

Dear students,

We are pleased that you have chosen to study in Kiel and warmly welcome you to your new home!

As a welcome gesture, you will receive a **welcome payment** to the amount of **€100**, under certain conditions.

We would like to point out that, in accordance with Section 17 of the Bundesmeldegesetz (Federal Registration Act), you are obliged to register with the residential registry office (Meldebehörde) within **two weeks** of moving into a flat in Kiel. Registering here is free; a second home tax may be due in the event that you are registering as a secondary residence.

You may apply for the welcome payment if you meet the following requirements:

- you have registered at Kiel University (CAU), Kiel University of Applied Sciences (Fachhochschule), the Muthesius University of Fine Arts and Design (Muthesius Kunsthochschule) or the Wirtschaftsakademie (WAK).
- you did not move to Kiel more than three months before starting your studies.
- you confirm that you will be registered with Kiel as your **main residence** or sole place of residence from the time of registration until the following 31 March continuously.

The guidelines, more details on the current place where the payments are made and the opening times can be found on our website under www.kiel.de/begrueessungsgeld.

The application for the welcome payment must be filled out, signed and submitted when registering. We also require:

- a valid form of ID
- a valid certificate of student status, which also shows when your studies started/will start in Kiel
- confirmation of residency from your landlord/property manager

If there are any concerns regarding the application's legality, if applications are made too late, if the residence in Kiel is given up before 31 March of the following year or if the main residence changes several times, the payment may be denied. We would be happy to provide advice on any of these issues, but would like to inform you that a late registration is an administrative offence which you can be prosecuted for.

If you register at the Rathaus (City Hall) in person, you will receive a €100 payment card, which you can then cash in on site. If you send your application by post, you will receive this payment card when you have your address details in your ID card changed at our offices in the Rathaus.

Special offer:

If you register in person between 8 October and 2 November 2018 in the Studiale of the Förde Sparkasse on the CAU campus, Westring 389, the money will be transferred directly to your bank account.

Appointments can be made: Mon - Fri 8am-12pm and Mon + Tue 1-4pm, Thur 1-6pm.

Warm regards,

The Citizens Registration and Public Order Office for the City of Kiel
Einwohnermeldeamt (residents' registration office)
Rathaus, Fleethörn 9, 24103 Kiel
[buenger- und ordnungsamt@kiel.de](mailto:buenger-undordnungsamt@kiel.de)



Application for the welcome payment

for students, apprentices,
vocational students and technical college students

Surname First name(s)

Date and place of birth

Address Postcode Kiel

Registered at the CAU
 FH Kiel
 WAK
 Muthesius Kunsthochschule since

or: Vocational training
 Vocational school
 Technical college since

I hereby apply for the €100 welcome payment.

My main residence / sole place of residence is Kiel and I have started /will start my degree, apprenticeship or vocational school/technical college placement no later than three months after moving to Kiel. I have not received this payment before in Kiel. I confirm that I will be registered with my main or sole place of residence in Kiel by 31 March.

Kiel,
Date

.....
Signature

10.3.21
(Date)

Payment card issued; confirmation of receipt:

Transfer order issued; confirmation of receipt:

 Application rejected because