

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.

Moreover, the **Welcome Center** at Dahlem Research School is the place to go for doctoral candidates and young researchers seeking information, advice and support on all non-academic matters of their doctoral studies at Freie Universität Berlin.

The staff of the Welcome Center assists new doctoral candidates with orientation to university life, information in the areas of residence formalities, registration issues, health insurance, accommodation, and related issues. You will find all information also on the Welcome Center website: www.fu-berlin.de/sites/en/promovieren/drs/welcome/international-candidates/index.html.

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

Your DRS team

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1. The German Doctorate System

A doctorate is the first stage of independent research and also the qualifying phase for a university career. Doctoral candidates are normally involved in a research project under the supervision of a professor (in German called *Doktorvater* or *Doktormutter*).

The results of your research must be summed up in a dissertation thesis, which in some cases may be a collection of articles previously published in peer-reviewed academic journals. An oral exam follows the dissertation, at which you will either defend your dissertation (*Disputation*) or be tested on your dissertation as well as on topics from related disciplines (*Rigorosum*), depending on the faculty's regulations. After passing these examinations, the dissertation must be published in order for you to receive the certificate and officially be able to use the doctoral title.

Doctorate in a Structured Program

The doctoral candidate is integrated into a structured educational program. In this program, selected doctoral candidates come together to work on projects related to a common interdisciplinary research topic. The candidates' research projects are largely predetermined by the thematic scope of the doctoral program.

The whole process of doctoral research and the progress of the dissertation are supervised by a team of two or three academic supervisors. At the beginning, a supervisory agreement is concluded regulating rights and obligations of the parties involved as well as periods of assessments and further (elective) components of the doctoral project, such as stays abroad, publications, or others.

Research is complemented by disciplinary and transdisciplinary training as well as training in transferable skills. The duration of doctoral studies in a structured program should not exceed three years.

Applications for a doctorate in a structured program have to be made to the respective program directly. After being admitted to the doctoral program, the doctoral candidate will then have to be accepted by the respective faculty of the university. Following the acceptance by the faculty, doctoral candidates enroll as doctoral students. The official registration is carried out by the central student administration office and is compulsory for all doctoral candidates at Freie Universität.

Individual Doctorate

The traditional and still prevalent system of attaining a doctoral degree in Germany is through independent research. The individual research work of the doctoral candidate is usually performed under the supervision of one professor. Attending courses at university and/or following a structured curriculum is recommended but not mandatory.

You must **apply** to the supervisor directly, who will then decide whether your research topic is of joint interest and of scientific relevance. After having obtained the professor's commitment, the formal application for acceptance as a doctoral candidate is submitted by the candidate to the respective faculty. As a rule, the faculty, and connected with this, the type of doctoral degree to be earned cannot be chosen independently. Both are predetermined by the faculty to which the supervisor belongs. Normally, applications can be submitted throughout the year.

Following the acceptance by the faculty, doctoral candidates enroll as doctoral students. The official registration is carried out by the central student administration office and is compulsory for all doctoral candidates at Freie Universität.

2. About Dahlem Research School (DRS)

Dahlem Research School (DRS) embodies a structured and systematic approach to developing young researchers at Freie Universität Berlin. Beginning with the doctorate, DRS targets all stages of academic career development and provides an institutional framework to support and promote junior academics at an interdepartmental level.

- DRS provides a **Grant Program** for doctoral candidates and young researchers for activities facilitating their early integration into the academic community, such as grants for research stays or conference participation abroad.
- DRS offers a **Qualification Program** consisting of a wide array of resources specifically tailored to young researchers to complement and support their academic and professional goals in academia as well as on the non-academic labor market.
- DRS maintains a **Welcome Center** for doctoral candidates seeking information and advice on all non-academic related matters.
- DRS promotes the development of innovative doctoral programs and formulates and implements consistent **quality standards** for structured doctoral education on a university-wide basis.

At the moment there are 19 structured doctoral programs under the roof of Dahlem Research School with about 550 doctoral candidates pursuing their doctoral studies in one of the programs. All in all, about 10% of Freie Universität's doctoral candidates are thus part of DRS.

Dahlem Research School concentrates on four subject groups:

Humanities

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

Area Studies

- Berlin Graduate School Muslim Cultures and Societies
- Caspian Region Environmental and Energy Studies
- Graduate School of North American Studies
- Latin American Studies from a Comparative and Transregional Perspective

Social Sciences

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

Natural and Life Sciences

- Berlin-Brandenburg School for Regenerative Therapies
- Berlin Mathematical School
- Biomedical Sciences
- IMMUCO - Induction and Modulation of T-cell-Mediated Immune Reactions in the Gastrointestinal Tract
- International Max Planck Research School (IMPRS) on Computational Biology and Scientific Computing
- Molecular Plant Science
- Molecular Science

3. Checklist

3.1 What to Do in Your Home Country

Here is a checklist of the most important things you have to organize before coming to Germany:

- Apply for a **study visa**, also for any accompanying family members (see chapter 4)
- Important **documents** to bring with you:
 - Passport (must be valid for at least 6 months)
 - Entry visa(s)
 - Supervising professor's letter of acceptance for your research project
 - Birth certificate(s)
 - Certificate of university degree(s)
 - International or national driver's license
 - Car insurance ("green card")
 - International vaccination certificate
 - Several (biometric) passport photos
 - Marriage certificate, if applicable
- After being admitted to your doctoral program start the **acceptance procedure** for doctoral candidates at your faculty.
- After you receive acceptance from your faculty start the **enrollment procedure**.
- Get certified German translations and legalized copies of your certificates (birth, marriage, vaccination, and university degree).
- Check the **language requirements** of your doctoral program and take a basic German language course. A four-week German language course for beginners will take place during Orienta-

tion Weeks which will be hosted by Dahlem Research School in September.

- Plan your travel and **health insurance**: take out a European Health Insurance Card (EHIC) from your home insurance company or take out health insurance after your arrival in Berlin.
- Get a **medical and dental check-up** and know your medications and prescriptions.
- Plan your **accommodation** for the first few nights and look for a permanent place to stay.
- Take care of the formalities for accompanying **family members**.

3.2 What to Do First in Germany

Here is a checklist for the most important things you should do after your arrival (see chapter 5):

- Find a permanent **place to stay**.
- Get **acceptance by the faculty** at Freie Universität where you have applied for your doctorate, if you have not finished the process before arrival.
- Register with the **local registration** authorities.
- Take out **health insurance** if you haven't done so already.
- Open a local **bank account**.
- Apply for a **residence permit**. This has to be done before your visa expires, within 90 days after arrival.
- **Enroll** at Freie Universität to obtain official student status.
- Register for a **German language course**, if applicable.

4. Applying for a Study Visa

Doctoral candidates from member states of the **EU**, the **EFTA** (Norway, Iceland, Liechtenstein, and Switzerland), from **Australia, Canada, Israel, Japan, New Zealand**, the **Republic of Korea** and the **United States of America** and their families can enter Germany without a visa. (Important: family members who have a different nationality may need a visa, however.)

However, nationals from **Australia, Canada, Israel, Japan, New Zealand**, the **Republic of Korea** and the **United States of America** still have to go to the foreigner's registration office after having entered Germany to receive a residence permit (cf. chapter 5.5).

For nationals of countries which acceded to the EU 1 May 2004 and 1 January 2007, transitional regulations apply.

Guidelines for all other countries

It is important that you apply for a study visa at a German embassy or consulate in your home country well in advance (at least three months prior to departure). On no account should you enter Germany on a tourist visa (the Schengen visa). The Schengen visa is only valid for a maximum of 90 days. It is not suitable for a doctorate and cannot later be converted into a study visa.

It is normally only possible to do a doctorate in Germany if you have a **National Visa for the Purpose of Studying** (in German *Einreisevisum zu Studienzwecken*). This visa is issued for a stay that lasts longer than 90 days. It is a temporary entry and residence permit with a normal validity of three months. Before it expires, it has to be converted into a long-term residence title (*Aufenthaltserlaubnis für Studienzwecke*) at the foreigners' registration office of the city of residence in Germany.

Please contact a German embassy or consulate in your home country regarding current entry and residence requirements.

Special Cases

- Generally, it is not possible to obtain a visa from a German embassy other than in the home country. Exceptions apply only when a person's country of residence is not the country of nationality. In this case, the German embassy in the country of residence will deal with the visa process.
- Congress participation: please note that it is necessary to apply for a visa (if applicable), if travelling outside of Germany. The residence permit for Germany does not automatically allow a person to travel within Europe.
- Leaving Germany for longer than 6 months: the residence permit for Germany expires, if you leave the country for more than 6 months. In this case, you have to re-apply for a new visa for Germany.
- Proof of finance: If you intend to enter Germany for a longer stay, you have to provide evidence that you have 700 € per month and per person available, when applying for a visa. This may be a grant, a stipend, a state or city official guarantee, or a bank account.
- Proof of adequate living space: A longer stay in Germany requires proof of adequate living space. As a general rule, a family (e.g. 2 adults, 1 child) needs at least 50 m² of living space.

You can find more information about the visa application process on the homepage of the German Federal Foreign Office: www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/uebersicht.html.

5. Getting Settled

In the following chapter, you will find an overview of the necessary tasks after your arrival in Berlin.

5.1 Registration with Local Authorities

In Germany, every resident (any German and anybody staying for more than three months) must register with the local authority within two weeks after moving. This registration is made at the local registration office (*Einwohnermeldeamt* or *Bürgeramt*).

In order to register you need the following documents:

- Passport or identity card
- Rental contract
- Application form

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.

5.2 Residence Permit (*Aufenthaltserlaubnis*)

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).

Citizens from all other countries require a residence permit which is issued by the foreigners' registration office (*Ausländerbehörde*). Within three months after arrival your visa must be converted into a residence permit. The residence permit is generally issued for a period of one or two years depending on the application. It can be extended on the condition that the holder applies for extension prior to the expiry of the respective period of validity.

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

- Proof of admission or enrollment at Freie Universität Berlin
- Proof of a scholarship or other adequate means of income: Non-EU students must generally provide credible proof that they have financial resources of at least 700 € per month at their disposal. Foreign doctoral candidates can usually meet the requirement by showing a proof of their scholarship.
- Proof of adequate health insurance coverage
- Proof of registration with local authorities
- 2 (biometric) ID photos
- Passport (validity period at least 6 months)

- 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

*Special opening hours for international doctoral candidates during the first two months of the term: Wednesday 07:00 a.m. – 02:00 p.m.

5.3 Welcome Money (*Begrüßungsgeld*)

The city of Berlin greets every student and doctoral candidate 100 € as a one-time Welcome Money gift (*Begrüßungsgeld*).

You have to fulfill the following criteria in order to receive it:

- Be enrolled at one of Berlin's universities.
- Be registered with the local authorities (Berlin must be your permanent place of residence).
- Come from another German city or from a foreign country.
- Have a local bank account.

Please fill out and sign the application form which you will receive at the student administration office of Freie Universität Berlin. It can also be downloaded at www.fu-berlin.de/studium/bewerbung/formulare/antrag_begruessungsgeld.pdf.

Please note: You will have to get the form stamped at the local registration office before you submit it to the student administration office of Freie Universität Berlin. The money will be transferred to your bank account within approximately three weeks.

5.4 Opening a 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. As in most cases students are exempted from account management fees, you should also take your student ID with you.

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).

We suggest you choose a bank near your living quarters. Some banks in Germany are:

- Berliner Sparkasse
- Berliner Volksbank
- Commerzbank
- Deutsche Bank 24
- GLS Gemeinschaftsbank
- Postbank
- Sparda-Bank

Some direct banks:

- ING-DiBa
- NetBank
- Comdirect
- Deutsche Kreditbank

5.5 Acceptance by the Faculty

One of the first things to do right after arrival in Berlin is to submit your application for admission as a doctoral candidate to the graduation office (*Promotionsbüro*) of the respective faculty.

We suggest you start the acceptance procedure well in advance before coming to Berlin as it can often take several weeks. Please contact the administration office of your doctoral program for more information and assistance.

After being accepted to the faculty, you obtain official status as a doctoral candidate. Only then are you entitled to do your doctorate at Freie Universität Berlin.

Please note: Only after being accepted to the faculty can you register as a doctoral candidate and receive student status.

The faculty responsible is always the one which your principal supervisor belongs to.

In your application, you have to include the following information:

- Subject in which the doctorate is sought
- Provisional working title and written description of your dissertation
- Written statement on previous doctoral procedures, even if there are none
- Statement and signature of the principal supervisor
- Sufficient knowledge of German (if applicable)

- Curriculum Vitae

The minimum prerequisites set by all faculties are these:

- A university degree equivalent to the German *Diplom* or *Magister* or a Master in a study program related to the field of doctoral research
- A minimum grade equivalent to the German *gut* (above average)

Depending on the faculty, you submit your application either to the registrar's office (*Prüfungsbüro*) or to the graduation office (*Promotionsbüro*) of the respective faculty. The respective proofs have to be submitted with the application. The doctoral admission's committee of the faculty then decides on the acceptance of new doctoral candidates.

Registrar's and Graduation Offices

Biology, Chemistry, and Pharmacy (*Biologie, Chemie und Pharmazie*)

Address	Promotionsbüro Takustr. 3, room 12.15, 14195 Berlin
Office Management	Kerstin Austen
Phone	+49 (0)30 / 838-55160
Email	probuero@chemie.fu-berlin.de
Office hours	Tue and Thu 10:00 a.m. - noon

Business and Economics (*Wirtschaftswissenschaft*)

Address	Promotionsbüro Garystr. 21, 2nd floor, room 319, 14195 Berlin
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Office Management Manuela Kasper
 Phone +49 (0)30 / 838-52294
 Email manuela.kasper@fu-berlin.de

Office hours Mon – Fri 09:00 a.m. – 01:00 p.m.

Computer Science, Mathematics and Physics (*Informatik, Mathematik und Physik*)

Address Promotionsbüro
 Arnimallee 14, room 1.1.10,
 14195 Berlin

Office Management Angelika Pasanec
 Phone +49 (0)30 / 838-75452
 Email pasanec@imp.fu-berlin.de

Office hours Tue 10:00 a.m. – noon
 Wed noon – 02:00 p.m.
 Thu 11:00 a.m. – 01:00 p.m.

Educational Science and Psychology (*Erziehungswissenschaft und Psychologie*)

Address Promotionsbüro
 Habelschwerdter Allee 45
 room KL 24/204,
 14195 Berlin

Office Management Jutta Bergener
 Phone +49 (0)30 / 838-55783
 Email bergener@zedat.fu-berlin.de

Office hours Mon, Tue and Thu 09:00 a.m. - noon

Earth Sciences (*Geowissenschaften*)

Address Prüfungsbüro
Malteserstr. 74-100 / A.013-014,
14195 Berlin

Office Management Dagmar Heyne and Marianne Martini
Phone +49 (0)30 / 838-70530 or -70663
Email geopruef@zedat.fu-berlin.de

Office hours Mon 02:30 p.m. – 05:30 p.m.
Tue 11:00 am. – 01:00 p.m.
Thu 11:00 a.m. – 01:00 p.m.

History and Cultural Studies (*Geschichts- und Kulturwissenschaften*)

Address Prüfungsbüro
Koserstr. 20, room A 152,
14195 Berlin

Office Management Giovanna Giglio, Bärbel Krämer, Mona
Kriewald and Kerstin Off
Phone +49 (0)30 / 838-53169
Email pruefungsbuero@geschkult.fu-berlin.de

Office hours Tue 10:00 a.m. – noon
Wed 01:00 p.m. – 03:00 p.m.

Law (*Rechtswissenschaften*)

You have to hand in your dissertation application at the Dean's Office (*Dekanat*). If you have questions concerning dissertation formalities, you may contact Birgit Lehmhagen or Mario Schönwalder of the faculty administration.

Address Dekanat (Dean's Office)
Van't-Hoff-Str. 8
14195 Berlin

Faculty Administration Birgit Lehmhagen and Mario Schönwalder
 Boltzmannstr. 3, room 1126
 Phone +49 (0)30 / 838-52187 or -52188
 Email blrecht@zedat.fu-berlin.de
 msrecht@zedat.fu-berlin.de

Office hours Mon - Thu 9:30 a.m. – 12:30 p.m.

○ **Medicine (*Humanmedizin*)**

Address Charité – Universitätsmedizin Berlin
 Campus Benjamin Franklin
 Promotionsbüro
 Hindenburgdamm 30 (entrance West,
 stairs A), room 1367/1360,
 14195 Berlin

Office Management Manuela Hirche and Silke Hagenbruch
 Phone +49 (0)30 / 450-576018
 Email manuela.hirche@charite.de
 silke.hagenbruch@charite.de

Office hours Tue 09:00 a.m. – 01:00 p.m.
 Wed 09:00 a.m. – noon and
 01:30 p.m. – 04:30 p.m.
 Thu 01:30 p.m. – 04:00 p.m.

○ **Philosophy and Humanities (*Philosophie und Geisteswissenschaften*) –
 Graduation Office I**

(Comparative Literary Studies, Byzantine Studies, Comparative Musicology, Dutch Philology, German Philology, Greek Philology, Latin Philology, Medieval Latin Philology, Neo-Greek Studies)

Address Habelschwerdter Allee 45,
 14195 Berlin

Office Management	Cornelia Marzi (room JK 29/137) and Astrid Raeder (room JK 29/136)
Phone	+49 (0)30 / 838-54007
Email	pruefungsbuero@germanistik.fu-berlin.de
Office hours	Tue 10:00 a.m. – noon Wed 03:00 p.m. – 05:00 p.m. Fri 10:00 a.m. - noon

Philosophy and Humanities (*Philosophie und Geisteswissenschaften*) – Graduation Office II

(East European Studies, English Philology, Film Studies, Latin American Studies, North American Studies, Philosophy, Romance Philology, Theater Studies)

Address Habelschwerdter Allee 45,
14195 Berlin

Office Management	Ina Müller (room JK 28/104), Monika Cheng (room JK 29/105) and Sonja Wiese (room JK 29/138)
Phone	+49 (0)30 / 838-53268, -53228 and -52996
Email	pruef71@zedat.fu-berlin.de wiese@geisteswissenschaften.fu-berlin.de

Office hours	Tue 10:00 a.m. – noon Wed 01:00 p.m. – 03:00 p.m. Thu 10:00 a.m. - noon
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Political and Social Sciences (*Politik- und Sozialwissenschaften*)

Address Promotionsbüro
Ihnestr. 21, room 304,
14195 Berlin

Office Management Daphne Stelter
 Phone +49 (0)30 / 838-52337
 Email dstelter@zedat.fu-berlin.de

Office hours Mon, Wed, Fri 11:00 a.m. – 01:00 p.m.

Veterinary Medicine (*Veterinärmedizin*)

Address Promotionsbüro
 Oetzenweg 19b,
 14163 Berlin

Office Management Christine Gaede
 Phone +49 (0)30 / 838-62424
 Email promotionsbuero@vetmed.fu-berlin.de

Office hours Mon – Fri 09:00 a.m. - noon

At the end of your doctoral research project you write your doctoral thesis. The doctorate regulations state in which language you are allowed to write your thesis. You should check early with your supervisor or the graduation office for the respective regulations. The thesis and an abstract of the thesis have to be submitted to the graduation office of your respective faculty. With this submission you formally start your examination procedure.

5.6 Enrolling as a Student

Enrollment (*Immatrikulation*) as a student is compulsory for doctoral candidates at Freie Universität. You have to enroll within four weeks after being admitted to your dissertation project. After enrollment you will receive a student ID card. You will find the enrollment application here (English version): www.fu-berlin.de/studium/bewerbung/formulare/antrag_immatrikulation.pdf

Enrollment is carried out by the central student administration office (*Immatrikulationsbüro*) of Freie Universität Berlin.

Student Administration Office

Address	Immatrikulationsbüro Iltisstr. 1, 14195 Berlin subway station U3 Dahlem-Dorf
Phone	+49 (0)30 / 838-700 00 (Information Service)
Email	info-service@fu-berlin.de
Office hours	Mon and Tue 09:30 a.m. – 12:30 p.m. Thu 02:00 p.m. – 05:00 p.m.

The administration fee ranges between 250 € and 290 €* per term and covers the cost of student services (e.g. meals at reduced prices in students' dining halls) and a term ticket for all public transportation in the Berlin area. This registration is valid for one term only. Each term you will have to re-register and pay the administration fee by a bank transfer order.

* If the doctoral candidate receives a scholarship from a German institution, the enrollment fee is 201.68 €.

5.7 Internet and Email Account

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.

5.8 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

6. Insurances

6.1 Health Insurance

It is mandatory to have health insurance (*Krankenversicherung*) in Germany, either within the public system or with a private insurance company. When not covered by your home insurance, you are obliged to buy insurance in Germany. 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. 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 can neither have your visa converted into a residence permit nor enroll (matriculate) at the university.

Exceptions

- Depending on the research project and its financial source, doctoral candidates in very few cases might be employed as research associates. This means they have working contracts with the university or research institution and 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 – amount earned, student status, etc. 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 (Service-Centers), 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.

Health Insurance for Doctoral Candidates

Doctoral candidates have to buy health insurances as voluntary members. The rate for statutory (public) health insurance for voluntary members 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 851.67 € per month. This means that even if your income should fall below that, your monthly contribution rate would at least amount to 145.64 € (equivalent to 14.9% health insurance plus 2.2% care insurance). All doctoral candidates have to apply for insurance as voluntary members.

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.

Special Insurance Packages for International Doctoral Candidates

Some private insurance companies like *DSW Victoria*, *EduCare24*, *Hanse Merkur* (*Hans Weissenbach*) and *Mawista* offer special insurance packages for international doctoral candidates combining health insurance together with travel and liability insurance.

The Researcher's Mobility Portal Germany (Euraxess) has more information on insurance at:

http://www.euraxess.de/portal/health_insurance_in.html

6.2 Private Liability Insurance (*Private Haftpflicht-Versicherung*)

In addition to the health insurance, which is mandatory, we recommend a private liability insurance. 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.

7. Guide Through Freie Universität Berlin

Freie Universität 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.

7.1 International Network University

Freie Universität Berlin makes every effort to establish the best conditions for scientific and academic thinking and working for its researchers and students. This means that the university engages in continuous improvement of the structures within which its scholars and scientists generate new ideas.

With its “International Network University” strategy the university is focusing on three main areas: development of research alliances, promoting and developing junior researchers and scientists, and supporting international cooperative arrangements. The university has established three strategic centers to address these topics: Center for Cluster Development, Dahlem Research School, Center for 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).

ties). 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. It 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 have a look at their homepage: www.fu-berlin.de/cic.

7.2 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

7.3 Public Transport to Freie Universität

Freie Universität Berlin is located in the city district Dahlem in the southwest of Berlin, approx. 5 to 10 km from the city center. The subway line U₃ starts at Nollendorfplatz and runs straight through to Dahlem. At Heidelberger Platz, you can change from S₄₁ and S₄₂ (S-Bahn circle) to the U₃. Most of the central university administration and services are located at the stations Dahlem-Dorf and Thielplatz. For more information on Berlin's public transportation, please check chapter 9.1.

Near the U-Bahn station Dahlem-Dorf you will find a street (*Königin-Luise-Straße*) with small shops (bookstore, copy shop, pharmacy, a supermarket, a card shop, a florist, a *döner kebab* shop, a restaurant, a post office, a newspaper and magazine shop, a travel agency).

7.4 Meals, Coffee, 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 show your student ID and 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 („Veggie No 1“)

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/speiseplan/index.html.



7.5 Libraries, Bookstores, and Souvenirs

University Libraries in Berlin

Berlin has four universities, each with its own library, as well as a number of excellent public libraries.

Central University Library of Freie Universität

A valid student card serves as a library card for students and doctoral candidates enrolled at Freie Universität. The loan period is 4 weeks. Items may be renewed via the FU Catalog, providing they have not been reserved by another user.

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

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/. **Freie Universität's archives** can be found at <http://www.fu-berlin.de/en/einrichtungen/service/archiv/index.html>.

Central University Library of Humboldt-Universität

In order to be able to make use of the university library of Humboldt-Universität, you first have to obtain a library card. Library cards are issued free of charge, you just have to show your passport, your reg-

istration with the local authorities, and your student ID at the information desk.

Address	Jacob-und-Wilhelm-Grimm-Zentrum Geschwister-Scholl-Str. 1/3, 10117 Berlin
Phone	+49(0)30 / 2093 99370, 99371, 99399
Web	www.ub.hu-berlin.de
University Catalog	http://opac.hu-berlin.de

Opening hours Mon - Fri 08:00 a.m. - midnight
Sat and Sun 10:00 a.m. - 06:00 p.m.

Central University Library of Technische Universität

In order to be able to make use of the university library of Technische Universität, you first have to obtain a library card. Library cards are issued free of charge, you just have to show your passport, your registration with the local authorities, and your student ID at the information desk.

Address	Fasanenstr. 88 (Volkswagen-Haus), 10623 Berlin
Phone	+49 (0)30 / 3247 6101
Web	www.ub.tu-berlin.de
University Catalog	www.ub.tu-berlin.de/index.php?id=40

Opening hours Mon – Fri 09:00 a.m. – 10:00 p.m.
Sat 10:00 a.m. – 06:00 p.m.

Public Libraries in Berlin

You can find a good overview in German and English as well as a list of interlibrary loan facilities here: <https://www.voebb.de/>.

Staatsbibliothek (Berlin State Library)

The Berlin State Library collects research-level literature from all subject areas, all languages, and all eras. It provides services at both its sites in the district of Mitte – Potsdamer Str. 33 and Unter den Linden 8. To use the reading rooms, the information services, and the collections, you must first apply for a library card. You can choose between a monthly ticket (10 €) and an annual ticket (25 €). You will be issued a library card upon presenting your official ID together with your registration with the local authorities at the registration desk. To search for literature, you can use their online-catalog: www.stabikat.de.

Haus Potsdamer Straße

Address Potsdamer Str. 33, 10785 Berlin
 Phone +49 (0)30 / 266-0
 Email info@sbb.spk-berlin.de
 Web www.staatsbibliothek-berlin.de

Opening hours Mon – Fri 09:00 a.m. – 09:00 p.m.
 Sat 09:00 a.m. – 07:00 p.m.
 Lending department Mon – Fri 10:00 a.m. – 07:00 p.m.
 Sat 10:00 a.m. – 01:00 p.m.

Haus Unter den Linden

Address Unter den Linden 8, 10117 Berlin
 Phone +49 (0)30 / 266-0
 Email info@sbb.spk-berlin.de
 Web www.staatsbibliothek-berlin.de/

Opening hours Mon – Fri 09:00 a.m. – 09:00 p.m.
 Sat 09:00 a.m. – 05:00 p.m.
 Registration Mon – Fri 09:00 a.m. – 08:30 p.m.
 Sat 09:00 a.m. – 04:30 p.m.

Zentral- und Landesbibliothek Berlin (Berlin City Library)

The public Berlin City Library holds more than 3 million media and has several buildings throughout the city. The two main houses are the *Amerika-Gedenkbibliothek* (America Memorial Library) and the *Berliner Stadtbibliothek* (Berlin City Library).

In order to obtain a library card you have to show your passport and your registration with the local authorities. The fee is either 2.50 € (per month) or 10.00 € (per year).

Amerika-Gedenkbibliothek – America Memorial Library

Address Blücherplatz 1, 10961 Berlin
Phone +49 (0)30 / 90 226 105

Opening hours Mon – Fri 10:00 a.m. – 08:00 p.m.
Sat 10:00 a.m. – 07:00 p.m.

Berliner Stadtbibliothek – Berlin City Library

Address Breite Str. 30-36, 10178 Berlin
Phone +49 (0)30 / 90 226 401

Opening hours Mon – Fri 10:00 a.m. – 08:00 p.m.
Sat 10:00 a.m. – 07:00 p.m.

Bookstores

There are numerous bookstores all over the city. Here is the one closest to the university campus. For further information on bookstores specializing in English books have a look at <http://berlin.barwick.de/shopping/books/index.html>.

Schleichers Buchhandlung Dahlem-Dorf

This campus bookstore offers a wide range of literature from cultural studies, social sciences and natural sciences to fiction and travel guides.

Address Königin-Luise-Str. 41, 14195 Berlin
Phone +49 (0)30 / 841 9020
Email schleichers@gmx.de
Web www.schleichersbuch.de
Opening hours Mon – Fri 09:00 a.m. – 07:00 p.m.
Sat 10:00 a.m. – 01:00 p.m.

Schnabel. fachbücher und mehr

This bookstore offers a wide range of textbooks and reference books.

Address Thielallee 34, 14195 Berlin
Phone +49 (0)30 / 8322 9860
Email info@schnabelshop.de
Web www.schnabelshop.de

Copy Shops

Copy-Repro-Center Berlin GmbH

Address Habelschwerdter Allee 37, 14195 Berlin
Phone +49 (0)30 / 84 17 42 10
Opening hours Mon – Fri 08:00 a.m. – 08:00 p.m.
Sat 09:00 a.m. – 02:00 p.m.

Kopierladen

Address Brümmerstr. 49 (corner Thielallee), 14195 Berlin
Phone +49 (0)30 / 83 22 91 66
Opening hours Mon – Fri 09:30 a.m. – 06:30 p.m.

Kopierservice

Address Königin-Luise-Str. 39, 14195 Berlin
Phone +49 (0)30 / 832 6606
Opening hours Mon – Fri 08:00 a.m. – 07:00 p.m.
Sat 09:00 a.m. – 02:00 p.m.

University Shop (Souvenirs)

You can buy merchandise like sweaters, T-Shirts, or bags at the university shop in Schleichers Buchhandlung (see above) and the Foyer of Mensa II.

Address	University Shop Otto-von-Simson-Str. 26, 14195 Berlin
Web	www.unishop.erggmbh.de
Opening hours	Mon – Thu 11:00 a.m. – 04:00 p.m. Fri 11:00 a.m. – 02:00 p.m.

7.6 Language, Sports, and Music

Language courses offered at DRS

Dahlem Research School offers an intensive German language course in the month of September during their Orientation Weeks and German and (Academic) English language courses during the term.

Language courses offered by other institutions

Berlin's **Public Education Center** (*Volkshochschule*) offers German language levels for newcomers as well as a broad variety of other language courses. The German integration course costs only 100 € for 100 x 45 min. For further information have a look at their homepage: www.berlin.de/vhs/kurse/deutsch/integrationen.html.

Academic German courses for postdocs and advanced doctoral candidates of the humanities are offered by **Dr. Jens Löscher** at Freie Universität: <http://userpage.fu-berlin.de/loescher>.

English courses on different levels are offered by the **Center for Further Education** (*Weiterbildungszentrum*) of Freie Universität: www.fu-berlin.de/weiterbildung/infocenter/kursangebot/index.html.

Further English and other language courses are offered by the **Cultural Exchange Center** (*Sprach- und Kulturbörse*) of Technische Universität Berlin. For further information have a look at their website: www.skb.tu-berlin.de.

Language Tandems

If you want to improve your foreign language skills, it is sometimes helpful to sign up for a tandem partner. A language tandem is a language and cultural exchange between two people who are native speakers of two different languages. The Language Center (*Sprachenzentrum*) of Freie Universität provides a platform for those

seeking a tandem partner: www.sprachenzentrum.fu-berlin.de/slz/tandem/index.html.

Sports

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

○ 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

Music

The **Collegium Musicum** is a joint music association of Freie Universität and Technische Universität Berlin. Over 400 students from all fields of study enjoy music by playing in three orchestras and singing in two choirs.

○ Address Garystr. 35, 14195 Berlin
Phone +49 (0)30 / 838 54047
Email buero@collegium-musicum.tu-berlin.de
Web <http://collegium-musicum.tu-berlin.de>

○ The **Young Orchestra** (*Junges Orchester*) of Freie Universität is also open to all students of Berlin's universities.

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

7.7 Continuing Education Center

The Continuing Education Center (*Weiterbildungszentrum*) of Freie Universität Berlin offers about 800 seminars and workshops on academic as well as career related topics for a diverse range of participants.

Address	Otto-von-Simson-Str. 13, 14195 Berlin
Phone	+49 (0)30 / 838 51425
Email	info@weiterbildung.fu-berlin.de
Web	http://www.fu-berlin.de/weiterbildung/

7.8 Where to Find Help When You Have Questions

Chief Gender Equality Officer (*Frauenbeauftragte*)

Address Mechthild Koreuber
Rudeloffweg 25-27, room 121, 14195 Berlin
Phone +49 (0)30 / 838 52087
Email frauenbeauftragte@fu-berlin.de
Web www.fu-berlin.de/sites/en/frauenbeauftragte/index.html

Family Support Center

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

Psychological Counseling

Address Brümmerstr. 50, 14195 Berlin
Phone +49 (0)30 / 838 55242
Email psychologische-beratung@fu-berlin.de

Career Service

Address Thielallee 38, Raum 216, 14195 Berlin
Phone +49 (0)30 / 838 55244
Email careerservice@fu-berlin.de
Web www.fu-berlin.de/sites/career/index.html

DRS-Office

Address Hittorfstr. 16, 14195 Berlin
Phone +49 (0)30 / 838 73954
Email drs@fu-berlin.de
Web www.fu-berlin.de/drs

8. Accommodation

8.1 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.

Student Dorms (*Studentendorf*)

There are different ways to find the right place to live. For doctoral candidates of Freie Universität Berlin, there are newly renovated fully furnished rooms and apartments available in two buildings (Nr. 4 & 8) at *Studentendorf Schlachtensee* as well as in apartment buildings located in Celsiusstraße in the southern district of Lichterfelde Süd. In order to make a firm reservation you have to pay a reservation fee.

Address	Freie Universität Berlin ERG Universitätsservice GmbH Unterbringung / Accommodation Otto-von-Simson-Str. 26, 14195 Berlin
Phone	+49 (0)30 / 838 73470
Email	accommodation@fu-berlin.de
Web	http://web.fu-berlin.de/unterbringung
Office hours	Mon 10:30 a.m. – 01:00 p.m.

Tue	09:00 a.m. – 11:00 a.m.
Wed	01:00 pm. – 04:00 p.m.
Thu	10:30 a.m. – 01:00 p.m.
Fri	10:00 a.m. – 12:30 p.m.

“House of Nations”

Another option for furnished flats is “House of Nations” of the non-profit Bürgermeister-Reuter-Foundation. The target group is young people enrolled at an educational institution. Have a look at their website: www.house-of-nations.de/hon-en/Apartments/index.php.

Apartments

A further option is to search for a (furnished) apartment by checking out the following links. You can also place an ad yourself.

- www.rooms-in-berlin.com (furnished rooms and apartments)
- www.city-wohnen.de/berlin
- www.zwischenmiete.de/wohnenin,wohneninberlin.html (sublets)
- www.exberliner.net/exflat
- <http://berlin.homecompany.de/index.php?sp=en>
- www.immobilienscout24.de
- www.immowelt.de

Apartment Sharing (*Wohngemeinschaft* – WG)

In Germany, it is very common to share apartments. In shared apartments (*Wohngemeinschaft*, WG) several people live together in one apartment, which means that each one has his or her own room and that both bathroom and kitchen are used jointly. Shared apartments are mostly inhabited by young people and students. Living in a shared place is usually the least expensive option and the best way to meet people.

Here are some online platforms where shared apartments are offered:

- www.wgcompany.de
- www.die-wg-boerse.de
- www.studenten-wg.de
- www.wg-gesucht.de

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, e.g. *Tagesspiegel*, *Berliner Zeitung* or *Berliner Morgenpost*.

Announcements on bulletin boards

Bulletin boards displaying private flat offers can be found in the main buildings of the university, e.g. faculty buildings, library, and dining halls. Mostly young people offer their furnished flats or their rooms in shared flats for a limited time span.

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 hostel or hotel in advance.

Here is an incomplete list for short-term accommodation:

- Youth Hostel: www.hosteleurope.com
- Berlin Hostels: www.backpackernetwork.de/Berlin/hostels/
- Hotel-Pension Dahlem (near Freie Universität): www.hotel-dahlem.de/eng.htm
- Berlin Tourism: www.visitberlin.de/index.en.php?

8.2 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.

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.

Abbreviations

2 Zi.Whg. (2-Zimmerwohnung)	two-room apartment
2 ZKB (2 Zimmer, Küche, Bad)	two-room apartment with kitchen and bathroom
2 ZKBB (2 Zimmer, Küche, Bad, Balkon)	two-room apartment, kitchen, bathroom, balcony
Ablöse, Abstand	payment for an existing kitchen of the previous tenant
Blk (Balkon)	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
<i>WM or w (Warmmiete)</i>	all-inclusive rent
<i>WG (Wohngemeinschaft)</i>	shared apartment
<i>ZH (Zentralheizung)</i>	central heating
<i>zzgl. NK (zuzüglich Nebenkosten)</i>	plus additional costs (utilities, e.g. electricity, heating, etc.)

8.3 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.

9. Communication

9.1 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.

9.2 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:

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

9.3 Internet

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

Dial Up & ISDN

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



9.4 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 (Nov. 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 (www.hermespaketshop.de).

10. Transportation

10.1 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.

Please note: If you are registered as a doctoral candidate at Freie Universität Berlin and have paid the semester fee, you will automatically receive the term ticket for public transportation, which entitles you to use the local public transportation free of charge. In this case, your student ID counts as your BVG-ticket.

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 2.50 € (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 €

10.2 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

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.

10.3 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.

10.4 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.

10.5 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.

10.6 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:

<http://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 Ger-

man 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:

- 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, so called **third party liability insurance** (*Haftpflichtversicherung*). Be aware that insurance providers vary in costs and services provided. Contact an insurance company before you first pick up the car, you need insurance coverage for the trip to the registration office (*elektronische Versicherungsbestätigung*).

There is no requirement to have any but third party liability insurance, however other kinds are available and sometimes advisable. 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.

Good to Know

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).

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.

10.7 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, e.g.:

- 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

10.8 Trips Abroad

International Student Identity Card (ISIC)

This is a “must have,” if you travel abroad. It can be bought at the STA travel shop on Takustraße near the university campus and is valid for 15 months. On presentation of the card, you benefit from discounts in museums, theaters, and some hotels. The fee for the card also includes an international travel insurance for the duration of the trip..

Bring along:

- Passport or other form of ID
- Confirmation of enrollment (student ID)
- Passport photo
- 12 € (in 2010)

Address	STA Travel (BDA) Takustr. 47, 14195 Berlin
Phone	+49 (0)30 / 831 1025
Email	berlin.taku@statravel.de
Web	www.isic.de

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=auslandsinfo01

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 insurance, 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.

11. Everyday Life

11.1 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
- Sylvia Kollmann, M.D., Nassauische Str. 25, 10717 Berlin
Phone: +49 (0)30 / 87 38 303
- 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), Schlosstr. 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, Head: Dr. Martina Dombrowski, Stadtrandstr. 555-561, 13589 Berlin (Spandau)
Phone: +49 (0)30 / 3702 1616
- Krankenhaus Waldfriede, Head: Dr. Barbara Brücker, 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 Bochentín (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, Aßmannshauser Str. 11, 14197 Berlin
Phone: +49 (0)30 / 821 5161
- Dr. Alexander Schoeffer, 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, Schloßstr. 88, 12163 Berlin
Phone: +49 (0)30 / 791 6059
- Dr. Annette Clauss and Christian Voelkel, 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, 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>Ohrenschmerzen</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.

11.2 Working

Dissertation and Employment

Whereas the labor market for EU citizens has been liberalized, the German employment regulations for other nationals are extremely strict. As a rule, non-EU candidates cannot finance their dissertation by taking up a job and working.

The general prerequisite for obtaining a residence permit is proof of sufficient financial resources, i.e. you need to have organized your financial resources before departing for Germany (e.g. grant or scholarship).

You can look for a temporary job to finance some extras, assuming that you are enrolled as a doctoral candidate.

Who is Allowed to Work and When?

- Doctoral candidates coming from the EU, EEA countries and Switzerland have the same status as German doctoral candidates. Exceptions are doctoral candidates from Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Rumania, Slovakia, and Slovenia, who, under the EU Accession Treaty, only have restricted access to the German labor market until 2011. Before they can take up a job, they always have to obtain approval from the federal employment agency (*Bundesagentur für Arbeit*).
- Doctoral candidates from countries outside the EU are allowed to work for 90 full or 180 half days per year – up to 4 hours count as half a day. If you plan to work for a longer period of time, you first need the approval of the federal employment agency (www.arbeitsagentur.de) as well as the foreigners' registration office. To work as a freelancer or to run a self-employed business is not allowed.

- Student assistants and academic assistants are allowed to work for a period longer than 90 full days or 180 half days a year, as long as the job is relevant to their academic work and does not slow down their studies. The approval of the foreigners' registration office is necessary (you will get a stamp in your passport).
- Foreigners graduating from German universities are allowed to stay in Germany for one more year after graduation to look for a job (approval of the foreigners' registration office has to be obtained in advance).
- The income limit for doctoral candidates with a scholarship funded from public sources is 4,800 € per year (according to the scholarship contract).

Taxes and Social Security Payments

For jobs with a monthly income of up to 400 € (*Minijob*), neither taxes nor social security payments have to be paid by the employee.

- For jobs with a monthly income of over 400 € (also applies for several *Minijobs* with a total income of over 400 €), taxes as well as social security payments have to be made. Taxes can be reimbursed in full if your total annual income is less than 7,664 € (including scholarships). You need to do a tax return at the end of the year to claim the refund.

More information on taxation and social security can be found here:
http://www.eracareers-germany.de/portal/taxation_in.html.

Please note: If you take on a job with more than 20 hours a week, you also have to pay for unemployment insurance!

Where to Find Job Offers

- On the bulletin boards of the university institutes.
- With the *Bundesagentur für Arbeit* (federal employment agency):
 - Address Agentur für Arbeit Berlin-Mitte
Charlottenstr. 87-89, 10969 Berlin
 - Phone 01801 / 555 111
 - Email Berlin-Mitte@arbeitsagentur.de

 - Address Agentur für Arbeit Berlin-Nord
Königin-Elisabeth-Str. 49, 14059 Berlin
 - Phone 01801 / 555 111
 - Email Berlin-Nord@arbeitsagentur.de

 - Address Agentur für Arbeit Berlin-Süd
Sonnenallee 282, 12057 Berlin
 - Phone 01801 / 555 111
 - Email Berlin-Sued@arbeitsagentur.de
- Through internet offers, e.g.:
 - www.jobworld.de
 - www.monster.de
 - www.jobscout24.de
 - www.stellenanzeigen.de

11.3 Shopping

Usually shops open around 08:00 or 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. 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
- **Lindt** (women's wear)
Körtestr. 18, Berlin
Phone: +49 (0)30 / 691 7910
- **Lumpenprinzessin** (kids' wear)
Barbarossastr. 5 (ages 4-16 years) and
Kyffhäuserstr. 19 (ages 0-3 years), 10781 Berlin
Phone: +49 (0)30 / 2363 1888
- **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 offers a huge selection of furniture (not always cheap) and home textiles.

Address IKEA Deutschland GmbH & Co. KG
Branch Berlin Spandau
 Ruhlebener Str. 23, 13597 Berlin
Branch Berlin Schöneberg
 Sachsendamm 47, 10829 Berlin

Opening hours Mon – Thu 09:30 a.m. – 09:00 p.m.
 Fri – Sat 09:30 a.m. – 10:00 p.m.

12. 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.

12.1 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
1 st Christmas Day	25 th December
2 nd 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.

Cost of Living

Studying in Germany is comparatively expensive as the cost of living is high, although this varies regionally.

The following monthly costs must be expected:

Rent (in dormitory, in private halls, rooms or flats) amounts up to 300 € per month; health insurance for doctoral candidates is about 140 € per month. A meal in a students' dining hall costs about 3 €. Depending on lifestyle, approximately 200 € per month can be expected to be spent on food. So, the cost of living amounts to a minimum of 800 € monthly.

Monthly rent	300 €
Health insurance	140 €
Food	200 €
Leisure time	100 €
Books & clothes	60 €

In Total	800 €
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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/>.

Money for the First Week in Berlin

○ For the first week in Berlin you would need about 500 to 1.000 € depending on some factors such as:

- Housing facility: e.g. if you have to make a three months' down payment on your rental fee
- Stipend: usually it takes some days to have the stipend transferred to your bank account
- Public transportation: a monthly pass costs 72 €
- Health insurance costs about 200 to 400 € per month and should be arranged right after your arrival (if not done before)

○

12.2 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.

Invitations

It is an act of courtesy to bring a little gift, e.g. a bottle of wine, chocolate, or some flowers, if you are invited to a German home on some social occasion. If the flowers are wrapped in paper, remember to take off the wrapping just before you enter the home. It is considered thoughtful to thank your host for the invitation one day later, either in person or by phone.

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.

Coffee and Cake

Coffee and cake sessions are typical for Germany, especially on Sundays. They generally take place between 3 p.m. and 4 p.m.

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.

Cutlery

Germans hold the knife in the right hand and the fork in the left hand and do not switch around. They tend to keep their hands on the table at all times and not let one of their hands rest in their laps.

Crossing the knife and fork on your plate indicates that you are not yet finished with your meal. Placing knife and fork on the right side of the plate in parallel is a signal to the waiter that you have finished and that the plate can be cleared away.

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

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.

Dogs

You may see dogs accompanying their owners into German restaurants, pubs, and cafés. Many restaurants allow dogs inside and at their outside seating and will often provide a bowl of water for the pet.

Clothes

Clothing is a matter of fashion, and in most areas of life, there are no clothing rules. Although an official suit and tie is regarded as the “correct” clothing in business life, at universities and other research establishments, clothing is less formal. It depends on faculties and regions but more importantly on the position within an institution. Anyhow, people are often judged by their dress. Especially at evening events (e.g. concerts, theater, speeches), you should therefore not dress too casually.

12.3 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 sec-

tions 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?.

Berlin city map

You can find a city map under www.berlin.de/stadtplan/_html/index.html.

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 "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.

Twice a week on many squares throughout the city there are markets that sell mostly fruit and vegetables. Furthermore, the big market halls are typical for Berlin, where you can buy everything from fruit and vegetables, dairy products to clothing.

- **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

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.

Currywurst

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.

Döner Kebab

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.

Schrippe?

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*).

12.4 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)

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 Finland-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.iicberlinio.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

12.5 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 (in English): <http://en.berlin-original.de/fluesseundseen.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.

12.6 Berlin for Kids

There are many offers especially designed for children of all ages that you might want to look into. Besides the information we provide in the following, you may also 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.

Address	Senefelder Str. 5, 10437 Berlin
Phone	+49 (0)30 / 74 778-200
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 years, 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. 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. It 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. *Cabuwazi* tents will be found at five different locations in Berlin (Treptow, Altglienicke, Springling Marzahn, Kreuzberg Wiener Straße, Kreuzberg Schatzinsel).

Address Cabuwazi Kinder- und Jugendzirkus e.V.
 Bouchéstr. 75, 12435Berlin
 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. Since 2009, *Grips* theater resides in two locations: in Berlin-Tiergarten and in Berlin-Mitte (*Grips Mitte im Podewil*).

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

13. 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.

13.1 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/doctoral degree 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 Ger-

man 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
Büro Berlin
Markgrafenstr. 37, 10117 Berlin

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.

13.2 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 inter-

est 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.

Insurances

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.

13.3 Official Departure

Local Registration Office (*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 5.1. 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.

13.4 Returning Assistance

Several organisations 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



13.5. Alumni Contacts

German Academic Exchange Service (*Deutscher Akademischer Austauschdienst – DAAD*)

Address German Academic Exchange Service – Head Office
Bonn-Bad Godesberg
Kennedyallee 50, 53175 Bonn

Phone +49 (0)228 / 8820

Email postmaster@daad.de

Web www.daad.de

Alumni Office of Freie Universität Berlin

Address Alumni-Büro der Freien Universität Berlin
Kaiserswerther Str. 16-18, 14195 Berlin

Phone +49 (0)30 / 838 570 38

Email alumni@fu-berlin.de

Web www.fu-berlin.de/alumni

Alexander von Humboldt-Foundation

Address Alexander von Humboldt-Stiftung
Jean-Paul-Str. 12, 53173 Bonn

Phone +49 (0)228 / 8330

Email info@avh.de

Web www.humboldt-foundation.de

14. Appendix

14.1 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>

14.2 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
or Brandenburg Gate, Pariser Platz (southern gate house), 10117 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. (train station)
 daily 10:00 a.m. – 07:00 p.m. (Brandenburg gate)

14.3 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 Moldavia

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

14.4 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

14.5 DRS Team

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