

Planning your relocation to Passau





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Visa and entry regulations

Immigration regulations in Germany are complex and you may need to jump through a few bureaucratic hoops to live and work in Passau. The website of the Federal Foreign Office offers answers to all questions you may have about entering Germany: www.auswaertiges-amt.de/en. All important information and forms can be found in the [Entry & Residence](#) section.

What is a visa?

A visa permits one to legally enter a country. The European Community has abolished the visa requirement for certain countries for visits up to 90 days in a 180-day period.

You will either need a Schengen visa (short-term—up to 90 days), a national visa (long-term stay—longer than 90 days) or a research visa (simultaneously issued with a residence permit for research purposes) to enter the Federal Republic of Germany.

Who needs a visa?

A visa is required depending on your country of origin, the duration and the

purpose of the planned visit. Are you interested whether or not you need a visa to enter Germany? The website of the Federal Foreign Office provides an [overview of visa requirements/exemptions for entry into the Federal Republic of Germany](#).



Please note

The 'Schengen visa' cannot be extended. If you are planning to conduct research, work or live in Passau for more than 90 days, you must apply for a national visa or a research visa before travelling to Germany.

However, if your visit is longer than 90 days, if it is for work purpose and/or you are a citizen of a country for which the European Community has not abolished the visa requirement, you will need a national visa to enter the Federal Republic of Germany.

The national visa also entitles the holder to take up gainful employment. If you have an employment contract with the University of Passau and are enrolled to pursue doctoral studies, you should ap-

ply for a research visa. Also get informed about the EU Blue Card.

Visa-free entry

As a rule, citizens of the European Union (EU) and the European Economic Area (EEA) are entitled to freedom of movement, thus, do not require a visa to enter Germany. You must have a valid passport or national ID Card for entry, residency and work. Are you staying longer than 90 days in Germany? Then you have to register your residence at the Immigrations office in Passau ('Ausländeramt Passau').

Address

Stadt Passau, Rathaus Altes Zollamt
Rathausplatz 1
94032 Passau

After the registration, citizens of the EU and EEA enjoy employee's freedom of movement. Thus, they do not require a permit to take up employment (there is a restriction for citizens of Romania and Bulgaria).



Please note

Some third country nationals can enter Germany without a visa; they then must apply for a German residence permit prior to gaining employment. Take into account that in Passau, the processing time of an application for a residence permit takes 4 to 6 weeks.

If you want to obtain employment immediately after entering Germany prior to being entitled with a German residence permit, then you must apply for a national visa or a research visa at your current country of residence.



Read more

www.auswaertiges-amt.de/en
> [Entry & Residence](#)
> [Visa regulations](#)

Visa application procedure

Step 1

Collect information about which documents you will need to present early on.

Step 2

Arrange your appointment at a German Embassy as early as possible.

Step 3

Gather all documents and fill in the visa application form.

Checklist for your visa application

- ▶ Valid passport (issued within the last 10 years and with at least 3 months validity left after the planned date of departure from Passau)
- ▶ Application form
- ▶ Biometric passport photos
- ▶ Proof of financial means of at least 853 euros per month (e.g. confirmation of scholarship, blocked bank account or employment contract)
- ▶ German health insurance
- ▶ Proof of accommodation for the entire stay in Passau (if applicable)
- ▶ Employment contract (if applicable)
- ▶ Proof of enrolment as a doctoral researcher (if applicable)
- ▶ Proof of civil status (marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable)
- ▶ Visa fee



Websites

Federal Foreign Office
www.auswaertiges-amt.de/en
German Academic Exchange Service
www.daad.de/en
Federal Office for Migration and Refugees
www.bamf.de/EN



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Finding accommodation

Passau is a university town and it is normal to spend 40% of one's monthly salary or stipend on rent. Therefore, we recommend you to start looking for accommodation in good time; a good rule of thumb is to start at least three months before you plan to move in. The University of Passau does not have guest houses for international visiting researchers. For a transitional phase, you could live in a hotel or boarding house.

As a rule, apartments in Germany are not necessarily furnished and may not even have a kitchen installed. Fully furnished accommodations are more expensive than unfurnished ones. Fully furnished apartments are available mostly for short-term rent and are usually quite small. Depending on which type of accommodation you prefer, the monthly rental costs are between €320 to €650 (€9–€14 per square metre; may be subject to change and rise in the next few years.) and upwards.

Landlords usually require a deposit of three months' rent when you move in, which will be returned to you at the end of the rental period, assuming you leave

your accommodation in a good condition.

Since it can be difficult to find accommodation from abroad, the Welcome Centre is more than happy to advise and support you. Please register with the Welcome Centre via our online form and tell us the most important details of your stay, e.g. the duration of your stay, the date of arrival, what type of accommodation you prefer and your maximum monthly budget you would like to spend on accommodation. We will do our best to find an accommodation that suits your needs.

You will usually not have to rent your room through an estate agent, some may charge a commission of one or two months' rent. However, since June 2015, they can only legally charge the person who instructed them to look for accommodation. If you rent directly from a landlord, you usually will not have to pay any additional fees or commission. We recommend you to check very carefully what costs are involved before signing the lease or rental contract.

You should also look for accommodation by yourself. If you find accommoda-

tion on your own, we are glad to support you if you have questions regarding the rental contract. As most rental contracts will be in German and the rental conditions may differ from the ones in your country of origin, we are here to explain the important components of the rental contract.

If you already are in Passau, you can search the notice boards on campus (Philosophicum, Faculty of Business Administration and Economics, Refectory) or visit the Student Services Association's accommodation office. The Wednesday and Saturday editions of the local newspaper 'Passauer Neue Presse' (PNP) have an extensive accommodation section, which can be found online at www.immobilien.pnp.de.

Hotels, guest houses and holiday apartments in Passau

On its website, the Tourism Office of the city of Passau offers an overview of short-term accommodation options. The information is available in German, English and French. If you are interested in a particular accommodation, please let us know. We will gladly book it for you.



Passau Tourism

<https://tourism.passau.de/>



Websites

www.wg-gesucht.de/en
www.studenten-wg.de
www.immobilienscout24.de
www.immowelt.de
www.immobilo.de
www.immonet.de
www.wohnungsmarkt24.de
www.immomarkt.com
www.immobilien.pnp.de



Photo: colourbox.de



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Abbreviation	German	English
1ZBB	1 Zimmer, 1 Bad & Balkon	1 room, 1 bathroom & balcony
1ZKBB	1 Zimmer, Küche, Bad & Balkon	1 room, kitchen, bathroom, & balcony
1ZKBT	1 Zimmer, Küche, Bad & Terrasse	1 room, kitchen, bathroom & terrace
1ZKDB	1 Zimmer, Küche, Diele & Bad	1 room, kitchen, entrance & bathroom
AB	Altbau	old building
AAP	Auto-Abstell-Platz	parking place
AK	Abstellkammer	storeroom
AR	Abstellraum	storeroom
AWC	Außen-WC	WC outside
B	Bad	bathroom
BK	Betriebskosten; Balkon	either running costs (maintenance man, cleaning, lightening of common space, lift) or balcony
BKVZ	Betriebskostenvorauszahlung	payment in advance of running costs
BLK	Balkon	balcony
D	Dusche	shower
DB	Duschbad	shower bath
DG	Dachgeschoss	attic
DHH	Doppelhaushälfte	semi-detached house
DT	Dachterrasse	rooftop terrace
EB	Erstbezug	first time use

EBK	Einbauküche	fitted kitchen
EFH	Einfamilienhaus	one-family house
EG	Erdgeschoss	ground floor
E-Schr.	Einbauschrank	fitted cupboard
ETW	Eigentumswohnung	owner-occupied apartment
FBH	Fußbodenheizung	floor heating
FH/FMH	Familienhaus	detached house (for one family)
FP	Fixpreis	fixed price
FW	Fernwärme	district heating
GE	Geschäftseinheit	business unit
gepf.	gepflegt	well-kept
GK	Glaskeramikherd	ceramic stove top
GS	Geschirrspüler	dishwasher
GWC	Gäste WC	visitor WC
HK	Heizkosten	heating costs
HMS	Hausmeisterservice	caretaker service
HMV	Hauptmieter-Vertrag	contract for the main tenant
HP	Hochparterre	raised ground floor
HT	Haustier	pet
HH, HTH	Hinterhaus	rear building
HWR	Hauswirtschaftsraum	utility room
KDB	Küche, Diele, Bad	kitchen, hallway, bathroom
KM	Kaltmiete	rent excluding utilities & running costs
KN, KoNi	Kochnische	kitchenette
KP	Kaufpreis	purchase price
KR	Kellerraum	cellar room
KT	Kaution	security deposit
L	Lift	lift
Lam.	Laminat	laminated flooring
m. F.	mit Fenster	with window
MFH	Mehrfamilienhaus	apartment building
MKM	Monatskaltmiete	monthly rent excluding utilities & running costs
MM	Monatsmiete	monthly rent
mtl.	monatlich	monthly
NB	Neubau	new building
NK	Nebenkosten	utilities and running costs
NKM	Nettokaltmiete	basic rent
NM	Nachmieter	next tenant
NR	Nichtraucher	non-smoker
NSP	Nachtspeicherheizung	night storage heater
O	Ofenheizung	stove heating
OG	Obergeschoss	upper floor

OH	Ofenheizung	stove heating
P	Parkplatz	parking place
PP	Parkplatz	parking place
RH	Reihenhaus	terraced house
REH	Reihenendhaus	semi-detached house
RMH	Reihenmittelhaus	mid-terrace town house
SP	Stellplatz	parking place
SPK	Speisekammer	pantry
SW	Ausrichtung nach Südwesten	orientation to the southwest
SZ	Schlafzimmer	bedroom
TB	Tageslichtbad	bathroom with natural light
TeBo	Teppichboden	carpeted floor
TG	Tiefgarage	underground car park
TGL	Tageslicht	natural light
TLB	Tageslichtbad	bathroom with natural light
VB	Verhandlungsbasis	basis for negotiation
VZ	Vorzimmer/Vorauszahlung	either anteroom or advance payment
WB	Wannenbad	bathtub
WE	Wohneinheit	accommodation unit
WEP	Wochenendpendler	weekend commuters
Wfl	Wohnfläche	living space (in square metres)
WG	Wohngemeinschaft; Wintergarten	shared apartment or conservatory
Whg	Wohnung	apartment
WM	Warmmiete	rent including running costs, heating & water
WM-Anschl.	Waschmaschinenanschluss	washing machine connection
WWB	Warmwasserbereitstellung	provision of warm water
ZH	Zentralheizung	central heating
Zi.	Zimmer	room/number of rooms
ZKB	Zimmer, Küche und Bad	room, kitchen and bathroom
ZKD	Zimmer, Küche und Dusche	room, kitchen and shower



Read more

www.euraxess.de/en

> Services > Incoming

> Accommodation





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Things worth knowing in advance

Pets

Please get your landlord's written permission if you wish to keep a pet as they might not be allowed in your apartment.

Hosting friends or family members

Are friends or family visiting you during your stay in Passau? Make sure to get permission from your landlord. Please do not assume that your guests can stay with you without asking first.

Subletting—'Untervermietung'

Subletting is often prohibited in rental agreements between the owner and the tenant. However, provided it is allowed, the tenant can charge the subtenant rent.

House rules—'Hausordnung'

Usually, house rules include: respecting the stipulated quiet hours, looking after communal areas such as corridors, cellar, garage, use of washing machine etc. They are usually stated in the rental contract.

Caretaker—'Hausmeister'

The caretaker is the person to contact if a key is lost or minor repairs are needed.

Accommodation inspection when moving out—'Wohnungsabnahme'

Usually, the landlord requests a deposit in the amount of up to three monthly instalments. The money should be repaid to you when you move out. The deposit is used to repair damages caused to the apartment by you. When you move out, the landlord will deduct the cost of any necessary repairs from the deposit and pay back the remaining amount. Please look at the exact rules in your contract. If you have left the flat in good condition, the whole amount should be transferred back in full.

Before you move in, you should make an appointment with the landlord and take a close look at the apartment together. Let them note down all defects in a list (handover certificate), so that you won't be accused of damages you did not cause. The handover certificate will be signed by the landlord and you; one copy will remain in your possession.

Number of persons living in one apartment

It is unusual to share a single-room apartment with another person and your landlord might even prohibit living there with more people.

Terminating your rental contract—'Kündigung'

Most rental contracts in Germany do not have an end date. Please check your rental contract for the notice period—for many contracts must give notice of termination three to six months in advance. If you move out before the end of the con-

tract period, you have to continue paying rent until the end of the notice period.

Additional costs related to accommodation—'Nebenkosten'

Electricity, gas and water

Electricity, gas and water can be obtained via Stadtwerke Passau, the local public utility company. Please sign up and unsubscribe when moving in or out. This is conveniently done online at www.stadtwerke-passau.de

Licence fee—'Der Rundfunkbeitrag'

In Germany, every household has to pay a fee for public service broadcasting ('Rundfunkbeitrag'). The rule is simple: one fee for every unit of accommodation, which includes flats, apartments or rooms in a hall of residence. The licence fee is not linked to a broadcasting device: it is irrelevant how many TVs, radios or computers there are in your accommodation.

The German public service broadcasting offers independent information and is financed by the licence fee (Rundfunkbeitrag). Did you receive a letter from the Beitragsservice and were unsure what to do?

Registration steps for the licence fee

There is a simple rule: whether you live alone or in a shared flat, you pay one fee of €17.50. Is someone paying the licence fee for your accommodation already?

Yes: you have to report the name and licence fee number of the person paying

No: please register here: www.rundfunkbeitrag.de



At a glance: documents you should bring with you

If you and your family are moving to Germany temporarily, we recommend you to bring certified copies and originals of the following documents (including certified translations if applicable) with you in order to facilitate the completion of the bureaucratic steps necessary upon your arrival.

Passport/ID—issued within the last ten years and with at least three months validity left after the planned date of departure from Passau.

Biometric passport pictures—required for visa or residence permit applications. It is advisable to bring along four to six passport pictures of you and the family members travelling with you. Of course, you can have pictures taken in Passau, too.

Visa—Submit your visa application as early as possible, since the process takes at least four to six weeks, and sometimes even longer than a year.

Credit/debit card—For your first days in Germany, you may need an international credit/debit card to withdraw money—make sure it will work in Germany. Otherwise, make sure you have enough cash to cover your expenses during your first few days in Passau (i.e. until you are able to open a local bank account).

Birth certificate—sometimes required to register with the Immigrations Office in Passau, also required for the family members accompanying you.

Marriage certificate—required to register with the Immigrations Office, also required for your spouse's residence permit (If applicable).

Proof of funding for your stay—required for visa or residence permit applications (e.g. employment contract, salary slip, scholarship certificate).

Written confirmation from a professor that he/she is willing to supervise your thesis project. This is required for visa or residence permit applications and when you enrol as a doctoral student.

University entrance qualification (original copy and certified English/German translation if applicable). This is required for enrolling as a doctoral student or when signing an employment contract.

Degree certificates (original copies and certified English/German translations if applicable). This is required for enrolling as a doctoral student or when signing an employment contract.

Proof of admission to doctoral study—required when applying for a visa or residence permit.

(Travel) health insurance certificate—required when applying for a visa or residence permit.

Copy of your medical records—sometimes required by health insurance companies.

International certificate of vaccination or prophylaxis—you can find a list of vaccines that are required to enter Germany on the World Health Organization [web-site](#). Talk to your doctor in your home country and get vaccinated at least four to six weeks before departure, if required. Some vaccines require more than one dose, make sure there is enough time for you to get them before you travel to Germany. Once in Passau, we recommend you to get a vaccination against TBE (in German: FSME), a disease transmitted by ticks.

International driving permit—the driving licence from your home country will be valid for six months. Afterwards you will need to convert it into a German licence.

Recognition of foreign qualifications and documents

The Recognition Act entitles foreign skilled professionals to have their vocational qualifications assessed. With a standardised and transparent procedure, the Recognition Act provides the basis for establishing the equivalence of a foreign qualification with the corresponding German profession.

The [Skilled Immigration Act](#), which has been in force since 1 March 2020, makes entry and residence easier and quicker for employment as a skilled worker from third countries. The precondition for skilled workers from third countries is the recognition of foreign qualification by the relevant authority in Germany and the possession of an employment contract or a specific job offer.

The online portal [Recognition in Germany](#) offers information and advisory services in English, German, Italian, Polish, Romanian, Spanish and Turkish. Use the online [Recognition Finder](#) tool to get in touch with the appropriate authorities and to check whether your professional qualification can be recognised in Germany.

Here is an overview of the [recognition procedure](#)



Step 1—Entry

With a [Quick Check](#) at the website [Make-it-in-germany.com](#), you can find out what the requirements for living and working in Germany are.



Step 2—Finder

Using the [Recognition Finder](#), you can find out whether an of-

ficial recognition of your foreign qualifications is a requirement.



Step 3—Advice

The recognition of your professional or vocational qualifications will cost between €200–€600. From Monday to Friday between 8 a.m. and 4 p.m. CET, the Working and Living in Germany Hot-line is available under the telephone number +49 30 1815 1111.



Step 4—Application

In this step, you will need to provide documentary evidence of your professional or vocational qualification together with the recognition application and other documents.



Step 5—Examination

After you submit all the required documentation, the responsible authority will check your application within 3 months.



Step 6—Notice

Finally, you will receive a ‘certificate of recognition’. The results of the recognition process are either ‘No recognition’, ‘Partial recognition’ or ‘Full recognition’. Time to get that job!



Read more

[www.make-it-in-germany.com](#)
Recognition in Germany—Homepage
> Professional Recognition
> [Recognition procedure](#)





Photo: colourbox.de

Planning your trip from Munich to Passau

Passau is about 2.5 hours away from Munich Airport. For travelling between Munich Airport and Passau, you can use the so-called Bayern-Ticket which is valid for the bus (635) and for the trains (RE, S1). The Bayern-Ticket is cheaper if purchased at the ticket-machine located in the central area of the airport ('Zentralbereich') or you can book it in advance and check out your itinerary from the German rail website, www.bahn.de.

'Bayern-Ticket'—Bavaria ticket

This ticket is valid for as many journeys as you want in Bavaria during its period of validity and up to 5 people. Your ticket is valid from Monday to Friday from 9 a.m. to 3 a.m. of the following day. On Saturday, Sunday, national and Bavarian holidays, it is valid from midnight to 3 a.m. of the following day. Before your departure,

make sure to enter your full name and that of each traveller.

'Bayern-Ticket Nacht' (the night-time version)

This ticket is valid on Sunday to Thursday from 6 p.m. to 6 a.m. of the next day. On Friday, Saturday and the day before national and Bavarian holidays, it is valid from 6 p.m. to 7 a.m. Before your departure, make sure to enter your full name and that of each traveller.

Number of passengers	Ticket, 2nd class	Night ticket, 2nd class
1 person	€26	€24
2 people	€34	€29
3 people	€42	€34
4 people	€50	€39
5 people	€58	€44

(This information is subject to change from year to year)

The DB Navigator app

With the DB Navigator app, you have all the information about your journey at your fingertips. The DB Navigator app is free and allows you to plan a trip, purchase tickets, display them directly and easily in the app and Check-in.

Helpful additional information such as price, platform section, time of departure and arrival, duration of a selected route or even delays is provided. Various filters help you to identify the best route for your specific requirements and preferences quickly.

The payment options to purchase your ticket securely are by credit card, PayPal, SEPA direct debit, Online Bank Transfer or paydirekt.

Using the app to plan your trip to Passau

Find the connection you want on your DB Navigator app. Your ticket from Munich Airport T to Passau Hbf (Hbf = central station—'Hauptbahnhof') can be booked shortly before travel.

For your journey from Munich Airport T to Passau Hbf, you will have to change trains at least once.

An example for you:

Here you would board the Regional-Express (RE) 57916 towards Regensburg Hbf on platform 2 and get off the train in Landshut (Bay) Hbf. The RE 4066 towards Passau arrives 14 minutes later and you would arrive in Passau at 12:39 p.m. on platform 6.

