

About this information brochure

Living abroad is a stimulating and rewarding experience. Life in a new cultural environment is also, however, accompanied by some challenges. We want you to feel welcome in Germany and at Freie Universität Berlin.

This brochure provides a wide range of information about what might be important for you to know when taking your first steps here. It is intended as a guide to your entire stay in Berlin. You will find information related to your research work as well as about daily life and leisure activities in and around Berlin. If you miss something which you consider relevant, please feel free to contact us at the DRS office.

We wish you a pleasant stay in Berlin and great success for your research project.

Your DRS team

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1. Checklist

1.1 Important Documents to Bring

- Passport or similar identification document
- Visa (also for accompanying family members) (see chapter 4.1)
- Work contract or stipend agreement
- Birth certificate(s) with German translation
- Marriage certificate (if applicable) with German translation
- University leaving degree certificate(s) with German translation
- International Certificate(s) of Vaccinations
- International Driver's License

1.2 First Things To Do In Germany

Work Related Tasks

- Meet with your department administrator to make sure all the proper forms have been completed and submitted so that you can start your postdoctoral position right away
- If you are employed by Freie Universität: Get your personnel number in order to set up your workplace, e.g. personal computer, telephone, email-account
- Get an email account
- Get a MensaCard
- Familiarize yourself with Freie Universität Berlin, its departments and central institutes as well as with the university administration

Relocation Tasks

- Take out health insurance (if you have not done so before)
- Start to look for accommodation
- Register with the local authorities
- Open a bank account
- Apply for a residence permit at the foreigners' registration office
- Take care of family-related matters, e.g. childcare
- Familiarize yourself with the Berlin public transport system

2. About Dahlem Research School (DRS)

Dahlem Research School (DRS) is a comprehensive structure for excellent doctoral programs at Freie Universität Berlin. It was established with the objective of providing an overarching institutional framework for the support and promotion of young researchers on an interdepartmental level and to strengthen the international dimension of doctoral programs.

Dahlem Research School was established as one of the three pillars of the institutional strategy of Freie Universität as an “International Network University” awarded by the German Excellence Initiative.

Our Mission:

- Promote the development of innovative doctoral programs and formulate and implement consistent quality standards and measures on a university-wide basis.
- Provide additional funding opportunities to doctoral candidates and young researchers for activities facilitating their early integration into the academic community, such as grants for research travel or conferences.
- Offer complementary training in transferable skills focusing on areas considered essential for the further professional development either in academia or on the non-academic labor market, and thus enhancing employability.
- Maintain a Welcome Center intended as a one-stop clearing-house for doctoral candidates seeking information and advice on all non-academic related matters.

Dahlem Research School concentrates on four subject groups with several doctoral programs in each group (May 2010):

Area Studies

- Graduate School of North American Studies
- Latin American Studies
- Berlin Graduate School Muslim Cultures and Societies
- Caspian Region Environmental and Energy Studies

Humanities

- Friedrich Schlegel Graduate School of Literary Studies
- Interart Studies
- History and Cultural Studies
- Languages of Emotion

Natural & Life Sciences

- Biomedical Sciences
- Molecular Plant Science
- Berlin Mathematical School (BMS)
- International Max Planck Research School on Computational Biology and Scientific Computing
- Molecular Science

Social Sciences

- Berlin Graduate School for Transnational Studies (BTS)
- Research on Organizational Paths (*Pfadkolleg*)
- Graduate School of Global Politics

3. General Information on Postdoctoral Research

Postdoctoral research begins after the doctoral candidate has successfully finished the doctorate. The primary purpose of the postdoctoral experience is to broaden and deepen the research and other skills that are required for a significant contribution to society and satisfying, professional employment. It is the second phase of academic qualification. Postdoctoral research typically lasts from 2 to 4 years. Depending on the type of appointment, postdoctoral researchers may work independently or conduct research under the guidance of a mentor.

There are a variety of funding possibilities for postdoctoral studies, most of them similar to the funding opportunities for doctoral studies. First of all, university and non-university research organizations offer **paid positions** for post-docs. Funding can also be supported by **individual scholarships** of foundations or the German Academic Exchange Service (*DAAD*), as well as by scholarships of structured programs such as Graduate Schools. Further funding programs for post-docs are offered by the German Research Foundation (*DFG*). The European Union has also two programs for visits abroad, the “Marie Curie Actions” of the specific program “People” and the “Human Frontier Science Program”.

3.1 Information for Junior Research Group Leaders

Junior research group leaders are not supervised by a professor but can lead the research group on their own, also with regard to recruiting academic staff. Only in exceptional cases are they entrusted with certain tasks related to research and teaching. In addition, the good financial support gives the group leader independence.

Young researchers have to apply for the position as a leader of a research group on their own initiative. The **Emmy Noether Programme** of the **DFG** is among the funding organizations offering such programs. As a rule, researchers with 2 to 4 years of postdoctoral research experience are eligible to apply. Furthermore, applicants must provide evidence for their international experience.

3.2 Research Funding and Support

Research Funding of Freie Universität Berlin

The Research Commission of Freie Universität allocates initiative resources (materials and staffing resources) for up to one year as initial assistance with raising external funding, such as to prepare for research alliances. This includes DFG projects in particular.

For more information, please contact Mrs. Angelika Apostel of Department VI (Research).

Address	Mrs. Angelika Apostel Kaiserswerther Str. 16-18, 14195 Berlin
Phone	+49 (0)30 / 838 736 02
Web	http://www.fu-berlin.de/en/forschung/service/fk/index.html
Email	angelika.apostel@fu-berlin.de

Further Research Funding Opportunities

In the following we have listed some of the research funding opportunities. Detailed information can be found on the website(s).

- Alexander von Humboldt Stiftung
www.humboldt-foundation.de
 - Feodor-Lynen-Programm: <http://www.humboldt-foundation.de/web/feodor-lynen-fellowship-postdoc.html>
 - Research Grants in Japan (JPSP): <http://www.humboldt-foundation.de/web/jsps-fellowship-postdoc.html>

- DAAD (German Academic Exchange Service):
www.daad.de
 - John F. Kennedy Memorial Fellowship for a Research Stay at the Minda de Gunzburg Center for European Studies at Harvard University (Political Studies, Economics, Social Studies, Public Policy, Political Economy, Anthropology):
<http://www.daad.de/ausland/foerderungsmoeglichkeiten/stipendiendatenbank/oo658.de.html?detailid=211&fachrichtung=15&land=44&status=3&seite=1>
 - Postdoc Scholarships for a Research Stay at the International Computer Science Institute (ICSI) in Berkeley, California:
<http://www.daad.de/ausland/foerderungsmoeglichkeiten/stipendiendatenbank/oo658.de.html?detailid=326&fachrichtung=10&land=44&status=3&seite=1>
 - Postdoc Scholarships for Researchers in the Humanities and Social Sciences at the Masion de Science de l'Homme (Paris): <http://www.daad.de/ausland/foerderungsmoeglichkeiten/stipendiendatenbank/oo658.de.html?detailid=215&fachrichtung=4&land=26&status=3&seite=1>

- DFG (German Research Foundation):
www.dfg.de
 - Postdoc Scholarships in a Research Training Group: http://www.dfg.de/en/research_funding/programmes/coordinated_programmes/research_training_groups/index.html
 - Emmy Noether Programme: http://www.dfg.de/en/research_funding/programmes/individual/emmy_noether/index.html
 - Heisenberg Programme: http://www.dfg.de/en/research_funding/programmes/individual/heisenberg/index.html

- European Research Council:
<http://erc.europa.eu>

- European Union: Marie Curie Programme
<http://www.kowi.de/en/desktopdefault.aspx/tabid-92/>
- European Union: Human Frontier Science Programme
<http://www.hfsp.org/>
- Gerda Henkel Stiftung (History, Prehistory and Early History, Archaeology, Art History, History of Islam, Legal History)
www.gerda-henkel.stiftung.de
- German Cancer Society (Medicine and Natural & Life Sciences)
www.krebshilfe.de
- Verband der Chemischen Industrie (German Chemical Industry Association): Liebig Scholarships
<http://fonds.vci.de/default~cmd~shd~docnr~115123~lastDokNr~103111.htm>
- VolkswagenStiftung
 - Lichtenberg Professorships (for outstanding scholars and scientists in innovative fields): <http://www.volkswagenstiftung.de/funding/support-of-persons-and-new-structures/lichtenberg-professorships.html?L=1>
 - Schumpeter Fellowships (Business Studies, Economics, Law, and the Social Sciences): www.volkswagenstiftung.de/funding/support-of-persons-and-new-structures/schumpeter-fellowships.html?L=1
 - Focus on the Humanities: www.volkswagenstiftung.de/funding/support-of-persons-and-new-structures/focus-on-the-humanities.html?L=1
- Fritz Thyssen Stiftung
www.fritz-thyssen-stiftung.de

3.3 Career Development Resources

Besides Dahlem Research School, there are several other institutions and associations that may be of help planning and preparing for an academic career. Most of them offer workshops for skills necessary in academia.

The **Continuing Education Center** (*Weiterbildungszentrum*) of Freie Universität Berlin offers seminars on teaching skills, e-learning, time management and many others specifically targeting academic faculty. The current program can be found on this website: http://www.fu-berlin.de/weiterbildung/weiterbildungsprogramm/wimi/wimi_programm/index.html.

Berlin Institute of Professional Teaching in Higher Education (*Berliner Zentrum für Hochschullehre*) offers workshops for professionals in university education. The main objective lies on providing (future) university teachers with expert knowledge and solid teaching skills. You will find more information as well as their program on www.bzhl.tu-berlin.de (website in German only).

The **German Association of University Professors and Lecturers** (*Deutscher Hochschulverband, DHV*) provides comprehensive information and services for university professors and up-and-coming academics. Any (junior) professor or person preparing a postdoctoral thesis can become a member of the DHV. The DHV informs its members about all academic vacancies in Germany, Austria and Switzerland listed by academic discipline. Furthermore, the association offers seminars on topics such as academic career development, teaching at university and training for faculty screen procedures. For more information, have a look at their website: www.hochschulverband.de.

The **International DAAD Academy** (iDA) offers workshops, seminars and language courses to German and international university educators and administrators on topics related to the internationalization of higher education. iDA seminars aim to improve the skills of university staff at all levels of teaching, research and administration. You will find more information as well as their program on www.daad-akademie.de (website in German only).



4. Entry and Getting Settled

4.1 Visa Regulations

Depending on your country of origin and the length of your stay the entry regulations for Germany differ.

Nationals from EU States, Iceland, Liechtenstein, Norway and Switzerland

You may enter Germany on your national identity card. If you intend to stay in Germany for more than three months you must register at the residents' registration office (*Einwohnermeldeamt*) and obtain a certificate of free movement (*Freizügigkeitsbescheinigung*).

Nationals of Australia, Canada, Israel, Japan, New Zealand, Republic of Korea and the USA

You do not need a visa to enter Germany. However, for visits lasting more than three months you will require a residence permit which you can apply for once you have entered Germany.

Nationals of All Other Non-EU States

If you are planning to stay in Germany for more than three months you must apply for a National Visa for Germany (D-Visa) while you are still in your own country or current country of residence.

Please note: This applies even if you are already staying in another European Union country. Do not under any circumstances enter Germany on a Visitor's or Tourist Visa (Schengen Visa)! This type of visa cannot be extended and only entitles you to stay in Germany for a maximum of three months.

National Visas are usually issued for a period of three months. Once you have entered Germany you must present this visa to your local foreigners' registration office (*Ausländerbehörde*) to apply for a residence permit.

You will require the following **documents**:

- Passport (valid for the entire duration of your stay)
- Proof of intended activity (e.g. employment contract, fellowship, letter of invitation or hosting agreement from the university)
- Proof of financial resources for you and your family
- Proof of adequate health insurance coverage
- Marriage and birth certificates of family members
- Application form (available from diplomatic missions)

Please note: The National Visa only entitles you to stay in Germany. If you intend to travel to other Schengen States during the first three months of your stay you should state this in your visa application. In this case you may be issued with a hybrid visa (Category C+D Visa).

Family Matters

If your spouse and/or children are intending to accompany you we recommend that they apply for their visas at the same time as you do even if they are going to join you at a later date. If your spouse intends to take up employment in Germany, you have to indicate this when applying for a visa.

4.2 Registration with Local Authorities in Germany

In Germany, every resident (any German and anybody staying for more than three months) must register with the local authority within one week after moving. This registration is made at the local residents' registration office (*Einwohnermeldeamt* or *Bürgeramt*). Berlin consists of twelve districts (*Bezirke*); you must register at the registration office of your district.

In order to register you need the following documents:

- Passport or identity card
- Rental contract
- Application forms from the local registration office (you have to download and fill out the following: “Anmeldeformular”, “Anmeldeformular - Ergänzungsblatt” as well as “Zustimmung zur Datenübermittlung”): <http://www.berlin.de/buergeramt/formulare/index.php?path=/meldeangelegenheiten>

For nationals from EU countries, Iceland, Liechtenstein, Norway, and Switzerland, please ask for a **Certificate of Free Movement** (*Freizügigkeitsbescheinigung*).

When you register, you will be asked about your **church affiliation**. If you state one, you will automatically be obliged to pay German church tax, which amounts to eight percent of your payable income tax.

Please note: Proof of residence registration is needed to open a bank account.

4.3 Residence Permit

Nationals from EU countries, Iceland, Liechtenstein and Norway

The EU residence permit for EU citizens and nationals of EEA countries (Iceland, Liechtenstein, Norway) has been abolished. These persons are only required to register with the local authorities and obtain a certificate of free movement (as mentioned above).

Nationals from all other countries

Citizens from all other countries require a residence permit which is issued by the foreigners' registration office (*Ausländerbehörde*). Within 3 months after arrival your visa must be converted into a residence permit which allows the pursuit of gainful employment. To obtain the residence permit, the (visiting) academic or scientist must present proof of a concrete job offer, of adequate health insurance cover, and of adequate financial resources (employment contract, scholarship/grant).

The **residence permit for gainful employment** may be valid for up to a maximum of three years on first issue and on extension; alternatively, the planned length of the employment contract will serve as a basis.

You will need the following documents in order to apply for the residence permit:

- Passport
- Proof of employment or scholarship, i.e. sufficient financial means
- Proof of adequate health insurance coverage
- Proof of registration with local authorities

- 2 (biometric) ID photos
- Completed and signed application form (www.berlin.de/labo/auslaender/dienstleistungen/ae-info.html)
- A processing fee of about 60 € for the issue of the first permit

Please note: Dahlem Research School has made special arrangements with the foreigners' registration office. Your documents will be processed and handed over to the foreigners' registration office by the International Office of Freie Universität Berlin. If you have all the necessary documents ready, please contact Mr. Zoltan Juhasz at the Foreigner's Office of Freie Universität Berlin, Brümmerstrasse 52, Room 105, 14195 Berlin, Phone: +49 (0)30 / 838 57308, Email: zoltan.juhasz@fu-berlin.de. You will be notified when your residence permit is ready to be picked up.

Foreigners' Registration Office

Address	Landesamt für Bürger- und Ordnungsangelegenheiten Abteilung IV – Ausländerbehörde Friedrich-Krause-Ufer 24, 13353 Berlin
Phone	+49 (0)30 / 90 269-0
Web	www.berlin.de/labo/auslaender/dienstleistungen/ae-info.html
Opening hours	Mon 07:00 a.m. – 02:00 p.m. Tue 07:00 a.m. – 02:00 p.m. Wed closed Thu 10:00 a.m. – 06:00 p.m. Fri closed

Spouses and minor, single **children** may receive a residence permit for family reasons if a foreigner holds a residence permit. Sufficient living space must be available for the family. Furthermore, the family must have sufficient financial resources at its disposal. The right of residence for spouses and minor, single children only applies as long as the main foreigner (e.g. visiting academic or scientist) personally holds a residence permit.

Settlement permit

The settlement permit is a permanent residence title. It has no time limits or geographical restrictions and may only be subjected to a collateral clause in special cases governed by law. The settlement permit automatically entitles the holder to take up and pursue gainful employment. It can normally be granted when the foreigner has been in possession of a residence permit for five years, and has sufficient living space personally and for the family.

Please note: Highly-qualified foreigners can receive a settlement permit immediately and without the approval of the Federal Employment Agency if the integration prognosis is positive.

Highly-qualified foreigners include:

- Academics and scientists with specialist subject knowledge (chaired professors and institute directors)
- Teaching staff and academic/scientific staff in key positions (heads of research and scientific project groups) and
- Specialists, professionals and executive staff with particular career or professional experience.

4.4 Bank Account

The most common form of account in Germany is a checking account (*Girokonto*). Most financial transactions can be made through this type of account, such as receiving scholarship money or paying the rent. A checking account offers you the possibility to:

- Deposit and withdraw money at any time
- Arrange standing orders (*Dauerauftrag*) for regular payments (e.g. rent)
- Pay bills by transfer orders (*Überweisung*)
- Pay bills by direct debit authorization for differing amounts, e.g. telephone bills (*Lastschrift-Einzugsermächtigung*)
- Have access to an EC card, a debit card tied to an account that can be used to make payments or withdraw money from a cash machine.
- After proof of regular income access to a credit card.

Therefore, it is almost indispensable to open an account in order to be able to transfer and receive cashless payments. To open an account, you need your passport or ID and proof of residence in Germany.

Usually, banks are open from 09:00 a.m. to 04:00 p.m. On Thursdays, opening hours are longer until 05:30 p.m. or 06:30 p.m. – but opening hours differ between banks. Of course, you can get cash any time at a cash machine (ATM).

Most commonly used banks in Germany are:

- Berliner Sparkasse www.berliner-sparkasse.de
- Berliner Volksbank www.berliner-volksbank.de
- Commerzbank www.commerzbank.de
- Deutsche Bank 24 www.deutsche-bank.de
- Dresdner Bank www.dresdner-bank.de
- Postbank www.postbank.de
- Sparda-Bank www.sparda.de

Some direct banks:

- ING-DiBa www.ing-diba.de
- NetBank www.netbank.de
- comdirect bank AG www.comdirect.de
- Deutsche Kreditbank www.dkb.de

4.5 Recognition of Degrees and Achievements

A degree which has been acquired abroad is not automatically recognized in Germany. The Federal Republic of Germany has made bilateral “Agreements on Equivalences in the Field of Higher Education” with a number of foreign countries. These agreements regulate the recognition of studies, examinations, and degrees and the public use of foreign academic degrees and titles. To get more information about the rules and regulations, look at the following links:

- www.berlin.de/sen/wissenschaft-und-forschung/berliner-hochschulen/anererkennung_von_studienabschluessen.html
- www.anabin.de
- www.kmk.org/zab/home1.htm

You may also get assistance in Berlin at the Berlin Administration – Department for Education, Science and Research (*Senatsverwaltung für Bildung, Wissenschaft und Forschung*):

Address	Senatsverwaltung für Bildung, Wissenschaft und Forschung in Berlin Frau Heidemarie Buchert – IV A5 Beuthstr. 6-8, 10117 Berlin
Phone	+49 (0)30 / 9026 6929
Email	heidemarie.buchert@senbwf.de

5. Insurances

If you have a work contract, you have to pay social security contributions in Germany. In Germany, social security are legally fixed contributions to the social insurances (health insurance, care insurance, pension scheme, and unemployment insurance). The employer and the employee each pay half of the contributions which amounts to about 42% of the gross income.



For persons coming from the European Union as well as from Iceland, Liechtenstein, Norway, Switzerland and Turkey two basic rules apply:

- You are insured in the country in which you are working.
- You are subject to the laws of one single member state only.

Similar agreements have been signed with Israel, Morocco, Tunisia and Japan; and, for pension alone, with Chile, Canada and the USA.



5.1 Health Insurance

It is **mandatory to have health insurance** (*Krankenversicherung*) in Germany, either within the public system or with a private insurance company. The major difference between the two systems is that anybody insured by the public health system is not billed for a visit to the doctor, hospital, or routine dental treatment but pays a consultation fee of 10 € per quarterly period. Hospital stays also cost 10 € per day (max. 280 € per year) for members of a public health insurance. For certain medical treatments (massages, physiotherapy, some dental treatments, and for medication) you are obliged to pay 10% or a part of the costs. Within the private insurance system, you will have to pay up front for all medical services and request reimbursement (*Rückstattung*) from your insurance provider.

Please note: If you do not have health insurance coverage, you cannot have your visa converted into a residence permit.

Exceptions:

- If you have a working contract with the university or research institution you will automatically have insurance. In this case, the health insurance will be deducted from your paycheck. All necessary steps will be taken care of by the human resources department of your employer.
- If you are an EU national, you only have to show a European Health Insurance Card from your home insurance company when seeing a doctor. Before departing for Germany, make sure to check back with your insurer.
- If you are privately insured in your home country, this might be recognized in Germany. You need to present a letter stating that you are exempted from compulsory statutory insurance as well as a confirmation of your insurance coverage.

Insurance benefits generally exclude illnesses which started prior to the local insurance coverage in Germany (pre-insurance illnesses). Especially with private health insurance companies, pregnancy commencing during a research visit is normally not covered. To have these expenses reimbursed, the relevant benefits must be laid down in advance in a supplementary contract. Furthermore, health insurance companies will not necessarily refund the cost for medical check-ups.

Statutory (Public) Health Insurance

Germany has a statutory health insurance system that is administered by various insurance companies, like *Barmer*, *AOK*, *Techniker Krankenkasse*, and many more. The insurance is mandatory but the rates depend on various factors, e.g. amount earned. All basic medical treatments are covered. 95% of the benefits are the same for all public health insurers; the remaining 5% are additional individual benefits such as personal availability, medical check-up, etc. Your insurance company will issue you a health insurance card, which you have to take with you whenever you see a doctor.

The rate for statutory (public) health insurance is 14.9% of the monthly income. Additionally, another 2.2% will have to be paid for Compulsory Long Term Care Insurance (*gesetzliche Pflegeversicherung*).

For voluntary members, the calculation of the monthly rate is based on a minimum income of 840 € per month. This means that even if your income should fall below that, your monthly contribution rate would at least amount to 143.64 € (equivalent to 14.9% health insurance plus 2.2% care insurance).

It might be useful to know that in addition to health coverage, the health insurances administer the collection of social security payments (retirement, unemployment, invalid care, etc.).

Private Health Insurance

Usually, private health insurance offers a wider range of benefits than the statutory (public) health insurance. Depending on the rate chosen, they may offer the option such as private hospitals, alternative therapies like acupuncture and herbal treatments, eye glasses and contact lenses.

The rate is based on your risk profile, not on your income. Older people or women generally pay higher rates than young men. Both the premium charged and the benefits provided by private health insurance companies may vary considerably, so that what initially appears to be the cheaper option is not always the best choice.

The Researcher's Mobility Portal Germany (Euraxess) has more information on insurance at: http://www.euraxess.de/portal/health_insurance_in.html

Health Insurance For Your Family

You must make sure to have health insurance for all family members. If you are covered through a health insurance company from your home country, please check the conditions applying to your family. If you are covered through a German statutory (public) health insurance company and your partner does not generate an income above 360 € per month, he/she can also be covered by your health insurance policy. If his/her income is above 360 € per month he/she will have to take out health insurance himself/herself. Children are generally covered by the health insurance of one of the parents.

5.2 Long-Term Care Insurance

The long-term care insurance takes effect when you need regular care at home (because of age or handicap). It is a compulsory insurance which is concluded in combination with the health insurance. The contribution is about 1,7% of the gross salary. Even if you have a private health insurance, you are obliged to carry long-term care insurance coverage.



5.3 Further Insurance Options

Private Liability Insurance

In addition to health insurance, which is mandatory, we recommend a private liability insurance (*Private Haftpflichtversicherung*). In case you damage something which you do not own (e.g. you cause an accident as a pedestrian or riding a bike), you will normally be obliged to bear the damage. Depending on the incident, this may easily amount to some thousand Euros. The liability insurance will cover all kinds of damages – provided that they were not caused on purpose. All major insurance companies offer this insurance. The fee ranges between 40 € and 90 € a year, depending on the coverage type and the insurance company.

Household Contents or Home Insurance

Household contents insurance (*Hausratversicherung*) is necessary to indemnify you for loss of, or damage to your possessions. Included are all belongings contained in your home, such as furniture, clothing, collectibles, sports equipment, valuables and computers for personal use. The insurance sum is calculated using the replacement value of all your belongings.

The premiums for any household insurance cover depend on the area in which you live, the valued of your possessions and the benefit levels you wish to have.

Please note: German household contents or home insurances with either a three or five year term cannot be cancelled before the term is up. We therefore advice you to buy only annually renewable policies.

Legal Assistance Insurance

Legal assistance insurance (*Rechtsschutzversicherung*) can help protect your rights and allow you to litigate without having to spend your own money in advance without knowing whether you will win your case and having your legal expenses reimbursed at some later date. This insurance covers the costs of your own attorney, court fees, and witnesses, costs of the opposing side if you lose the case and bail outside Germany.

Good insurance will normally cover:

- Disputes with landlords or neighbours
- Employment law
- Unwarranted driver's license loss, traffic accidents and violations
- Disagreement with the tax authorities (in court cases)
- Advice on inheritance issues
- Claims for compensation for damages (personal injury or property)
- Divorce is not included

Total and Permanent Disability (TPD) Insurance

Total and permanent disability insurance (*Berufsunfähigkeitsversicherung*) means that because of sickness or injury a person is unable to work in their own or any occupation for which they are suited by training, education, or experience. An individual can insure himself/herself against it through a disability insurance policy or as part of a life insurance package.

6. Working in Germany

Those intending to engage in regular employment need a work permit (exceptions apply to nationals from EU-countries, Iceland, Liechtenstein, and Norway). Prior to departure for Germany you must inform the German consulate and apply for the respective residence permit (indicating “employment permitted”). In Germany you must apply for the work permit at the local employment office (*Arbeitsagentur*). Please keep in mind that the procedure is time-consuming (processing of the application alone takes several weeks) so start this process well in advance.

6.1 German Taxes

Income Tax

If your research stay is based on an employment contract in Germany and will last more than 6 months you will basically be liable to taxation in Germany on your globally earned income and assets. The income tax will be deducted from your salary at source.

Agreements exist with some countries stating that higher education teachers and researchers who come to Germany for a maximum of 2 years to work on research in a public research institution may pay their taxes in their own country. Details can be found in the **double taxation agreements** which exist in relation to the member states of the EU and certain other countries.

At the end of each calendar year you may apply to the tax office of your residence to have your income tax adjusted (*Lohnsteuerausgleich*). This may entitle you to a partial reimbursement of taxes paid. The necessary documents can be obtained from the local tax office (*Finanzamt*).

Tax Card and Income Tax Categories

Upon obtaining a residence and work permit, anyone working as an employee must obtain a tax card (*Lohnsteuerkarte*) from the local registration office. The card will state your marital status, number of children, and the resulting tax classification as well as a possible affiliation to a church. Initially, you will have to pick up the tax card or phone for it to be mailed; after that it will automatically be sent to you every year. You have to hand in your tax card to the personnel department of Freie Universität so that Freie Universität Berlin can pay the tax according to your classification.

The amount of taxes charged is determined by your income and family status. Depending on your marital status and number of children, you will be assigned to a tax bracket (*Steuerklasse*). Singles pay the highest tax rates, families with only one income the lowest.

Church Tax

The church tax (*Kirchensteuer*) is 8% to 9% of the income tax (*Einkommenssteuer*). You are not required to pay the tax unless you wish to be officially affiliated with one of Germany's established churches, usually Catholic or Protestant. Just like the income tax, so will the church tax be deducted directly from your paycheck.

6.2 Pension Scheme

As an employee you have to pay contributions to the pension scheme (*Rentenversicherung*) in Germany. The contributions amount to 19.9% of the gross salary.

Your payments to the pension scheme are recognized in each EU and EEA country as well as in the countries with social security agreements. This means that at the age of retirement you may apply for part of your pension in each of the countries where you have paid into the pension scheme.

6.3 Supplementary Occupational Pension

VBL (*Versorgungsanstalt des Bundes und der Länder*) provides supplementary occupational pension for public sector employees in Germany. The contributions amount to 4% of your gross salary. Your employer pays half. Basically, *VBLklassik* is compulsory for all employees of the Federal Government and the *Länder* as well as for a large number of municipal and church employers. Alternatively, employees working in academic positions in academia or research can be exempted from the compulsory *VBLklassik* insurance if they are expected to work less than 60 months in German public sector. If this applies to you and you have declared the exemption from *VBLklassik*, you will automatically be enrolled in the voluntary *VBLextra* instead. Conditions are the same but you do not have to have accrued 60 months of contributions to get benefit of it once you will retire. For more information, please have a look at www.vbl.de or ask the responsible person in the personnel department of Freie Universität Berlin.

6.4 Unemployment Insurance / Unemployment Benefit

Unemployment insurance is also a compulsory insurance. The contributions amount to about 3.3% of the gross salary.

You may claim unemployment benefits (*Arbeitslosengeld*) if you have been employed and paid contributions in Germany for at least 12 months within the last three years. To claim unemployment benefits you have to register with the local employment office (*Arbeitsamt*) three months before your contract ends. In this case you will receive 60% of your last net income if you do not have children and 67% if you have children (*Arbeitslosengeld I*).

You will receive earnings-related unemployment benefits for at least 180 days depending on the contributions you have paid. After that you can apply for unemployment assistance (*Arbeitslosengeld II*).

6.5 Having a Baby

Maternity Allowance

If you are having a baby in Germany, you may qualify for Maternity Allowance (*Mutterschaftsgeld*). Maternity allowance is a financial service paid by the German State Health Insurance. It is financial support provided to pregnant women, 6 weeks prior and 8 weeks following delivery, in what is referred to as the mandatory maternity leave (*Mutterschutzfrist*).

Pregnant women who are employed and compulsory insured qualify for maternity allowance. Housewives and self-employed persons who are not entitled to sick leave benefits do not qualify.

The **earliest application** date is 7 weeks before the expected delivery date, which is officially documented by your doctor in what is called Certificate of Expected Date of Delivery (“*Bescheinigung über den mutmaßlichen Tag der Entbindung*”). This form is then taken to your health care provider where a copy will be made for your files. At the same time your health insurance agent will assist you with filling in another complete application form.

Being based on existing employment pay the **amount** will vary. The calculation is based on an average net amount of the applicant’s last three, complete, monthly paychecks or the last 13 weeks of pay before the beginning of Maternity Leave and is divided by total number of days for the period being measured. The maximum daily payment issued from the State Health Insurers is capped at 13 € per day. If the net amount of salary is higher than this, the employer is obligated by federal law to pay the difference, which is known as the *Arbeitgeberzuschuss*.

Parental Allowance

Parental Allowance (*Elterngeld*) is limited to the first 14 months following the child's birth. The amount of the *Elterngeld* is based on the earnings after tax of the parent dedicated to caring for the newborn and is to be viewed as a limited income subsidy. The *Elterngeld* amount is 67% of the applying parent's earnings after tax, averaged over 12 months before the child's birth. The maximum amount is 1,800 €, the minimum amount issued to eligible applicants is 300 € per month (even for unemployed parents).

Single parents will receive a total of 14 months of parental allowance. For parents jointly rearing their newborn, they can receive 12 months of parental allowance for the partner caring for the child and can receive an additional 2 months for the other partner.

To **apply** for *Elterngeld*, it needs to be done in writing. It can only be retroactively implemented 3 months from the date the application is turned in. You have to apply at the Youth Office (*Jugendamt*) of your local district.

You are eligible for *Elterngeld* if you fulfill the following criteria:

- Have a residence in Germany or a residence permit that allows you to work in Germany.
- You and your child reside together
- You care and rear your child personally
- You do not work more than 30 hours per week during the time *Elterngeld* is issued.

7. Employment by Freie Universität

The personnel office takes care of all employment related tasks. Department I A is responsible for all academic employees. Head of this department is Mrs. Regina Adolphs.

Address Personnel Office for Academic Employees and
Civil Servants (I A)
Mrs. Regina Adolphs
Rudeloffweg 25-27, 14195 Berlin

Phone +49 (0)30 / 838 53304

Email zuvrefia@fu-berlin.de

7.1 Work Contract

Freie Universität currently offers work contracts based on the former BAT (*Bundesangestelltentarifvertrag*). This means that in addition to your base salary which depends on your skills and profession; you will receive a supplement depending on your family situation, i.e. married/not married and number of children. Furthermore, you will receive additional pay in December (Christmas bonus, *Weihnachtsgeld*) and in July (vacation bonus, *Urlaubsgeld*). If you have further questions in this regard, please contact the colleagues at the personnel office.

Guest Professors

The salary of guest professors is a set lump sum according to their professional status. In general, no Christmas bonus and vacation bonus will be paid. However, the salary is subject to taxation and social security contributions (cf. chapter 6). For further questions, please contact Mrs. Melanie Utecht.

Address Personnel Office for Civil Servants (I A 14)
 Mrs. Melanie Utecht
 Rudeloffweg 25-27, room 301, 14195 Berlin

Phone +49 (0)30 / 838 53711

Email melanie.utecht@fu-berlin.de

7.2 Child Allowance

Parents with certain residence titles (e.g. a settlement permit) receive child allowance depending on the number of minor children whom they support. Child allowance will be paid whether you are employed or not. Citizens of the EU or the EEA as well as of Switzerland receive child allowance irrespective of the residence title they hold. Citizens of Algeria, Bosnia and Herzegovina, Kosovo, Morocco, Serbia, Montenegro, Tunisia and Turkey receive child allowance if they are either employed in Germany or if they receive unemployment pay or sickness benefits.

Child allowance is currently 184 € each for the first and second child, 190 € for the third, and 215 € for each additional child. If you are employed by Freie Universität Berlin, you must claim child allowance through your employer.

7.3 Telephone, Email, Personal Computer

The central institution for data processing at Freie Universität (*Zentraleinrichtung für Datenverarbeitung – ZEDAT*) is in charge of all matters related to telephone, internet and data processing on campus. Here you can get a telephone (it has to be applied through the department you belong to), an email account as well as access to wireless LAN and computer workstations on campus.

○ For more information, have a look at their website: www.zedat.fu-berlin.de.

Please note: Applications for a new telephone set have to be made through the faculty administration.

7.4 Business Travel

If you plan to go on a business trip to participate at work related tasks outside of Berlin (e.g. give a lecture), please make sure to fill out a travel application form beforehand. This is necessary in order to approve your absence from your work place as well as to provide accident insurance during your business trip.

Your employer has to give his or her approval of a business trip and is also responsible for the reimbursement of travel costs.

More information on application procedure and forms will be provided by the following colleagues of department I:

Faculty of Veterinary Medicine, central administration, central institutions and other institutions:

Address Mrs. Sandra Bongk
Rudeloffweg 25-27, room 307, 14195 Berlin
Phone +49 (0)30 / 838 548 66
Email sandra.bongk@fu-berlin.de

Faculties of Education and Psychology; Political and Social Sciences; History and Cultural Studies; Physics, Mathematics and Computer Science, and all central institutes:

Address Mrs. Kristin Lindner
Rudeloffweg 25-27, room 306, 14195 Berlin
Phone +49 (0)30 / 838 542 46
Email kristin.lindner@fu-berlin.de

Faculties of Business and Economics; Law; Biology, Chemistry and Pharmacy as well as Philosophy and Humanities

Address Mrs. Monika Poerschke
Rudeloffweg 25-27, room 327, 14195 Berlin
Phone +49 (0)30 / 838 545 73
Email m.poerschke@fu-berlin.de

Faculty of Earth Sciences

Address Mrs. Karin Buchmann
Rudeloffweg 25-27, room 328, 14195 Berlin
Phone +49 (0)30 / 838 545 74
Email karin.buchmann@fu-berlin.de

7.5 Support from the Research Department (Dep. VI)

The colleagues of department VI (Research) of the Central University Administration provide assistance to all academic faculty of Freie Universität identifying research related funding programs and institutions and informing about research awards.

Furthermore, scholars and scientists of Freie Universität Berlin receive information, advice, and support on issues related to the external funding procedure and specifically the drafting of contracts and agreements on research and development, cooperation, EU consortium, and others. These contracts and agreements are reviewed and negotiated with the external funding agency in question.

Head of Team	Dr. Nathalie Martin-Hübner
Address	Rudeloffweg 25-27, 14195 Berlin
Phone	+49 (0)30 / 838 736 07
Email	foerdern@zedat.fu-berlin.de
Web	www.fu-berlin.de/en/forschung

7.6 Job Ticket

Employees of Freie Universität can get a job ticket at a reduced price for Berlin's public transport system (BVG including *U-Bahn*, *S-Bahn*, bus, tram and regional train). Included in the package is a free day lift to children up to the age of 6, baby carriages and one dog. Furthermore, during weekdays after 8:00 p.m. and before 3:00 a.m. and on weekends and holidays you can give a free lift to one adult and up to three children ages 6 to 14.

Prices depend on the chosen fare zones and are always 5% off the usual subscription prices for BVG passes. Application deadline for the purchase of the job ticket are March 1, May 1, September 1 or December 1.

For more information, please have a look at the website (in German only): www.fu-berlin.de/zuv/abt-1/service/jobticket/Firmenticket_Fal-tblatt.pdf or ask one of the contact persons stated below.

Mrs. Kasperkowitz:

Phone: +49 (0)30 / 838 52660

Email: manuela.kasperkowitz@fu-berlin.de

Mrs. Yousufzad

Phone: +49 (0)30 / 838 53096

Email: ellen.yousufzad@fu.berlin.de

Mr. Flister

Phone: +49 (0)30 / 838 53207

Email: juergen.flister@fu-berlin.de

8. Guide through Freie Universität

Freie Universität Berlin is the largest of the four universities in Berlin with about 31.000 students and some 380 professors. It was founded in 1948 by students and staff who were relegated because of their political views from Humboldt University at that time controlled by the authorities of the Soviet sector. In 1968 it was the center of the left-wing German student movement in parallel to that in Paris, London, and Berkeley. In October 2007 Freie Universität Berlin was successful in the Initiative of Excellence of the German government and thus awarded the status of „Elite University“ by the German Science Foundation (*Deutsche Forschungsgemeinschaft*). Most of the university's facilities are located in Berlin's southwestern district of Dahlem.

8.1 International Network University

In order to attain academic excellence with an international impact, Freie Universität believes it is vital to rethink traditional university structures. Therefore, Freie Universität has developed an innovative approach to university management: Its realigned university structure sets its focus on systematically enhancing research networks, advancing young academics, and initiating international cooperation.

The **Center for Cluster Development** (CCD) coordinates Freie Universität's entire system of collaborative research. It assists researchers in processes of developing interdisciplinary research specialties (clusters) that give rise to innovations in industry (particularly the sciences), politics (social sciences) and cultural development (humanities). For further information, please check their homepage www.fu-berlin.de/ccd.

The **Center for International Cooperation** (CIC) aims to strengthen and expand the international research and academic network of Freie Universität. It supports the vision of the International Network University by raising the global visibility and attractiveness of the university through its liaison offices. The Center therefore facilitates international research cooperation at an institutional level and between individual members. Furthermore, it supports the recruitment of excellent research students and faculty. For further information, please visit www.fu-berlin.de/cic.

8.2 Faculties and Central Institutes

Freie Universität Berlin has twelve faculties and three central institutes:

Faculties

- Faculty of Biology, Chemistry, Pharmacy
- Faculty of Business and Economics
- Faculty of Earth Sciences
- Faculty of Education and Psychology
- Faculty of History and Cultural Studies
- Faculty of Law
- Faculty of Mathematics and Computer Science
- Faculty of Philosophy and Humanities
- Faculty of Physics

- Faculty of Political and Social Sciences
- Faculty of Veterinary Medicine
- Medical School – Charité – University Medicine Berlin

Central Institutes

- Institute for East European Studies
- Institute for Latin American Studies
- John F. Kennedy Institute for North American Studies

8.3 University Library

The University Library provides the infrastructure for users to conduct searches for literature and information. The online FU Catalog, Digital Library, and the Institutional Repository can be accessed anywhere in the world.

Residents of Berlin and the state of Brandenburg will be given a **library card** free of charge upon production of a German identity card or foreign passport and the form issued by the residents' registration office of Berlin or Brandenburg proving resident status. The loan period is 4 weeks. Items may be renewed via the FU Catalog, providing they have not been reserved by another user.

Furthermore, your faculty will most certainly have a **faculty library card** (*Institutsausweis*). The faculty library card allows members of the faculty to lend books from the university library for up to a year.

Address	Garystr. 39, 14195 Berlin
Phone	+49 (0)30 / 838-542 73 (Information)
Email	auskunft@ub.fu-berlin.de
Web	www.ub.fu-berlin.de

Opening hours	Mon – Fri 10:00 a.m. – 07:00 p.m.
Borrowing / Return	Mon – Fri 10:00 a.m. – 05:45 p.m. Thu 10:00 a.m. – 06:45 p.m.

Reading room	Mon – Fri 09:00 a.m. – 08:00 p.m.
University Catalog	http://opac.fu-berlin.de

Every faculty has its own library where you can find books relevant to your research topic. A list of the faculty libraries can be found here: www.ub.fu-berlin.de/fbb/fb/.

Furthermore, the **archives** of Freie Universität can be found at www.fu-berlin.de/en/einrichtungen/service/archiv/index.html.

8.4 IT at Freie Universität

Computing Services (ZEDAT)

The central institution for data processing at Freie Universität (*Zentraleinrichtung für Datenverarbeitung – ZEDAT*) is in charge of all matters related to internet and data processing on campus. Here you can get, among other things, an email account as well as access to wireless LAN and computer workstations on campus. Furthermore, ZEDAT offers workshops on relevant issues related to information technology and IT competency. For information on their current program, have a look at www.zedat.fu-berlin.de/Schulung/IT-Kompetenz.

Internet and Email-Account

If you are **employed** by Freie Universität Berlin you will get an email account and access to wireless LAN at the central institution for data processing of Freie Universität (*Zentraleinrichtung für Datenverarbeitung – Zedat*): www.zedat.fu-berlin.de.

If you hold a **scholarship**, your responsible professor has first to apply for a project account (if she/he hasn't done so already). You can then apply for a general user agreement (*Benutzungsantrag*) in order to get an email account of Freie Universität. Both application forms can be downloaded at www.zedat.fu-berlin.de/Antragsformulare#ACCOUNT_Projektantrag_und_Benutz

Center for Digital Systems (CeDiS)

CeDiS, e-learning and multimedia competence center of Freie Universität, advances and supports the use of new media and social software in education and research. Staff of CeDiS consult, develop, design, and implement web solutions and multimedia materials for e-learning and e-science.

The five focus areas are:

- E-Learning: lms@cedis.fu-berlin.de
- Content Management: cms@cedis.fu-berlin.de
- Web 2.0: web2o@cedis.fu-berlin.de
- Open Access: e-publishing@cedis.fu-berlin.de
- Design: design@cedis.fu-berlin.de

8.5 Patent and Licensing Service

The Patent and Licensing Service of Freie Universität Berlin advises inventors at the university and, together with the patent utilization agency ipal GmbH, is responsible for the commercial utilization of inventions. If you want to know more about this service, please contact Dr. Stephanie Rabe or have a look at the website.

Contact	Dr. Stephanie Rabe – Dept. VI – Research
Address	Kaiserswerther Str. 16-18, 14195 Berlin
Phone	+49 (0)30 / 838 736 09
Email	stephanie.rabe@fu-berlin.de
Web	www.fu-berlin.de/en/forschung/service/patente/index.html

8.6 Meals and Snacks

Several student dining halls (*Mensa*) at different locations of Freie Universität offer a variety of warm meals and small snacks at moderate prices during weekdays. Please note that you first have to purchase a MensaCard at the cash desk in a dining hall before being able to buy your meal. You have to pay a deposit of 1.55 €. This plastic card allows you cashless payment. You can recharge it with up to 50 € bills at several recharging terminals which you will find at the entrances of the dining halls. In addition, there are a number of small student-run coffee shops on campus, nearby bakeries, coffee shops, restaurants, and shops.

Mensa FU I Van't-Hoff-Straße

Address Van't-Hoff-Str. 6, 14195 Berlin
 Opening hours Mon – Fri 11:15 a.m. – 02:30 p.m.

Mensa FU II Otto-von-Simson-Straße

Address Otto-von-Simson-Str. 26, 14195 Berlin
 Opening hours Mon – Fri 08:00 a.m. – 06:30 p.m.

Cafeteria FU Koserstraße

Address Koserstr. 20, 14195 Berlin
 Opening hours Mon – Thu 08:30 a.m. – 04:30 p.m.
 Fri 08:00 a.m. – 04:00 p.m.

Cafeteria FU Otto-Suhr-Institut

Address Ihnestr. 20, 14195 Berlin
 Opening hours Mon – Fri 08:30 a.m. – 03:30 p.m.

Mensa FU Herrenhaus Düppel

Address Oertzenweg 19b, 14163 Berlin
 Opening hours Mon – Fri 09:00 a.m. – 03:00 p.m.

Mensa FU Lankwitz

Address Malteserstr. 74, 12249 Berlin

Opening hours Mon – Fri 08:00 a.m. – 04:30 p.m.

The current menu is published on:

www.studentenwerk-berlin.de/mensen/mensen_cafeterien/fub/index.html



8.7 Sports and Music

The **university sports center** offers a variety of courses during term-time and between terms; e.g. soccer, fencing, sailing, yoga, and many more.

For university members, fees for the respective courses are very reasonable compared to other fitness centers.



Address	Königin-Luise-Str. 47, 14195 Berlin
Phone	+49 (0)30 / 939 533 20
Email	zeh3@zedat.fu-berlin.de
Web	www.hs-sport.fu-berlin.de

The **Young Orchester** (*Junges Orchester*) of Freie Universität is open to all students and those who love music.

Address	Junges Orchester der FU Berlin beim Asta der Freien Universität Berlin Otto-von-Simson-Str. 23, 14195 Berlin
Phone	+49 (0)30/8900 5892 (Nikolaus Spoerel)
Email	mail@junges-orchester.de
Web	www.junges-orchester.de



9. Coming With Your Family

9.1 Your Partner: Studying, Doctorate, Working

Partners accompanying doctoral candidates may want to study, earn their doctorate, or work during their stay in Germany. In the following, you will find some general information which could be helpful before coming to Germany with your family.

Studying

Partners interested in studying need to apply at the respective university (Berlin has four universities: Freie Universität, Humboldt-Universität, Technische Universität, Universität der Künste). Application procedures vary among the universities, so please check the requirements before coming to Germany.

During the past few years Germany's university system has been undergoing a substantial transition. To comply with the Bologna process, German universities now mostly offer a two cycle system with Bachelor and Master degrees instead of the traditional *Magister* or *Diplom*. There is not only a change in name but also in substance: the bachelor's degree is awarded after three or four years of study. Afterwards, students can apply to go on with their studies on a post-graduate level and get a master's degree which usually lasts two more years.

Earning a Doctorate

If your partner intends to earn a doctorate at a German university, he/she should check the application requirements and deadlines of the doctoral program of the respective university. Likewise, if he/she wishes to do an individual doctorate, he/she should contact the intended main supervisor for the project as well as check the deadlines and requirements of the respective department (information will in

most cases be provided by the graduation offices).

Most doctoral programs offer scholarships which have to be applied for in due time. Various public and private foundations also offer scholarships for doctoral candidates regardless if they are enrolled in a doctoral program or if they do an individual doctorate.

Working

In order for your spouse to take up employment, you will first have to apply at the foreigners' registration office (*Ausländerbehörde*) for the type of residence permit that allows the holder to pursue gainful employment and also present a concrete job offer. The foreigners' registration office will forward the application internally to the federal employment agency (*Bundesagentur für Arbeit*) which will check whether there are German nationals or other EU citizens who should be given priority. This can take several weeks or even months.

Please note: If a settlement permit is issued, spouses are given a residence permit which allows them unrestricted employment opportunities. It is issued without recourse to the Federal Employment Agency which means that it is not necessary to check whether other people should be given priority on the employment market.

Job Hunting

Depending on the type of employment your spouse is looking for and his/her skills, there are different options for job hunting. If your partner has sought-after skills, the best way to start looking for a job is through an executive search firm (*Personalberatung*). The service is usually at no cost for those candidates who are searching for a position.

Another option is checking the help wanted **ads in newspapers** (e.g. the Sunday edition of *Tagesspiegel* or the Saturday edition of *Berliner Zeitung*) or on special **websites** dedicated to job finding (www.academics.de or www.careerjet.de)

And yet another option is the **local employment agency** (*Arbeitsagentur*). It has extensive listings of vacancies, which you can examine without charge even if you have no work permit.



9.2 Children: Day Care

You will find a wide variety of nurseries and kindergartens (in German: *Kindertagesstätte* or short: *Kita*) in each of Berlin's districts. Day-care centers look after children from infancy until they are ready to start school, i.e. the age of six. Places are offered by many organizations, especially associations for welfare work, the Catholic or Protestant church, and centers run by the districts.

An alternative to nurseries for children under the age of three are nannies (officially called *Kindertagespflege* or colloquial *Tagesmütter*). Care is provided at the nanny's home. The groups tend to be smaller than at nurseries; usually a nanny cares for three to five children. Nannies who are not registered with the youth welfare office but who work on a private basis can be found through ads in newspapers, in the internet or on bulletin boards in supermarkets.

Information on kindergartens, nurseries and nannies in your vicinity can be obtained from the youth welfare office (*Jugendamt*) run by the local authority.

A **monthly fee** is charged for daycare attendance. Contribution to costs for child care depends on parental income, the duration of daily care, and further statutory criteria such as the number of children under 18 in the family. In addition, a monthly fee for meals will be charged (currently 23 €). Fees charged for daycare centers run by private organizations or for nannies who are not registered with the youth welfare office tend to be considerably higher than those run by the district.

Please note: Every child between the ages of three and six is legally entitled to half day care at a childcare facility. The pre-school year, i.e. the last year of kindergarten, is free of charge; only the monthly fee for meals has to be paid.

How do you obtain a place for your child?

To obtain a place in a daycare center or daycare with a nanny, you should first turn to the youth office of the district in which you live and are a registered resident. The addresses of the youth offices are listed in the brochure “*Bildung, Erziehung und Betreuung in Kindertagesstätten Berlins*” (“Education, Upbringing and Care in Berlin’s Child Day Care Centres”). This brochure is available at the Senate Administration for Education, Science and Research at their website: www.berlin.de/sen/familie/kindertagesbetreuung/index.html

There you can submit an application for care of your child in a kindergarten, nursery or with a nanny: www.fu-berlin.de/sites/familienbuero/media/kita-anmeldevordruck.pdf. The youth office evaluates your child’s need for care and issues a voucher („*Kita-Gutschein*“). You then use this voucher to look for a place in a daycare center or with a nanny of your choice. This need not be located in your district; your voucher is valid for all daycare centers in Berlin. If you wish, the youth office will find a place that is suitable for you.

FU Kindergarten

Freie Universität has a kindergarten on its campus in Dahlem for 200 children between eight weeks and six years. Parents who either work, study or do their doctorate at one of Berlin’s universities can apply for a place at the kindergarten. Guest scholars of Freie Universität will get a place without much timeconsuming bureaucracy as they will not need a *Kita* voucher.

Address	Mrs. Sylvia Engels Königin-Luise-Str. 86, 14195 Berlin
Phone	+49 (0)30 / 838 53 700 (or 53 799)
Web	http://userpage.fu-berlin.de/~sengels/kita_english/index.html

Bilingual Kindergartens

In Berlin there are a number of bilingual kindergartens with the following language combinations: German-English, German-French, German-Italian, German-Spanish, and German-Turkish. For an overview of these bilingual kindergartens, please look on our website: www.fu-berlin.de/drs.

Babysitter

The best way of finding short-term baby-sitters, mostly in the afternoons or evenings, is to read the ads on bulletin boards in supermarkets or kindergartens, or to place your own ad. The FU kindergarten has a list of baby-sitters recommended by parents whose children go to the FU kindergarten

9.3 School

It is often difficult for foreign visitors to find the right schools for their children. German parents have the same problem because in Germany, the federal states are responsible for education, so there are considerable differences in the school systems and curricula from one federal state to another. The school year begins after the summer holidays, any time from July to September, depending on the federal state.

All German and foreign children in Germany must attend school from the ages of six to fifteen. First, they are enrolled at elementary school (**Grundschule**, classes one to six). After elementary school pupils go on either to **Integrierte Sekundarschule** or to **Gymnasium**. In both schools, pupils can obtain the *Abitur*, which is the German university entrance certificate – generally, in *Integrierte Sekundarschule* after class 13, in *Gymnasium* after class 12.

An exception is the **Gesamtschule**, which is a pilot project lasting until 2013. Here, pupils learn together from class 1 up to class 13 without having to change school after elementary school.

There are some exceptions to this general rule. Therefore, please always consult the school you have chosen for your child(ren) and/or the Senate Administration for Education, Science and Research.

Address	Info-Center: Beuthstr. 6-8, 10117 Berlin
Phone	+49 (0)30 / 9026-6143, -5668, or -5000
Email	barbara.buehring@senbwf.verwalt-berlin.de or sonja.roth@senbwf.verwalt-berlin.de

13	Comprehensive School (<i>Gemeinschaftsschule</i>)	Integrated Secondary School (<i>Integrierte Sekun- darstufe</i>)	High School (<i>Gymnasium</i>)	
12				
11				
10				
9				
8				
7				
6		Elementary School (<i>Grundschule</i>)		
5				
4				
3				
2				
1				
1				
	School Starting Phase (<i>Schulanfangsphase</i>)			

Attendance at state-run schools in Germany is free of charge. There are very few fee-paying private or international schools, most of them expensive. In Berlin, some elementary or primary schools have special classes for foreign children, where, in addition to normal tuition, they concentrate on learning German so that they can be fully integrated into general school system.

Pre/After School Care

Pre- and after-school care centers (German: *Hort*) look after children during specific hours prior to and after school (e.g. from 7 a.m. to 5 p.m.). These facilities include lunch, supervision of homework and allow time for play. Costs for this category of day center vary according to parental income and number of children in the household. Application for a place is through the youth welfare office of the local authorities.

Bilingual and International Schools

Berlin has several European schools with bilingual programs (*Staatliche Europa-Schule Berlin – SESB*). Currently, there are 18 elementary and 12 secondary schools with altogether nine language combinations (German-English, German-French, German-Russian, German-Italian, German-Spanish, German-Greek, German-Turkish, German-Polish and German-Portuguese). There are also a few international schools with all lessons in English or French. For an overview of all bilingual and international schools, please look on our website: www.fu-berlin.de/drs.

9.4 Family Support at Freie Universität Berlin

The Family Support Center is responsible for expanding childcare options at Freie Universität, providing aid to junior researchers with family obligations, and supporting employees and students who care for family members.

Address	Dr. Sünne Andresen Rudeloffweg 25-27, 1 st floor, 14195 Berlin
Phone	+49 (0)30 / 838 51137
Email	familienbuero@fu-berlin.de
Web	www.fu-berlin.de/familienbuero

10. Accommodation

10.1 General Information

We strongly recommend you to start looking for accommodation as soon as possible and, if applicable, only to send for your family when you have found a suitable apartment. The chances for being successful when searching for somewhere to live are much better if you are not under time pressure. Furthermore, if you come alone, you can easily live for a short time in a hotel or guest-house or perhaps with friends or acquaintances

Berlin City Map

Berlin is a large city with twelve districts. When looking for a place to stay, check the Berlin city map for orientation. Freie Universität is located in the southwestern district of Dahlem. You can use an online city map under <http://www.berlin.de/stadtplan/map.asp>.

10.2 Short-Term Accommodation

In case you arrive in Berlin without having been able to find an apartment before, you should make a reservation in a hotel in advance. You may also contact Berlin Tourism for hotel information and reservation (www.visitberlin.de/index.en.php?). We have listed hotels near Freie Universität.

Seminaris CampusHotel Berlin

Address Takustr. 39, 14195 Berlin
 Phone + 49 (0)30 / 55 77 97-0
 Email berlin@seminaris.de
 Web www.seminaris.de

Harnackhaus

Address Ihnestr. 16-20, 14195 Berlin
 Phone +49 (0)30 / 84 13138 00
 Email info@harnackhaus-berlin.mpg.de
 Web www.harnackhaus-berlin.mpg.de

International Center for Scientists (*Internationales Begegnungszentrum – IBZ*)

Address Wiesbadener Str. 18, 14197 Berlin
 Phone +49 (0)30 / 82 12 006
 Email info@ibz-berlin.de
 Web www.ibz-berlin.de/englischversion/frameset.html

Ravenna Hotel

Address Grunewaldstr. 8-9, 12165 Berlin
 Phone +49 (0)30 / 790 91-0
 Email info@ravenna-hotel.de
 Web www.ravenna-hotel.de

10.3 Advertisements and Newspapers

Several Berlin newspapers have large real estate sections (usually published Saturdays). You can purchase them at paper stands, train stations, supermarkets etc. or check the offers online.

- *Tagesspiegel* <http://anzeigen.tagesspiegel.de/immoindex.php>
- *Berliner Zeitung* www.berlinonline.de/berliner-zeitung/anzeigenmarkt/immobilien/
- *Berliner Morgenpost* <http://immonet.morgenpost.de/>
- *Zweite Hand* www.zweitehand.de

10.4 Tenancy Contract

By signing a tenancy agreement, you gain some rights, but also have special responsibilities. For example:

- Payment of monthly rent (including costs for utilities)
- Period of notice when moving out (generally 3 months)
- Payment of certain repairs
- Payment of additional charges (heating, water, garbage disposal, caretaker, lift, cleaning, etc.)
- Renovation
- Refundable security deposit (can amount to up to 2 or 3 monthly rental fees)
- Renovation (document any problems upon moving in or you will be held responsible for damage upon moving out)

The monthly payment is due at the beginning of each month and consists of two parts, the rent (*Kaltmiete*) and the utilities (*Nebenkosten*). Whereas the *Kaltmiete* is generally fixed for the duration of the lease, utilities can vary from year to year. *Nebenkosten* usually include: water, heating, garbage collection, the landlord's share in property tax, insurance for the land property, chimney cleaning, etc. Be aware that there are additional payments for electricity, water, heat, etc. depending on the amount used.

10.5 Deposit and Furniture

As a security for any damage or unpaid rent, the landlord will ask for a refundable security deposit (*Kaution*) amounting to two or three months' rent. After the lease ends and the property has been handed back without damages according to the protocol signed together with the lease, the deposit plus the legal interest rate for the period of the lease must be paid back.

It is common in Germany to have unfurnished flats, which also means that, especially in larger flats, you might have no kitchen equipment like an oven or a sink. If there is furniture, this will be described in the advertisement as (*teil-*)*möbliert*, i.e. (partly) furnished.

If a phone number is indicated, you can call the landlord or real estate agent directly. In case of language difficulties ask a friend or colleague or the staff at DRS to help you arrange a viewing appointment.

Please note: Make sure that you have completely understood the tenancy agreement before you sign it. Ask a German colleague or friend to read the contract.

10.6 Abbreviations

Here you find some of the most frequent abbreviations used in the property market:

<i>2 Zi.Whg. (2-Zimmerwohnung)</i>	two-room apartment
<i>2 ZKB (2 Zimmer, Küche, Bad)</i>	two-room apartment with kitchen and bathroom
<i>2 ZKBB (2 Zimmer, Küche, Bad, Balkon)</i>	two-room apartment, kitchen, bathroom, balcony
<i>Ablöse, Abstand</i>	payment for an existing kitchen of the previous tenant
<i>Blk (Balkon)</i>	balcony
<i>EBK (Einbauküche)</i>	built-in kitchen
<i>EG (Erdgeschoss)</i>	ground floor
<i>GEH (Gasetagenheizung)</i>	heating by gas, mostly additional costs
<i>MM (Monatsmiete)</i>	monthly rent
<i>K (Kaution)</i>	refundable security deposit
<i>kalt</i>	excluding additional charges
<i>KM or k (Kaltmiete)</i>	rent excluding additional charges
<i>NR (Nichtraucher)</i>	non-smoking
<i>OH (Ofenheizung)</i>	heating by oven (coal), i.e. no central heating
<i>Prov. (Provision)</i>	commission paid to the real estate agent, must not exceed the amount of 2 monthly rents plus tax (19%)
<i>warm</i>	including additional costs, especially heating

WM or w (<i>Warmmiete</i>)	all-inclusive rent
WG (<i>Wohngemeinschaft</i>)	shared apartment
ZH (<i>Zentralheizung</i>)	central heating
zzgl. NK (<i>zuzüglich Nebenkosten</i>)	plus additional costs (utilities, e.g. electricity, heating, etc.)

10.7 Additional Information

Waste Separation

Germany has an excellent system for separating and recycling garbage (*Mülltrennung*). The key word is separating! Most waste is collected at your doorstep at regular intervals. You will have containers in different colors at your residence: a yellow container or bag for everything with a green point on the package, a brown one for biological waste (*Biomüll*), a black container for household waste (*Restmüll*), and a blue container for paper (*Altpapier*). For different-colored glass (white, black, brown) containers are found on the streets throughout the city.

Yellow container or yellow bag	<ul style="list-style-type: none"> • everything with a green point on the package • packages • beverage cans and boxes • yoghurt cups • styrofoam • plastic bottles • cans
Brown container	<ul style="list-style-type: none"> • eggshells • garden rubbish like grass • tea and coffee grounds • fruit and vegetable rubbish • flowers • spoiled food • leftovers (no fish, no meat) • paper tissues

Black container	<ul style="list-style-type: none"> • ashes • meat and fish • photos • durex and sanitary products • candles • leather, rags • bin liner • porcelain • vacuum cleaner bags • wallpaper • cigarettes
Blue container	<ul style="list-style-type: none"> • cardboard • catalogues • paper • magazines • newspapers
Bottle container	<ul style="list-style-type: none"> • glass bottles • beverage glass • tinned food glass

Electricity

All electrical connections in Germany cater for 220-240 V/50-Hz a/c mains and European standard plugs. You may require adapters and transformers for electrical equipment you bring with you. Important: If you declare any equipment you import into Germany, you must ensure that you export it again at the end of your stay.

Laundry and Dry cleaning

Washing machines are not common in furnished flats, but there are plenty of self-service laundrettes (*Waschsalon*) throughout the city. The same applies to dry cleaning services. Please be aware that dry cleaning services are rather expensive in Germany.

11. Communication

11.1 Radio and Television

Anyone who owns a radio and/or television must register them and pay charges for public radio and television to the GEZ (*Gebühren-einzugszentrale*). The monthly fee currently amounts to 5.52 € for a single radio and 17.03 € for a single radio and television receiver. Registration forms are available online (www.gez.de) or at every post office.

11.2 Telephone

Public Telephones and Call Shops

You find phone booths in public areas, but their number is steadily decreasing. Nowadays, very few phone booths operate with cash. Most public phones require telephone cards, which can be bought in amounts of 5 €, 10 € or 15 € at T-Punkt-stores, at post offices, and at tobacco/newspaper shops.

Setting up a Telephone Connection in Your Apartment (*Telefonanschluss*)

Germany has a huge telecommunications market and there is a wide selection of companies offering their services. Setting up a landline telephone connection you have a choice between a telephone cable and a TV-cable. Prices and conditions vary enormously whether you order only a telephone line or a package together with internet access. You might also contact your landlord about whether he or she has a special agreement with a certain provider.

Providers via telephone cable:

- Deutsche Telekom: www.telekom.de
- Arcor: www.arcor.de
- Versatel: www.versatel.de
- 1&1: www.einsundeins.de
- Alice: www.alice.de

Providers via TV-cable:

- Unitymedia: www.unitymedia.de

Call-by-Call Services

Call-by-call services offer less expensive rates, mainly for long distance calls further than 50 kilometers. Especially calls to foreign countries can be considerably cheaper than the ordinary rates. As this is an additional service, you need a landline telephone at home or you have to make the call from a phone booth. Only certain providers allow call-by-call so you might want to check before signing up with a provider.

In order to use call-by-call you just dial a special prefix number before the number you are calling. Before being connected, you normally will be told the cost per minute for the call.

There are hundreds of companies offering these services. Each of them has different rates for the respective countries with the rates changing quite frequently. So if you regularly make phone calls to your home country, it is worth to check and find out the cheapest offer.

For current rates access www.billiger-telefonieren.de.

Cell Phones

In Germany you have the choice between two schemes:

- cell phone with a contract
- cell phone with a prepaid card

If you already have a cell phone, you can also only get a SIM card.

A **contract** usually lasts for two years. There are two types of contracts: Either you pay a monthly fee together with the expenses for each call or you pay a flat rate. The advantages of a contract are generally lower calling rates and better deals on new phones.

With **prepaid cards**, you have maximum flexibility since you pay as you go. If your credit expires, you simply buy new credit at telephone stores, kiosks and supermarkets, or online.

Major providers are:

- T-Mobile (Deutsche Telekom): www.t-mobile.de
- O2: www.o2online.de
- E-Plus: www.eplus.de
- Vodafone: www.vodafone.de

11.3 Internet

There are different options: dial-up, ISDN, and DSL, which work via the telephone line, and cable.

Dial Up & ISDN

Modem: Most dial-up Internet service providers offer two types of access:

- a pay-as-you-go service, mainly on a per-minute basis
- a contract service where you pay a fixed amount per month for a limited access (these start at around 15 €/month)

Note that there are no flat rates available for dial-up access. Both analogue and ISDN lines can be used to access the Internet by dial up. ISDN will offer you faster access at 64 kbps (or 128 kbps, if you use both lines at the same time). The monthly fee for an ISDN line is approx. 5 € more expensive. You will need a special ISDN modem and the telephone line must be approved for ISDN use.

Access rates vary considerably. Many providers do not require any sign-up or commitment – by simply calling a designated number to make the connection is enough. The per minute rate starts at 1 Cent.

For more information check www.billiger-surfen.de.

DSL

If you wish to have a high speed Internet connection, you might want a DSL connection. This provides an Internet access up to 30 times faster than a standard analogue service. It requires an existing land-line and involves additional fees (e.g. installation fee and monthly fee).

More information can be found here:

- Deutsche Telekom: <http://telekom.dsl-flatrate-angebote.de>
- Arcor: www.arcor-angebote.de
- 1&1: <http://dsl.1und1.de>
- Alice: www.alice-dsl.de



11.4 Post Office

Larger post offices are open from 8:00 a.m. to 6:00 p.m. whereas smaller offices might have shorter opening hours. Most letters within Germany reach their destination within the next working day.

You can get stamps at post offices and at vending machines. The post office in Dahlem is in the Seminaris CampusHotel, Takustr. 39.

Costs for postcards and standard letters (May, 2010):

	Germany	Europe	World
Postcard 140x90mm - 235x125 mm	0,45 €	0,65 €	1,00 €
Standard letter (<20g) 140x90x5mm - 235x125x5mm	0,55 €	0,70 €	1,70 €
Compact letter (<50g) 150x70x10mm - 235x125x10mm	0,90 €	1,25 €	2,20 €
Big letter (<500g) 100x70x20mm - 53x250x20mm	1,45 €	3,00 €	6,00 €

To find the nearest post office, you can check the website of the German Postal Service at www.post.de.

For parcels, you can either go to the post office or use one of the parcel services, e.g. Hermes-Versand.

12. Transportation

12.1 Local Public Transportation

Public transportation in Berlin is excellent. The *Berliner Verkehrsbetriebe GmbH* (abbreviated as *BVG*) is the public local transportation network of Berlin. Within this local network, you may use any means of public transport: regional trains (*RB*), regional express trains (*RE*), city railway (*S-Bahn*), subway (*U-Bahn*), streetcars (*Straßenbahn*), and buses (*Bus* and *Metro-Bus*). You just buy one ticket from A to B, irrespective of the means of transportation and regardless of whether and how often you have to change in between (as long as you reach your destination by travelling in one direction).

Berlin and the surrounding areas are divided into three fare zones (A, B and C). Tickets are available for two fare zones (AB or AC) or the entire fare zone (ABC).

- AB valid within the Berlin city limits and Tegel Airport
- BC valid in the areas outside of the S-Bahn circle and in the surrounding areas
- ABC valid in all fare zones

Timetables, routes and maps can be downloaded online (in English): www.bvg.de/index.php/en/Bvg/Start.

Tourist Tickets

Tourist Tickets are available at Berlin's tourist information offices and at the ticket counters of Berlin's transportation authority (BVG). The tickets have to be validated at the beginning of your trip and are not transferable after validation.

Berlin CityTourCard

If you purchase the Berlin CityTourCard you can travel free of charge for 48 hours, 72 hours or 5 days using all public transport services in Berlin's zones AB or ABC. It also gives discounts on about 50 tourist highlights in the city. The Berlin CityTourCard comes with a brochure containing an inner city map together with a map of the public transportation network.

- Berlin CityTourCard (48 hours) AB 15.90 €
ABC 17.90 €
- Berlin CityTourCard (72 hours) AB 21.90 €
ABC 23.90 €
- Berlin CityTourCard (5 days) AB 28.90 €
ABC 33.90 €

Berlin WelcomeCard

If you purchase the *Berlin WelcomeCard* you can travel free of charge within Berlin's public transportation network and get up to 50% discount on more than 130 highlights in Berlin. It comes with a city map, a map of the public transportation network and a guide.

- Berlin WelcomeCard (48 hours) AB 16.90 €
ABC 18.90 €
- Berlin WelcomeCard (72 hours) AB 22.90 €
ABC 25.90 €
- Berlin WelcomeCard (5 days) AB 29.90 €
ABC 34.90 €

Regular Tickets

Regular tickets can be purchased at ticket vending machines at the stops, train stations, in streetcars or directly from the bus driver. After purchasing your ticket, it must be validated by inserting it into the

stamp machine located next to ticket vending machines at the stops, in the subway or in buses and streetcars.

Depending on your destination, the number of persons accompanying you, and the duration, you have different options for tickets. In the following passage, you will find a short overview on available tickets.

Standard Fare

With this ticket you can use the trains and buses for 2 hours after it has been validated. You can transfer as often as you wish as long as the direction of your travel remains the same. If you want to take a bike with you, you have to buy an additional ticket for it.

- AB 2.10 € (bike 1.50 €)
- BC 2.40 € (bike 1.70 €)
- ABC 2.80 € (bike 2.00 €)

Short Trip Ticket

Within the entire public transportation network “short distances” are defined as follows: 3 stations with the U-Bahn, S-Bahn, and regional trains or 6 stops by bus or streetcar. Only train-to-train transfers are allowed. If you want to take a bike with you, you have to buy an additional ticket for it. The ticket costs 1.30 € (bike 1.00 €).

Day Ticket

If you move around in Berlin a whole day using public transport, you can buy a day ticket which allows you to travel around by bus, streetcar, U-Bahn, S-Bahn and regional trains within Berlin until 03:00 a.m. the day after validation.

- AB 6.10 € (bike 4.40 €)
- BC 6.30 € (bike 4.60 €)

- ABC 6.50 € (bike 4.80 €)

Monthly pass (*Monatskarte*)

Guests who stay longer than a month in Berlin and often use public transport are advised to purchase a monthly pass (*Monatskarte*), because this is much more effective and less expensive than buying single tickets. You can purchase the monthly pass either monthly or make a yearly subscription which is cheaper as it costs the price of 10 months. If you pay the amount for a whole year at once, you can enjoy another discount. You can apply for subscription at the main train stations (Hauptbahnhof, Ostbahnhof, Südkreuz, Gesundbrunnen, Zoologischer Garten, Alexanderplatz, Friedrichstraße).

Standard (price per month):

- AB 72.00 € (bike 8.50 €)
- BC 73.00 € (no monthly bike tickets available)
- ABC 88.50 € (no monthly bike tickets available)

Reduced rate if you pay only once for a whole year:

- AB 670.00 €
- BC 685.00 €
- ABC 830.00 €

12.2 Cycling

Berlin is ideal for cycling. Nearly all big streets are featured with a bicycle lane. There are also lots of nice bicycle paths along the many waterways in the city and on the outskirts. But caution is needed especially on streets without bicycle lanes and in the dark. Reflectors and helmets are recommended. Generally, it is possible to take your bike with you in Berlin's subway and regional trains. Please note that you have to buy an extra ticket for your bike.

For second-hand bicycles the second-hand magazine *Zweite Hand* (www.zweitehand.de) or online platforms such as the Berlin Craigslist (<http://berlin.en.craigslist.de/>) are good places to start. Many bike shops also offer second-hand bikes.

Allgemeiner Deutscher Fahrrad-Club (ADFC)

The German bicycle club provides information about cycling, travel guides and route descriptions, maps, tours, and equipment.

Address	Allgemeiner Deutscher Fahrrad-Club – Main office Berlin Brunnenstr. 28, 10119 Berlin
Phone	+49 (0)30 / 448 4727
Web	www.adfc-berlin.de
Office hours	Mon – Fri noon – 08:00 p.m. Sat 10:00 a.m. – 04:00 p.m.

12.3 Taxi

Taxis have a pale yellow color. You can stop one on the street if the light on the cab's roof is lit or go to the nearest taxi stand. A taxi ride is comparatively expensive in Germany. Therefore, to take a taxi might only make sense in exceptional cases, e.g. if you miss the last train or bus at night or if you have a lot of luggage with you. The following taxi numbers are free of charge:

Würfelfunk	0800 / 210101
Funktaxi Berlin	0800 / 026 1026
Quality Taxi	0800 / 263 00 00

Rates:

Short Distance*	3.50 € for up to 2 km
Initial Charge	3.00 €
The first 7 km	1.58 € per km
From the 7th km	1.20 € per km
Waiting Time	24.00 € per hour

*The short distance rate is only available if you stop a taxi on the street. It is not valid when calling a taxi by phone or getting into a taxi at a taxi stand. Furthermore, you have to tell the driver beforehand that you want to use this rate. If the distance exceeds 2 km, the rate will automatically switch to the normal rate.

12.4 Railway

Using the German railway system is highly recommended. It is efficient, mostly reliable and can take you almost anywhere in Germany with connections to European destinations. Individual enquiries regarding connections and rates can be made online (information available in German, English, and French) www.bahn.de. You can save money by comparing different rates or making use of special discounts when booking early.

BahnCard

The *BahnCard* is purchased for one year and provides a discount on the regular train fares. There are two versions:

- The *BahnCard* 25 costs 57 € for 2nd class and gives you a reduction of 25% on all train tickets during a year.
- The *BahnCard* 50 costs 230 € for 2nd class. It offers a reduction of 50%. For students below the age of 27 the price is 118 € for 2nd class.

Schönes-Wochenend-Ticket

With the *Schönes-Wochenend-Ticket* (Happy Weekend Ticket) up to 5 persons can travel together on either Saturdays or Sundays from noon until 3:00 a.m. of the following day. It is only 37 € if you buy your ticket online or at the ticket vending machines, it is slightly more expensive at ticket counters. The Happy Weekend Ticket is only valid for regular trains, not for express trains (ICE, IC).

Länderticket

The *Länderticket* (ticket for each federal state) is valid for one day of your choice (Mondays through Fridays from 9.00 a.m. until 3.00 a.m. of the following day, Saturdays and Sundays from noon until 03:00 a.m. of the following day) on all local and regional trains including the subway. They are not restricted to certain transportation networks but to the borders of the respective *Bundesland* (federal state). The federal states of Berlin and Brandenburg have a joint *Länderticket* which costs 27 €. *Ländertickets* in most states can be either bought for a single person or for groups. In the latter case the group size must not exceed 5 persons. If your train ride goes beyond the border of the respective state, then you have to buy another ticket.

Where to Get Tickets

Internet Ticket Sale

After having registered at the website www.bahn.de, you can book your train tickets online and directly print them on your printer or have them sent home to you.

When you print your ticket online, you will be asked to also register either BahnCard or credit card, which will serve as your ID on the train. Do remember to take this ID with you on the trip as the online ticket is only valid in combination with it.

Ticket Vending Machines

Throughout Germany, there are about 3,000 touch screen ticket vending machines at almost every train station. They offer tickets, timetable information, and seat reservations in self service even a few minutes prior to departure. This service is offered in five languages apart from English. You may pay either in cash, with credit card, or EC card.

Ticket Counters

The service staff at the ticket counters at train stations sell train tickets and give you personal advice. You can purchase national and international tickets, receive timetable information, and make seat reservations. For train tickets bought at ticket counters, a service fee of 2 € is added to the ticket price.

Train

You may purchase your tickets on board the long distance trains (IC or ICE fast trains). Train attendants sell tickets for an extra charge. You may pay cash or by credit card. In local and regional trains there is no possibility to buy a ticket from the train attendants.

12.5 Long Distance Buses

More and more bus companies offer connections between German and European cities *Berlin Linien Bus* connects Berlin with more than 350 destinations in Germany and Europe. The overall network consists at the moment of about 30 national and 25 international bus routes. Almost all long distance buses depart and arrive at the central bus station (*Zentraler Omnibus Bahnhof, ZOB*), Masurenallee 4-6, 14057 Berlin. You can check the timetable, fare information and book almost all connections on www.berlinlinienbus.de/index.php?lang=en.

12.6 Driving

Unless you bring your own car with you, you should consider whether it is worth incurring the rather high costs involved in buying a car in Germany, particularly if you come alone. For stays of up to six months, bringing your own car causes practically no problems as regards to the validity of your driver's license or, if you drive a car registered abroad, car documents and German registration regulations, motor vehicle tax, and third-party insurance. If you stay longer, you must deal with time-consuming and expensive bureaucratic hurdles to comply with the regulations concerning driver's license, car registration, motor vehicle tax, and insurance. So you should consider whether you really need a car in Germany very carefully. Here you can find information about German traffic signs and signals:
www.gettingaroundgermany.info

Driver's License

License holders from an EU or EEA country can use their home license in Germany permanently. Only drivers with less than two years' experience must register with the driver's license office (*Führerschein-stelle*).

For other foreigners their driver's license is valid for six months once they have registered with the local authorities but may need a translation. The automobile club (ADAC) or a certified translator will do this; cost is around 50 €. You may prolong this period up to a year at the licensing department (*Fahrscheinbüro*) prior to expiration of the six months, if you can prove that you will leave the country permanently within twelve months.

If you intend to stay longer than twelve months, a German license is required. The process should be started early, since the paperwork itself can take two months. It might be that you have to pass the German driving test with a practical and a theoretical part (traffic rules),

which can be done in other languages as well.

You have to go to the licensing department (*Fahrscheinbüro*):

Address Landesamt für Bürger- und Ordnungs-
angelegenheiten
Referat Fahrerlaubnisse – Fahrscheinbüro
Puttkamerstr. 16-18, 10958 Berlin

Phone +49 (0)30 / 90269-0

Opening hours Mon 07:30 a.m. – 02:30 p.m.
Tue and Thu 11:00 a.m. – 06:00 p.m.
Fri 07:30 a.m. - noon

You need to bring these documents with you:

- Passport or identity card
- Your original foreign national driver's license including a German translation
- Registration with local authorities
- Passport photo
- Declaration that your foreign driver's license is still valid

Bringing Your Own Car

You can bring your own car to Germany free of customs duties if you have lived abroad for at least one year and used the car abroad for at least six months and if it is used for personal needs only and re-exported later. For stays of less than one year, an international or foreign car registration certificate (with a German translation) is

sufficient.

Buying a Car

If you buy a car, either new or second-hand, from a dealer in Germany it will be registered for you by the dealer. New cars only have to be tested by the Technical Control Board (*Technischer Überwachungsverein, TÜV*) three years after the date of registration. Used cars bought from dealers bear a TÜV sticker valid for two years. If you buy a second-hand car privately, you must register it yourself immediately. Check when the next main TÜV test is due because it can be expensive to repair defects discovered by the test. We strongly recommend you to obtain expert advice before making a purchase.

Registration of Your Car

If your stay in Germany is not only temporary (a stay of more than one year will be considered as “not temporary”) your car must be registered at the Motor Vehicle Registration Office (*Kraftfahrzeug-Zulassungsstelle*) at your place of residence in Germany. Prior to registration, the Technical Control Board must check whether your type of car is basically eligible for licensing in Germany. Furthermore, your car will be tested for safety defects. The annual special exhaust emission test (*Abgasuntersuchung, ASU*) is also carried out by the Technical Control Board. When approved, you are issued the TÜV certificate which is valid for two years and required for registration.

You must present the following documents to the registration office:

- Your passport or identity card
- Proof of registration with the local authorities

- A cover-note from a German insurance company
- Two customs clearance certificates depending on the country of origin
- A statement from the Federal Motor Vehicle Office (*Kraftfahrzeug-Bundesamt*) that no German car ownership certificate has been issued for the car
- The TÜV certificate
- The car registration documents from your own country and the car's number plates

At the registration office you complete an application for allocation of German number plates and issue of a car ownership certificate. If no difficulties arise, you will be given a registration number and a certificate to be taken to a nearby shop issuing authorized number plates. With the number plates you return to the registration office to collect your German car documents.

In Berlin, the **Motor Vehicle Registration Office** can be found at:

Address Kraftfahrzeug-Zulassungsbehörde
Standort Berlin Friedrichshain-Kreuzberg
Jüterborger Str. 3, 10965 Berlin

Phone +49 (0)30 / 90269 3300
Email kfz-zulassung@labo.berlin.de
Opening hours Mon – Wed 07:30 a.m. – 02:30 p.m.
Thu 08:00 – 06:00 p.m.
Fri 07:30 a.m. - noon

Fees are payable at both the Technical Control Board and the registration office. In addition, you must buy the number plates.

Car Insurance

Before you can register a car in Germany, you must have proof of coverage for all damages or injuries to another person, car, or object by an insurance company. Contact an insurance company before you first pick up the car, you need insurance coverage for the trip to the registration office (*Versicherungsdoppelkarte*).

For a stay of up to one year you are not required to take out a German car insurance policy if you possess an international “green insurance certificate” or if your car has a registration number from one of the following countries: EU member-countries, Greenland, Liechtenstein, Monaco, Norway, San Marino, Switzerland, the Vatican.

For stays exceeding one year, i.e. when your car must be registered in Germany or if you buy a car here, you must take out a third-party insurance policy with an insurance company in Germany. If appropriate, you should submit a no-claims certificate from your own insurance company at home. Depending on the no-claims duration, premiums can be reduced considerably (by up to 65% of the normal rate).

You would usually get a basic insurance that covers damages caused by the driver of your car but not self-caused damages on your own car (*Teilkaskoversicherung*). There is also the possibility to have comprehensive coverage including collision, covering all damages or injuries done to your own car, another car, or a person or object (*Vollkaskoversicherung*). As this insurance is much more expensive than the basic coverage, it is generally only advisable for new cars or very expensive cars.

Motor Vehicle Tax

A foreign-registered car is not subject to taxation provided the driver is a foreign national residing in Germany for less than one year, and

the car has been imported and is used for personal needs.

Otherwise you must pay motor vehicle tax. The amount of tax is charged according to the cubic capacity and the emission of the respective car. The tax has to be paid for one year ahead and fiscal authorities will get in contact with you in due time. If you return to your home country before the end of a tax year, the tax paid in advance will be refunded proportionally.

Speed Limit

There is no general speed limit on German motorways, however in many sections the maximum speed is limited by traffic signs and the following basic rules apply:

- top speed within towns (in between yellow town signs): 50 km/h
- top speed on country roads: 100 km/h
- recommended speed on highways: 130 km/h

Near pedestrian precincts in the city center and residential zones, there is often a maximum speed limit of 30 km/h.

Environmental Badge

Every vehicle entering an environmental zone (in Berlin: the whole area within the S-Bahn circle) – no matter whether registered in Germany or another country – needs to display an environmental badge (*Umweltplakette*). Vehicles without this badge may not pass through the green zone.

You can order the environmental badge online on www.green-zones.eu. For the procedure copies of all registration documents of the vehicle are required. For vehicles registered within the EU, this service is offered for 29.99 €, for vehicles registered in other countries the price is 39.90 €.

You can also purchase the environmental badge in Germany at the vehicle registration office (*Kraftfahrzeug-Zulassungsbehörde*), the engineers' associations, such as the Technical Inspection Authority or DEKRA, and at all agencies in Germany licensed to do an emission's inspection (*Emissions-Inspektion*).

Lift Share

This is quite a cheap way to travel in Germany and it is therefore relatively popular among young people. If you own a car and know when you are going to take a certain trip, you can offer a lift to other people going to the same destination and they pay you some money for the gas. On the other hand, you can look for someone going to the same destination and catch a lift with that person. Usually, you pay about 5 € per 100 kilometers.

You either advertise your offer or you search for one on the following websites:

- www.mitfahrgelegenheit.de
- www.mitfahrzentrale.de

Drunk-Driving in Germany

Drunk-driving in Germany is heavily punished, possibly with revoking the driver's license. With the blood alcohol level of 0.5 per mill or 0.25 mg/l "breath alcohol level" (*Atemalkoholwert*), you will incur a penalty. Above 0.8 per mill, you will lose your driver's license for several months. Even below the limit of 0.5 per mill you can be punished if you have been caught in combination with other offences.

What to Do in Case of Accident

In case of an accident, it is absolutely necessary to stay at the scene of

accident until the police arrive. A hit and run offence will be heavily punished. Insist on the police coming to the scene. In order to have your personal liability insurance pay for the damage, the accident has to be recorded by the police. Do not sign a promissory note. Inform your insurance company immediately. If the accidental damage exceeds 3,000 €, the police must be called.



12.7 Air Travel

Berlin has two airports, Tegel International Airport (TXL) and Schönefeld International Airport (SXF) which serve together 144 destinations, 124 of them in Europe. Tegel lies in the north of the city and within city limits. Schönefeld is situated just outside Berlin's south-eastern border in the state of Brandenburg. Berlin's airport authority aims to transfer all of Berlin's air traffic in November 2011 to a newly built airport at Schönefeld. The website of Berlin's airports can be found under www.berlin-airport.de. Flights within Europe can be quite cheap, so checking and comparing offers is worthwhile.

There are a number of airlines that operate national and international routes:

- Air Berlin www.airberlin.com
- British Airways www.britishairways.com
- Continental Airlines www.continental.com
- Deutsche Lufthansa www.lufthansa.com
- easyJet www.easyjet.com
- Germanwings www.germanwings.com
- Iberia www.iberia.com

12.8 Trips Abroad

Health Insurance for Trips Abroad

If you travel abroad, you should make sure that your health insurance covers the medical costs in case of illness in the respective country. For members of a statutory (public) health insurance company, the European Social Security Agreement (*Europäisches Sozialversicherungsabkommen*) provides basic health care to the extent regularly covered by the respective national health system in the entire EU and some neighbouring countries: Bosnia-Herzegovina, Iceland, Croatia, Liechtenstein, Morocco, Macedonia, Norway, Switzerland, Serbia and Montenegro, Tunisia, and Turkey. As a rule, return transport in cases of severe illness is not included.

More information on the countries included in this scheme can be found on the following website www.bkkgesundheit.de/leistungen/alle_leistungen/auslandsinfo/inhalt.lasso?a=auslandsinfo1

Starting in 2008 insurance cards issued by insurance companies already include this European protection (European Health Insurance Card) and you do not have to take further action when travelling. Holders of older cards must either apply for a new card or contact their insurer for the E 111 form prior to departure.

For members of private health insurances, protection for trips abroad is sometimes – but not necessarily – included, depending on the company and the rate chosen. Please read your contract carefully before travelling abroad.

Depending on the country to be visited and the extent of protection provided by your regular health insurance, it might be advisable to take out an additional health insurance for travelling abroad. An international health insurance is generally valid for all foreign countries except your home country. Most banks provide this type of in-

surance, and also e.g. the Automotive Club of Germany (ADAC).

The contract is normally concluded for one year, however, single trips abroad must not exceed 45 days respectively. Rates vary between 12 € and 40 € a year.

Please note: If you plan to stay abroad for more than 45 days – e.g. as part of your research project –, you require a special type of health insurance for long term stays abroad. Most private insurance companies offer this type of health insurance, but also the ADAC.

Travel Visa

When you are travelling to countries that have joined the so called *Schengen Agreement*, you do not have to apply for a special visa – provided you have a valid residence permit for Germany. Currently, these countries are Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden.

For all other countries, you require a travel visa which you should apply for well in advance before your trip. Check the visa requirements at the respective consulate.

Insurance for Visitors

If you invite a family member or a friend to Germany, you should take out a health insurance for the guest. In some cases, this is even required by the Embassy or the foreigners' registration office issuing a visa. Insurances are offered by private insurance companies or automobile clubs.

13. Everyday Life

13.1 Health

If you have to consult a doctor you should ask acquaintances for advice. In addition to general practitioners (*Hausärzte*), there are specialists. You can find a list of doctors, classified according to their field of specialization in the commercial directory Yellow Pages (www.gelbeseiten.de). However, it is advisable to go to a general practitioner first so that after a general examination, you can be referred to a specialist. Doctors prefer you to make an appointment. In acute cases or emergencies the doctor will see you immediately or make an appointment for the same day.

If you have a German health insurance, you will get a plastic ID card which you need when visiting a doctor. This card contains your personal data.

Treatment Expenses

With public health insurance, the costs for your medical care will be settled with your insurance company directly. However, you will have to pay a consultation fee of 10 € per quarter, which you have to pay cash on your first visit in the respective quarter. The next visits to the same doctor within the same quarter will be free of charge. If you need to see a specialist within the same quarter, you have to ask for a referral. Without this paper you have to pay another 10 €.

Please note: The 10 € consultation fee does not include visits to the dentist. If you require to see a dentist, you have to pay another 10 € fee, as a referral to the dentist is not possible.

If you have a private insurance, you will receive a bill which you have to hand in to the insurance company. The amount will be reimbursed to your account by the insurance company. No quarterly consultation fee is charged.

Please check the conditions of your health insurance. There might be special conditions for the refund of the treatment expenses (e.g. dental treatment, medical check-up, etc.). Some health insurances are set up as co-insurances, which means that part of the treatment expenses has to be paid by yourself.

Doctors (English speaking):

Dentists (*Zahnarzt*)

- Dr. Christian Bolstorff
Habelschwerdter Allee 27, 14195 Berlin
Phone: +49 (0)30 / 8410 8850
- Dr. Wolf-Ulrich Klotz
Bayreuther Str. 8, 10787 Berlin
Phone: +49 (0)30 / 213 1010
- Dr. Udo Schulwitz
Tauentzienstr. 7, 10789 Berlin
Phone: +49 (0)30 / 218 7073
- Dr. Angela Schulze
Kieler Str. 1-2, 12163 Berlin
Phone: +49 (0)30 / 792 2042

Orthodontists (*Kieferorthopäde*)

- Dr. Monica Palmer
Berkaer Str. 30, 14199 Berlin
Phone: +49 (0)30 / 825 6016

Dermatologists (*Dermatologe*)

- Dr. Bernd Stephan
Clayallee 343a, 14169 Berlin
Phone: +49 (0)30 / 802 2077
- Prof. Dr. Niels Sönnichsen
Kurfürstendamm 45, 10719 Berlin
Phone: +49 (0)30 / 8803 3990

Endocrinologists (*Endokrinologe*)

- Prof. Oelkers
Potsdamer Str. 80, 14129 Berlin
Phone: +49 (0)30 / 8049 030

ENT – Ear, Nose, Throat (*Hals-Nasen-Ohren-Arzt*)

- Dr. Alexander Bogdanoff
Berliner Str. 14b, 14169 Berlin
Phone: +49 (0)30 / 8904 4575
- Dr. Antonio Jivanjee
Bundesplatz 1, 10715 Berlin
Phone: +49 (0)30 / 853 2005
- Dr. Berndt Mayer
Kurfürstenstr. 84, 10787 Berlin
Phone: +49 (0)30 / 2300 4209

Gastroenterologists (*Gastroenterologe*)

- Dr. Cuno Theobald
Am Leipziger Platz 3, 10117 Berlin
Phone: +49 (0)30 / 2091 7983

- Dr. B. Reuter (gastroenterology and tropical medicine)
Tauentzienstr. 1, 10789 Berlin
Phone: +49 (0)30 / 218 7059

General Practitioners (*Allgemeinarzt, praktischer Arzt*)

- Dr. Günter Kowalski
Giesebrechtstr. 7, 10629 Berlin
Phone: +49 (0)30 / 883 4014
- Dr. Lisa Liccini
Windscheidstr. 31 (entrance Pestalozzistr. 58), 10627 Berlin
Phone: +49 (0)30 / 324 1887

Gynecologists and Obstetrics (*Gynäkologe und Geburtshilfe*)

- Prof. Dr. Ulrich Buescher (also specialized in endocrinology and risk pregnancies)
Schlossstr. 88, 12163 Berlin
Phone: +49 (0)30 / 5165 5466
- Dr. Cornelia Grupe
Postdamer Str. 52-54, 14163 Berlin
Phone: +49 (0)30 / 8090 2963
- Dr. Anke Joachim
Paul-Lincke-Ufer 7, 10999 Berlin
Phone: +49 (0)30 / 611 4055

Breast Center (*Brustzentrum*)

- Evangelisches Waldkrankenhaus
Stadtrandstr. 555-561, 13589 Berlin (Spandau)
Phone: +49 (0)30 / 3702 1616
- Krankenhaus Waldfriede,
Argentinische Allee 40, 14163 Berlin
Phone: +49 (0)30 / 8181 0145

Internists (*Internist*)

- Dr. Volker Boest
Thielallee 107, 14195 Berlin
Phone: +49 (0)30 / 832 8356
- Drs. Klaus Ruppert and Michael Schwamborn
Bismarckstr. 28, 10625 Berlin
Phone: +49 (0)30 / 342 1056
- Drs. Michael Schonack, Andreas Schroeder and Mathias Scheel
Hohenzollerndamm 47a, 10713 Berlin
Phone: +49 (0)30 / 864 7640

Laboratory Medicine (*Labor*)

- Labor 28
Mecklenburgische Str. 28, 14197 Berlin
Phone: +49 (0)30 / 820 93-0

Neurologists (*Neurologe*)

- Dr. Bernd Brockmeier
Argentinische Allee 1, 14163 Berlin
Phone: +49 (0)30 / 801 5089
- Dr. Regine Schopohl
Clayallee 345, 14169 Berlin
Phone: +49 (0)30 / 8090 7861

Psychiatrists / Psychologists (*Psychiater / Psychologe*)

- PATH – The Association of English-Speaking Psychotherapists in Berlin
Phone: +49 (0)30 / 3270 8689
- Dr. Wolfgang Bochentin (neurologist, psychiatrist)
Fischerhüttenstr. 89, 14163 Berlin
Phone: +49 (0)30 / 813 9117

- Dr. Detlev Thimm (child psychiatrist)
Tauentzienstr. 1, 10789 Berlin
Phone: +49 (0)30 / 2101 6531

Ophthalmologists (*Augenarzt*)

- Drs. Tim Behme and Simone Potthöfer
Ansbacher Str. 13, 10787 Berlin
Phone: +49 (0)30 / 781 7207
- Drs. Christoph Wiemer and Peter Kaulen
Drakestr. 31, 12205 Berlin
Phone: +49 (0)30 / 833 3331

Orthopedics (*Orthopäde*)

- Dr. Reinhard Lumplesch
Turmstr. 65, 10551 Berlin
Phone: +49 (0)30 / 392 4084
- Dr. Raimund Stammeier
Limastr. 2, 14163 Berlin
Phone: +49 (0)30 / 802 7056
- Dr. Gert Voss, Praxis am Spreebogen
Alt Moabit 101b, 10559 Berlin
Phone: +49 (0)30 / 399 7740

Pediatrics (*Pädiater, Kinderarzt*)

- Dr. Martin Karsten
Aßmannshäuser Str. 11, 14197 Berlin
Phone: +49 (0)30 / 821 5161
- Dr. Alexander Schoeffler
Kurfürstendamm 117, 10711 Berlin
Phone: +49 (0)30 / 892 5405

Physiotherapists (Physiotherapeut)

- Anne Gutsche and Tanja Sallach
Clayallee 341, 14169 Berlin
Phone: +49 (0)30 / 802 2294
- Osteo Med Praxis Uwe Schiffner and Andreas Jäger
Hohenzollerndamm 174, 10713 Berlin
Phone: +49 (0)30 / 8640 9434
- Josef Medler and Jörg Rueggebrecht
Mommsenstr. 32, 10629 Berlin
Phone: +49 (0)30 / 324 4054

Radiologists (Radiologe)

- Dr. Ulrich Beckmann, Jürgen Schwartz and Dr. Angelika Stabell
(x-ray, ultrasound, mammography)
Schlossstr. 88, 12163 Berlin
Phone: +49 (0)30 / 791 6059
- Dr. Annette Clauss and Christian Voelkel (x-ray, CT, ultrasound,
phlebography, thyroid diagnosis, bone scintigraphy)
Martin-Buber-Str. 12, 14163 Berlin
Phone: +49 (0)30 / 801 8052
- Dr. Heide-Hede Clevert, Röntgen-Institut
Savignyplatz 5 and Knesebeckstr. 83, 10623 Berlin
Phone: +49 (0)30 / 313 8250

(General) Surgery (allgemeine Chirurgie)

- Prof. Dr. Y. M. Goudarzi (general, pediatric, orthopedic and
trauma surgery), Praxisklinik Bogenhaus
Potsdamer Chaussee 80, 14129 Berlin
Phone: +49 (0)30 / 8049 0615

Urologists (*Urologe*)

- Dr. Aref El-Seweifi, M.D.
Teltower Damm 35 (3rd floor), 14169 Berlin
Phone: +49 (0)30 / 804 9095-0
- Dr. Hartmut Wegner
Clayallee 345, 14169 Berlin
Phone: +49 (0)30 / 801 8677



You may also ask at your embassy for information on doctors speaking your native language.

Emergency service (*Ärztlicher Notdienst*): general practitioner (children and adults): +49 (0)30 / 31 00 31; dentist: +49 (0)30 / 89 00 43 33.

Pharmacies

No medicine will be sold outside a pharmacy (*Apotheke*). Drug stores (*Drogerien*) or health food stores (*Reformhäuser*) carry some vitamin products, homeopathic medication and herbal teas. In Germany a lot more medications require a prescription, compared to other countries. Prices are comparatively high. Depending on your insurance (public or private), you will pay just a small fee or the full price.



For information on pharmacies that are open during the night in different neighbourhoods, phone +49 (0)30 / 31 000 31. At the main train station (*Hauptbahnhof*) you can find a branch that is open 24h/7d a week.

Hospitals

Besides the three university hospitals there are a number of other hospitals in Berlin.

- **Universitätsklinikum – Charité Campus Benjamin Franklin**
Hindenburgdamm 30, 12200 Berlin (Steglitz)
Phone: +49 (0)30 / 8445-0
Web: www.charite.de/en/charite/
- **Universitätsklinikum – Charité-Campus Virchow-Klinikum**
Augustenburger Platz 1, 13153 Berlin (Wedding)
Phone: +49 (0)30 / 450-50
Web: www.charite.de/en/charite/
- **Universitätsklinikum – Charité-Campus Mitte**
Schumannstr. 20-21, 10117 Berlin (Mitte)
Phone: +49 (0)30 / 450-50
Web: www.charite.de/en/charite/
- **Franziskus-Krankenhaus**
Budapester Str. 15, 10787 Berlin
Phone: +49 (0)30 / 2638-0
Web: www.franziskus-berlin.de
- **Krankenhaus Waldfriede**
Argentinische Allee 40, 14163 Berlin
Phone: +49 (0)30 / 8181-00
Web: www.waldfriede.de
- **St. Gertrauden-Krankenhaus**
Paretzer Str. 11-12, 10713 Berlin
Phone: +49 (0)30 / 8272-0
Web: www.sankt-gertrauden.de
- **Vivantes Auguste-Viktoria-Krankenhaus**
Rubensstr. 125, 12157 Berlin
Phone: +49 (0)30 / 7903-0
Web: www.vivantes.de

Glossary of Medical Terms

Accident	<i>Unfall</i>
Allergy	<i>Allergie</i>
Bee sting	<i>Bienenstich</i>
Cut/wound	<i>Schnitt-/Platzwund</i>
Blisters	<i>Blasen</i>
Broken bone	<i>Knochenbruch</i>
Burns	<i>Verbrennungen</i>
Chicken Pox	<i>Windpocken</i>
Cold/flu	<i>Erkältung</i>
Constipation	<i>Verstopfung</i>
Cough	<i>Husten</i>
Diarrhea	<i>Durchfall</i>
Dizziness	<i>Schwindel</i>
Earache	<i>Ohrenscherzen</i>
Gas/Flatulence	<i>Blähungen</i>
Hayfever	<i>Heuschnupfen</i>
Head injury	<i>Kopfverletzung</i>
Headache	<i>Kopfschmerzen</i>
Heartburn	<i>Sodbrennen</i>
High Fever	<i>Hohes Fieber</i>
Infection	<i>Entzündung</i>
Influenza	<i>Grippe</i>
Itching	<i>Juckreiz</i>
Measles	<i>Masern</i>
Migraine	<i>Migräne</i>
Nausea	<i>Übelkeit</i>
Scrape/abrasion	<i>Abschürfung</i>

Sore throat	<i>Halsschmerzen</i>
Sprain	<i>Verstauchung</i>
Stomachache	<i>Bauchschmerzen</i>
Toothache	<i>Zahnschmerzen</i>
Vomiting	<i>Erbrechen</i>

Consult the online dictionary www.englischwoerterbuch-medizin.de if you are unsure about the correct German translation of medical terms or pharmaceuticals.

13.2 Shopping

Usually shops open between 08:00 and 09:00 a.m., though department stores and smaller shops might not open until 10:00 a.m. On weekdays (including Saturdays), supermarkets and department stores are usually open until 08:00 p.m. On Sundays and public holidays most stores are closed, however there are some exceptions (e.g. shops in train stations and some food stores that open 24h/7d).

Groceries

In Germany, there are two types of supermarkets: regular ones and the so-called “Discounters.” Both provide a wide range of products from fresh fruit and vegetables to bread, meat, and cosmetics. Discounters are usually cheaper and have a smaller variety of fresh products. The biggest chains are ALDI, LIDL, PLUS, and PENNY. Organic food is increasingly popular and is found at stores called *Bioladen*, Bio-Supermarkets or at health food stores (*Reformhaus*).

Be aware that there is a deposit on beverage bottles and beverage cans called *Pfand*, which is not calculated in the price shown. You can return the bottles at almost every shop, but it is safest to take them back where you bought them.

Second Hand – Cheap Clothes

In Germany it is not unusual to buy clothes from a second hand shop, because the clothes are usually in good condition and at the same time worth the money. Most of Berlin’s second hand stores can be found in the districts Mitte, Prenzlauer Berg and Kreuzberg.

- **Hands Up**

Schlesische Str. 19, 10997 Berlin
Phone: +49 (0)30 / 2603 6446

- **Immaculate Heart**
Rosa-Luxemburg-Str. 28, 10178 Berlin
Phone: +49 (0)30 / 9225 9669
- **Lumpenprinzessin** (kids' wear)
Kyffhäuser Str. 19 (children age 0 to 3) and
Barbarossastr. 61 (children age 4 to 16)
10781 Berlin
Phone: +49 (0)30 / 2363 1888 and +49 (0)30 / 8061 4368
- **Made in Berlin by Kleidermarkt**
Neue Schönhauser Str. 19, 10178 Berlin
Phone: +49 (0)30 / 2123 0601
- **Sgt. Peppers** (second hand and own brand)
Kastanienallee 91/92, 10435 Berlin
Phone: +49 (0)30 / 448 1121

Furniture

IKEA

The home products retailer IKEA offers a huge selection of furniture and home textiles.

Address	IKEA Deutschland GmbH & Co. KG Branch Berlin Spandau Ruhlebener Str. 23, 13597 Berlin Branch Berlin Schöneberg Sachsendamm 47, 10829 Berlin
Web	www.ikea.de
Opening hours	Mon – Thu 09:30 a.m. – 09:00 p.m. Fri – Sat 09:30 a.m. – 10:00 p.m.

14. Living and Leisure in Berlin

As Germany's largest city with approx. 3.4 million inhabitants, Berlin and its region offer an enormous potential for recreational activities of almost any kind. Berlin is a very "green" city. Over two thirds of the territory is comprised of lakes, forests and parks. Big parks, woods and green areas in the city center and around Berlin are open to cyclists, hikers and runners. In the following section, you will find a small selection of typical events and locations and some useful information about Germany and German customs.

14.1 General Information

Germany has been a parliamentary federal democracy since 1949. The capital is Berlin with 3.4 million inhabitants. Germany Unification Day is celebrated on October 3. The official language is German.

Germany borders on the North Sea, Denmark, and the Baltic Sea in the north; in the east on Poland and the Czech Republic; in the south on Austria and Switzerland; and in the west on France, Luxembourg, Belgium, and the Netherlands.

With 82.5 million inhabitants Germany has the largest population of all EU member states. Around 7.3 million foreigners live in Germany (8.8 percent of the total population).

With 231 inhabitants per square kilometer, Germany is one of the most densely populated countries in Europe. About 53 million people declare to be Christians (26 million Catholics, 26 million Protestants, 900,000 members of Orthodox churches), 3.3 millions are Muslims, 230,000 Buddhists, 100,000 Jews, and 90,000 Hindus. The German constitution guarantees freedom of thought, conscience, and religion. There is no state religion. For church services in Berlin access the website at <http://katalog.meinestadt.de/berlin/kat/100-876>.

Germany has a multi-party system; parties have a special constitutional status, receive state financial support, and can only be prohibited by the Federal Constitutional Court.

Holidays in Germany

New Year	1 st January
Good Friday	Friday before Easter
Easter Sunday	end of March/beginning of April
Easter Monday	end of March/beginning of April
Labour Day	1 st May
Ascension Day	39 days after Easter (always on Thursday)
Whit Sunday	49 days after Easter Sunday
Whit Monday	50 days after Easter Sunday
Corpus Christi	60 days after Easter (always on Thursday)
German Unification Day	3 rd October
1st Christmas Day	25 th December
2nd Christmas Day	26 th December

Climate

Germany's climate is temperate. Extreme temperature lows and highs are rare. Winter temperatures vary from west to east, with around freezing temperatures in the west and well below freezing in the east of Germany. Summer temperatures typically move between 20°C and 30°C (respectively 68°F and 86°F) with more rainfall during the summer months. Frequent changes of weather make forecasting difficult. To be on the safe side, bring warm clothes for the winter months as well as rain resistant clothing with you.

Money

After your arrival in Germany, you will need some cash for the first days. An unlimited amount of German currency (Euro, €) or foreign currency can be brought to Germany, but please consider the exchange regulations in your home country.

Exchange offices in Germany are also open in the evening and on the weekend. You will find them in or next to train stations or at airports. It is recommended to change some of your Travelers Cheques or Euro-Banknotes into small change, because you need some coins for the bus or taxi you may take the first days. You can find some tools for converting different currencies here: <http://www.oanda.com/>.

14.2 Good To Know

An Introduction to Social Graces

It does not take long to notice typical characteristics of daily life and customs in Germany. As elsewhere, many of these characteristics are gradually disappearing as a result of social mobility and increasing travel opportunities.

Forms of address: *Du* or *Sie*?

When addressing strangers (officially over 15 years of age), you should use *Sie* and the person's surname (*Können Sie mir bitte helfen?* / *Could you help me please?*). Germans often use this form of address throughout their lives, even in daily contact with each other. Particularly the older and middle-aged generations find it difficult to switch to *du* and need a suitable occasion on which the senior or older person offers *du* to his or her junior.

The younger generation (up to about 30 years of age) is more relaxed. Young people often say *du* to each other and use first names from the first meeting. It is best to wait and see how people approach you and take their cue.

Certain rules also govern the use of academic titles. If you have an academic title, do not use it when addressing people. At academic institutes and similar establishments where many people have academic titles, they are usually dropped.

You will immediately notice another common characteristic – Germans invariably shake hands when saying “hello” or “goodbye.” But this has become rare among younger people in a relaxed environment. A kiss on the cheek is relatively rare and usually restricted to the younger generation.

Punctuality

Do not turn up late for an appointment. Germans are extremely punctual, and even a few minutes' delay can offend (even though amongst young people, these rules might be less strict). Be five to ten minutes early for important appointments and be sure to call the person you are meeting if you really cannot make it in time. At big parties with lots of guests on the other hand, punctuality is not an issue.

Knocking

When entering an office, it is common to knock first, wait for the *Herein* (engl.: come in) and then enter the room. Office doors in Germany are usually kept shut, but even when they are open it is polite to knock before you enter the room.

And Some More Useful Things to Know

When you meet Germans for the first time, you might get the impression that they are a bit reserved and cold. So do not be offended when it takes a while until you receive the first private invitation from your new acquaintances. You could try to shorten the slow way of getting to know each other and take the initiative by inviting them to your place or suggesting to do something together. Once the initial difficulties are overcome, genuine and long lasting friendship can develop.

At Christmas, you should not expect to get an invitation to a German home. Christmas in Germany is regarded as a family celebration or a get together with family members only.

Drinking / Eating / Going to Restaurants

In Germany, you can normally choose your seat in a restaurant yourself, unless you see a host or hostess seating people.

Beer and Wine

Beer and wine are part of a normal dinner and alcoholic drinks are usually offered to guests. Do not force alcoholic drinks on someone if that person has refused your offer, and do not order drinks for him/her. A German who refuses a drink is not being shy or impolite but really does not want to have a drink. The legal drinking age in Germany is 16 for beer and wine, and 18 for spirits.

Smoking

In Berlin, there was a smoking ban for all restaurants, bars, discos, and public areas. This ban has been partially suspended by the Federal Court of Justice, so that for the moment smoking is allowed provided that the location indicates this at the entrance. In some locations you will find an extra smoking room.

Bills

Separate bills for each person even in smaller groups dining together are common practice in Germany. The waiter will come to your table and calculate your individual bill, and you pay him right at your table.

Service (Tip)

The service is usually included in the price of a meal or beverage. In restaurants, however, it is customary to give a tip of 5-10% of the total amount. In bars, you can easily round up to the next whole amount.

14.3 Enjoying Life in Berlin

Berlin is the capital of Germany and, with its approximately 3.4 million inhabitants, the largest city in Germany. From 1948 to 1990 the city of Berlin was divided into two parts: West Berlin and East Berlin. The federal state of Berlin is governed by the senate, which consists of the governing mayor and eight senators. Berlin consists of twelve districts (*Bezirke*), each with its own administrative bodies: Charlottenburg-Wilmersdorf, Friedrichshain-Kreuzberg, Lichtenberg, Marzahn-Hellersdorf, Mitte, Neukölln, Pankow, Reinickendorf, Spandau, Steglitz-Zehlendorf, Tempelhof-Schöneberg, and Treptow-Köpenick. Each district is made up of several officially recognized localities. These localities typically have a historical identity as former independent cities, villages, or rural municipalities that were united in 1920 as part of the Greater Berlin Act.

Since the 1990s Berlin has evolved into one of Europe's most fascinating cities with a vibrating cultural atmosphere especially for young individuals and artists attracted by a liberal lifestyle and modern zeitgeist. Berlin is home to world-renowned universities, research institutes, sporting events, orchestras, theaters, and museums.

With its numerous parks, lakes and wooded areas it is sometimes easy to forget that Berlin is the capital of Germany. Perhaps one of Berlin's most famous landmarks is the Berlin Wall, the "iron curtain" that divided the city into two halves between 1961 and 1989. The Wall is not very visible anymore. However, the Berlin Wall Trail (*Berliner Mauerweg*) traces the course of the former GDR border fortifications encircling West Berlin, the former western half of the city, along a total of around 160 kilometers.

Magazines about what's going on in Berlin

The city magazines *Zitty* (www.zitty.de) and *Tip* (www.tip-berlin.de) are published twice a month, they have broad advertisement sections

and information on Berlin's cultural life.

The *Exberliner* (www.exberliner.com), a monthly magazine, is Berlin's English-language periodical focusing on arts and entertainment. Another magazine that provides useful information from the first steps to cultural events also in English is *New in the City* (www.newinthecity.de).

City guides

Berlin's official web site has an extensive English section. The site includes a virtual tour of Berlin, some information about administration, political structures, cultural scene, and a hotel database: www.berlin.de/english. Another English version homepage for visitors to Berlin can be found under www.visitberlin.de/index.en.php?.

Weblinks about Germany

The *Deutschland Portal* is the central, non-commercial access to Germany on the internet. It provides commented link lists in six languages, bundles the German web offers of high-quality internet portals and is the virtual international calling card for the Federal Republic of Germany: <http://deutschland.de/home.php?lang=2&>.

Facts about Germany is a reference book offering all sorts of up-to-date and reliable information about Germany: www.tatsachen-ueber-deutschland.de/en/.

Germany.info is a publication of the German Embassy's Department for Press, Information and Public Affairs, the German Consulates General in the United States, and the German Information Center: www.germany.info/Vertretung/usa/en/Startseite.html.

The *German Academic Exchange Service* (DAAD) is one of the world's

largest and most respected intermediary organizations in its fields. Useful information about life and research in Germany can be found on its homepage: www.daad.de/deutschland/index.en.html.

Events

Berlinale (Berlin International Film Festival)

The Berlin International Film Festival – also known as *Berlinale* – has become one of the film industry’s most prestigious annual events taking place every February (www.berlinale.de). Established by the Americans after the Second World War, it was started in 1951 as an attempt to bring back some of the culture and romance that had been synonymous with the city during the Golden Twenties. With around 230,000 tickets sold every year it is considered the largest publicly-attended film festival worldwide. The *Berlinale* is divided into different sections, each with its own unique profile: big international movies, independent and art-house productions, movies especially for a young audience, etc..

Christopher Street Day (CSD)

Almost every large town in Germany now celebrates CSD (in other countries known as Gay Pride). CSDs are considered political parades, but on the other hand, they are often compared to carnival processions or techno parades. A typical Christopher Street Day Parade includes floats as well as walking groups. Berlin’s CSD takes place on (or around) June 27 (www.csd-berlin.de). It is held in memory of the first big uprising of homosexuals against police assaults that took place in New York’s Christopher Street in Greenwich Village on June 27, 1969.

Increasing popularity and commercialization have led to an alternative CSD in Berlin, the so-called “*Kreuzberger CSD*” or “*Transgenial CSD*.”

***Fête de la Musique* (World Music Day)**

The *Fête de la Musique*, also known as World Music Day, is a music festival taking place on the summer solstice (June 21). It began in France and has since spread to over one hundred cities. The purpose is to promote music in two ways: Amateur and professional musicians are encouraged to perform in the streets. Many free concerts are organized, making all genres of music accessible to the public. In Berlin, the *Fête de la Musique* has been taking place since 1995 with live bands and music groups performing all over the city on open stages during the day and in cafés and concert halls during the night (www.fetedelamusique.de).

***Karneval der Kulturen* (Carnival of Cultures)**

The Carnival of Cultures takes place every year over the Whitsun weekend in Berlin's district Kreuzberg (www.karneval-berlin.de). It presents the cultural and ethnic diversity of Berlin with a four-day celebration, including a parade on Whit Sunday. The Carnival of Cultures is regarded as a platform for a proud expression of hybrid cultural identities, containing traditional and contemporary elements. In 2008, over 1.5 million visitors celebrated the street festival and the parade in which 4,500 professionals and non-professionals performers took part.

Markets

All around the city a wide variety of markets take place several times weekly. During the Christmas season there are over 50 Christmas markets open seven days a week.

Each weekend, many flea-markets invite you to look for great bargains. The most popular one is the *Kunst- und Trödelmarkt* on Straße des 17. Juni.

Twice a week on many squares throughout the city there are markets that sell mostly fruit and vegetables. One of the best is the turkish market on Maybachufer. For ecological products the market at Kollwitzplatz (Prenzlauer Berg) is a good one.

The big market halls, where you can buy everything from fruit and vegetables, dairy products to clothing are typical for Berlin.

- **Kunst- und Trödelmarkt**

Address Str. des 17. Juni, 10557 Berlin (Tiergarten)
Opening hours Sat and Sun 11:00 a.m. – 05:00 p.m.

- **Türkischer Markt am Maybachufer** (turkish market)

Address Maybachufer, 12047 Berlin (Neukölln)
Opening hours Tue and Fri noon – 06:30 p.m.

- **Winterfeldtmarkt**

Address Winterfeldtplatz, 10781 Berlin (Schönberg)
Opening hours Wed 08:00 a.m. – 02:00 p.m.
Sat 08:00 a.m. – 04:00 p.m.

- **Marheinekehalle**

Address Marheinekeplatz 15, 10961 Berlin (Kreuzberg)
Opening hours Mon – Fri 08:00 a.m. – 08:00 p.m.
Sat 08:00 a.m. – 06:00 p.m.

Eating and Drinking

Enjoy the regional specialties and discover the variety of typical foods such as *Bouletten mit Kartoffelsalat* (meatballs with potato salad), *Currywurst* (curried sausage), *Döner Kebab* and *Berliner Weiße* (beer with juice).

Berliner Weiße is a type of wheat beer brewed exclusively in the area of Berlin. It contains only around 2.8% vol of alcohol, making it one of the weakest German beers. It is top-fermented, slightly barm-clouded and relatively sour, so the taste of *Berliner Weiße* differs significantly from other German wheat beers. It is served in a large goblet with a straw. Due to the sour taste, it is commonly mixed with raspberry or woodruff syrup, creating *Berliner Weiße rot* or *grün* respectively. This mixed-drink is very refreshing in the hot summer months and is served throughout Berlin.

One thing that is typical and must not be missed in Berlin is the **Currywurst**, a spicy sausage cut into slices and seasoned with curry flavoured tomato sauce. *Currywurst* is sold at fast food stations throughout the city. According to the Berlin legend, currywurst sauce was invented by Herta Heuwer when, while waiting for customers at her sausage stall started to experiment with the ingredients out of sheer boredom.

Even though it is originally a Turkish national dish, since the mid 1970s **döner kebab** (usually just called *döner*) can be found in many Turkish fast food restaurants throughout Berlin. It is made of roasted meat (= *kebab*) on a vertical rotating spit (= *döner*) sliced off to order. The modern version of this fast food was invented by Mahmut Aygün. On opening his Turkish restaurant Hasir in the Kreuzberg district of Berlin, Aygün had the idea of serving traditional sliced lamb meals in warm pita bread instead of on a plate. As on that first night, döner kebab is typically served within a small pide (Turkish pita bread) often with added salad.

In every region in Germany, you will find some words, mainly regarding eating and drinking that differ. What otherwise might be called *Brötchen* (bread roll) is called **Schrippe** in Berlin. The same applies to a sweet bakery treat filled with jam or plum butter. Whereas throughout Germany this donut-like treat is most often known as *Berliner*, in Berlin itself it is called **Pfannkuchen**. If you notice someone ordering a **Radler** in a restaurant, don't be confused. He/she is not looking for a bike rider but rather asks for a refreshing drink that is a mixture of beer and soda (it is also called *Alster*).

14.4 Culture

Berlin is Germany's theater capital. About 50 theaters offer an astonishing diversity, from solid stage esthetics to experimental theater. Berlin's annual theater festival (*Theatertreffen*) takes place every May and presents the ten most remarkable German productions selected each year by an independent jury of critics.

Theaters (selection)

- | | |
|--------------------------------|--|
| • Berliner Ensemble | www.berliner-ensemble.de |
| • Deutsches Theater | www.deutschestheater.de |
| • Hebbel am Ufer (HAU) | www.hebbel-am-ufer.de |
| • Maxim-Gorki-Theater | www.gorki.de |
| • Schaubühne am Lehniner Platz | www.schaubuehne.de |
| • Volksbühne | www.volksbuehne-berlin.de |
| • English Theatre Berlin | www.etberlin.de |

Operas

Throughout its history, Berlin was a musical center in North Germany. Its influential music culture remains vital until today. Berlin's three opera houses offer a variety of classical and modern operas as well as ballet performances.

- | | |
|-------------------------------|--|
| • Deutsche Oper Berlin | www.deutscheoperberlin.de |
| • Komische Oper | www.komische-oper-berlin.de |
| • Staatsoper Unter den Linden | www.staatsoper-berlin.org |

Orchestras and Concert Halls

There are several symphony orchestras in Berlin. The Berlin Philharmonic Orchestra (*Berliner Philharmoniker*) is one of the preeminent orchestras in the world. Its current principal conductor is Sir Simon Rattle, who took over in 2002.

- Berliner Philharmoniker www.berliner-philharmoniker.de
- Deutsches Symphonie Orchester www.dso-berlin.de
- Konzerthaus Berlin www.konzerthaus.de

Museums

More than 150 museums are devoted to history, art, and knowledge. The ensemble *Museumsinsel*, an island in the Spree river in the center of the city, is a UNESCO World Heritage Site. It houses various collections belonging to the Prussian Cultural Heritage Foundation. As early as 1841 it was designated a “district dedicated to art and antiquities” by a royal decree. Subsequently, *Altes Museum* (Old Museum), *Neues Museum* (New Museum) displaying the bust of Queen Nefertiti, *Alte Nationalgalerie* (Old National Gallery), *Pergamon Museum*, housing multiple reconstructed immense and historically significant buildings such as the Pergamon Altar and the Ishtar Gate of Babylon, and Bode Museum were built here.

Arts and Culture

The *Filmmuseum* offers a journey through film history: from the pioneering years to contemporary cinema. The *Hamburger Bahnhof* exhibits a major collection of modern and contemporary art. The *Neue Nationalgalerie* (built by Ludwig Mies van der Rohe) specializes in 20th century European painting. For a period of two years, the *Temporäre Kunsthalle Berlin* “White Cube” (opening in 2009) will present contemporary international art at a historically charged location, the Schlossplatz.

- Filmmuseum
- Hamburger Bahnhof (Museum for Contemporary Art)
- Martin Gropius Bau
- Neue Nationalgalerie (New National Gallery)
- Temporäre Kunsthalle “White Cube”

History

Berlin is a political and cultural capital with a turbulent history which can be experienced in visiting some of Germany's best historical museums.

In spring 2006, the expanded *Deutsches Historisches Museum* re-opened in the *Zeughaus Unter den Linden* with an overview of German history up to the fall of the Berlin Wall in 1989. The *Jüdisches Museum Berlin* has a standing exhibition on two millennia of German-Jewish history.

- Deutsches Historisches Museum (German Historical Museum)
- Jüdisches Museum Berlin (Jewish Museum Berlin)
- Haus am Checkpoint Charlie
- Stiftung Topographie des Terrors

Science and Technology

- Deutsches Technikmuseum (Museum of Technology)
- Museum für Kommunikation (Museum for Telecommunication)
- Museum für Naturkunde (Museum for Natural History)

Lange Nacht der Wissenschaften (Long Night of Science) takes place once a year usually in June on a Saturday from 05:00 p.m. to 01:00 a.m. Various universities and research institutes in Berlin and Potsdam offer special events to make the public familiar with their research.

On the homepage of the city of Berlin, you will find a list and further information on many more Berlin museums: www.berlin.de/orte/museum.

Dahlem Museums

The district of Berlin-Dahlem is home to several excellent museums. The Ethnological Museum and the Museum of Asian Art house the city's collections of non-European art and culture. This group of collections is internationally the most significant of its kind in terms of scope, quality and symmetry. The Museum of European Cultures has been housed in the same building since May 2005. More information is available at <http://www.smb.museum/smb/standorte/index.php?lang=en&p=2&objID=6370&n=10>.

Cinemas

Berlin has a great range of cinemas. 3D-Films, original versions, or a cinema showing classical movies – there is a cinema for everyone. On the website indicated below, you can find an overview on the current program of all Berlin cinemas, search for cinemas in your neighbourhood as well as get a preview of the program to come www.berlin.de/kino/_bin/index.php.

Germany's first non-commercial cinema Arsenal at Potsdamer Platz presents unique cinematic culture. Since 1963 the association *Freunde der Deutschen Kinemathek e.V.* features regular screenings of important German film classics, European and American films, New German short films, and experimental genres as well as new films from East European countries and countries of the Third World.

Foreign Cultural Institutes

The following foreign cultural institutes offer language classes and hold cultural events, e.g. public readings or musical recitals. For further information, have a look at their joint website: www.eunic-berlin.de.

British Council

Address British Council
Alexanderplatz 1, 10178 Berlin

Phone +49 (0)30 / 3110 990
Email info@britishcouncil.de
Web www.britishcouncil.de

Collegium Hungaricum Berlin (Hungarian Cultural Institute)

Address Collegium Hungaricum Berlin
Dorotheenstr. 12, 10117 Berlin

Phone +49 (0)30 / 212 340-0
Email collegium@hungaricum.de
Web www.hungaricum.de

Finnland-Institut (Finnish Cultural Institute)

Address Finnland-Institut in Deutschland
Georgenstr. 24 (1st floor), 10117 Berlin

Phone +49 (0)30 / 5200 2601-0
Email info@finstitut.de
Web www.finnland-institut.de

Goethe-Institut (German Cultural Institute)

Address Goethe-Institut Berlin
Neue Schönhauser Str. 20, 10178 Berlin

Phone +49 (0)30 / 25 90 63
Email berlin@goethe.de
Web www.goethe.de

Griechische Kulturstiftung (Greek Cultural Foundation)

Address Griechische Kulturstiftung
Wittenbergplatz 3a, 10789 Berlin

Phone +49 (0)30 / 2143 386
Email info@griechische-kultur.de
Web www.griechische-kultur.de

Institut Français (French Cultural Institute)

Address Institut Français de Berlin – Maison de France
Kurfürstendamm 211, 10719 Berlin

Phone +49 (0)30 / 885 9020
Email info.berlin@kultur-frankreich.de
Web www.kultur-frankreich.de

Instituto Cervantes (Spanish Cultural Institute)

Address Instituto Cervantes
Rosenstr. 18-19, 10178 Berlin

Phone +49 (0)30 / 2576 180
Email berlin@cervantes.de
Web www.cervantes.de

Instituto Cultural Brasileiro na Alemanha (Brazilian Cultural Institute)

Address Instituto Cultural Brasileiro na Alemanha
c/o Brasilianische Botschaft in Berlin
Wallstr. 57, 10179 Berlin

Phone +49 (0)30 / 3131 500
Email icbra@icbra-berlin.de
Web www.icbra-berlin.de

Institutul Cultural Roman (Romanian Cultural Institute)

Address Institutul Cultural Roman “Titu Maiorescu”
Koenigsallee 20a, 14193 Berlin

Phone +49 (0)30 / 890 61 987

Email office@rki-berlin.de
 Web www.rki-berlin.de

Istituto Italiano di Cultura (Italian Cultural Institute)

Address Istituto Italiano di Cultura
 Hildebrandstr. 2, 10785 Berlin

Phone +49 (0)30 / 2699 410
 Email iicberlino@esteri.it
 Web www.iicberlino.esteri.it/IIC_Berlino

Österreichisches Kulturforum (Austrian Cultural Institute)

Address Österreichisches Kulturforum
 Stauffenbergstr. 1, 10785 Berlin

Phone +49 (0)30 / 20 28 70
 Web www.kulturforumberlin.at

Polnisches Institut (Polish Cultural Institute)

Address Polnisches Institut
 Burgstr. 27, 10178 Berlin

Phone +49 (0)30 / 2475 81-0
 Email info@polnischekultur.de
 Web www.polnischekultur.de

Russisches Haus der Wissenschaft und Kultur (Russian Cultural Institute)

Address Russisches Haus der Wissenschaft und Kultur
 Friedrichstr. 176-179, 10117 Berlin

Phone +49 (0)30 / 2030 2251
 Email info@russisches-haus.de
 Web www.russisches-haus.de

Slovenský inštitút v Berlíne (Slovak Institute)

Address Slovenský inštitút v Berlíne
Zimmerstr. 27, 10969 Berlin

Phone +49 (0)30 / 2589 9363

Email slowakisches.institut@botschaft-slowakei.de

Web www.siberlin.mfa.sk

Ceské Centrum (Czech Center)

Address České Centrum
Friedrichstr. 206, 10969 Berlin

Phone +49 (0)30 / 2044 368

Email ccberlin@czech.cz

Web www.czechcenters.cz/berlin

14.5 Nature and Sports

Germany's capital city is not only one of Europe's lushest big cities, but also one of the richest in water. 25 natural lakes and three major rivers cover about 7% of the urban area, making Berlin a perfect location for water fans. The most famous lakes are probably *Großer Wannsee* in the southwest and *Großer Müggelsee* in the east.

Berlin's world of parks and gardens lets hearts beat faster even without leaving the center of the city. Above all, the streams and large meadows in the central city park *Tiergarten* provide a great place to relax. On the outskirts of Berlin, Potsdam and the surrounding region of Brandenburg, with its nature reserves, water landscapes, castles and palaces, is worth a visit. The most famous park grounds can be found in Brandenburg's capital, Potsdam: *Schloss Sanssouci* (Sanssouci Castle), which is protected by the United Nations as a Cultural Heritage of the World.

- Information on Berlin's rivers and lakes: <http://en.berlin-original.de/fluesseundseen.php>
- Information on Berlin's parks and gardens: www.visitberlin.de/deutsch/berlin-erleben/d_be_freizeit_gruen.php
- Information on Sanssouci Castle in Potsdam: www.spsg.de/

Botanical Garden and Botanical Museum Berlin-Dahlem

With 22,000 different species of plants on 43 hectares Berlin's Botanical Garden has become one of the largest and most diverse botanical gardens in the world. Sixteen greenhouses with an area of more than 6,000 m² house many delicate and precious plants of the tropics and sub-tropics. In the Botanical Museum, which is unique in Central Europe, you will be able to see more by enlargements or models of, for example, microscopically small organisms.

Tierpark Berlin-Friedrichsfelde

Covering 160 hectares this landscape zoo has yet to meet its match. Spacious open-air enclosures for herds of hoofed animals, great expanses of water for waterfowl and flamingos, and impressive animal houses await you here. The historical center of the zoo is Friedrichsfelde Palace, now converted into a museum.

Zoo and Aquarium

One of Zoo Berlin's characteristic features is its juxtaposition of historical and modern animal houses, relating during a single visit to the zoo the whole history of over one and a half centuries of animal keeping. Even buying the admission ticket transports you back to the 19th century. The entrance to the zoo on Budapester Straße is the reconstructed Elephant Gate of 1899 that was completely destroyed during World War II and resurrected in all its original detail in 1984.

14.6 Berlin for Kids

There are many different offers especially designed for kids that you might want to look into. Besides the information we provide in the following, you might also want to check the internet platforms www.berlin.kinder-stadt.de or www.kinderberlin.de for updated news on what's going on for kids in Berlin.

Kindermuseum Labyrinth „Learning by Doing“ is the slogan of this museum that is part of the project Fabrik Osloer Straße. This museum works in cooperation with the Berlin Senate Administration for Education, Science and Research and is one of the leading children museums of Germany.

Address	Osloer Str. 12, 13359 Berlin
Phone	+49 (0)30 / 800 93 11-50
Web	www.kindermuseum-labyrinth.de

MACHmit!-Museum für Kinder „Find out, try out, examine“ – this museum wants to encourage children to learn out new things and to gain experience about our everyday life and environment. Even complex relations will be discovered using artistic skills and craftsmanship. The young visitors will be active designers instead of passive consumers of the museum.

Address	Senefelder Str. 5, 10437 Berlin
Phone	+49 (0)30 / 74 77 8-200
Web	www.machmitmuseum.de

FEZ-Berlin is Europe's biggest charitable children, youth and family center in one of Berlin's largest forest parks, Wuhlheide. It offers creative courses, fun and recreation while combining education, experience and culture. FEZ has offers on various thematic scopes such as global learning, sustainable development, ways of living, ecology, technology, air travel as well as international encounters. Moreover,

there are several events that take place every year, like the *United Nations Weeks*, the puppet theater festival, the Harry Potter events and many more.

Address Straße zum FEZ 2, 12459 Berlin
 Phone +49 (0)30 / 53071-0
 Web www.fez-berlin.de

Domäne Dahlem / KinderDomäne There are many things to discover and to do on *Domäne Dahlem* for children of all ages. Most of the young visitors enjoy the farm animals – be it cows, pigs, sheep and goats, horses or chicken. But there are many more things to discover: Kids can watch the tractor doing its work on the farm. Special events will take place on weekends and during holidays, e.g. the Christmas market. And last but not least, *Domäne Dahlem* offers delicious treats for young and old in their farm store.

Address Königin-Luise-Str. 49, 14195 Berlin
 Phone +49 (0)30 / 66 63 000
 Web www.domaene-dahlem.de

Children Circus Cabuwazi is a youth culture organization with social and pedagogic aims. *Cabuwazi* offers young people in social conflict areas room for ideas and their realization. It wants to promote social competences like sense of responsibility, team spirit and fairness. Training at *Cabuwazi* is free of charge for all children from the age of nine upwards. More than 650 children and youngsters come every week to work out in the circus tent. *Cabuwazi* tents will be found at five different locations in Berlin (Treptow, Altglienicke, Springling Marzahn, Kreuzberg Wiener Straße and Kreuzberg Schatzinsel).

Address Cabuwazi Kinder- und Jugendzirkus e.V.
 Bouchéstr. 75, 12435 Berlin
 Phone +49 (0)30 / 53 000 40
 Web www.cabuwazi.de

Grips Theater was founded in 1969 in West Berlin as part of the student movement. It is one of the leading children's theaters in Europe today. *Grips* theater performs realistic plays „for people of 5 and over“ set in the present. It tries to recognize and grasp the needs, problems and desires of its audience and create sensitive lively plays. Here, the renowned musical *Linie 1* was first performed in 1986 and has been a success ever since with performances in over 15 countries so far – and it is still being played. Since 2009, *Grips* theater resides in two locations: one in Berlin-Tiergarten and the other location (*Grips Mitte im Podewil*) is in Berlin-Mitte.

Address	Grips Theater Altonaer Str. 22, 10557 Berlin (Tiergarten) Klosterstr. 68, 10179 Berlin (Mitte)
Phone	+49 (0)30 / 39 74 74 77 (box office)
Web	www.grips-theater.de

If you or your child(ren) undergo difficult situations or crises, **Berlin Kindernotdienst** has a 24/7 telephone hotline for unbureaucratic and quick help for children of all ages and from all regions of the world – this hotline is also open for parents or persons who care for children.

Address	Gitschiner Str. 49, 10969 Berlin
Phone	+49 (0)30 / 61 00 61
Web	www.kindernotdienst.de

15. Returning Home

In due time before leaving Berlin and Germany, you should consider and plan the necessary steps for returning to your home country. The following chapter will give you some ideas about what you should think of.

15.1 Recognition of Your Qualification

In order to avoid bad surprises after your return home, we recommend that you acquire information on how to get your qualifications recognized in your home country in time. There are several institutions you can contact.

Contacting the Embassy

The first address for obtaining more information would of course be the respective embassy or consulate of your home country in Germany. The department of the consul is responsible for passport and visa affairs, but they also accomplish certification and accreditation. Please ask your respective embassy or consulate which services are offered.

On the website of the *Auswärtiges Amt der Bundesrepublik Deutschland* (Department of Foreign Affairs of the Federal Republic of Germany) you will find all foreign representations in Germany: www.auswaertiges-amt.de.

Zentralstelle für Ausländisches Bildungswesen

In Germany, the *Zentralstelle für Ausländisches Bildungswesen* (ZAB) is responsible for the evaluation and acknowledgement of foreign proof of education, usually when students and doctoral candidates

from abroad come to Germany. But they also can certify your German degree for your home country. The issuing of the equivalent document is free of charge but will take several weeks.

In order to issue the certification, you need to bring:

- All documents (as accredited copies or originals)
- Information on the purpose of the equivalence certification
- Information on the educational system for which the equivalence certification is required
- Information on the language in which the equivalence certification is required (German, Spanish, French, English, Portuguese, Dutch, Italian)

Mail your documents after a telephone consultation to the *Zentralstelle für Ausländisches Bildungswesen*.

Address	Zentralstelle für Ausländisches Bildungswesen im Sekretariat der Ständigen Konferenz der Kultusminister der Länder der Bundesrepublik Deutschland Markgrafenstr. 37, 10117 Berlin
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Phone	+49 (0)30 / 2541 8400
Fax	+49 (0)30 / 2541 8450
Email	zab@kmk.org
Web	www.kmk.org

Other Institutions for Acceptance of Foreign Degrees

More information on whom to contact and what the equivalent degree will be back home, can be found on the information system

for acceptance of foreign educational achievements in Germany (ANABIN): <http://87.106.9.54>.

Under the heading “*Übersicht nach Ländern*”, you will find the respective offices which are responsible for the acknowledgement of German or foreign qualifications in your home country.



15.2 Cancelling Contracts

It is likely that you have signed a number of contracts during your stay in Germany. These will need to be cancelled before you return to your home country. The following topics are intended as an orientation on how to properly cancel contracts.

Accommodation



Tenancy Contract

Cancel your rental contract in due time. Termination always requires a written letter. Normally, the period of notice is three months. If you want to leave earlier or you cancel a temporary rental contract before it expires, you have to find a new tenant who must be accepted by the landlord.

Accommodation Handover / Refurbishment / Bulky Waste

Come to an agreement with your landlord regarding the refurbishment of your flat. Normally, the refurbishment includes wall painting and wallpapering. Carefully take note of all refurbishments you have carried out down in a form for the final apartment inspection, so that they can be confirmed by the landlord. This way you will get your full security deposit back.



Basements, garages, and grounds have to be cleared out. Ask the municipality about the next date for bulky waste or order a transport yourself.

In case you cannot take all of your furniture with you when moving, it may be possible for the landlord or next tenant to buy your furniture at a reasonable price.

Refundable security deposit

In case you have paid a security deposit, manage the repayment with your landlord. He/she has to pay back the deposit including interest but will generally only do so after a final check of the empty flat together with you.

Utilities (Electricity / Gas / Water/ Heating / Waste)

If utilities were not included in your rent and you concluded separate contracts with the respective companies (in Berlin predominantly Vattenfall), you have to remember to cancel them. For electricity, gas, heating, and water, you read the meters on the last day of rent and forward the numbers to the companies. The meters are located either in the flat or in the basement. Please also write the numbers down for yourself.

Communication

Radio / Television / Cable TV

Giving the *Gebühreneinzugszentrale* (GEZ) notice is only possible in written form. Forms can be downloaded at www.gez.de/online_service/abmelden/index_ger.html.

If cable TV, telephone, and internet were not included in the additional expenses, you have to cancel your contract with the respective companies as well.

Telephone – Landline

You should not forget to cancel your landline. For termination, please consider the terms and conditions of your provider. You might need to present a proof that you are actually leaving the country before they let you cancel. The registration office of Freie Universität will

hand out such a document when you give them notice of departure. In your letter, state all personal data (name, your customer number, etc.). It is best to send it via registered mail, so you can prove that you sent the letter in time.

If your contract is set up for a limited period of time (24 or 12 months) and the expiry date coincides with your departure, you still have to cancel the contract at least three months before the expiry date, otherwise the contract is automatically extended to another twelve months. In case there is no fixed cancellation period, then it will take six to eight days for the cancellation to take effect.

Your last telephone bill will be sent to the address stated on your written notice; it will not be mailed abroad, however. Therefore, it is advisable to state an address of an acquaintance located in Germany, who can forward the last telephone bill abroad to you.

If you use a mail forwarding service (see below), you can state your old address when cancelling.

Telephone – Cell

Normally, contracts with cell phone providers run 24 months and will automatically be extended to another 12 months if you do not cancel the contract three months in advance. Therefore, it is recommended to cancel the contract way in advance, so that you do not miss the period of notice. Cancellations can be revoked if necessary.

Again, please state all personal data (address, cell phone number, and customer number) in your written notice and send it by registered mail. Only in this case, can you be sure that the cancellation will be processed.

Mail Forwarding Service

If you are returning to your home country, you have the option to have your letters forwarded to your new address for a certain period of time. The forwarding service lasts for six (15.20 €) or twelve months (25.20 €) and can be ordered at all post offices or online: www.efiliale.de/nachsendeservice.

Please note: You have to pay the difference between the postage within Germany (e.g. for standard letter in Germany = 0.55 €) and the postage to your home country (e.g. for standard letter world = 1.70 € → difference to pay = 1.15 €) when the letters arrive. Parcels will not be forwarded by the *Deutsche Post*.

Banking Activities

Closing Your Bank Account

You should not forget to close your account. There is no period of notice, you simply visit your local branch to notify your bank. Yet, it is recommended to keep the German bank account for about six months after you leave until all final payments like the security deposit refund are made.

The banks have special forms where you can enter a date when the account is to be closed and to which account the remaining money is to be transferred (i.e. the account in your home country).

The following documents have to be brought along when you go to the branch:

- Passport or other form of ID
- EC card belonging to that account

- If applicable, cheque book with all remaining cheques
- If applicable, credit cards belonging to that account
- If a savings account exists, savings certificate and the last account statements

Direct Debit Authorizations and Standing Orders

Direct debit authorizations have to be changed or cancelled at the responsible institutions like your insurance. Standing orders will be cancelled by the banks themselves.

Closing a Bank Account from Abroad

Either you have internet banking and might be able to close your account from home after your last payments. The other option is to take the cancellation form (do not forget to pick up the form while still in Germany!) home with you and submit the completed form later. Do not forget to state to which account remaining money should be transferred.

Insurance

Cancellation periods must be kept in mind if you intend to terminate your insurance contract. There is generally a three-month cancellation period.

It may be possible to terminate the insurance contract more quickly under special circumstances if you can provide evidence that you will be leaving Germany permanently. This must be supported by an official document.

The cancellation requires the written form which should be mailed per registered mail.

15.3 Official Departure

Einwohnermeldeamt / Bürgeramt

If you leave Germany for a longer period (e.g. returning to your home country), you have to sign off formally with the responsible registration office (*Einwohnermeldeamt*) where you registered when you first arrived. The procedure is similar to the one described in chapter 4.2. Do not forget to bring along your own passport as well as the passports of your family members.

Foreigners' Registration Office (*Ausländerbehörde*)

If your residence permit has expired and you are about to return to your home country, you will have to get in contact with the foreigners' registration office. Upon showing your passport and your plane ticket, you will get a so called "Border Crossing Certificate" (*Grenzübertrittsbescheinigung, GÜB*). A date will be given on the border crossing certificate until when you have to leave Germany at the latest. You have to hand in the border crossing certificate when crossing the border or at a German consulate in your home country. They will send it back to the respective foreigners' registration office in Germany.

With the border crossing certificate, you prove to the Federal Border Guard that your stay in Germany is legal even if your residence permit has expired.

15.4 Returning Assistance

Several organizations with special programs for professional integration can also support you in your return home.

AGEF GmbH

(Arbeitsgruppe Entwicklung und Fachkräfte im Bereich der Migration und der Entwicklungszusammenarbeit)

Address AGEF GmbH
Königswinterstr. 1, 10318 Berlin

Phone +49 (0)30 / 5010 850
Email info@agef.de
Web www.agef.de

Evangelischer Entwicklungsdienst e.V.

Address Evangelischer Entwicklungsdienst e.V.
Ulrich-von-Hassel-Str. 76, 53123 Bonn

Phone +49 (0)228 / 81010
Email eed@eed.de
Web www.eed.de

United Nations Volunteers (UNV)

Address United Nations Volunteers – UN Campus
Hermann-Ehlers-Str. 10, 53113 Bonn

Phone +49 (0)228 / 815 2000
Email information@unvolunteers.org
Web www.unv.org

World University Service (WUS)

Address World University Service – Deutsches Komitee e.V.
Goebenstr. 35, 65195 Wiesbaden
Phone +49 (0)611 / 446 648
Email info@wusgermany.de
Web www.wusgermany.de

Centrum für internationale Migration und Entwicklung (CIM)

Address Centrum für internationale Migration und
Entwicklung
Mendelssohnstr. 75-77, 60325 Frankfurt / Main
Phone +49 (0)69 / 719 1210
Email cim@gtz.de
Web www.cimonline.de

16. Appendix

16.1 Glossary

ATM (Automatic Teller Machine)	<i>Geld-/Bankautomat</i>
Charge / Fee	<i>Gebühr</i>
Consultation hours	<i>Sprechstunde</i>
Direct dial	<i>Durchwahl</i>
Employment agency	<i>Arbeitsamt</i>
Enrollment	<i>Einschreibung (Immatrikulation)</i>
Foreigners' registration office	<i>Ausländerbehörde</i>
Form	<i>Formular</i>
Insurance	<i>Versicherung</i>
Metro	<i>S-Bahn / U-Bahn</i>
Residents' registration office	<i>Einwohnermeldeamt</i>
Rent / Rental	<i>Miete</i>
Semester / Term fee	<i>Semesterbeitrag</i>
Stop / Station	<i>Haltestelle</i>
Student ID	<i>Studentenausweis</i>
Student cafeteria	<i>Mensa</i>
Ticket machine	<i>Fahrkartenautomat</i>
Ticket	<i>Fahrkarte</i>
Streetcar	<i>Straßenbahn</i>
Underground	<i>U-Bahn</i>
Vending machine	<i>Automat (Getränke, Snacks)</i>
Hello	<i>Hallo</i>
Good morning!	<i>Guten Morgen!</i>
Good evening!	<i>Guten Abend!</i>

Goodbye!	<i>Auf Wiedersehen!</i>
See you tomorrow!	<i>Bis morgen!</i>
Give my regards to...	<i>Grüß ... von mir.</i>
Thank you!	<i>Danke!</i>
You are welcome!	<i>Bitte! / Bitte sehr!</i>
yes (please)	<i>ja (bitte)</i>
no (thanks)	<i>nein (danke)</i>
Excuse me!	<i>Entschuldigung!</i>
Do you speak English?	<i>Sprechen Sie / Sprichst Du Englisch?</i>
Pardon?	<i>Wie bitte?</i>
I understand.	<i>Ich verstehe.</i>
I do not understand (you).	<i>Ich verstehe (Sie / Dich) nicht.</i>
What's your name?	<i>Wie heißt Du / heißen Sie?</i>
My name is...	<i>Ich heiße...</i>
How are you?	<i>Wie geht es Ihnen / Dir?</i>
Thanks, I'm fine.	<i>Danke, mir geht es gut.</i>
Where is the students' cafeteria?	<i>Wo ist die Mensa?</i>
How do I get to the next station?	<i>Wie komme ich zur nächsten Haltestelle?</i>
I'd like to have a coffee / tea.	<i>Ich hätte gerne einen Kaffee / Tee.</i>
May I have the bill, please.	<i>Ich hätte gerne die Rechnung.</i>
How much is...?	<i>Wieviel kostet...?</i>
Are you open (tomorrow)?	<i>Haben Sie (morgen) geöffnet?</i>
Where is...?	<i>Wo ist...?</i>
Where can I find a doctor?	<i>Wo finde ich einen Arzt?</i>

16.2 Information Material

International Press

Address Central Train Station, 1st floor, 10557 Berlin
 Opening hours daily 05:00 a.m. – 10:00 p.m.

Lost and Found

Zentrales Fundbüro (central lost and found office)

Address Platz der Luftbrücke 6, 12101 Berlin
 Phone +49 (0)30 / 7560 3101

Berlin Transport Authority (BVG) lost and found office

Address Potsdamer Str. 180/182, 10783 Berlin
 Phone +49 (0)30 / 19449

Tourist Information Berlin

Address Central Train Station, ground floor, 10557 Berlin

Phone +49 (0)30 / 7560 3101
 Web www.visitberlin.de/index.en.php?
 Opening hours daily 08:00 a.m. – 10:00 p.m.

or

Address Brandenburg Gate, Pariser Platz (southern gatehouse), 10117 Berlin

Opening hours daily 10:00 a.m. – 07:00 p.m.

16.3 Embassies in Berlin

Embassy of the People's Democratic Republic of Algeria

Görschstr. 45-46, 13187 Berlin

Phone: + 49 (0)30 / 437 370

Web: www.algerische-botschaft.de

Embassy of the Argentina Republic

Kleiststr. 23-26, 10787 Berlin

Phone: + 49 (0)30 / 2266 890

Web: www.argentinische-botschaft.de

Embassy of the Commonwealth of Australia

Wallstr. 76-79, 10179 Berlin

Phone: +49 (0)30 / 8800 880

Web: www.germany.embassy.gov.au

Embassy of the Republic of Austria

Stauffenbergstr. 1, 10785 Berlin

Phone: +49 (0)30 / 202 870

Web: www.oesterreichische-botschaft.de

Embassy of Belarus

Am Treptower Park 32, 12435 Berlin

Phone: + 49 (0)30 / 5363 590

Web: www.belarus-botschaft.de

Embassy of Bosnia Herzegovina

Ibsenstr. 14, 10439 Berlin

Phone: + 49 (0)30 / 8147 1210

Web: www.botschaft.bh.de

Embassy of the Federative Republic of Brazil

Wallstr. 57, 10179 Berlin

Phone: + 49 (0)30 / 726 280
Web: www.brasilianische-botschaft.de

Embassy of the Republic of Bulgaria

Mauerstr. 11, 10117 Berlin
Phone: +49 (0)30 / 2010 92226
Web: www.botschaft-bulgarien.de

Embassy of Canada

Leipziger Platz 17, 10117 Berlin
Phone: + 49 (0)30 / 203 120
Web: www.kanada-info.de

Embassy of the Republic of Chile

Mohrenstr. 42, 10117 Berlin
Phone: + 49 (0)30 / 7262 035
Web: www.embajadachile.de

Embassy of the People's Republic of China

Märkisches Ufer 54, 10179 Berlin
Phone: + 49 (0)30 / 275 880
Web: <http://de.mofcom.gov.cn>

Embassy of the Republic of Croatia

Ahornstr. 4, 10787 Berlin
Phone: +49 (0)30 / 2191 5514
Web: www.kroatische-botschaft.de

Embassy of the Republic of Cuba

Stavangerstr. 20, 10439 Berlin
Phone: + 49 (0)30 / 4471 7319
Web: www.botschaft-kuba.de

Embassy of the Republic of Cyprus

Wallstr. 27, 10179 Berlin

Phone: +49 (0)30 / 3086 830
Web: www.botschaft-zypern.de

Embassy of the Czech Republic

Wilhelmstr. 44, 10117 Berlin
Phone: + 49 (0)30 / 226 380
Web: www.mzv.cz/berlin

Embassy of the Kingdom of Denmark

Rauchstr. 1, 10787 Berlin
Phone: +49 (0)30 / 5050 2000
Web: www.daenemark.org

Embassy of the Dominican Republic

Dessauer Str. 28-29, 10963 Berlin
Phone: + 49 (0)30 / 2575 7760
Web: www.embajadadominicana.de

Embassy of Egypt

Stauffenbergstr. 6/7, 10785 Berlin
Phone: + 49 (0)30 / 4775 470
Web: www.egyptian-embassy.de

Embassy of the Republic of Estonia

Hildebrandstr. 5, 10785 Berlin
Phone: + 49 (0)30 / 2546 0600
Web: www.estemb.de

Embassy of the Republic of Finland

Rauchstr. 1, 10787 Berlin
Phone: + 49 (0)30 / 505 030
Web: www.finnland.de

Embassy of the French Republic

Pariser Platz 5, 10117 Berlin

Phone: + 49 (0)30 / 5900 3900
Web: www.botschaft-frankreich.de

Embassy of Georgia

Heinrich-Mann-Str. 32, 13156 Berlin
Phone: + 49 (0)30 / 484 9070
Web: www.berlin.emb.mfa.gov.ge

Embassy of the Hellenic Republic (Greece)

Jägerstr. 54/55, 10117 Berlin
Phone: + 49 (0)30 / 206 260
Web: www.griechische-botschaft.de

Embassy of the Republic of Hungary

Unter den Linden 76, 10117 Berlin
Phone: +49 (0)30 / 203 100
Web: www.mfa.gov.hu/emb/berlin

Embassy of the Republic of India

Tiergartenstr. 17, 10785 Berlin
Phone: + 49 (0)30 / 257 950
Web: www.indianembassy.de

Embassy of the Islamic Republic of Iran

Podbielskiallee 65-67, 14195 Berlin
Phone: + 49 (0)30 / 84 35 30
Web: www.iranembassy.de

Embassy of Ireland

Friedrichstr. 200, 10117 Berlin
Phone: +49 (0)30 / 220 720
Web: www.embassyofireland.de

Embassy of the State of Israel

Auguste-Viktoria-Str. 74-76, 14175 Berlin

Phone: + 49 (0)30 / 8904 5500

Web: www.israel.de

Embassy of the Italian Republic

Hiroshimastr. 1-7, 10785 Berlin

Phone: + 49 (0)30 / 254 400

Web: www.ambberlino.esteri.it

Embassy of Japan

Hiroshimastr. 6, 10785 Berlin

Phone: + 49 (0)30 / 210 940

Web: www.botschaft-japan.de

Embassy of the Hashemite Kingdom of Jordan

Heerstr. 201, 13595 Berlin

Phone: + 49 (0)30 / 3699 6051

Web: www.jordanembassy.de

Embassy of the Democratic People's Republic of Korea

Glinkastr. 5-7, 10117 Berlin

Phone: + 49 (0)30 / 2293 189

Web: www.botschaft-kdvr.de

Embassy of the Republic of Korea

Stülerstr. 8/10, 10787 Berlin

Phone: +49 (0)30 / 260 650

Web: www.koreaemb.de

Embassy of the Republic Latvia

Reinerzstr. 40/41, 14193 Berlin

Phone: +49 (0)30 / 8260 0222

Web: www.mfa.gov.lv/de/berlin/

Embassy of the Republic of Lebanon

Berliner Str. 127, 13187 Berlin

Phone: + 49 (0)30 / 4749 860

Web: www.libanesische-botschaft.info

Embassy of the Republic of Lithuania

Charitéstr. 9, 10117 Berlin

Phone: + 49 (0)30 / 8906 810

Web: www.botschaft-litauen.de

Embassy of the United Mexican States

Klingelhöferstr. 3, 19785 Berlin

Phone: + 49 (0)30 / 2693 230

Web: <http://portal.sre.gob.mx/alemania>

Embassy of the Republic of Moldova

Gotlandstr. 16, 10439 Berlin

Phone: +49 (0)30 / 4465 2970

Web: www.germania.mfa.gov.md/

Embassy of Montenegro

Dessauer Str. 28/29, 2nd floor, 10963 Berlin

Phone: + 49 (0)30 / 5265 207-0/-11

Web: www.botschaft-montenegro.de

Embassy of the Kingdom of Morocco

Niederwallstr. 29, 10117 Berlin

Phone: + 49 (0)30 / 2061 240

Web: www.maec.gov.ma/berlin

Embassy of New Zealand

Friedrichstr. 60, Atrium, 4th floor, 10117 Berlin

Phone: + 49 (0)30 / 206 210

Web: www.nzembassy.com/germany

Embassy of the Kingdom of the Netherlands

Klosterstr. 50, 10179 Berlin
Phone: + 49 (0)30 / 209 560
Web: www.niederlandeweb.de

Embassy of the Republic of Nicaragua

Joachim-Karnatz-Allee 45, 2nd floor, 10557 Berlin
Phone: + 49 (0)30 / 2064 380
Web: www.nicaraguaportal.de/index.php?id=embanic_de

Embassy of the Kingdom of Norway

Rauchstr. 1, 10787 Berlin
Phone: + 49 (0)30 / 50 50 50
Web: www.norwegen.org

Embassy of the Islamic Republic of Pakistan

Schaperstr. 29, 10719 Berlin
Phone: + 49 (0)30 / 212 440
Web: www.pakemb.de

Embassy of the Philippines

Uhlandstr. 97, 10715 Berlin
Phone: +49 (0)30 / 8649 500
Web: www.philippine-embassy.de

Embassy of the Republic of Poland

Lassenstr. 19-21, 14193 Berlin
Phone: + 49 (0)30 / 223 130
Web: www.berlin.polemb.net

Embassy of the Portuguese Republic

Zimmerstr. 56, 10117 Berlin
Phone: + 49 (0)30 / 5900 6350-0
Web: www.botschaftportugal.de

Embassy of Romania

Dorotheenstr. 62-66, 10117 Berlin

Phone: + 49 (0)30 / 2139 202

Web: <http://berlin.mae.ro>

Embassy of the Russian Federation

Unter den Linden 63-65, 10117 Berlin

Phone: + 49 (0)30 / 2291 11029

Web: www.russische-botschaft.de

Embassy of the Kingdom of Saudi Arabia

Kurfürstendamm 63, 10707 Berlin

Phone: + 49 (0)30 / 8892 500

Web: www.mofa.gov.sa/detail.asp?InServiceID=107&intemplatekey=MainPage

Embassy of the Republic of Serbia

Taubertstr. 18, 14193 Berlin

Phone: + 49 (0)30 / 8957 700

Web: www.konzulati-rs.de/

Embassy of the Slovak Republic

Friedrichstr. 60, 10117 Berlin

Phone: +49 (0)30 / 8892 6200

Web: www.botschaft-slowakei.de

Embassy of the Republic of Slovenia

Hausvogteiplatz 3-4, 10117 Berlin

Phone: +49 (0)30 / 2061 450

no website

Embassy of the Kingdom of Spain

Lichtensteinallee 1, 10787 Berlin

Phone: + 49 (0)30 / 2540 070

Web: www.spanischebotschaft.de

Embassy of the Republic of South Africa

Tiergartenstr. 18, 10785 Berlin

Phone: +49 (0)30 / 220 730

Web: www.suedafrika.org

Embassy of the Kingdom of Sweden

Rauchstr. 1, 10787 Berlin

Phone: + 49 (0)30 / 50 50 60

Web: www.schweden.org

Embassy of the Syrian Arab Republic

Rauchstr. 25, 10787 Berlin

Phone: + 49 (0)30 / 501 770

Web: www.syrianembassy.de

Embassy of the United Republic of Tanzania

Eschenallee 11, 14050 Berlin

Phone: +49 (0)30 / 3030 800

Web: www.tanzania-gov.de

Embassy of the Kingdom of Thailand

Lepsiusstr. 64-66, 12163 Berlin

Phone: + 49 (0)30 / 794 810

Web: www.thaiembassy.de

Embassy of the Tunisian Republic

Lindenallee 16, 14050 Berlin

Phone: + 49 (0)30 / 3641 070

no website

Embassy of the Republic of Turkey

Rungestr. 9, 10179 Berlin

Phone: + 49 (0)30 / 275 850

Web: www.tuerkischebotschaft.de

Embassy of Ukraine

Albrechtstr. 26, 10117 Berlin

Phone: +49 (0)30 / 2888 7220

Web: www.botschaft-ukraine.de

Embassy of the United Arab Emirates

Hiroshimastr. 18-20, 10785 Berlin

Phone: +49 (0)30 / 516 516

Web: www.uae-embassy.net

Embassy of the United Kingdom of Great Britain and Northern Ireland

Wilhelmstr. 70, 10117 Berlin

Phone: + 49 (0)30 / 204 570

Web: www.britischebotschaft.de

Embassy of the United States of America

Pariser Platz 2, 10117 Berlin

Phone: +49 (0)30 / 2385 174

Web: www.usembassy.de

Embassy of the Republic of Yemen

Budapester Str. 37, 10787 Berlin

Phone: + 49 (0)30 / 8973 050

Web: www.botschaft-jemen.de

16.4 Important Phone Numbers

Police Emergency	110
Fire, Accidents	112
Emergency Doctor	+49 (0)30 / 19292
Poison Control	+49 (0)30 / 19240
Directory Assistance	National 11833 International 11834
Cancellation of credit / EC card	116116 or +49(0)1805-021021
Berlin Transport Authority (BVG)	+49 (0)30 / 19449
<i>Deutsche Bahn</i> Travel Information	+49 (0)180 / 599 66 33
Airport Hotline	+49 (0)180 / 500 0186

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