appointment and accompaniment to pick up the residence title			+	+
Residence and drivers' license	Appointment and accompaniment to the registration office for temporary residence	+	+	+	+
	Appointment and accompaniment to the registration office for final residence	+	+	+	+
	Appointment and accompaniment to the traffic authority for driver's license transfer			+	+
Bank	Application for debit and credit card, accompaniment to appointment	+	+	+	+
Insurances	Application health insurance	+	+	+	+
	Assistance in finding other insurances	+	+	+	+
Registration	Broadcasting fees	+	+	+	+
	Address change service	+	+	+	+
Services	Changing tax class		+		+
	Application child benefit		+		+
	Support in finding kindergarten, school, day care center		+		+
HR Support	Information about expected tax class	+	+	+	+
	Membership certificate health insurance	+	+	+	+
	Social security number	+	+	+	+