



U **E** **University of Applied
Sciences Europe**
Iserlohn · Berlin · Hamburg

GUIDE FOR INTERNATIONAL STUDENTS

YOUR PERSONAL
SURVIVAL GUIDE TO GERMANY

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WELCOME TO UE WHO WE ARE

The University of Applied Sciences Europe – Iserlohn, Berlin, Hamburg educates the designers and decision-makers of tomorrow in the four Faculties of Business, Psychology, Media, Sport and Design.

The synergy of creativity, entrepreneurial digital thinking, and internationality enriches the faculties and leads to new perspectives in teaching and research, meeting the needs of the job market in the 4.0 era.

At our university you complete a globally oriented program that offers far more than a semester abroad and foreign language courses. Even on your campus in Germany you are globally connected, be it through international projects, innovative digital learning formats (for example cross-border lectures), or in direct exchanges with your international fellow students from over 90 countries on our three campuses. In addition, our lecturers have access to the newest teaching content and research from our university network, thus keeping you up-to-date in your given field.



ABOUT US

picture: www.merveterzi.com



At the University of Applied Sciences Europe (UE), located in Berlin, Hamburg, and Iserlohn, you'll explore new paths. We offer you an international program that prepares you for the demands of tomorrow's job markets with innovative programs and teaching formats. Our global network embracing all cultures and continents is the gateway to an exciting career in the global, digitalized workplace – whether as a manager or in your own company.

We offer courses in business, media, communication, and sports and event management, as well as art & design, new media, and new technologies. We combine entrepreneurial, creative, digital, and international thinking under one roof – important skills that are in high demand in the workplace, whether for managers, consultants, entrepreneurs, designers, or artists. Take advantage of this interdisciplinary exchange and let yourself be inspired on campus.

*Take advantage &
let yourself be inspired*

OUR ACADEMIC CALENDAR IN GENERAL

Summer Semester

01. March – 31. August	Semester
March – July	Lecture Period
31. January	Deadline for study contract cancellation
31. January	Deadline to apply for a leave of absence
31. December	ALBA deadline for cancellation or absence
Last two weeks of lecture period	Exams

Winter Semester

01. Sept. – 28. February	Semester
Sept. – January	Lecture Period
31. July	Deadline for study contract cancellation
31. July	Deadline to apply for a leave of absence
30. June	ALBA deadline for cancellation or absence
Last two weeks of lecture period	Exams

For exact dates, please visit:

<http://www.btk-fh.de/en/news-events/p/semester-dates/>

<http://www.bits-hochschule.de/en/news-events/p/semester-dates/>



SUPPORT FOR STUDENTS

ADMISSIONS OFFICE

advise you about our programs and guide you through the application process

STUDENT SERVICES

support you with your day-to-day administrative inquiries and enrollment at University of Applied Sciences Europe

INTERNATIONAL OFFICE

coordinates your semester abroad. Upon arrival they also assist you with your registration and residence permit (visa extension)

IT

offers help with our in-house systems and computers

EXAMINATION OFFICE

assists with questions on courses, coordinates exams and issues certificates

CAREER SERVICE

assists you in finding an internship and student jobs

FINANCE DEPARTMENT

answers your questions regarding your invoice and payment methods

FIVE REASONS TO STUDY IN GERMANY

Germany is the third most popular destination among international students in the world. More than twelve percent of students at German universities come from abroad – just like you. Germany is an attractive place to study and German university degrees are highly respected by employers worldwide.

1. TOP QUALITY

German universities have well-trained teachers, ranking among the best in the world. You will earn an internationally renowned degree, giving you excellent prospects on the global labour market.

2. GEARED TO PRACTICE

German universities of applied sciences offer a range of attractive, practice-oriented options. Many study programmes combine theory and practice. This will greatly facilitate the start of your career.

3. POTENTIAL UNLOCKED

In Germany, you can make the most of yourself. Here you can develop your intellectual abilities and personal skills freely and reach your full potential. If you are out to achieve great things, you will find that determination, motivation, and commitment open many doors – both during and after your studies.

4. SAFE COUNTRY

In comparison with other countries, Germany is a safe country. In town or in the countryside, by day or by night, you can move around freely here. Germany offers economic and political stability, which makes it an ideal place for you to study.

5. DIVERSITY

Discover the beauty and diversity Germany has to offer! When you take time off from studying, there are 1001 ways of finding out more about your host country. For example, you can go to a museum, a cinema, or a theatre, you can sit in a beer garden, you can go for a walk on a beach, you can swim in a lake, climb a mountain or visit an old castle.

More and more young people are deciding to move to Germany to study. Germany's social security system is one of the best in the world. If you fall ill in Germany, you will be well cared for. German universities equip the coming generations with the skills they need to succeed in our global world. Germany's unemployment rate is one of the lowest in Europe.

*It's definitely worth
exploring the country,
while you're here.*

OUR CAMPUS IN BERLIN

The campus in Berlin is located in the heart of Germany's capital, near Potsdamer Platz. Berlin is one of the most fascinating and exciting cities for design, art, and culture worldwide. Almost 4 million people live in Berlin and are spread over several neighborhoods such as Schöneberg, Wedding, Neukölln, Mitte, Kreuzberg and Friedrichshain. For more information on the city, you can visit <https://www.visitberlin.de/en>.

OUR FACILITIES

26 MODERN LECTURE ROOMS		
LABS Printing Eye tracking 2 screening labs (cinemas) Workshop 4 editing suites	4 MAC POOLS	LECTURE HALL for events, conferences, reading, with up to 200 seats
	CO-WORKING SPACE	
	2 STUDIOS AND A GALLERY FOR EXHIBITIONS	
STUDIOS 3 photo studios Darkroom Radio (beginning 2018) Green screen studio TV Studio Sound Studio Animation Studio	LIBRARY	BIG CAFETERIA with coffee and juice bar
	ARSENAL media equipment rentals such as cameras, lightning kits etc.	
	FOUNDERS GARAGE (from advice to setting up)	PLENTY OF ROOM FOR BICYCLES

Germany //

52° 31' 0" N, 13° 23' 0" E

BERLIN

[bəʁ 'li:n] | Airport code: **TXL** | Currency: € **EURO** | Time Zone: **CET**

"The grey city" | "Spree-Athen"

OFFICIAL LANGUAGE
DEUTSCH
(German)

368m
LANDMARK TELEVISION TOWER
The tallest building in Germany and the fourth highest in Europe

THE 3RD MOST LOVED TRAVEL DESTINATION IN EUROPE
(after London & Paris)

175 MUSEUMS
Berlin has more museums than rainy days

46% OF THE CITY IS MADE UP OF GREEN AREA OR WATER

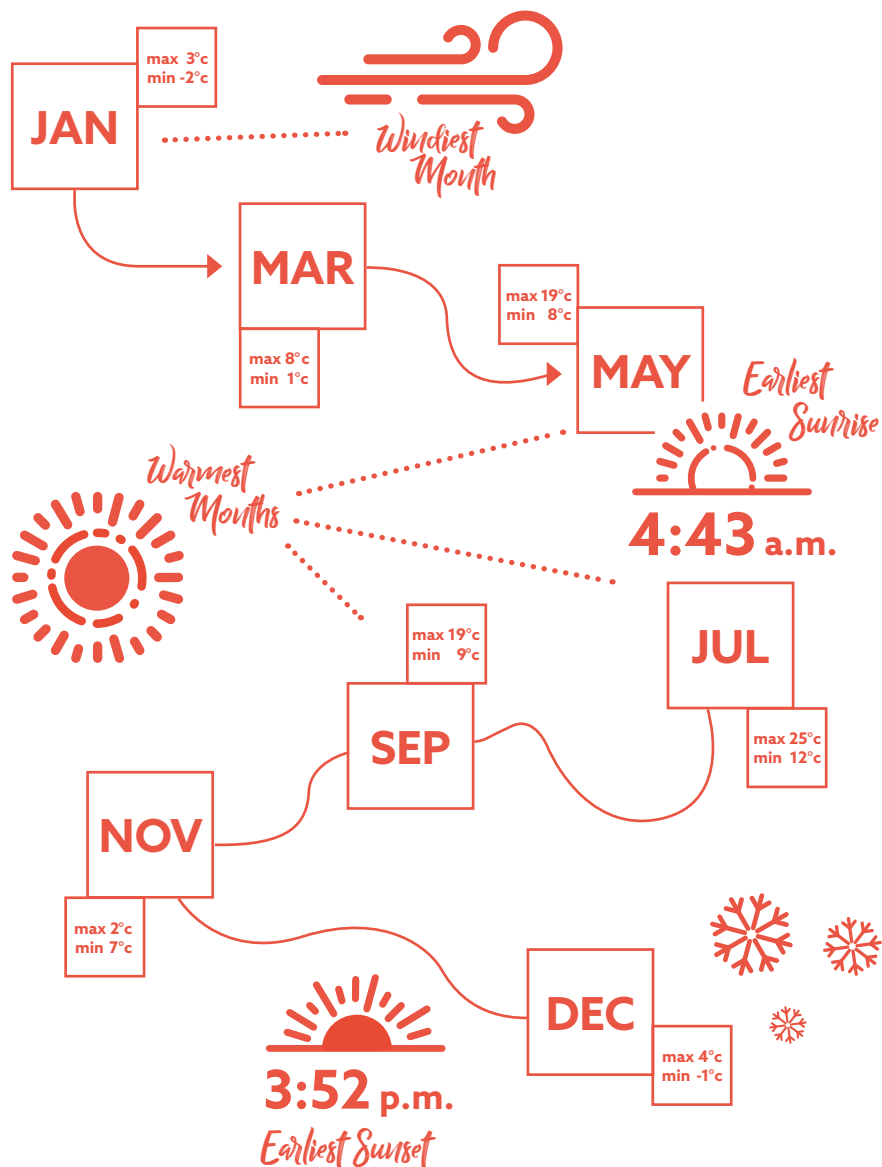
Population: **3.5 MILLION PEOPLE** { **15.3% ARE FOREIGNERS** | **THE SECOND MOST DENSELY POPULATED CITY IN THE EUROPEAN UNION**

low's **-2-0 °C** (28-32 °F) | AVERAGE TEMPERATURE | high's **22-25 °C** (72-77 °F)

PEOPLE FROM OVER **190 DIFFERENT COUNTRIES** ARE LIVNG IN BERLIN | THE CITY HAS MORE **DÖNER/KEBAB SHOPS** THAN ISTANBUL

AVERAGE WEATHER

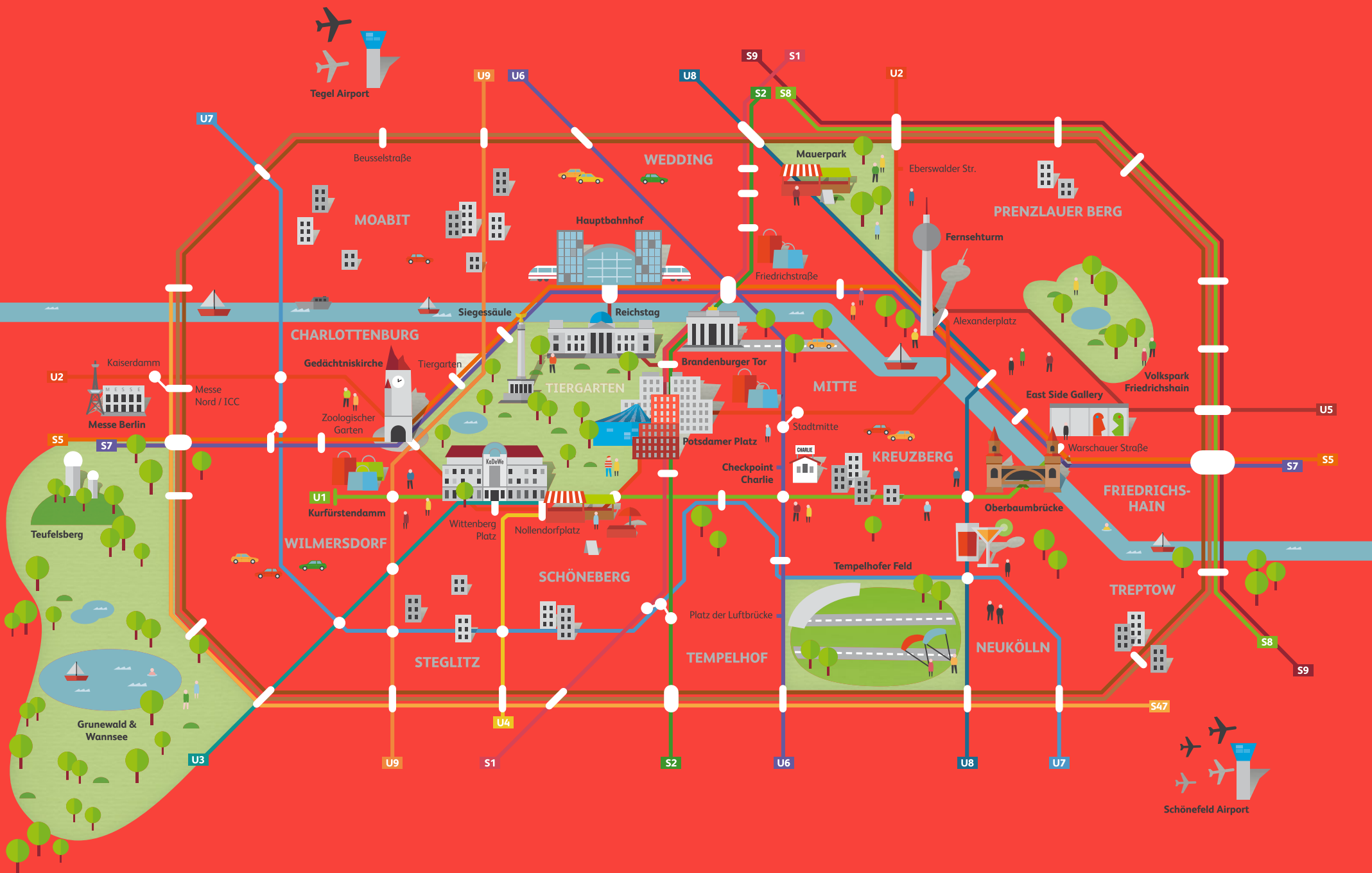
Berlin Illustration: Jacob Ferguson



OUR WEATHER

Berlin has a continental climate with cold winters, hot summers, and mild springs and falls. Summer (June to August) weather in Berlin is pleasant and sunny, the days are long and high temperatures average 23°C (73°F), particularly in July and August. However, the summer months are also unpredictable, and the weather can rapidly change from sunshine to overcast. It can also be fairly humid in summer in Berlin. Winter weather (December to February) in Berlin, by contrast, averages 0°C (32°F) and is bitterly cold and damp, with plentiful snow and frosty days when temperatures hover at or just below freezing. Although snow falls between December and March, the city seldom stays covered in snow for long. Rain can fall all year round and it is always a good idea to have an umbrella in Berlin, no matter the season; the wettest months are June and August, and the driest months on average are October and February.

<http://www.wordtravels.com/#ixzz50fJ1cnlk>



TOURIST ATTRACTIONS

Illustration 2, 4, 6, 7, 8: Jacob Ferguson

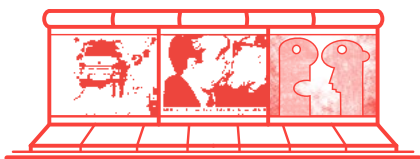
BERLIN OFFERS A HUGE AMOUNT OF SPECTACULAR ATTRACTIONS. THE FOLLOWING PLACES ARE JUST SOME SELECTED LOCATIONS.

1.



After Germany's reunion, the Brandenburg Gate became a symbol of the German unity.

2.



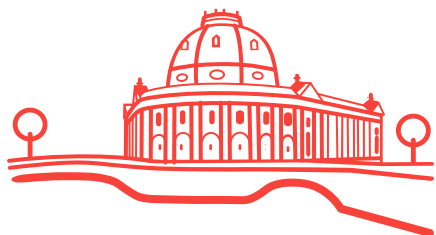
The East Side Gallery is a colorful 1.3-kilometer-long memorial to freedom and the largest open-air gallery in the world.

3.

Since the year 1990, the Reichstag building has been the seat of the German parliament, the Bundestag.

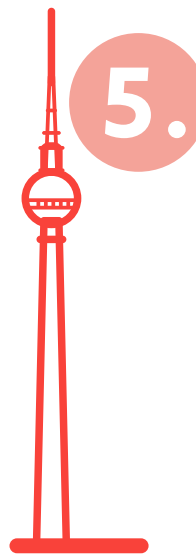


4.



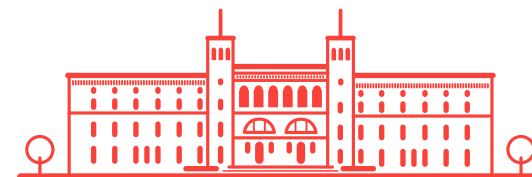
Spend a day (or more) exploring the Museum Island.

5.



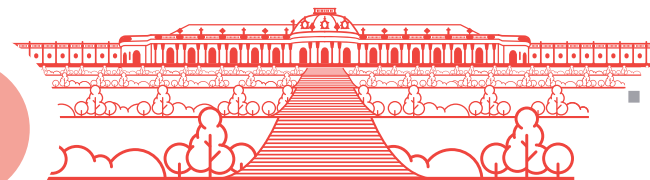
The TV tower is the fourth tallest freestanding structure in Europe. To get a high-end experience you can dine in the rotating restaurant and see as far as 42 kilometers.

6.



The Hamburger Bahnhof is a spectacular repository of contemporary art and part of the collection of the Staatliche Museen zu Berlin (National Museums in Berlin).

7.



The Sanssouci Palace and its Park is a great complex and destination to visit just outside of Berlin.

8.

A nice way to explore the city is to see the city sights by bike. You can rent a bike or join a group to discover the urban landscape pre-marked:
<https://berlinonbike.de/en/>



Find more recommendations.

<https://www.berlinpass.com/berlin-tourist-map/>
<https://www.berlin.de/en/attractions-and-sights/>

PUBLIC TRANSPORT

Berlin has different transportation options: S-Bahn, U-Bahn, buses, trams, and ferries. You need a valid ticket to use public transport in Berlin. The price depends on the tariff zone and the ticket's period of validity.

With your semester ticket you get access to all modes of transportation and zones. The tariff zones are divided in three zones: AB, BC and ABC. Tariff zone AB includes the urban area to the city boundary. Zone ABC additionally includes Berlin's surrounding areas and Potsdam Hauptbahnhof.

www.s-bahn-berlin.de/pdf/VBB-Liniennetz.pdf



SPORT ACTIVITIES FOR STUDENTS IN BERLIN

At TU Berlin, our students can take advantage of a wide range of sports courses. With more than 1,000 offers, such as basketball, beach volleyball, kick boxing, or dance courses, from weekly courses to workshops, free groups and travel to tournaments and competitions. The offer includes more than 170 different sport activities. You can find the costs for individual courses on the website www.tu-sport.de/index.php?id=2482

LANGUAGE SCHOOLS

To study in Germany and to manage your everyday life in Germany, it is helpful to learn German. Most of our degree programs are taught in German.

There are many language schools around Berlin:

GLS SPRACHEN ZENTRUM

www.gls-sprachenzentrum.de/en/gls_language_school.html

DEUTSCHAKADEMIE

www.deutschakademie.de/berlin-german-course/

BERLITZ

www.berlitz.de/en/berlin_mitte/

GOETHE

www.goethe.de/ins/de/en/kur/ort/ber/kur.html



STEP 1 – GERMAN VISA

You will most likely be required to obtain a visa to enter Germany. If you have an EU/EFTA nationality, visa regulations do not apply to you. However, most non-EU/EFTA citizens will need to apply for a student visa. Please check in advance whether a visa is required for you. The Federal Foreign Office offers an overview of visa requirements for Germany:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node/staatenlistevisumpflicht-node>

The visa application process can take several months and it is therefore recommended to make an appointment at the German diplomatic mission closest to you as early as possible. Beware of dubious online service providers that want to charge you for making an appointment at these places.

<https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen>

The visa you need to apply for should be for study/education, listed as a D visa (national visa). The study visa is usually valid for 90 days and can then be converted into a long-term residence permit once you have arrived in Germany (more info in the "Shortly after arrival" section).

If you are staying in Germany for less than 12 months (e.g. as an exchange student for one semester), you may ask the German diplomatic mission to issue a D visa for the entire duration of your stay. In this case you will not need to go to the Foreigners' Registration / Immigration Office in Germany.

PLEASE NOTE: Do not apply for a Schengen visa (C visa), as this is only valid for a maximum stay of 90 days and cannot be extended or converted into a long-term residence permit.

STEP 2 – BLOCKED ACCOUNT

When applying for a visa (and again later when applying for the residence permit) you will need to prove that you have sufficient funding to support yourself during your studies. Visa applicants must prove that they have approx. 8,700 EUR for one year (720 EUR per month). The form of the financial proof needed may vary countries and includes:

- Commitment declaration by a relative (from the German diplomatic mission)
- Documents certifying your parent's income
- Bank guarantee
- Blocked account
- Scholarship

In many cases a German blocked bank account is required when applying for a visa. The most common (and visa approved) providers for a blocked account are Deutsche Bank and Fintiba. There might be other banks accepted by the German Mission in your country (e.g. Kotak Mahindra Bank India), please check their website for this.

The process of opening a blocked account can take a few weeks and we recommend completing the application early. Once you have completed your application documents, you need to get them certified by the German Mission in your country before sending them to the bank. When your account is ready, you will need to deposit approx. 8,700 EUR. After your arrival in Germany, you need to make an appointment at the branch of your bank to start using it. Depending on your country, you might be required to set up a German bank account.

OUR PARTNER FINTIBA.COM



Save time and open your Sutor Bank blocked account right now with our partner fintiba. Online and within minutes.

www.fintiba.com

STEP 3 - HEALTH INSURANCE

Health insurance is mandatory in Germany and you will not be able to enroll at the University without sufficient health insurance.

EUROPEAN STUDENTS

As a European citizen you should have a European Health Insurance Card (EHIC) which is also recognised in Germany. Once you have arrived in Germany you can get your coverage approved by a statutory / public health insurance provider here who will issue an insurance certificate.

Please ask your health insurance provider at home which documents you will have to take with you. If you are moving to Germany for a longer period of time, you might also require the S1 form prior to moving.

You can find more information on the following website:

<http://ec.europa.eu/social/main.jsp?catId=509&langId=en>

NON-EUROPEAN STUDENTS

You can either apply for health insurance with one of the German statutory / public health insurance providers or with a private health insurance provider. The cover should not be limited to 30.000 EUR.

STATUTORY / PUBLIC HEALTH INSURANCE:

Only available for students below the age of 30 years and if you have not had a private insurance during your time of studies in Germany before. You can sign up with them online to ensure coverage from your first day in Germany. At the start of each semester, we invite one of the biggest statutory health insurance providers in Germany to our campus so that students may have the chance to speak to them and sign up if they wish.

Some of the largest providers in Germany are

TK → www.tk.de/tk/english/610312
 Barmer: → www.barmer.de/en
 and AOK: → en.zuwanderer.aok.de/home/

PRIVATE HEALTH INSURANCE:

Depending on your age and length of stay in Germany, you might choose to opt for a private health insurance. In this case you are also required to get a waiver from the statutory insurance (can be done once in Germany) to confirm that you do not require statutory coverage.

IMPORTANT: Once you sign up with a private health insurance provider and get the statutory waiver, you will not be able to change back to a statutory insurance provider for the duration of your academic studies.

Some of the most popular private insurance providers are:

Mawista → www.mawista.com/en/
 Care Concept: → www.care-concept.de/index_eng.html?navilang=eng
 Hanse Merkur → www.hmr.de/web/en
 Dr. Walter → www.dr-walter.com/en/products.html

TRAVEL HEALTH INSURANCE:

Some students prefer to obtain travel insurance that covers them during their first weeks in Germany – this is sufficient coverage while you are in the visa process. Once here, a more long-term insurance can be obtained with either a private or statutory provider

OUR PARTNER FINTIBA.COM



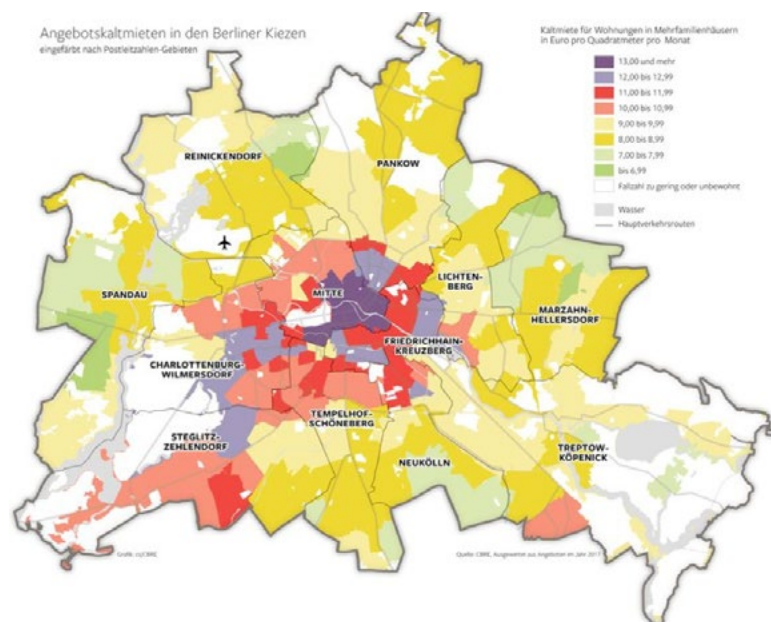
Save time and get an insurance easily with our partner fintiba. You will receive an individually tailored insurance solution. Get your insurance now on www.fintiba.com

STEP 4 – ACCOMMODATION

FOR OUR CAMPUS IN BERLIN

Berlin is in the heart of Europe and full of history. It's vibrant and multicultural; it doesn't matter if you're interested in history, food, art, nightlife, or culture – you will find exactly what you are looking for in Berlin.

Flat hunting in Berlin is highly competitive, especially in popular areas, such as Kreuzberg, Friedrichshain, and Mitte. Check out other areas as well, and try to gain some knowledge about the "Kiez" (Berlin word for neighborhood) you might be moving to. For example, there are nice and trendy areas also in Moabit, Wedding, and Neukölln.



The average price for a room in a shared flat is 400 Euros. In order to give you a first insight into what living in Germany will be like and what steps you need to take once you arrive, we have compiled this guide for you. Of course, it's not exhaustive, but it will give you a good idea of what to expect. Where useful and necessary, it will point you to other sources for further information and guidance.

MONTHLY LIVING COSTS:

Housing (shared flat)	€ 350 – € 450
Public transportation**	€ 40
Public health insurance	€ 80
Books, clothes, etc.	€ 100
Telephone, Internet, Radio and TV	€ 60
Food	€ 250

Approx. living costs per month: € 800 – € 900

Value for money. Highest living and study standards at budget prices. Living in the German capital costs:

29% Less compared to Paris

46% Less compared to London

51% Less compared to New York

34% Less compared to Sydney

(Source:2016, Consumer price including rent)

Also, always be sure to carry your documents with you when visiting apartments. Carry a digital version as well as a printed set of documents. Landlords usually request:

- Copy of ID (min. validity of 6 months)
- Positive financial bank certification. Confirmation from the last landlord that there were no rent arrears within the last 3 months
- Income statement for the last 3 months or parent's signature
- SCHUFA request (confidential information on a person's credit rating) for privately owned apartments

Take part in a Facebook group for people who have just moved to Berlin, or groups like "*your nationality* in Berlin". Don't be shy to put your ad up! Get active. Do not only check listings, write your own ads and try to spread word as much as possible.

Student dorms often have waiting lists though and it is highly recommended to leave your name months in advance.

Shared flats (called WG in German from the word 'Wohngemeinschaft') often organize so-called "mass castings" where all applicants are invited at the same time and their preferred future flatmate is then selected. If you attend a mass casting, act natural and don't be shy. If you don't speak up at the casting, you might miss out on an opportunity to be selected. Another option is to be invited to a short, individual interview. Present yourself in the best way possible, but don't hide your true personality.

If you are looking for an entire flat, there are basically these same two processes: mass viewings or individual appointments. Please find a summary of helpful links for your flat search below.

OUR PARTNER UNIPLACES



UniPlaces is an innovative service for students like you that takes a fresh approach to booking student accommodation online. It's fast to book, safe to pay, and lets you browse through thousands of trusted properties in Europe's best student cities.

www.uniplaces.com/accommodation/berlin

TEMPORARY ACCOMMODATION

shared flats:

WG-gesucht

www.wg-gesucht.de

WG Company

www.wg-company.de

WG Liste Studenten

www.wg-liste.de

WG Studenten-Wohnung

www.berlin.studenten-wohnung.de

your own flat:

Immoscout 24

www.immobilienscout24.de

Wohnraumkarte

www.wohnraumkarte.de

Student Living

www.student.com

Nestpick

www.nestpick.com

Housing Anywhere

www.housinganywhere.com

Immowelt

www.immowelt.de

Immonet

www.immonet.de

Ebay Kleinanzeigen

www.ebay-kleinanzeigen.de

Crocodilian

www.crocodilian.de

Student Housing:

Neon Woods	www.neonwood.com
The Fizz	www.the-fizz.com/...
Studentendorf Schlachtensee	www.studentendorf.berlin
Uniplaces	www.uniplaces.com

FACEBOOK GROUPS



WG, Zimmer, Wohnung in Berlin gesucht	www.facebook.com/groups/flatmate.berlin
Neu in Berlin	www.facebook.com/groups/neuinberlin
WG-Zimmer & Wohnungen Berlin	www.facebook.com/groups/wg.wohnung.berlin
Wohnung frei in Berlin	www.facebook.com/wohnung.frei.berlin
Wohnung und WG Berlin	www.facebook.com/groups/wg.wohnungen.berlin

SHORT STAYS (FOR YOUR FIRST WEEKS OR YOUR VISITORS)

Airbnb	www.airbnb.de
Three Little Pigs Hostel	www.three-little-pigs.de
Grand Hostel Berlin	www.grandhostel-berlin.de
Happy Bed Hostel	www.happybed.de
Hostel World	www.german.hostelworld.com/

OTHER HELPFUL LINKS

Advice on Renting in Berlin www.settle-in-berlin.com/find-a-flat-in-berlin-apartement/ It is common to pay a deposit equal to 1-3 months' rent, which is returned when terminating the rental contract and if there is no damage to the flat. Be careful before you pay the deposit the deposit and make sure you have a signed contract first and have checked the background of the landlord.

-  **Watch out for apartment frauds - as a rule, do not transfer any money to the landlord before you have the contract, meeting**
-  **him/her in person, or before you have seen the apartment.**

STEP 5 – FINANCIAL HELP

As a private university, we are not funded by the state but by tuition fees. That is why our fees differ from those at a public university. We invest in our students through high-quality equipment, experienced teaching staff, and a constantly growing network.

COST BREAKDOWN INTERNATIONAL BA STUDENT

Estimated cost of living for an international B/M Student for an international Bachelor student in the city of Berlin, Germany

MONTHLY UNIVERSITY TUITION:

For further information please contact our International Office admissions.berlin@ue-germany.com

MONTHLY LIVING COSTS:

Housing (shared flat)	€ 350 – € 450
Public Transport**	€ 40
Public health insurance	€ 80
Books, clothes, etc.	€ 100
Telephone, Internet, Radio and TV	€ 60
Food	€ 250

Approx. living costs per month: € 800 – € 900

COST BREAKDOWN INTERNATIONAL MA STUDENT

Estimated list of living costs for an international Master student in the city of Berlin, Germany

MONTHLY UNIVERSITY TUITION:

For further information please contact our International Office admissions.berlin@ue-germany.com

MONTHLY LIVING COSTS:

Housing (shared flat)	€ 350 – € 450
Public Transport	€ 40
Public health insurance	€ 80
Books, clothes, etc.	€ 100
Telephone, Internet, Radio and TV	€ 60
Food	€ 250

Approx. living costs per month: € 800 – € 900

The amounts given above are estimates only and the monthly budget is, of course, variable and depends on the needs and living standards of each individual student. Registered students are requested to buy a semester ticket for the public transportation system, which currently costs 193,80€ per semester (2017)*

SCHOLARSHIPS

There are plenty of scholarship offers to study in Germany. Please be aware, however, that it will be a time-consuming process that might require a lot of paperwork. Make sure to apply on time and hand in all required documents. We usually recommend our students to look at local scholarships from your country, nevertheless you can have a look at the following German institutions who accept international students.

Deutscher Akademischer Austauschdienst <https://www.daad.de/en/>
 Konrad-Adenauer-Stiftung <http://www.kas.de/wf/en/42.8/>
 DAAD: <https://www.daad.de/laenderinformationen/de/>
 Heinrich-Böll-Stiftung: <https://www.boell.de/de/stiftung/stipendien>
 grant.at: <https://grants.at/de/>
 topuniversities: <https://www.topuniversities.com/student-info/...>

PART-TIME JOBS

As an international student and depending on your country of origin your visa might allow you to work up to 20 hours per week. With a study visa you can work up to work 120 full days or 240 half days per year.

A FEW HELPFUL SITES TO LOOK FOR A STUDENT JOB:

- www.jobmensa.de
- <https://karriere.unicum.de/>
- www.connecticum.de/Jobboerse
- <https://www.jobteaser.com/de>

YOU
HERE

STUDY IN GERMANY - STEPS

Shortly after arrival

CHECKLIST

- STEP 1 - REGISTRATION OF ADDRESS
- STEP 2 - BANK ACCOUNT
- STEP 3 - RESIDENCE PERMIT
- STEP 4 - LIABILITY INSURANCE
- STEP 5 - COMMUNICATIONS

STEP 1 - REGISTRATION OF ADDRESS/ANMELDUNG

Within 14 days after your arrival, you must register your address with the local authorities "Bürgeramt". We can support you with this and help you register when you first arrive.

If you don't want us to do it for you or you want to sign up earlier, you can book an appointment via the following website:

<https://service.berlin.de/dienstleistung/120686/>

You will need to find out which "Bürgeramt" is closest to you. It is also possible to register at a "Bürgeramt" outside your neighborhood. you will need to bring with you:

- **the registration document 'Anmeldung bei Meldebehörde' which you can download at the above website**
- **a confirmation from your landlord**
- **your passport / ID**

STEP 2 – BANK ACCOUNT

Setting up a German bank account might make it easier for you to handle financial matters. For students with a study visa, a bank account is often required in order to show proof of finances when applying for their residence permit.

A bank account is mostly free for students. Most banks require an 'Anmeldung' (registration of address) from you, together with a valid passport. The most common banks for international students are: Santander, Sparkasse, Volksbank, Commerzbank, and Deutsche Bank. Popular online banks are N26, ING and DKB. Search for the bank online to find opening hours, and then go to make an appointment. Bring your Passport and Student ID.

When you have set it up you will get an EC card (to pay and withdraw money in Germany) and an online account. The prospective bank will guide you through the process.

STEP 3 – RESIDENCE PERMIT (VISA EXTENSION)

A visa in Germany is for entry into the country and short-term stays only, you therefore require a residence permit to study if your stay here is for more than 90 days. Residence permits are granted for a specific purpose and students usually apply for a residence permit for study (§16 of the Residence Act). The International Office will support you with your application for a residence permit after your arrival here in Germany.

NECESSARY DOCUMENTS FOR YOUR APPLICATION ARE USUALLY:

- Passport
- One biometrical passport photo (with name and date of birth on the back side)
- Filled out application form „Antrag auf Erteilung eines Aufenthaltstitels“ (only if it is your first application in this city)
- Copy of your enrollment (not acceptance) at the University of Applied Sciences Berlin
- Proof of funding (e.g. scholarship, bank statement, statement of earnings)
- Copy of your health insurance
- „Anmeldung“ / residence registration

For further information, please also check the website of the Immigration Office (Ausländerbehörde) of your place of study.

Berlin: <https://www.berlin.de/labo/willkommen-in-berlin/dienstleistungen/service.271950.php/dienstleistung/305244/en/>

STEP 4 – LIABILITY INSURANCE

The liability insurance is an insurance which can be taken out voluntarily. This covers you in situations where you might accidentally hurt someone or damage someone else's property. This insurance is also a requirement for students who wish to borrow equipment (e.g. laptops, cameras etc.) from university.

STEP 5 - COMMUNICATION

Staying in touch with old friends and family is just as important as finding new contacts in Germany. For both you need a mobile phone that allows you to surf online.

Most people decide to get a prepaid SIM card for the first few weeks after arriving in Germany. Especially if you make lots of international calls, you may want to go for a free prepaid SIM that allows cheap international calls. If you intend to stay in Germany long-term, it's advisable to get a 2-year mobile phone contract.

2 years sounds like a long commitment, however the majority of Germans have 2-year plans-seeing as they are the cheapest in the long run, and you get the latest smart phone on top of it.

PREPAID SIMCARDS

A pre-paid SIM card is convenient and cheap. It usually costs between 10-25 euros a month for internet, texts, and calls.

SIM CARDS

Get one on Blau: <https://www.blau.de> (order your SIM card online)

Vodafone: <https://www.vodafone.de/freikarten/callya-special/> (order one online or buy it on one of the many Vodafone shops around)

Lebara: <https://mobile.lebara.com/de/en/>

You can also buy a SIM card in shops like LIDL, ALDI, or NETTO. They are usually very cheap and simple to use. The SIM card provider will inform you about how to top-up etc.

By law, all SIM cards need to be registered online before activation. Foreign addresses are usually not accepted so you will have to use your hotel address or your temporary residence address. Registration may take a few hours and in some cases, you will have to sign a verification letter or make a verification at post office.



STUDY IN GERMANY - STEPS

Life in Berlin

STEP 1 - BROADCASTING LICENCE FEE (RUNDFUNKBEITRAG-(GEZ))

Every residence / household in Germany must pay public broadcasting fees and have a licence fee account. Fees are also referred to as "Rundfunkgebühren" (broadcasting fees), and currently amount to 17,50 EUR per month (as of 2017). This ensures a diversity of programmes is available on television, on the radio and online for everyone to keep you up to date wherever you are. If you live in a shared flat or with your family, one monthly payment (i.e. one licence fee account) covers the entire household. It is not paid by person, but by each registered apartment / house.

WHO MUST REGISTER FOR A LICENCE ACCOUNT?

Everyone who lives in Germany must pay a monthly fee for this public broadcast. You must pay it regardless of whether you actually have a TV, Internet access, or a radio. Many people think that the monthly fee is very high and do not want to pay it. If you do not pay your contribution, you will be fined.

To get more information visit: https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html

STEP 2 - SOCIAL SECURITY SYSTEM

In order to be part of the social security system in Germany, you have to get a social security card with a unique number. You only get a German social security number issued once in your life. If you have lost your card or number, or you need to apply for a new one, you can do this by contacting your public health insurance provider or going to the so-called Rentenversicherung. If you want to apply for your German social security number (Sozialversicherungsnummer) you must be registered in Germany.

STEP 3 - TAX IN GERMANY

Everyone who is employed or works as a freelancer in Germany must get a Tax ID from the Central Tax Office in Germany. Your employer will ask you to provide them with your Tax ID before your first working day. Applying for your tax ID is very simple. All you have to do is register your address at the local registration office. Based on the information you provide during the registration, the Central Tax Office will send you a letter with your unique tax identification number about one week after you have registered.

FIND OUT YOUR TAX BRACKET IN GERMANY

INCOME TAX

In Germany, all tax payers are divided into so-called tax brackets (Lohnsteuerklassen) depending on their social situation, the amount of their income and so on. Your tax bracket will determine the amount of income tax you need to pay in Germany. All taxpayers including expats are divided into the following tax brackets (Lohnsteuerklasse), which determines the amount of income tax you need to pay. If you're in tax bracket 3 or 5, or receive social indemnities, you are obliged to submit an income tax declaration.

FACTS AND FIGURES

Who must fill out the income tax declaration in Germany?

Everyone who works in Germany is eligible to get a tax refund. Expats are obliged to file a tax declaration form, if they are in tax bracket 3 or 5, or if they received indemnities of more than 410 EUR (child benefit, unemployment benefit, etc.).

WHERE TO GET YOUR INCOME TAX DECLARATION FORM IN GERMANY?

You can download the tax declaration form online (www.elster.de) or get a print version at your local tax office (Finanzamt). Bear in mind that the form only exists in German.

FIND OUT YOUR TAX BRACKET IN GERMANY

TAX BRACKET 1:

If you are single, permanently separated, or divorced, then you are in tax bracket 1.

TAX BRACKET 2:

This tax bracket is for single parents who live alone and apply for tax relief.

TAX BRACKET 3:

Employees who are married or in a civil partnership can choose this tax bracket if one of the spouses does not work or earns considerably less than the other. The spouse or partner that earns less income will fall under tax bracket 5. Note that if the two spouses or partners earn about the same amount, tax bracket 4 is the better option.

TAX BRACKET 4:

Married couples/civil partners can apply annually for a factor to be applied. This considers the amount of income tax that is payable together under the income splitting system. Income splitting is a tax policy of fictionally attributing earned income of one spouse to the other spouse for the purposes of assessing personal income tax, thus reducing tax rates paid by the spouse who earns more and increasing rates paid by a spouse who earns less (or nothing).

TAX BRACKET 5:

Jobholders who are married/in a civil partnership are in this tax bracket if their spouse or partner comes under tax bracket 3.

TAX BRACKET 6:

This applies to all those who have a second job or additional income source.



ALL ABOUT GERMANY -

Tips and Advice

DOCTORS AND EMERGENCIES IN GERMANY

Here are some typical expat questions regarding doctors and emergencies in Germany. Find out what to do if you feel sick on the weekend and why you have to call the fire department in order to get an ambulance in Germany.

"WHAT IF I DON'T FEEL WELL ON A SUNDAY OR AT NIGHT?"

Imagine: It's Sunday and all doctors are at home with their families. Where to go to? You are in urgent need of medical attention during the night or on the weekend? Then you can report to the Ambulanz or Notaufnahme ward (Accident and Emergency) at any hospital (Krankenhaus). For this just google "Krankenhaus + your city". There may also be weekend or emergency doctors who you could call at night. If it's very urgent call the emergency number 112. If it's not so serious an issue, you may call the country-wide 24 hours contact number 116, 117.

HERE IS A LIST OF ENGLISH-SPEAKING DOCTORS IN GERMANY:

<https://www.dfa.ie/media/embassygermany/ourservices/Updated-2016-English-speaking-doctors-Germany.pdf>

MENTAL HEALTH SUPPORT

The Berliner Krisendienst provides professional assistance in cases of psychosocial crises and acute mental and psychiatric emergencies. Contact details and information on services is available at the [Krisendienst website](#).

"EMERGENCY! WHO DO I CALL?!"

The emergency numbers in Germany are 110 (police) and 112 (fire brigade). Strangely enough, in Germany you call the fire department in case of health-related emergencies. They will ask you questions like where you are, what happened, and then forward your information to the nearest hospital. And if there's a fire, then you don't call the police, but also the fire department.

DETAILS FOR LAWYERS

Contact details for lawyers in Germany providing services in English are available on the www.anwalt.de website. Enter your city or state at the first search option, and then choose "Englisch" under "Sprache" (language) from the filtering options on the right. Embassies and consulates cannot provide legal advice, recommend individual lawyers, or pay for legal consultations.

EMBASSIES AND DIPLOMATIC MISSIONS

You find a list of the embassies and diplomatic missions in Berlin here: <https://www.berlin.de/en/tourism/travel-information/2917712-2862820-embassies-in-berlin.en.html>

MY PASSPORT IS STOLEN

In case your passport has been stolen or is lost you have to do the following:

1. Report the theft or loss at the nearest police station. The following link gives you the address of the police office in charge of your neighbourhood: <https://www.berlin.de/polizei/dienststellen/polizei-in-den-bezirken/>
2. Apply for a new passport at your (country's) embassy: <https://www.embassy-worldwide.com/country/germany/>

GERMAN ELECTRICAL SYSTEM

In Germany the standard voltage is 230 V and the frequency is 50 Hz. If the standard voltage in your country is in between 220 - 240 V, you can use electrical appliances in Germany. If the voltage and frequency for your device is the same as in Germany, then you only need to worry about the physical plug. The small difference between 110V and 120V is within the tolerances of most electrical devices (likewise for 220V and 240V). If the voltage for your device is not the same, then you will need a transformer or converter to convert the voltage. Giving a device a lower voltage than it was designed for is generally not dangerous; the device may not work correctly, but no dramatic failure is likely. Giving any device a voltage higher than it was designed for is dangerous and will very likely damage the device. If you put 230 volts into a device designed for 110 it may melt, catch fire, or even explode. For more information on electricity please refer to: [wikitravel.org/en/Electrical_systems](https://www.wikitravel.org/en/Electrical_systems)

WASTE SEPARATION IN GERMANY

Germany is a highly innovative country in terms of waste separation and recycling, and has one of the highest recycling rates in the world. To protect the environment, you should also separate your household waste during your time in Germany.

Glass:

Glass bottles (wine, juice, cooking oil, etc.) or any other glass articles must be thrown into the bottle bank. Please do not dispose of any pottery or porcelain articles here. Bottle banks can be found in any district.

Paper:

Newspapers, magazines, boxes, paper bags, books, or anything else made of paper have to be thrown into a paper container. Please do not dispose of dirty paper (e.g. pizza boxes, etc.), laminated carton, or any other paper treated with synthetics (e.g. milk cartons, etc.)

Residual waste:

Cold ash, cigars, hygienic paper, dirty paper, and any organic-waste must be thrown into the grey bin of your flat or house. Please do not put in special waste like broken electrical devices, batteries, and oil. For detailed information on waste separation, please click here: <https://www.bsr.de/die-berliner-stadtreinigung-in-leichter-sprache-24048.php>



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