

INFORMATION FOR INTERNATIONAL STUDENTS AND GUEST SCIENTISTS

Dear newcomer,

We welcome you to the ZMBH and wish you an enjoyable stay in Heidelberg.

The topics below will help you to get settled in Heidelberg and guide you through German everyday life and bureaucracy.

For general information on research stays in Germany, see also http://www.euraxess.de/portal/main_page_in.html

If you need help translating, please go to <http://dict.leo.org/>. “Ä” corresponds to “ae”, “ö” to “oe”, “ü” to “ue”, and “ß” to “ss”.

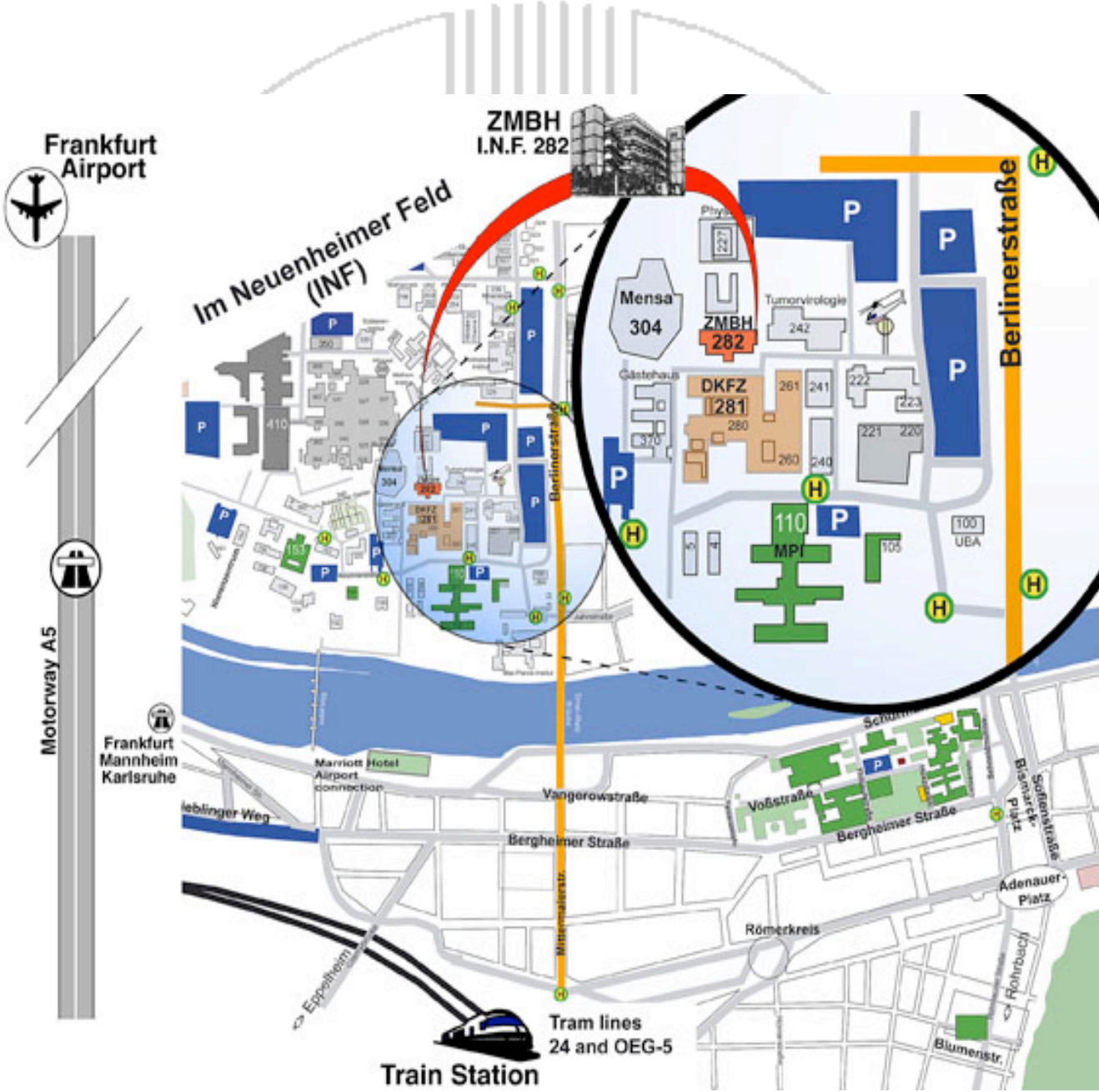
Please feel free to contact your coworkers, secretaries or supervisors if you need further assistance.

The Directorate




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HOW TO FIND US



BACKGROUND INFORMATION

The city of Heidelberg is nicely situated in the Neckar valley not far away from major cities and airports like Mannheim, Frankfurt/Main , Stuttgart , Baden-Baden , or Karlsruhe. It offers a variety of beautiful surroundings, sights to see, and things to do.

To find out more about your options and possibilities, please visit:

Heidelberg

- http://www.heidelberg.de/servlet/PB/menu/1088101_12/index.html
- <http://home.meinStadt.de/heidelberg>
- http://www.heidelberg-marketing.de/content/index_eng.html

Heidelberg University: <http://www.uni-heidelberg.de/index.html>

Accommodation:

- Tourist information: http://www.heidelberg-marketing.de/content/e705/e724/index_eng.html
- Guest rooms: http://www.gaestezimmerzentrale.de/index_e.html
- Youth hostel: <http://www.jugendherberge-heidelberg.de/>
- Studentenwerk (for students): <http://www.studentenwerk.uni-heidelberg.de/index.jsp>
- University Guest Houses (for guest scientists only): <http://www.uni-heidelberg.de/university/visitors/gaestehaus/index.html>

(Public) transport:

- Local busses and trams¹: <http://www.vrn.de/>
- Bergbahn: <http://www.bergbahn-heidelberg.de/>
- Trains, S-Bahn²: <http://www.bahn.de/international/view/en/index.shtml>
- Ryan-Air Shuttle to Frankfurt Hahn  and Baden-Baden/Karlsruhe (Baden-Airpark) : <http://www.hahn-express.de/>
- Lufthansa Bus to Frankfurt/Main : <http://www.lufthansa-airportbus.com/>
- Car Sharing: <http://www.stadtmobil.de/rhein-neckar/>
- Taxizentrale/Cabs: +49 (0)6221 302030

¹ So-called Semestertickets (free rides in the area, valid for 6 months) can be purchased for a reduced fee by students with a student ID at the Bismarckplatz or the train station.

² A one-year BahnCard could reduce your costs by 25% or 50%. The Semesterticket is valid in certain zones.

- Frauennachttaxi/cab service for women between 8 pm and 6 am:
<http://www.heidelberg.de/servlet/PB/menu/1075947/index.html>

Local newspapers:

- RNZ: www.rnz.de
- Mannheimer Morgen: <http://www.morgenweb.de/>

Entertainment:

- Heidelberg aktuell (movies, theater, exhibitions, festivals, dining, guided tours, markets, museums, ...): <http://www.heidelberg-aktuell.de/joomla/>
- Meier: <http://www.godelta.de/>
- Sport activities for students: <http://www.issw.uni-heidelberg.de/hsp/>
- Holiday Park Haßloch: <http://holidaypark.de/index.php?id=10&L=1>
- Evening classes: <http://www.vhs-hd.de/>
- Library:
 - City: <http://www.stadtbuecherei-heidelberg.bib-bw.de/seiten/seite000.shtml>
 - University: <http://www.ub.uni-heidelberg.de/>
- SAP Arena: <http://www.saparena.de/>

Emergency and other helpful phone numbers

- Police: 110
- Fire Fighters: 112
- Ambulance: (06221) 1 92 22
- Medical stand-by-for emergency duties
panel doctors: (06221) 1 92 92
private doctors: (01805) 30 45 05
- Dental stand-by for emergency duties: (06221) 1 92 92
- Emergency center for toxications: (0761) 1 92 40
- Crisis line: (0800) 1 11 01 11
- Operator: 11880
- White and yellow pages: <http://www.teleauskunft.de/>

Offices:

- Bürgeramt³: <http://www.heidelberg.de/servlet/PB/menu/1161983/index.html>
- Finanzamt⁴: http://www.fa-heidelberg.de/servlet/PB/menu/1080885_11/index.html
- DAAD (exchange programs offered by the University):
<http://www.zuv.uni-heidelberg.de/AAA/daad.htm>,
<http://www.daad.de/deutschland/index.en.html>

³ Where you have to get registered for a residence permit and where many other matters are handled, i.e. ID (if you do not have to contact your own embassy), parking permits, license plates, garbage sacks, certificate of conduct, ...

⁴ In general you have to declare your taxes once a year. For more information ask your Finanzamt, tax advisors, or the online tax-declaration-service <http://www.elster.de/> for help.

- AAA (Akademisches Auslandsamt): http://www.zuv.uni-heidelberg.de/AAA/english/info_hd_main.htm
- Unemployment office (Agentur für Arbeit): <http://www.arbeitsagentur.de/Navigation/Dienststellen/RD-BW/Heidelberg/Agentur/Agentur-Nav.html>

 German classes:

Volkshochschule Heidelberg

Bergheimer Straße 76
69115 Heidelberg
Tel. (06221) 91 19-38
Fax (06221) 16 54 33
www.vhs-hd.de

Heidelberger Pädagogium

Schröderstr. 22a
69120 Heidelberg
Tel. (06221) 45 68 0
Fax (06221) 45 68 19
www.heidelberger-paedagogium.de

SK-Sprachkurse GmbH

Gaisbergstr. 3
69115 Heidelberg
Tel. (06221) 2 31 65
Fax (06221) 60 27 63
www.skh.de

Studienverband Heidelberg

Privates Bildungsinstitut
Ringstr. 19a
69115 Heidelberg
Tel. (06221) 16 06 12
Fax (06221) 18 17 18

Institut Einfeld

Hauptstr. 104
69117 Heidelberg
Tel. (06221) 2 31 96
Fax (06221) 2 25 79

Collegium Palatinum

Adenauerplatz 8
69115 Heidelberg
Tel. (06221) 43 62 89
Fax (06221) 18 20 23
www.cp-languages.com

F + U - Gemeinnützige Bildungseinrichtung

Hauptstr. 1
69117 Heidelberg
Tel. (06221) 91 20 35
Fax (06221) 2 34 52
www.fuu.de

HFI - Heidelberger Fremdsprachen-Institut

Helmholtzstr. 8
Tel. (06221) 64 42 0
Fax (06221) 64 42 42
www.hfi-akademie.de

Berlitz Deutschland GmbH

Bergheimer Str. 10 – 12
69115 Heidelberg
Tel. (06221) 16 40 04
Fax (06221) 2 78 83
www.berlitz.de

OISE Sprachtraining (D) GmbH

Poststr. 48
69115 Heidelberg
Tel. (06221) 9 05 82 0
Fax (06221) 9 05 81 11
www.oise.net

HSF - Heidelberger Sprachinstitut e.V.

Friedrich-Ebert-Anlage 28
69117 Heidelberg
Tel. (06221) 48 07 38/13 88 00
Fax (06221) 18 06 99
www.hsf.de

Goethe-Institut Mannheim

Steubenstr. 44
68163 Mannheim
Tel. (0621) 83 38 50
Fax (0621) 83 38 58 5
www.goethe.de

FORMALITIES AND EXPENSES

Certificate of Conduct („Polizeiliches Führungszeugnis“)

In order to be employed at the University (or any other municipal institution) you will have to submit your certificate of conduct issued by the Bundeszentralregister in Berlin. You can apply for it in any „Bürgeramt“ for a fee of 13,- Euros. Applications have to be made in person (bring your passport along). This will usually take 10 to 14 days. You can have your certificate of conduct sent directly to the institute you will work for.

Matriculation

Please register with the AAA (Akademisches Auslandsamt), which especially supports exchange students and organizes Summer Schools: <http://www.zuv.uni-heidelberg.de/AAA/english/kontakt.htm> . Keep in mind that there are additional fees for your registration, the so-called “Semesterbeitrag” of currently 500,- €, and maybe more. Please ask the matriculation office whether or not you are exempt from the Semesterbeitrag.

Residence permit

It is illegal to remain in Germany without a residence permit. Anyone who does so has to leave the country, will be asked to leave or will be deported, if needed. In case of a deportation you are not allowed to re-enter the country.

Applications for a residence permit must be addressed to the Heidelberg municipal immigration authorities within in the first week of your stay:

Ausländerabteilung / Amt für Öffentliche Ordnung⁵
Bergheimer Str. 69
69115 Heidelberg
+49 (0)6221 5817-16, -17 or -52 (extension)

Opening hours: Monday, Tuesday, Friday: 8 - 12 am
Wednesday: 2 - 5.30 pm.

Service hotline: Residence permit for students: 58-49 95 12,
Unlimited residence permit: 58-49 95 20,
Residence eligibility: 58-49 95 10
Residence permit for EU members: 58-49 95 11

Depending on the part of the city you are staying in, you can then go to the „Bürgeramt“ or „Rathaus“ (Town Hall) to fill out a form called („Anmeldung“/“Anmeldebestätigung“). This will allow you to get a tax card (comes in the mail) that must be submitted to the University/your employer’s bookkeeping department.

⁵ The foreigner department (Ausländerabteilung) in Heidelberg has the authority over you if you have your primary residence within Heidelberg.

The necessary forms for registration are also available in the secretariat (4th floor).

Salary

If you are an employee of the ZMBH (University of Heidelberg) you can apply for an advance payment of your salary to avoid any delays. As soon as you have signed your contract you can see Mr. Auer (administration of the ZMBH) and get your advance payment settled.

Visa

Foreign students who wish to stay in Germany longer than three months must obtain a visa from their embassy or consulate. This does not apply to students from EU Member States, EFTA countries (Iceland, Liechtenstein, Norway and Switzerland) or states which have entered into bilateral agreements with the German Federal Republic e.g., Honduras, Monaco, San Marino, USA. Tourist visas cannot be converted into visas for the purpose of studying. In any case you should get in touch with the appropriate embassy or consulate for advice on the current conditions for entry and residency as early as possible.

The student visa must be obtained from a German representative abroad. In order to apply you will need the following documents:

1. Evidence of financial means of support,
2. Notice of Admission from the University of Heidelberg,
3. Evidence of previous education in your home country

As a rule, the embassy contacts the immigration authorities of the city (Heidelberg) you wish to study in and then issues the visa if there are no objections.

Finances

General:

In Germany, it is still common to pay in cash for food or minor items. In department stores, clothes shops, and restaurants credit cards or eurocheque cards are generally accepted if you have a high bill. Please note that paper cheques/checks are no longer in general use. The currency in Germany is the Euro/€ (currency code: EUR). 1 Euro is 100 cents. Coins come in denominations of 1, 2, 5, 10, 20 and 50 Cents and 1 and 2 Euros. Bills are 5, 10, 20, 100, 200 and 500 Euro. Traveller checks are accepted in most parts.

You will need to open a current account with a bank or post office as soon as possible to carry out regular payments such as rent, electricity, etc. Bank Fees vary considerably – there are also student accounts with special conditions available; a comparison is worthwhile.

Opening a Bank Account:

In order to participate in the cash-free transfer of money to pay for rent, health insurance, tuition and similar things, you must have a personal **Girokonto** (check account). To open a bank account, you will need:

- Your passport and residence permit

- Letter of acceptance (Zulassungsbescheid) from the University
- Your address in Germany

After having opened an account you may want to arrange a „Dauerauftrag“ (a standing order) to pay your rent or health insurance automatically each month (make sure to have all account information of the one who receives your money – sometimes there are also the IBAN, BIC, or GENO codes needed if this person/company is abroad). Other monthly payments (i.e. your phone bill, ...) can be arranged through a „Lastschrift“ (direct debit). This way you give the recipient a direct debit authorization („Einzugsermächtigung“), which allows him to deduct the relevant amount from your account. This method of payment is very common – all direct debits are registered on your bank statement. Any incorrect debits can be revoked within 3 months.

Taxes

Income Tax

When you register at the residents' registration office, you will receive your income tax card („Lohnsteuerkarte“). This card contains your marital status, number of children, and the resulting tax classification as well as a possible affiliation to a church. After you have signed your work contract you have to submit the Lohnsteuerkarte to your employer (administration) at the beginning of your stay. At the end of the year or of your stay the card or rather a printed slip will be returned to you. You will need it for your tax declaration! The amount of taxes charged is determined by your income and family status: The highest tax-rates are paid by singles; the lowest tax-rates by families with only one income. The income of married couples can be assessed in a joint tax declaration. As a foreigner you are entitled to childcare allowance („Kindergeld“) when you have a valid residence permit („Aufenthaltserlaubnis“, NOT „Aufenthaltsbewilligung“).

The German tax laws are fairly complicated and difficult to understand. It might therefore be a good idea to buy a guide for tax regulations or (in special cases) to consult a tax advisor („Steuerberater“) or a cooperative association („Lohnsteuerhilfeverein“). In short: By the end of September you have to fill out a tax declaration for the annual adjustment of income tax („Einkommenssteuererklärung“) and forward it to the local tax authorities („Finanzamt“) which also issues the necessary forms. It is advisable to take the time to submit a tax declaration since some part of your tax payments is usually reimbursed. After the Finanzamt has checked your documents, you will receive a tax notification („Steuerbescheid“) stating the amount of money which will be returned to you. In very rare cases it may occur that you have to pay additional tax. A tax declaration is particularly worthwhile when you did not work for a whole calendar year here or at home because your lower annual income is taken into account. You can reduce your taxes by indicating

- „Werbungskosten“, like driving to and from work or business trips (keep receipts and collect all tickets for this purpose!),
- „Doppelte Haushaltsführung“ (maintaining two households),
- Private health insurance, Private third-party insurance (e.g. for a car registered in Germany),

- Books or other equipment privately purchased for your work or a business or job search panel,
- „Verpflegungsmehraufwendungen“ (additional living expenses in the first three months)

Church Tax

Together with the income tax the German government collects church taxes („Kirchensteuer“) for the major churches in Germany (which is about 9% of the income tax). You can indicate your affiliation to a church when you ask for your tax registration card. Those affiliated to the Roman-Catholic Church, the Lutheran or Reformed Protestant Church, the Jewish Parish and some free Protestant churches pay Church tax. You do not have to pay if you belong, for example, to the Anglican Church or Orthodox Church or if have some other or no religion. For more advice or if you have any questions, please ask your local „Finanzamt“ or your tax advisor.

Social Security

If you have a work contract you have to pay social security contributions in Germany. If you have a Stipendium you are exempted from that. However, you are advised to get private or state-run health insurance.

Pension Scheme

As an employee you have to pay contributions to the pension scheme ("Rentenversicherung") in Germany. When your stay in Germany is over and you return to a country without a social security agreement, you may claim reimbursement of your contributions. After a waiting period of two years you can apply for the reimbursement at the Bundesversicherungsanstalt für Angestellte (BfA, D-10704 Berlin, phone: +49 (0)30 865-1, fax: +49 (0)30 865-27240, E-Mail: bfa@bfa.de). The question of whether or not you are entitled to pension payments or refunds does not depend on your nationality but on the country you are staying in.

Insurances

Unemployment Insurance („Arbeitslosenversicherung“)

The unemployment insurance is a compulsory insurance as well. If you are unemployed and want to claim unemployment benefits in Germany you have to register with the local job centre („Arbeitsamt“/“Agentur für Arbeit“) and be at its disposal for arranging possible employment, which means that you should be willing to take any reasonable job and to report to the office regularly. The unemployment insurance payments cannot be reimbursed. If you are a recipient of a Stipendium (fellowship) you are likely to be exempt from pension scheme and unemployment payments.

Accident Insurance („Unfallversicherung“)

The accident insurance is paid by the employer and covers accidents which occur

at work or on your way from and to work. Any accident of this sort has to be reported to your host institute immediately. Your children are automatically insured at school or kindergarten as well as on the way from and to it.

Health Insurance („Krankenversicherung“)

If you have a work contract it depends on your salary whether you can choose between a state-run („gesetzlich“) and a private insurance. With a Stipendium you can only take out private insurance.

In Germany, every employee is obliged to have health insurance. **Up to** a gross salary of currently **3.825** Euro per month you have to take out state-run insurance (commonly used: Barmer Ersatzkasse BEK, Techniker Krankenkasse TK, Allgemeine Ortskrankenkasse AOK). If you have a gross salary of **more** than **3.825** Euro, you have free choice between a state-run and private health insurance. As a "Stipendiat" (recipient of a fellowship) you have to choose private health insurance. All **students** are legally required to have medical insurance until they reach their 15th semester or their 30th birthday. EU citizens can be exempted from this obligatory medical insurance if they can prove, by means of an E 111 certificate, that they are covered by medical insurance in their home country. Students who are past their 14th semester or their 30th birthday or who are taking preparatory courses are not eligible for medical insurance with the state-run medical insurance companies ("Gesetzliche Krankenkassen"). Instead, they must take out policies with private companies. Students are therefore recommended to make sure that they have sufficient medical insurance from their country of origin.

Liability Insurance („Haftpflichtversicherung“)

It is advisable to think about getting a so-called Haftpflichtversicherung if you are not insured with your parents or other family members. A wide spectrum of these types of insurances can be found on the Internet. They cost about 50,- € per year.

Misc.

All about cars

Importing Your Car

You are allowed to import your car into Germany without paying duty if you have owned it for at least six months and you intend registering as a resident in Germany. It is then classified as part of your removal goods. Importing a car by sea is very expensive and involves a lot of bureaucracy. If you are staying in Germany for less than a year an international or foreign motor vehicle registration certificate with a German translation will suffice.

Acceptance of your driver's licence

Most driving licences from other EU- or EEA -countries are generally accepted in Germany and need not be exchanged for a German one. For questions or for getting a new license issued, please see your local driving licence office („Führerscheinstelle“) which can usually be found in the town or district hall („Kreisverwaltung“). In Heidelberg it is:

Amt für Öffentliche Ordnung
Führerscheinstelle
Bergheimer Str. 69
69117 Heidelberg
Phone: +49 (0) 6221-581343 or 581346

You should apply for the German driving licence early (at least 3 months before your old one is expiring), because processing may take some time. Otherwise you will violate German law by driving without a valid licence.

When you apply for the German driving licence you have to present:

- Your passport
- Your foreign national driving licence (not the international one), with translation if necessary
- Confirmation of your registration in Germany („Meldebescheinigung“)
- A passport photograph
- A declaration (written and signed by you) that the foreign licence is still valid
- Certificate of Conduct („Polizeiliches Führungszeugnis“, obtainable at your local „Bürgeramt“)
- An eye test (can be taken with every optician).

If you want to acquire a German driver's licence, please contact any driving school around. You will then also need to take part in a First-Aid-Class usually offered regularly for free by the DRK/German Red Cross (<http://www.drk-heidelberg.de/drk-heidelberg/eh-kurse/eh-kurse.php>).

Car Registration

If your stay in Germany is not temporary - a stay of more than one year will

certainly be considered as such - your car must be registered in Germany. For this you have to go to the local motor vehicle registration office. To register you should go to a „Bürgeramt“ that is in charge and present:

- Your passport
- Your driving licence
- The car registration papers from your own country and your car's old number plates
- A cover-note from the car insurance company of your home country ("Deckungskarte der Versicherung")
- A statement from the Federal Motor Vehicle Office ("Kraftfahrtbundesamt") that your car has not been registered in Germany before.

Kraftfahrt-Bundesamt
Fördestraße 16
24944 Flensburg
<http://www.kba.de/>

Opening hours: Mo-Thurs 8:30 am to 3 pm,
Fri 8:30 am to 2 pm

If your car is imported, re-imported or comes from a country within the European Union you should register at the

Bürgeramt Mitte
Bergheimer Straße 69
Phone: (06221) 58 47 98
Fax (06221) 58 49 15
E-Mail: Buengeramt@Heidelberg.de

Opening hours: Mo and Fr. 8-12 am,
Tue and Thur 8 am to 4 pm,
Wed 8 am to 6.30 pm (car registrations are accepted until 3.30 pm)

Car registrations cost between 17,90 € and 28,20 €. After that you are required to do the following:

Go to the Technical Control Board ("TÜV") or a garage/gas station with a garage shop where your car will be checked for road safety and exhaust emissions ("Abgassonderuntersuchung - ASU")

Bicycles

A universal way of travelling around Heidelberg is bike riding. Second-hand bikes can be found on notice boards and in many bicycle shops („Fahrradladen“). Helmets are recommended but not obligatory. Note that you can be fined for being drunk while riding a bicycle!

Rent a bicycle:

- Per Bike, Bergheimer Str. 125, phone: +49 (0)6221-161108
- Mietfix, Römerstr. 62, phone: +49 (0)6221-181934

- Bike Service Ziegler, Rathausstr. 66, phone: +49 (0)6221-374333 (HD-Rohrbach)
- Bike Service Ziegler, Ladenburger Str. 24, phone: +49 (0)6221-402921 (HD-Neuenheim)
- Madonna Velo offers bikes at low rates and is located behind the post office near Heidelberg main station.

Escort Service at the University

After nightfall until 2 am female students and employees (University) can ask to be escorted by a security guard within the Neuenheimer Feld (INF) to their working place, car, bus, tram stop or dormitory. For escort, please call 54 5555.

Living in HD

Students admitted to the University do not automatically receive a room in a student residence and must therefore make their own living arrangements.

Studentenwerk Heidelberg

The *Studentenwerk Heidelberg* is a public institution which, in cooperation with the University of Heidelberg, deals with the social welfare and support of students. The various responsibilities of the *Studentenwerk* include: the administration of student residences, the Mensas, cafeterias and bistros, the allocation of student grants, the provision of social, legal and psychotherapeutic advice, day nurseries and the cultural promotion of students. The *Studentenwerk's* "All-Inclusive Service Package" is a special offer for foreign students which is meant to make the costs of studying in Heidelberg easier to manage. The basic Service Package includes accomodation, the social contribution to the *Studentenwerk* and a semester ticket as well as tips for cultural and social life. Extra services such as meals, bicycle rental, computer and health insurance can be added if desired.

More information can be obtained from

Studentenwerk Heidelberg

Marstallhof 1 - 7

D-69117 Heidelberg

Tel.: +49-(0)6221-543890

Fax: +49-(0)6221-600 567

E-Mail: wo.stw@urz.uni-heidelberg.de

Internet: <http://www.studentenwerk.uni-heidelberg.de/index.jsp>

Akademisches Auslandsamt

The *Akademische Auslandsamt* helps international students in their search for accomodation by means of its own service in cooperation with the *Studentenwerk*. The accomodation service can unfortunately not send students information about potential accomodation by mail, as students must visit a room or apartment in person before signing a rental contract. The accomodation office is located in the

InfoCafé International (I C I),

Triplexmensa, near Universitätsplatz (city center).

Access via Sandgasse and Grabengasse.
Cafeteria der Triplexmensa
Universitätsplatz
69117 Heidelberg

Sources for finding a flat

- Heidelberg Home Company (<http://heidelberg.homecompany.de/>)
- Zimmer 69 (<http://www.zimmer69.de/en/>)
- WG-Welt (<http://www.wg-welt.de/index/index.html>)
- Studenten-WG (<http://www.studenten-wg.de/>)
- WG gesucht (<http://www.wg-gesucht.de/>)
- Die Wohnung (<http://www.diewohnung.de>)
- Studenten-Wohnung (<http://www.studenten-wohnung.de/>)
- Spermuell (<http://www.quoka.de/searchmask.cfm?CATID=2408>)
- Studentwohnungsmarkt
(http://www.Studentenwohnungsmarkt.de/body_index.html)
- RNZ
(http://www.rnz.de/RNZ_Anzeigen_Top/templateimmogesuche_rnz.html)
- Studentischer Wohnungsmarkt
(<http://www.vierwaen.de/start.php?stadt=Heidelberg>)
- Meier Online/GoDelta (<http://www.godelta.de/nc/kleinanzeigen/lesen/>)

Abbreviations in advertisements

- 5ZKDB = 5 Zimmer Küche, Diele, Bad: 5 rooms, kitchen, corridor, bathroom;
- ZH = (Zentralheizung): central heating;
- NK = (Kaltmiete plus Nebenkosten): basic rent plus additional costs;
- KM = (Kaltmiete): basic rent;
- Wfl. = (Wohnfläche): size of flat in square metres;
- G-WC = (Gästetoilette): guest restroom;
- OG = (Obergeschoß): upper floor;
- TG = (Tiefgarage): underground car park.
- EBK = Einbauküche (fitted kitchen) – not all partments come with kitchens!

Important: The letters IMM or RDM mean "Immobilienmakler" (real estate agent) and "Ring Deutscher Makler" (Association of German real estate agents). This means that you will have to pay a fee of up to two months' rent on conclusion of the lease. If a phone number is indicated, you can call the landlord or estate agent directly. If only a box-number is indicated you have to apply for the apartment by letter, addressed to the newspaper indicating the box number. Furthermore, the lease may contain additional arrangements (e.g. use of the garden, car parking facilities etc.). Should you intend to keep pets, you have to obtain the permission of the landlord beforehand. The lease also lays down the general house rules, which, among other things, stipulate that before 7 a.m., between 1 and 3 p.m. and after 10 p.m. all unnecessary noise must be avoided. They also regulate which jointly used areas (staircase, entrance area, basement) have to be cleaned by each tenant and in which intervals the cleaning has to take place.

If you do not understand parts of the lease or if you feel that unusual conditions

are imposed, you should ask your German colleagues for assistance and advice. Before you move into the rented accommodation, you should make an appointment with the landlord to check the apartment for any damages (scratches, stains, wear and tear, etc.). All this should be put down in writing, even if damages appear to be very mild. Otherwise you may be charged for repairs or your deposit will not be repaid to you in total when you move out because it is assumed that the respective damage has been caused by you. The list of defects and damages must be signed by the landlord; a copy is kept by both parties. Please note that furnished accommodation is rather unusual.

How to find a pharmacy/drugstore

<http://www.apotheken-heidelberg.de/>

How to find a doctor

The best way to find a doctor is, of course, to get advice from someone you know. If this is not possible, you might want to try: <http://www.Aerzte-Heidelberg.de>

Schools

You will discover that lessons may start and finish at different times each day, which can be appallingly inconvenient. However, all primary schools are now obliged to provide supervision from 8 am to 1 pm for a small fee. This is called „Kernzeitbetreuung“. In addition, some schools also offer afternoon care.

All children living in Germany must attend school from the ages of six to fifteen. First they are enrolled at the „Grundschule“ or elementary school (grades 1 to 4). After the fourth grade, pupils switch to either the „Hauptschule“ (where they can obtain the basic school-leaving certificate, up to grade nine or ten), the „Realschule“ with the intermediate school-leaving certificate at the end of grade 10, and the „Gymnasium“ which leads to the „Abitur“, the University entrance qualification at the end of grade 12 or 13.

Children from 3 to 6 years of age may voluntarily attend kindergarten. The number of places for children is insufficient especially in big cities so that you may have to wait for some time before your child is accepted. Children whose parents are both working or whose mother tongue is not German are preferred.

Private telephones

A new connection always involves waiting, so it is advisable to take over the telephone from the previous tenant when you move in. You can get both the relevant application forms at the post office or in Deutsche Telekom shops. Apart from the call charges, you also have to pay a basic fee. Check Deutsche Telekom's web site for further details - www.telekom.de. Cheap call-by-all rates can be found under www.billiger-telefonieren.de.

TV & Radio

TV licences are obligatory - these fees go towards the running costs of the public broadcasters. The licence covers not only TV and Radio, but also since recently

PC. Licence fees are payable to the central fees office („Gebühreneinszugzentrale“ or GEZ in Köln) of the public broadcasting corporations. You can get hold of the necessary forms at your local District Office („Bezirksamt“), Local Government Authority („Gemeindeverwaltung“), Savings Banks or register on-line at www.GEZ.de and then click on "Anmeldung". Please note: If you are caught without a licence, the fines can be heavy! Also don't forget to inform the GEZ if you move and if you leave Germany.

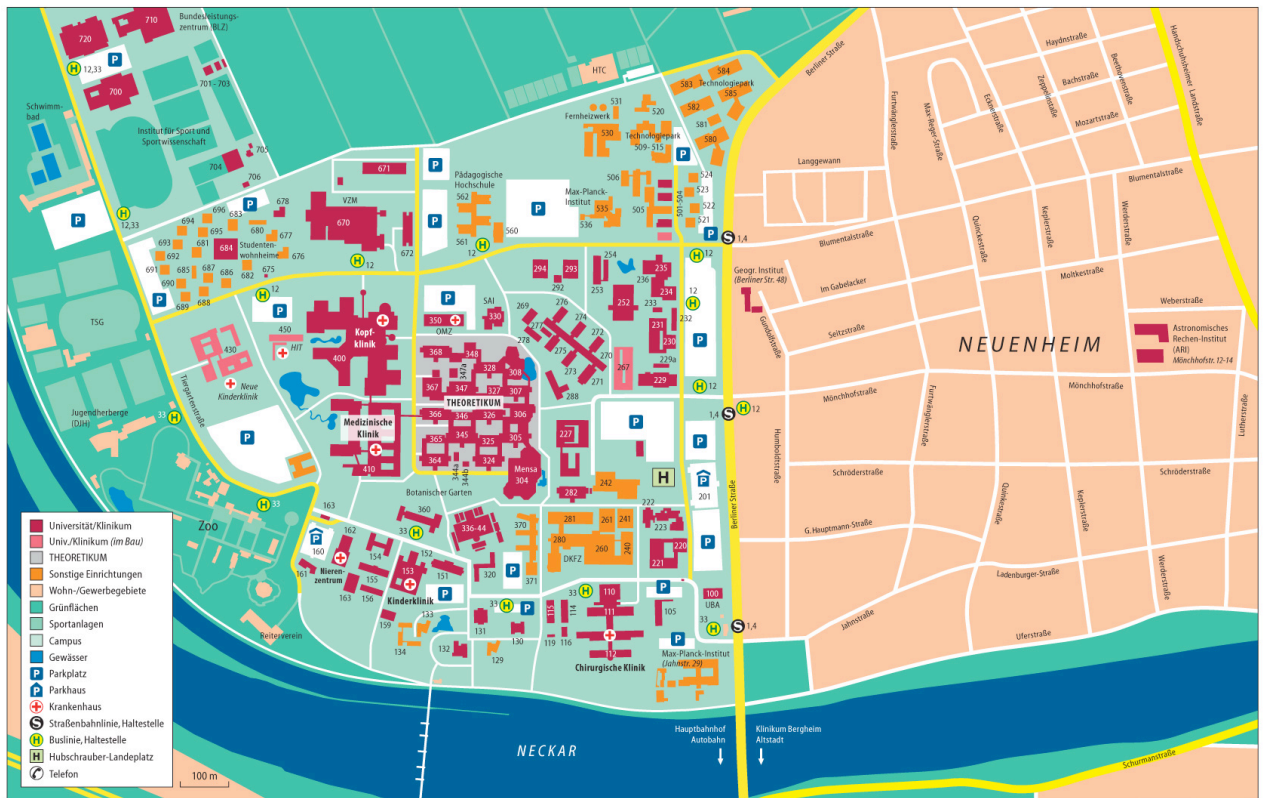
Electricity

Electric current is 220volts/50hz, but be aware that plugs in Europe tend to be different from country to country so don't forget the appropriate power supply unit (transformer) and an appropriate adapter if you come from overseas and intend to bring your laptop or other electrical appliances with you.

Disclaimer: The information above may not be complete or, depending on the date you are reading them, not up-to-date anymore. Please feel free to write any comments to direktor@zmbh.uni-heidelberg.de. We do not assume any liability.

MAP OF THE NEUENHEIMER FELD

Universitätsgebiet Neuenheim



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