

WELCOME CENTRE

GÖTTINGEN CAMPUS AND THE
SÜDNIEDERSACHSEN REGION



THE WELCOME CENTRE'S SERVICES

Product and Price Overview

applicable from 1 August 2022

FOREWORD

Dear Sir/Madam,

The *Welcome Centre for Göttingen Campus and the southern region of Lower Saxony* is the first point of contact for your incoming new qualified professionals and managers. We provide information, support and help 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. With our help, they'll soon feel at home.

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,
Team Welcome Centre



PRODUCT AND PRICE STRUCTURE

INDIVIDUAL SERVICES

If you'd prefer complete flexibility, you can choose from an offer of 23 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 six 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.



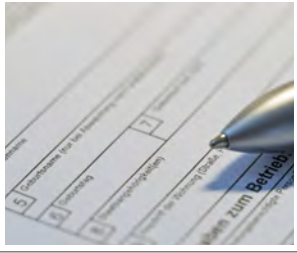
I. INDIVIDUAL SERVICES

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 at the Residents' Registration Office	99.00*
2.	Registration at the Residents' Registration Office with power of attorney	49.00*
3.	Work and residence permit	349.00
4.	Bank account	149.00
5.	Parental allowance	189.00
6.	Driving licence exchange	99.00
7.	Car registration and re-registration	139.00
8.	Childcare for kindergarten	from 239.00*
9.	Child benefit	99.00*
10.	Health insurance	89.00
11.	Orientation tour	159.00
12.	Family reunion	389.00*
13.	Orientation talk	99.00
14.	School selection and registration	from 99.00*
15.	Tax ID	49.00
16.	Change of tax class	99.00
17.	Visa	389.00
18.	Visa with accelerated procedure for skilled workers	389.00*
19.	Permanent Accommodation	689.00*
20.	Temporary Accommodation	159.00
21.	Welcome package	59.00
22.	Welcome folder	free of charge**
23.	Individual counselling	99.00*

*Additional costs may be incurred.

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

1.

REGISTRATION AT THE RESIDENTS' REGISTRATION OFFICE

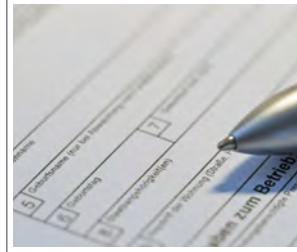
As soon as your employees relocate to the region, they are required to register with the local residents' registration office within a fortnight after their arrival at their new address. Incomers usually have to register at the office in person. We help them with the registration and accompany them to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

Price: EUR 99.00 (plus EUR 10.00 for each additional person)

REGISTRATION AT THE RESIDENTS' REGISTRATION OFFICE WITH POWER OF ATTORNEY

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.

Price: EUR 49.00 (plus EUR 10.00 for each additional person)

2.**4.**

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 open an account with the bank of their preferred choice.

Price: EUR 149.00

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 189.00

3.

WORK AND RESIDENCE PERMIT

One of the top priorities on the agenda of incomers from abroad is registering with the immigration office. Our consultants help your new employees with the preliminary paperwork, application and collection of their work and residence permit.

Price: EUR 349.00

6.

DRIVING LICENCE EXCHANGE

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 additional examinations are necessary and help them with all formalities and the completion of the respective paperwork.

Price: EUR 99.00

7.



CAR REGISTRATION AND RE-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, the respective formalities and will deal with the registration or registration transfer process.

Price: EUR 139.00

CHILDCARE FOR KINDERGARTEN

If your new employees from Germany and 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.

Price: EUR 239.00 (applies to newcomers from Germany; per child)

Price: EUR 379.00 (applies to newcomers from abroad; per child)

8.



9.



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.

Price: EUR 99.00

(plus EUR 49.00 per additional child)

10.



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. Our guides will also provide information about any additional insurances that may be suitable for them.

Price: EUR 89.00

ORIENTATION TOUR

Southern Lower Saxony is a charming region – a one hour 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.

11.



Price: EUR 159.00

12.



FAMILY REUNION

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 immigration office. We also help with the extension of health insurance cover to include family members.

Price: EUR 389.00

(plus EUR 99.00 per additional person)

13.**ORIENTATION TALK**

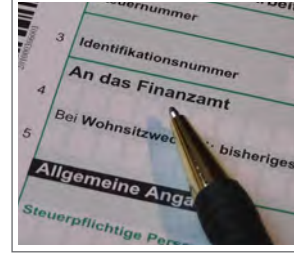
In an orientation talk, we will learn more about the individual needs of your new employees and jointly develop a schedule that will make it easier for them to settle in here. We provide them with an overview of the infrastructure and the local amenities and tell them more about options to add variety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

Price: EUR 99.00**SCHOOL SELECTION AND REGISTRATION**

If your new employees from Germany and 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 99.00 (applies to newcomers from Germany; per child)**Price: EUR 199.00** (applies to newcomers from abroad; per child)**14.****15.****TAX ID**

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 respectively responsible tax office on their behalf.

Price: EUR 49.00**16.****CHANGE OF TAX CLASS**

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 class. Our guides will help them with the respective application and the completion of the applicable forms.

Price: EUR 99.00**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 at all times and inform them about the respective entry requirements, visa categories and how to apply.

17.**Price: EUR 389.00**

Recommendation: Book No. 12 "family reunion" for an additional person.

18.**VISA WITH ACCELERATED PROCEDURE FOR SKILLED WORKERS**

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

Price: EUR 389.00
(plus costs of the foreign immigration office)

19.**PERMANENT ACCOMMODATION**

Your employees should feel properly at home in their new environment as soon as possible. Our consultants will suggest suitable housing, arrange viewing appointments, explain the tenancy agreement and assist with handing over the flat. They will provide information about the local housing market and all questions related to housing.

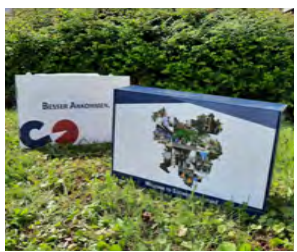
Price: EUR 689.00 (Add on: EUR 99.00 per accompanied viewing | EUR 139.00 for one accompanied registration of electricity, if applicable gas, broadcasting fee and internet)

TEMPORARY ACCOMMODATION

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.

20.

Price: EUR 159.00

21.**WELCOME PACKAGE**

Our welcome packages are a charming way to give an impression 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 also suitable as gifts and are available in both standard and as a vegetarian and non-alcoholic version.

Price: EUR 59.00

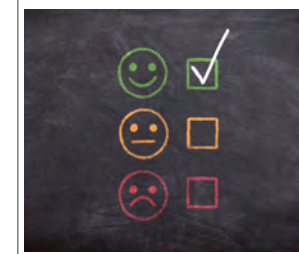
22.**WELCOME FOLDER**

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

INDIVIDUAL COUNSELLING

As diverse as Southern Lower Saxony is, as individual is also the arrival: You can choose our individual counselling flexible and easily at any time. This way we can meet your special needs and personal wishes, e.g. such as questions on naturalisation or dog tax registration.

23.

Price: EUR 99.00 per hour

II. UNITS

Save approx. 10% 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
24.	Better Arrival	489.00*
25.	Better Arrival national	399.00*
26.	Immigration	659.00*
27.	Kindergarten children international	599.00*
28.	School children international	259.00
29.	Housing	799.00*

*Additional costs may be incurred.

24.



BETTER ARRIVAL

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.

Price: EUR 489.00*

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- | | |
|--|----------------------|
| 01. Registration at the Residents' Registration Office | 13. Orientation talk |
| 04. Bank account | 15. Tax ID |
| 10. Health insurance | 21. Welcome package |
| | 22. Welcome folder |

BETTER ARRIVAL NATIONAL

Feeling comfortable in Southern Lower Saxony right from the start: whether orientation meeting, registering with the local residents' registration office or car re-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.

25.



Price: EUR 399.00*

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- | | |
|--|----------------------|
| 01. Registration at the Residents' Registration Office | 11. Orientation tour |
| 07. Car registration and re-registration | 21. Welcome package |
| | 22. Welcome folder |

26.



IMMIGRATION

Coming to Germany to work 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, a work and residence permit, and support them throughout the entire process.

Price: EUR 659.00*

Recommendation: Book No. 12 "family reunion" for an additional person.

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- | |
|-------------------------------|
| 03. Work and residence permit |
| 17. Visa |

27.**KINDERGARTEN CHILDREN 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 599.00 per child**INDIVIDUAL SERVICES INCLUDED IN THE UNIT:**

- 05. Parental allowance
- 08. Childcare for kindergarten
- 09. Child benefit

SCHOOL CHILDREN 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.

28.**Price: EUR 259.00****INDIVIDUAL SERVICES INCLUDED IN THE UNIT:**

- 09. Child benefit
- 14. School selection and registration

29.**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.

Price: EUR 799.00**INDIVIDUAL SERVICES INCLUDED IN THE UNIT:**

- 19. Permanent Accommodation*
- 20. Temporary Accommodation

*Add on: EUR 99.00 per accompanied viewing | EUR 139.00 for one accompanied registration of electricity, if applicable gas, broadcasting fee and internet)

III. BUNDLES

Save approx. 16% 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
30.	International	1,899.00*
31.	National	1,099.00*

30.



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 Southern Lower Saxony!

Price: EUR 1,899.00*

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- | | |
|------------------------------|--------------------|
| 06. Driving licence exchange | 24. Better Arrival |
| 11. Orientation tour | 26. Immigration |
| 22. Welcome folder | 29. Housing |

*Additional costs may be incurred.

31.



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 Southern Lower Saxony!

Preis: EUR 1,099.00*

INDIVIDUAL SERVICES INCLUDED IN THE UNIT:

- 22. Welcome folder
- 25. Better Arrival national
- 29. Housing

*Additional costs may be incurred.

I. INDIVIDUAL SERVICES

No.	Description of individual service	Price in EUR
1.	Registration at the Residents' Registration Office	99.00*
2.	Registration at the Residents' Registration Office with power of attorney	49.00*
3.	Work and residence permit	349.00
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5.	Parental allowance	189.00
6.	Driving licence exchange	99.00
7.	Car registration and re-registration	139.00
8.	Childcare for kindergarten	from 239.00*
9.	Child benefit	99.00*
10.	Health insurance	89.00
11.	Orientation tour	159.00
12.	Family reunion	389.00*
13.	Orientation talk	99.00
14.	School selection and registration	from 99.00*
15.	Tax ID	49.00
16.	Change of tax class	99.00
17.	Visa	389.00
18.	Visa with accelerated procedure for skilled workers	389.00*
19.	Permanent Accommodation	689.00*
20.	Temporary Accommodation	159.00
21.	Welcome package	59.00
22.	Welcome folder	free of charge**
23.	Individual counselling	99.00*

II. UNITS

No.	Unit	Individual services included	Price in EUR
24.	Better Arrival	01. Registration at the Residents' Registration Office 04. Bank account 10. Health insurance 13. Orientation talk 15. Tax ID 21. Welcome package 22. Welcome folder	489.00*
25.	Better Arrival national	01. Registration at the Residents' Registration Office 07. Car registration and re-registration 11. Orientation tour 21. Welcome package 22. Welcome folder	399.00*
26.	Immigration	03. Work and residence permit 17. Visa	659.00*
27.	Kindergarten children international	05. Parental allowance 08. Childcare for kindergarten 09. Child benefit	599.00*
28.	School children international	09. Child benefit 14. School selection and registration	259.00
29.	Housing	19. Permanent Accommodation 20. Temporary Accommodation	799.00*

III. BUNDLES

No.	Bundle description	Units included	Price in EUR
30.	International	06. Driving licence exchange 11. Orientation tour 24. Better Arrival 22. Welcome folder 26. Immigration 29. Housing	1,899.00*
31.	National	22. Welcome folder 25. Better Arrival national 29. Housing	1,099.00*

*Additional costs may be incurred.

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

Note: 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. 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



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LEGAL NOTES

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A BETTER WAY TO ARRIVE IN SOUTHERN LOWER SAXONY.



A service offer from



in cooperation with



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