

## ADDRESS CHANGE

- Register your new address with the registration office in Cologne within 1 week after moving. Bring your passport, a form signed by your landlord confirming you moved in and your residence permit if applicable.
- Inform the HR department of your host institute:
  - University of Cologne: Ms. Pohl, [a.pohl@verw.uni-koeln.de](mailto:a.pohl@verw.uni-koeln.de) + LBV ([poststelle@lbv.nrw.de](mailto:poststelle@lbv.nrw.de)) indicating your LBV number
  - University Hospital Cologne: Mr. Simmonia, [jens.simmonia@uk-koeln.de](mailto:jens.simmonia@uk-koeln.de) + LBV ([poststelle@lbv.nrw.de](mailto:poststelle@lbv.nrw.de)) indicating your LBV number
  - MPI Age: [hr@age.mpg.de](mailto:hr@age.mpg.de)
  - MPI MR: Ms. Alt, [tanja.alt@sf.mpg.de](mailto:tanja.alt@sf.mpg.de)
  - caesar: Mr. Reifahrt, [juergen.reifarth@caesar.de](mailto:juergen.reifarth@caesar.de)
- Change your address in KLIPS: <https://klips2.uni-koeln.de>
- Inform your health insurance, indicating your insurance number (for TK: [service@tk.de](mailto:service@tk.de)).
- Inform AXA if you have a liability insurance, indicating your AXA insurance number: [Martin.Lindermann@axa.de](mailto:Martin.Lindermann@axa.de)
- Inform your bank via online banking.
- Inform your electricity provider (e.g. Rheinenergie). This is not applicable when you are moving between different student dormitories. However, as soon as private rent is involved – either in your old/new apartment or both – you need to contact your electricity provider and deregister your old electricity account or register your new one or do both. Indicate your address change, your electricity counter numbers and the numbers that indicate how much electricity has been used at the time of moving out or in: [service@rheinenergie.com](mailto:service@rheinenergie.com) (or other)
- Inform your internet/telephone (landline) provider (not in student housing). You would have to organize WiFi yourself in private accommodation. You can order it e.g. at the Netcologne shop at the main Uni Mensa: <https://www.netcologne.de/privatkunden/hilfe/shopfinder>
- Inform the broadcasting service ARD ZDF Deutschlandradio by filling the online form: [https://www.rundfunkbeitrag.de/formulare/buergerinnen\\_und\\_buerger/aendern/index\\_ger.html](https://www.rundfunkbeitrag.de/formulare/buergerinnen_und_buerger/aendern/index_ger.html)
- Inform any other private company you have a contract with, e.g. a mobile phone provider, the gym etc.