

WELCOME CENTRE

GÖTTINGEN CAMPUS AND THE
SÜDNIEDERSACHSEN REGION



THE WELCOME CENTRE'S SERVICES

Product and Price Overview

applicable from 1 December 2020

FOREWORD



Dear Sir/Madam,

The *Welcome Centre for Göttingen Campus and the southern region of Lower Saxony* is the first port of call for your incoming new qualified professionals and managers. We provide information, support and help to companies and national as well as international incomers with regard to all formalities related to their arrival and stay in the region and any questions they may have. We want to make it as easy as possible for qualified professionals and managers who arrive here to settle in and hope that they will make Southern Lower Saxony their home for a long time to come. With our help, they'll soon feel at home in Southern Lower Saxony.

Not only your new employees but also you as an employer will benefit greatly from our services: you can focus on inducting your new qualified professionals and managers into your company – we look after the paperwork and communication with the local government offices. Our price and product structure offers you complete flexibility in this respect: whether you are a small company or a global player – all businesses can choose their own individual bundle of services. Our offer includes numerous tailor-made individual services, themed units and "full-service" solutions as well as flexible one-on-one consultations.

Let us impress you with our outstanding services and their exceptional quality – the choice is yours!

Yours sincerely,



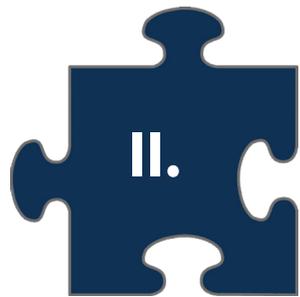
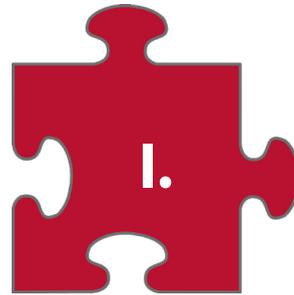
Dr Tim Schneider

Managing Director SüdniedersachsenStiftung

PRODUCT AND PRICE STRUCTURE*

INDIVIDUAL SERVICES

If you'd prefer complete flexibility, you can choose from an offer of 24 individual services in total: from a welcome parcel or driving licence exchange to help with finding suitable housing – we offer you comprehensive support that meets a wide range of different requirements.

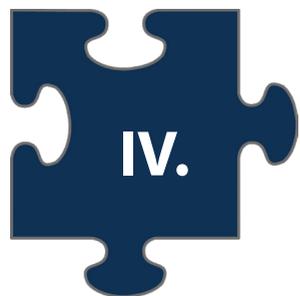
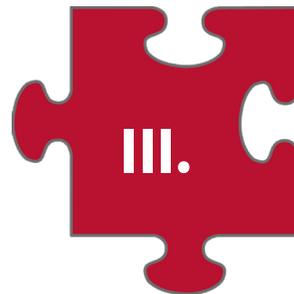


UNITS

Our seven themed units cover various key issues which, once resolved, make it easier to settle in Southern Lower Saxony. We have bundled the various individual services for you in a compact format. The units therefore offer you a balanced mix of flexibility and comprehensive solution.

BUNDLES

Do you need a "full-service" offer? We offer two alternatives, "International" and "National": both bundles consist of individual units and cover a wide range of individual services, and therefore provide you with a comprehensive overall solution.



PERSONALISED ADVICE

The needs of incoming employees are as diverse as Southern Lower Saxony itself: you can flexibly book an additional one-on-one consultation at any time. We can then easily discuss your particular and personal needs and requirements explicitly within the scope of our relocation service.

I. INDIVIDUAL SERVICES

You can mix and match the individual services in any way you like to meet the specific needs of your new employees.

No.	Description of individual service	Price in EUR
1.	Registration with the local residents' registration office	90.00
2.	Registration with the local residents' registration office (as authorised representative)	45.00
3.	Work and residence permit	315.00
4.	Bank account	135.00
5.	Parental allowance	180.00
6.	Driving licence exchange (international)	90.00
7.	Car registration and charge registration	135.00
8.	Childcare (international)	360.00
9.	Childcare (national)	225.00
10.	Child benefit	90.00
11.	Health insurance	90.00
12.	Look and see trip / orientation tour	135.00
13.	Subsequent family reunification (international)	360.00
14.	Orientation talk	90.00
15.	School (international)	180.00
16.	School (national)	90.00
17.	Tax ID No.	45.00
18.	Tax class change	90.00
19.	Visa	360.00
20.	Visa (fast track procedure for skilled workers)	360.00*
21.	Accommodation (permanent)	630.00
22.	Accommodation (temporary)	135.00
23.	Welcome package	50.00
24.	Welcome folder	**

*No additional charges are made for the new employee's spouse, provided they are relocating to Southern Lower Saxony at the same time, when the respective service is booked.

*Excluding the fees due to the foreign national and citizenship office.

**Included at no extra charge with various individual services, units and bundles.

1.

REGISTRATION WITH THE LOCAL RESIDENTS' REGISTRATION OFFICE

As soon as your employees relocate to the region, they are required to register with the local residents' registration office within a fortnight after their arrival at their new address. Incomers usually have to register at the office in person. We help them with the registration and accompany them to their local office.

Price: EUR 90.00

REGISTRATION WITH THE LOCAL RESIDENTS' REGISTRATION OFFICE (AS AUTHORISED REPRESENTATIVE)

As soon as your employees relocate to the region, they are required to register with the local residents' registration office within a fortnight after their arrival at their new address. Provided it is possible to complete this registration for them as an authorised representative, our guides will be happy to deal with the entire registration process at the local residents' registration or citizens' office.

2.

Price: EUR 45.00

3.

WORK AND RESIDENCE PERMIT

One of the top priorities on the agenda of incomers from abroad is registering with the foreign national and citizenship office. Our consultants help your new employees with the preliminary paperwork, application and collection of their work and residence permit. Our guides will also be happy to provide information about language and integration courses for accompanying spouses.

Price: EUR 315.00

4.

Price: EUR 135.00

BANK ACCOUNT

Incomers from abroad need a German bank account after relocating here for salary transactions, and can choose to open an account with a cooperative, a state-owned or a commercial bank. Our consultants help your new qualified professionals and managers to apply for and open an account with the bank of their preferred choice.

PARENTAL ALLOWANCE

Parental allowance is a transfer payment for parents who work less hours after the birth of a child or take temporary leave. It thus compensates for a lack of salary during this period. Our guides will help your new employees to check whether they fulfil the conditions for receiving this government benefit. Should this be the case, we will help you with all of the necessary formalities.

5.

Price: EUR 180.00

6.

Price: EUR 90.00

DRIVING LICENCE EXCHANGE (INTERNATIONAL)

If your new employees have a valid driving licence issued in a third country, it will only be valid for six months after their relocation. Our guides will be happy to advise them on how to exchange their driving licence, whether they need to take a test and help them with all formalities and the completion of the respective paperwork.

7.



CAR REGISTRATION AND CHANGE OF REGISTRATION

If your new employees already own a car, they will have to transfer its registration to the German vehicle licensing agency; if they buy a car after their arrival here, they will also have to register it. Our consultants help them with the entire process, all of the respective formalities and will deal with as much of the registration or registration transfer process as possible for them.

Price: EUR 135.00

CHILDCARE (INTERNATIONAL)

If your new employees from abroad have children of preschool or nursery school age, our consultants will advise them on the various childcare options. Our guides will determine their individual requirements, find potentially available places, make appointments for preliminary visits of daycare centres soon after their arrival and help with the registration.

8.



Price: EUR 360.00

9.

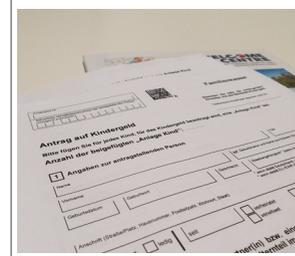


CHILDCARE (NATIONAL)

If your new employees have children of preschool or nursery school age, our consultants will advise them on the local various childcare options. Our guides will determine their individual requirements, find potentially available places, make appointments for preliminary visits of local daycare centres soon after their arrival here and help with the registration.

Price: EUR 225.00

10.



Price: EUR 90.00

CHILD BENEFIT

Child benefit is usually paid to the legal guardians of children up to the age of eighteen. Our guides will help your new employees to apply for this state benefit and with all of the respective formalities. They will also provide information about the special circumstances in which child benefit is paid beyond the age of eighteen, for example.

HEALTH INSURANCE

Health insurance is mandatory in Germany. Our consultants will help your new qualified professionals and managers with all of the formalities associated with registering with a health insurance provider of their choice, and accompany them to appointments. Our guides will also provide information about any additional insurances that may be suitable for them.

11.



Price: EUR 90.00

12.



Price: EUR 135.00

LOOK AND SEE TRIP / ORIENTATION TOUR

Southern Lower Saxony is a charming region – an orientation tour will make it easier for your new employees to appreciate the lovely area they have moved to and to get familiarise themselves with the region. Our guides will compile a personalised tailor-made tour. It will cover all of the most important factors pertaining to your new employees' living and working environment.

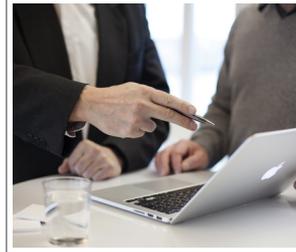
13.**SUBSEQUENT FAMILY REUNIFICATION (INTERNATIONAL)**

The Welcome Centre helps the family of your new employee if they choose to join them here in Southern Lower Saxony at a later date. We help families with the visa application and their registration with the local government agencies as well as the foreign national and citizenship office. We also help with the extension of health insurance cover to include family members.

Price: EUR 360.00

ORIENTATION TALK

In an orientation talk, we will learn more about the individual needs of your new employees and jointly develop a roadmap that will make it easier for them to settle in here. We provide them with an overview of the infrastructure and the local amenities and tell them more about options to add variety and excitement to their everyday lives in the region.

14.

Price: EUR 90.00

15.**SCHOOL (INTERNATIONAL)**

If your new employees from abroad have school age children, choosing the right school for them is extremely important. Our consultants provide advice on the school system in Lower Saxony and the various school offers in the region. We can also accompany them to appointments for school visits and help with the registration formalities.

Price: EUR 180.00

16.**SCHOOL (NATIONAL)**

If your new employees have school age children, choosing the right school for them is extremely important. Our consultants provide advice on the school system in Lower Saxony and the various school offers, whether primary schools or secondary schools, in Southern Lower Saxony. Our consultants will also help with the registration formalities.

Price: EUR 90.00

TAX ID No.

To ensure that your company has all of the relevant payroll paperwork and documents that are needed to be able to pay your new employees, our team members will collect the tax ID number prior to their arrival from the respective inland revenue office on their behalf. This allows your employees to focus on the essential.

17.

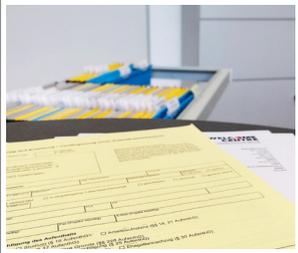
Price: EUR 45.00

18.**TAX CLASS CHANGE**

If the tax status of your new employees changes, for example due to marriage or because their family has joined them, our consultants will provide information on how to apply for the correct tax code. Our guides will help them with the respective application and the completion of the applicable forms.

Price: EUR 90.00

19.

**VISA**

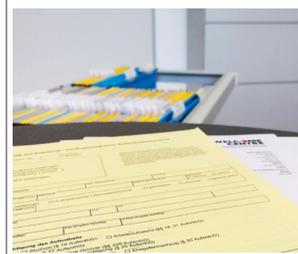
Our consultants will help your new employees from third countries with their visa application and will support them throughout the entire application process. Our guides will advise your incoming qualified professionals and employees and their partners at all times and inform them about the respective entry requirements, visa categories and how to apply.

Price: EUR 360.00

VISA (FAST TRACK PROCEDURE FOR SKILLED WORKERS)

Since March 2020, it has been possible to apply for a priority service visa for qualified professionals from abroad. This means that their visa application will be processed faster. Our guides will liaise and work with the foreign national and citizenship office on behalf of your company. We will also advise your employees and support them throughout the process.

20.



Price: EUR 360.00*

21.

**ACCOMMODATION (PERMANENT)**

Your employees would like to feel properly at home in their new environment as soon as possible. Our consultants help them to find accommodation and will suggest suitable housing; they will also accompany them to up to three viewings. Our guides will provide information about the local housing market and offer advice on the local areas and all questions related to housing.

Price: EUR 630.00

*Excluding the fees due to the foreign national and citizenship office.

22.

**ACCOMMODATION (TEMPORARY)**

Feeling comfortable in Southern Lower Saxony – right from the start: we help your new employees to find temporary accommodation, Whether an exclusive hotel, an affordable hostel or a cosy holiday apartment – our consultants know what's on offer in the region and will find a suitable solution, and liaise closely with the clients at all times.

Price: EUR 135.00

WELCOME PACKAGE

Our welcome packages are a charming way to tell people about the local way of life in Southern Lower Saxony. The regional specialities give future employees a first culinary insight into our charming region that has so much to offer. The welcome packages are f.e. also suitable as birthday present for your employees or as gift for your business contacts.

23.



Price: EUR 50.00

24.

**WELCOME FOLDER**

Our welcome folder is included free of charge with various individual services, units and bundles. It includes a collection of informative brochures and leaflets about the region as well as useful materials and forms related to one theme, or a customised collection to suit your needs. The folder will make it easier for your employees to find their way around here in Southern Lower Saxony.

Free of charge**

**Included with various individual services, units and bundles.

II. UNITS

Save approx. 15% on average compared to individual services! Each unit covers specific themes of our relocation service, The respective units consists of appropriate individual services which we have bundled for you in a compact form. Our wide offer of units will not only provide you with a smart solution but also save you money.

No	Unit description	Price in EUR
25.	Settling in (international)	600.00
26.	Settling in (national)	320.00
27.	Immigration	600.00
28.	Children under the age of six (international)	560.00
29.	Children from the age of six (international)	240.00
30.	Orientation	200.00
31.	Housing	680.00

25.



Price: EUR 600.00

SETTLING IN (INTERNATIONAL)

Feeling comfortable in Southern Lower Saxony right from the start: whether orientation meeting, registering with the local residents' registration office or opening a bank account – this unit covers a wide spectrum of services that make it easy for your new international employees to settle in here. Rely on the regional expertise of our guides.

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- | | |
|--|----------------------|
| 01. Registration with the local residents' registration office | 14. Orientation talk |
| 04. Bank account | 17. Tax ID No. |
| 06. Driving licence exchange (int.) | 18. Tax class change |
| 11. Health insurance | 23. Welcome package |
| | 24. Welcome folder |

SETTLING IN (NATIONAL)

Feeling comfortable in Southern Lower Saxony right from the start: whether orientation meeting, registering with the local residents' registration office or car registration – this unit covers a wide spectrum of services that make it easy for your new employees from elsewhere in Germany to settle in here. Rely on the regional expertise of our guides.

26.



Price: EUR 320.00

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- | | |
|--|----------------------|
| 01. Registration with the local residents' registration office | 14. Orientation talk |
| 07. Car registration and change registration | 23. Welcome package |
| | 24. Welcome folder |

27.



Price: EUR 600.00

IMMIGRATION

Coming to Germany to live is associated with numerous formalities and potential hurdles. If you book this unit, your new employees from third countries don't have to worry about the immigration process. We help them to apply for a visa, for example, or a work and residence permit, and support them throughout the entire process.

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- 03. Work and residence permit
- 19. Visa

28.**CHILDREN UNDER THE AGE OF SIX (INTERNATIONAL)**

If new employees from abroad have children of preschool or nursery school age, various aspects have to be taken into account: making the right childcare choice is bound to have a positive influence on your new employee's impression of their new environment. Our guides will also help with applying for grants the government offers families.

Price: EUR 560.00

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- 05. Parental allowance
- 08. Childcare (international)
- 10. Child benefit

CHILDREN FROM THE AGE OF SIX (INTERNATIONAL)

If new employees from abroad have school age children, various aspects have to be taken into account: this unit is designed to positively influence your new employee's impression of their new environment through the choice of the right school. Our guides will also help with applying for grants the government offers families.

29.

Price: EUR 240.00

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- 10. Child benefit
- 15. School (international)

30.

Price: EUR 200.00

ORIENTATION

Southern Lower Saxony is a charming region that has much to offer. With this unit, we are providing your new employees with a "compass" that will fuel their enthusiasm for Southern Lower Saxony. Whether information about leisure activity opportunities or first personal impressions – within the scope of an orientation tour or meeting, we will introduce Southern Lower Saxony to you.

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- 12. Look and see trip / orientation tour
- 14. Orientation talk
- 24. Welcome folder

HOUSING

We want your new employees to feel comfortable and at home here in Southern Lower Saxony. This unit includes full support during the search for accommodation: our guides know the regional housing market, will take the personal needs of your employees into account and find suitable – temporary as well as permanent – accommodation offers.

31.

Price: EUR 680.00

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- 21. Accommodation (permanent)
- 22. Accommodation (temporary)

III. BUNDLES

Save approx. 25% on average compared to individual services! Concentrate fully on the induction of your new employees into your company. We will support your new qualified professionals and managers during all of the necessary steps and help them with the formalities and all kinds of applications. We offer our "full-service" bundles in the versions "International" and "National". The bundles consist of individual units and include a number of services that will make it easier for them to settle in Southern Lower Saxony. This means less time and effort for you as a company as we provide comprehensive relocation support to your new employees.

No.	Bundle description	Price in EUR
32.	International	1,800.00
33.	National	1,000.00



32.

INTERNATIONAL

Our "International" bundle offer 's the *ultimate* comprehensive solution for your new employees from abroad and makes things much easier – also for you as their employer! Incoming qualified professionals and managers can rely on a full-service solution, which is a much better way to arrive in lovely Southern Lower Saxony!

Price: EUR 1,800.00

INDIVIDUAL SERVICES INCLUDED IN THE BUNDLE:

- 25. Settling in (international)
- 27. Immigration
- 30. Orientation
- 31. Housing



33.

NATIONAL

Our "National" bundle offers the *ultimate* comprehensive solution for your new employees from elsewhere in Germany and makes things much easier – also for you as their employer! Qualified professionals and managers relocating from other regions can rely on a full-service solution, which is a much better way to arrive in lovely Southern Lower Saxony!

Price: EUR 1,000.00

INDIVIDUAL SERVICES INCLUDED IN THE BUNDLE:

- 26. Settling in (national)
- 30. Orientation
- 31. Housing

IV. PERSONALISED ADVICE

Should you have any needs or requirements that go beyond the support and services listed above, you can flexibly book an additional one-on-one consultation at any time.

No.	Product description	Price in EUR (per hour)
34.	Personalised advice	100.00

I. INDIVIDUAL SERVICES

No.	Description of individual service	Price in EUR
1.	Registration with the local residents' registration office	90.00
2.	Registration with the local residents' registration office (as authorised representative)	45.00
3.	Work and residence permit	315.00
4.	Bank account	135.00
5.	Parental allowance	180.00
6.	Driving licence exchange (international)	90.00
7.	Car registration and change registration	135.00
8.	Childcare (international)	360.00
9.	Childcare (national)	225.00
10.	Child benefit	90.00
11.	Health insurance	90.00
12.	Look - and - see trip / orientation tour	135.00
13.	Subsequent family reunification (international)	360.00
14.	Orientation talk	90.00
15.	School (international)	180.00
16.	School (national)	90.00
17.	Tax ID No.	45.00
18.	Tax code change	90.00
19.	Visa	360.00
20.	Visa (fast track procedure for skilled workers)	360.00*
21.	Accommodation (permanent)	630.00
22.	Accommodation (temporary)	135.00
23.	Welcome package	50.00
24.	Welcome folder	**

*Excluding the fees due to the foreign national and citizenship office.

**Included at no extra charge with various individual services, units and bundles.

II. UNITS

No.	Unit	Individual services included	Price in EUR
25.	Settling in (international)	01. Registration with the local residents' registration office 04. Bank account 06. Driving licence exchange (international) 11. Health insurance 14. Orientation talk 17. Tax ID No. 18. Tax class change 23. Welcome package 24. Welcome folder	600.00
26.	Settling in (national)	01. Registration with the local residents' registration office 07. Car registration and change registration 14. Orientation talk 23. Welcome package 24. Welcome folder	320.00
27.	Immigration	03. Work and residence permit 19. Visa	600.00
28.	Children under the age of six (international)	05. Parental allowance 08. Childcare (international) 10. Child benefit	560.00
29.	Children under the age of six (national)	10. Child benefit 15. School (international)	240.00
30.	Orientation	12. Look - and - see trip / orientation tour 14. Orientation talk 24. Welcome folder	200.00
31.	Housing	21. Accommodation (permanent) 22. Accommodation (temporary)	680.00

III. BUNDLES

No.	Bundle description	Units included	Price in EUR
32.	International	25. Settling in (international) 27. Immigration 30. Orientation 31. Housing	1,800.00
33.	National	26. Settling in (national) 30. Orientation 31. Housing	1,000.00

IV. PERSONALISED ADVICE

No.	Product description	Price in EUR (per hour)
34.	Personalised advice	100.00

All prices excluding VAT. There may be additional costs, for example visa fees.

WE ARE THERE FOR YOU

Are you interested in our services? We will be happy to explain them to you in more detail – competently, personally and without obligation – and provide you with more information about our offer. Please give us a call or contact us via email to discuss a potentially suitable solution for you. We will then contact you nearer to the time and inform you of the next steps. If you have already decided to make use of the Welcome Centre's services, simply complete our convenient order form at www.welcome-to-suedniedersachsen.de/auftrag or www.suedniedersachsenstiftung.de/projekte/welcome-centre/downloads/.

YOUR TEAM



Heike Borrmann
Consultant Welcome Centre



Jeanette Clément
Consultant Welcome Centre

CONTACT DETAILS

Welcome Centre für den Göttingen Campus und die Region Südniedersachsen

Philipp-Reis-Strasse 2A
37075 Göttingen

☎ +49 551 39-217 36

✉ welcome@suedniedersachsenstiftung.de

+49 1512/6105247 (Heike Borrmann)

+49 1512/5362573 (Jeanette Clément)

LEGAL NOTES

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SüdniedersachsenStiftung
Philipp-Reis-Strasse 2A
37075 Göttingen

www.suedniedersachsenstiftung.de
info@suedniedersachsenstiftung.de

Ph. +49 551 39-21741
F. +49 551 39-21746

Responsible
Dr Martin Rudolph
Chairman of the executive board
Philipp-Reis-Strasse 2A
37075 Göttingen

Editing and layout
Tomas Zekas

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A BETTER WAY TO ARRIVE IN SOUTHERN LOWER SAXONY.



A service offer from



in cooperation with

