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## 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.

Further information is available from Heidelberg University's Welcome Centre, which also publishes a handbook for international scholars. The Welcome Centre is the point of contact for international postdocs and higher career levels. However, the information they provide on their website can be helpful for international students and other international scientists as well. You can access their website by clicking on the following link:

[http://www.zuv.uni-heidelberg.de/international/gawi\\_engl.html](http://www.zuv.uni-heidelberg.de/international/gawi_engl.html)

Another useful resource is EURAXESS, a network providing information and advice for international researchers. The EURAXESS website for Germany is:

[http://www.euraxess.de/portal/home\\_en.html](http://www.euraxess.de/portal/home_en.html)

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

The Directorate



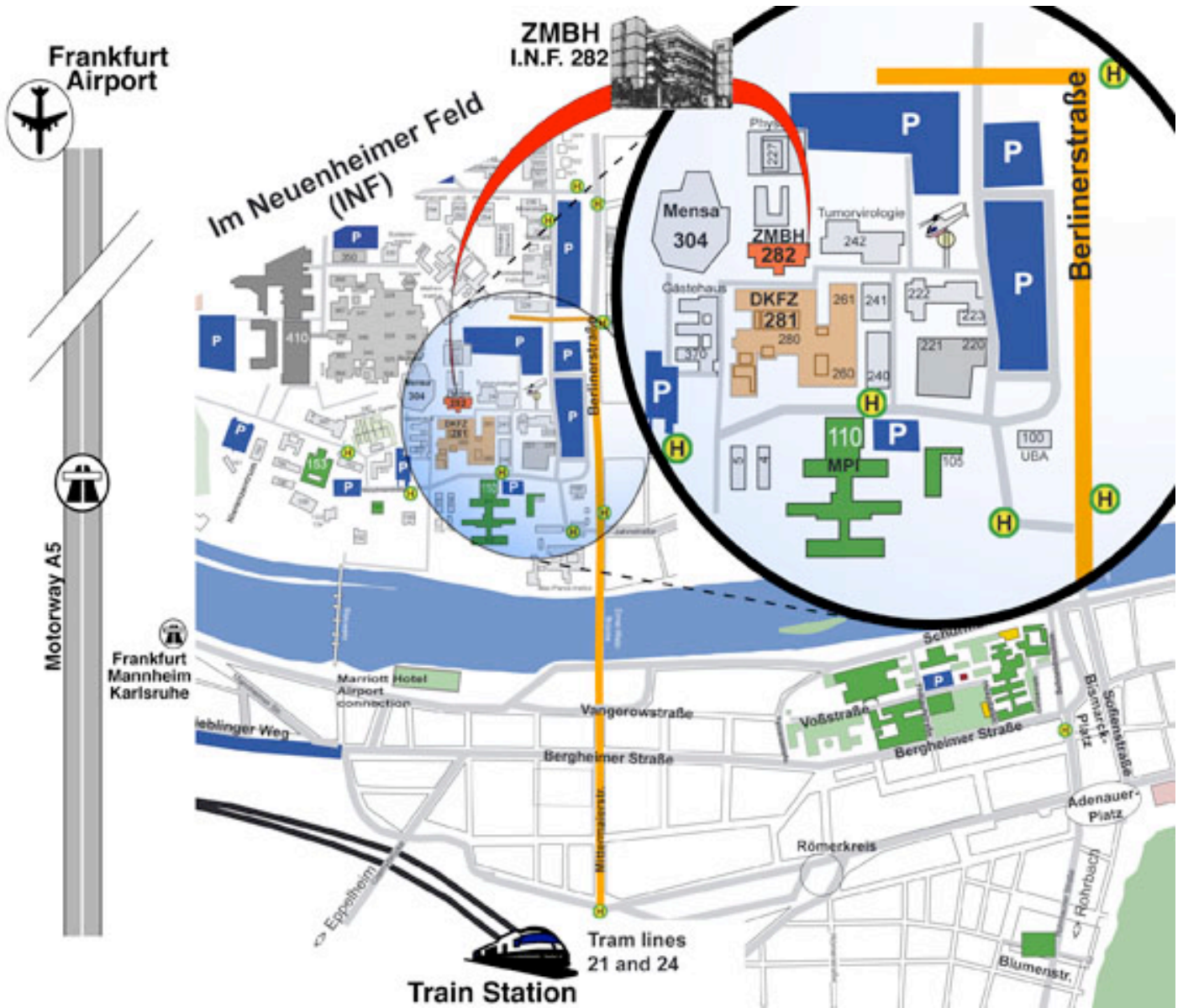
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## HOW TO FIND US








## BACKGROUND INFORMATION

The city of Heidelberg is situated in the Neckar valley not far away from major cities and airports like Mannheim, Frankfurt/Main , Stuttgart , Baden-Baden/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/Len/300652.html> 
- <http://home.meinestadt.de/heidelberg> 
- <http://www.heidelberg-marketing.com/> 

### Heidelberg University: [http://www.uni-heidelberg.de/index\\_e.html](http://www.uni-heidelberg.de/index_e.html)

### Accommodation:

- Tourist information: <http://www.heidelberg-marketing.com/> 
- Guest rooms: [http://www.gaestezimmerzentrale.de/index\\_e.html](http://www.gaestezimmerzentrale.de/index_e.html) 
- Youth hostel: <http://www.jugendherberge-heidelberg.de/> 
- Studentenwerk (for students, website available in 10 languages): <http://www.studentenwerk.uni-heidelberg.de/index.jsp>
- University Guest Houses (for guest scientists only): <http://www.uni-heidelberg.de/institutions/service/guesthouses/index.html> 

### (Public) transport:

- Local buses and trams<sup>1</sup>: <http://www.vrn.de/>  & 
- Trains, S-Bahn<sup>2</sup>: <http://www.bahn.de/international/view/en/index.shtml>  & 
- Ryan-Air Shuttle to Frankfurt-Hahn  (**NOT** Frankfurt/Main International Airport!) and Baden-Baden/Karlsruhe (Baden-Airpark) : <http://www.hahn-express.de/>  & 
- Lufthansa Bus to Frankfurt/Main International Airport : [http://www.lufthansa.com/online/portal/lh/de/info\\_and\\_services/from\\_to\\_airport?nodeid=3163691&l=en](http://www.lufthansa.com/online/portal/lh/de/info_and_services/from_to_airport?nodeid=3163691&l=en) 
- Car Sharing: <http://www.stadtmobil.de/rhein-neckar/>  & 
- Taxizentrale/Cabs: +49 (0)6221 302030
- Frauennachttaxi/Cab service for women between 10 pm and 6 am: <http://www.heidelberg.de/frauennachttaxi> 

### Local newspapers:



- RNZ: [www.rnz.de](http://www.rnz.de)
- Mannheimer Morgen: <http://www.morgenweb.de/>

#### Entertainment:

- Heidelberg aktuell (movies, theater, exhibitions, festivals, dining, guided tours, markets, museums, etc.): <http://www.heidelberg-aktuell.de/joomla/>
- Meier: <http://www.godelta.de/>
- Sport activities<sup>3</sup>: <http://www.issw.uni-heidelberg.de/hsp/>

#### Education:

- Evening classes: <http://www.vhs-hd.de/>
- Libraries:
  - City (near train station): <http://www.stadtbuecherei-heidelberg.bib-bw.de/seiten/seite000.shtml> &
  - University: <http://www.ub.uni-heidelberg.de/> &

#### Emergency and other helpful phone numbers and sites

- Police: 110
- Fire Fighters: 112
- Ambulance: (06221) 1 92 22
- Dental stand-by for emergency duties: (06221) 1 92 92
- Emergency center for intoxications: (0761) 1 92 40
- Crisis line: (0800) 1 11 01 11
- “Frauennotruf”/Help line for women: <http://www.frauennotruf-heidelberg.de/>
- Operator: 11880
- White and yellow pages: <http://www.teleauskunft.de/>

#### Offices:

- Bürgeramt<sup>4</sup> (public service/administrative office):  
offices in Heidelberg:  
<http://www.heidelberg.de/hd.Lde/HD/Rathaus/Buergeramt.html>   
general information:  
<http://www.meldebox.de/Einwohnermeldeamt/>
- Finanzamt<sup>5</sup> (tax office): [http://www.f-heidelberg.de/servlet/PB/menu/1080885\\_11/index.html](http://www.f-heidelberg.de/servlet/PB/menu/1080885_11/index.html)

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<sup>1</sup> So-called *Semestertickets* (valid for 6 months) can be purchased for a reduced fee by students with a student ID at the *Bismarckplatz* or the train station.

<sup>2</sup> A one-year *BahnCard* could reduce your costs by 25% or 50%. The *Semesterticket* is valid in certain zones and in specific trains within certain regions as well. Some employers, including Heidelberg University, also offer so-called *Jobtickets* (reduced-price tickets for staff).


<sup>3</sup> As a student you can participate in most sport activities for free; as a member of the University you have to pay 5 € per semester, as a guest/extern you will pay 65 € per semester. Be sure to register in the ISSW office before.

<sup>4</sup> Where you have to get registered for a residence permit and where many other official and bureaucratic matters are handled, e.g. ID (if you do not have to contact your own embassy), parking permits, license plates, “Gelber Sack” (yellow garbage bag), bulk waste, certificate of conduct, ...

<sup>5</sup> 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 <https://www.elster.de/> for help



- DAAD (German Academic Exchange Service):  
<https://www.daad.de/de/index.html>  & 
- AAA (Akademisches Auslandsamt, International Relations Office of Heidelberg Univ.):  
<http://www.uni-heidelberg.de/studium/kontakt/auslandsamt/>  & 
- Employment agency (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) 911911  
[www.vhs-hd.de](http://www.vhs-hd.de)

### **Studienverband Heidelberg**

Privates Bildungsinstitut  
Ringstr. 19a  
69115 Heidelberg  
Tel. (06221) 160612  
[www.studienverband.de/](http://www.studienverband.de/)

### **Institut Einfeld**

Hauptstr. 104  
69117 Heidelberg  
Tel. (06221) 23196  
[www.sprachunterricht-heidelberg.de/de/](http://www.sprachunterricht-heidelberg.de/de/)

### **F + U**

Darmstädter Hof Centrum  
Hauptstr. 1  
69117 Heidelberg  
Tel. (06221) 89942982  
[www.fuu.de](http://www.fuu.de)

### **Berlitz Deutschland GmbH**

Poststr. 28  
69115 Heidelberg  
Tel. (06221) 164004  
[www.berlitz.de/de/heidelberg/](http://www.berlitz.de/de/heidelberg/)

### **Heidelberger Pädagogium**

Schröderstr. 22a  
69120 Heidelberg  
Tel. (06221) 45680  
[www.heidelberger-paedagogium.de](http://www.heidelberger-paedagogium.de)

### **ih-Heidelberg Collegium Palatinum**

Friedrich-Ebert-Anlage 4  
69117 Heidelberg  
Tel. (06221) 914077  
[http://german-courses-heidelberg.com/german/kontakt\\_cp\\_heidelberg/index.html](http://german-courses-heidelberg.com/german/kontakt_cp_heidelberg/index.html)

### **Internationales Studienzentrum der Universität Heidelberg/Kolleg für Deutsche Sprache und Kultur**

Ziegelhäuser Landstr. 17  
(Max-Weber-Haus)  
69120 Heidelberg  
Tel. (06221) 545949  
[http://www.isz.uni-heidelberg.de/e\\_index.html](http://www.isz.uni-heidelberg.de/e_index.html)

### **Goethe-Institut Mannheim**

Steubenstr. 44  
68163 Mannheim  
Tel. (0621) 833850  
[www.goethe.de/ins/de/ort/man/deindex.htm](http://www.goethe.de/ins/de/ort/man/deindex.htm)

### **HSF – Heidelberger Sprachinstitut**

Landhausstr. 16  
69115 Heidelberg  
Tel. (06221) 5878865  
[www.hsf.de](http://www.hsf.de)







## FORMALITIES AND EXPENSES

### Certificate of Conduct (“Polizeiliches Führungszeugnis”)

In order to be employed at the University you will have to submit your certificate of conduct issued by the *Bundeszentralregister* in Berlin. You can apply for it at any “Bürgeramt” (local office for civil affairs). Applications have to be made in person (bring your passport and some money along). This will usually take 10 to 14 days. You can have your certificate of conduct directly sent to the institute you will work for.

### Matriculation

(Obligatory for students, recommended for PhD students due to many advantages coming along with it)

Please visit the University’s matriculation website for foreign students for further information and help ([http://www.uni-heidelberg.de/courses/prospective/admission\\_int/application\\_international.html](http://www.uni-heidelberg.de/courses/prospective/admission_int/application_international.html)  & ) and register with the AAA (“Akademisches Auslandsamt”/ International Office), which supports exchange students and organizes Summer Schools: <http://www.uni-heidelberg.de/courses/contact/aaa/index.html>  & .

### Residence permit

It is illegal to remain in Germany without a residence permit. Anyone who does so will be asked to leave or might be deported. 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 Ordnung<sup>6</sup>  
Bergheimer Str. 69  
69115 Heidelberg  
+49 (0)6221 58-17520

Opening hours:   Monday, Friday: 8 am - 12 am  
                          Tuesday, Thursday: 8 am - 4 pm  
                          Wednesday: 8 am - 5.30 pm.

Depending on the part of the city you are staying in, you must then go to your neighborhood’s “Bürgeramt” or “Rathaus” (Town Hall) to fill in a registration form called “Anmeldung”/“Anmeldebestätigung”. This will allow you to get registered for an electronical tax card needed for the University/your employer’s bookkeeping department as well as the fiscal authorities. If you move again, you have to see either your new local “Bürgeramt” in order to change your address or the old one for deregistering or for filling out a so-called “Abmeldung”.



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### 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 non-EU or non-third-party-country students who wish to stay in Germany longer than three months must have a visa or rather an electronic residence permit (eAT at the cost of 110 €). This does not apply to students from EU Member States, EFTA countries (Iceland, Liechtenstein, Norway and Switzerland) or states that have entered into bilateral agreements with the German Federal Republic e.g., Honduras, Monaco, San Marino, and the 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, preferably before your trip to Germany.

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, if you are a student
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. Department stores, other shops, and restaurants usually accept credit cards, EC or Maestro cards if the amount exceeds at least 10 €. 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, 50, 100, 200 and 500 Euro. Traveler checks are accepted in most parts.

Tipping is up to you. Usually you give – but don't have to – a 10% tip to taxi drivers, waiters, and hairdressers.

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<sup>6</sup> The foreigner department (“Ausländerabteilung”) in Heidelberg has the authority over you if you have your primary residence within Heidelberg.





### *Opening a Bank Account:*

You will need to open a check account (“Girokonto”) 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. To open a bank account, you will need:

- Your passport and residence permit
- Letter of acceptance (“Zulassungsbescheid”) from the University, if you are a student
- Your address in Germany

After having opened a check account you may want to arrange a “Dauerauftrag” (standing order) for fixed automatic deductions each month such as rent or health insurance (make sure to have all account information (IBAN/BIC) of the recipient of your money). Other monthly varying payments (i.e. your phone bill, etc.) 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 “Bürgeramt”/“Einwohnermeldeamt”, you used to receive your income tax card (“Lohnsteuerkarte”). This card contained your marital status, number of children, and the resulting tax classification as well as a possible affiliation to a church. The paper version has been completely substituted by an electronic version in 2013. Each year your employer will automatically report your information (income, marital status, number of children, tax class, etc.) to the fiscal authorities, which will handle all related matters from then on (not the “Bürgeramt” anymore). 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 code is fairly complicated and difficult to understand. Therefore it might 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 May 31 you have to fill in a tax declaration for the annual assessment of your income tax (“Einkommenssteuererklärung”) and submit it to the local tax authorities (“Finanzamt”) which also issues the necessary forms. It is advisable to take the time to fill in 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 or which is still due. 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 during the whole calendar year here or at home because your lower annual income is taken into account. You can



reduce your taxes by claiming

- “Werbungskosten” (advertising costs) like driving to and from work or business trips (keep receipts and collect all tickets for this purpose!), books or other equipment privately purchased for your work or job search,
- “Doppelte Haushaltsführung” (maintaining two households),
- Private health insurance,
- Private third-party insurance (does NOT apply for a car registered in Germany),
- “Verpflegungsmehraufwendungen” (additional living expenses in the first three months)
- Donations
- Membership in professional associations
- Certain one-time financial strains like moving expenses



### *Church Tax*

Together with 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 with the Roman-Catholic Church, the Lutheran or Reformed Protestant Church, the Jewish Parish and some free Protestant churches then get church taxes deducted automatically.

### *Social Security*

If you have a work contract you will have to pay social security contributions in Germany, which are automatically deducted from your income by the employer. If you have a scholarship (“Stipendium”) you are exempt from that.

### Pension Scheme

As an employee you automatically 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 reimbursement at the *Bundesversicherungsanstalt für Angestellte* (BfA, D-10704 Berlin, free service hotline: 0800 1004800). 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. Please also check the website of the *Deutsche Rentenversicherung*/German statutory pension insurance scheme (<http://www.deutsche-rentenversicherung-bund.de>,  &  & other languages as well).

### Insurances

#### *Unemployment Insurance (“Arbeitslosenversicherung”)*

The unemployment insurance is compulsory 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. Unemployment insurance payments cannot be reimbursed. If you are a recipient of a scholarship, you are



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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. Accidents at home or during any private activities can only be covered by a private accident insurance.

#### *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 scholarship you can only take out private insurance.

In Germany, every employee is obliged to have health insurance. Up to a gross salary of currently 4,237.50 € per month you have to take out state-run insurance (common ones: *Barmer Ersatzkasse BEK*, *Techniker Krankenkasse TK*, *Allgemeine Ortskrankenkasse AOK*). If you have a gross salary of more than 4,237.50 €, you have free choice between a state-run and private health insurance. As a “Stipendiat” (recipient of a scholarship) 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 exempt from this obligatory medical insurance if they can prove by means of a so-called “Auslandskrankenschein”/E 111 certificate (old) or rather the European Health Insurance Card (EHIC) 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 advised to make sure that they are medically sufficiently covered no matter what option they chose in the end.



#### *Liability Insurance (“Haftpflichtversicherung”)*

In Germany you bear unlimited liability for any damages to third parties. This is why it is strongly recommended to get 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

### Bicycles

A universal way of travelling around Heidelberg is by bike. Second-hand bikes can be found on notice boards, in the ads section of newspapers (under “Kleinanzeigen”), in many bicycle shops (“Fahrradladen”) as well as on websites like Quoka (<http://www.quoka.de> ) or Craigslist (<http://heidelberg.en.craigslist.de/> ). Helmets are recommended but not obligatory. Note that you can be fined for being drunk while riding a bicycle and for riding without lights in the dark!

### Rent a bicycle:

- Mietfix, Römerstr. 62, phone: +49 (0)6221-181934
- Bike im Bahnhof, train station, track 1b, phone: +49 (0)6221-8937345
- Bike Service Ziegler, Schröderstr. 31, phone: +49 (0)6221-402921 (HD-Neuenheim)
- Radhof Bergheim (<http://www.fahrrad-heidelberg.de/>) offers bikes at low rates and is located on Bergheimer Straße, between Heidelberg main station and Bismarckplatz.
- Bike Rental at the Old Bridge (aka “Eldorado”), Neckarstaden 52, phone: +49 (0)6221-6544460

### All about cars

#### *Importing Your Car*

You are allowed to import your car into Germany without paying customs duties 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 license*

Most driving licenses from other EU or EEA countries are generally accepted in Germany and need not be exchanged for a German/European one. For questions or for getting a new license issued, please see your local driving license office (“Führerscheinstelle”). In Heidelberg it is:

ADAC Building  
Pleikartsförster Str. 116  
69124 Heidelberg (Kirchheim)  
Phone: +49 (0)6221-5813444

Some issues can also be handled at the main “Bürgeramt”:

Amt für Öffentliche Ordnung  
Führerscheinstelle  
Bergheimer Str. 69  
69117 Heidelberg  
Phone: +49 (0) 6221-5817000 or 5817010



You should apply for the German/European driving license 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 license.

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



- Your passport
- Your foreign national driving license (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 license 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 license, 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 (Deutsches Rotes Kreuz)/German Red Cross) or other medical associations (e.g. “die Johanniter”).

#### *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. To do so 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 license
- The car registration papers from your own country and your car's old number plates
- A cover-note from a car insurance company (“Deckungskarte der Versicherung”, domestic or from your home country)
- A statement from the Federal Motor Transport Authority office (“Kraftfahrtbundesamt”) that your car has not been registered in Germany before.

Kraftfahrt-Bundesamt  
Fördestraße 16  
24944 Flensburg  
Phone: +49 (0)461-3160  
<http://www.kba.de/>  & 

Opening hours: Mo-Thurs: 7 am to 4.15 pm,  
Fri: 7 am to 3 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: +49 (0)6221-5817000 or 5817010  
E-Mail: [Buergeramt@Heidelberg.de](mailto:Buergeramt@Heidelberg.de)



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Opening hours: Monday, Friday: 8 am - 12 am  
Tuesday, Thursday: 8 am - 4 pm  
Wednesday: 8 am - 5.30 pm.  
(car registrations are accepted until 3.30 pm)

Car registrations cost around 30 €. 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. For Heidelberg and a number of other major German cities you will need a “Feinstaub-/Umweltplakette” (fine particle sticker) as well.

#### Walksafe at the University

After nightfall female students and employees (University) can ask to be escorted by a security guard within the Neuenheimer Feld (INF) to their work place, car, bus, tram stop or dormitory. For this service, please call +49 (0)6221-54 5555. Employees and visitors of the Heidelberg University Hospital can call the security staff of the “Kopfklinik” under: +49 (0)6221-56 39971.

#### Accommodation 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 (Student Services)*



The *Studentenwerk Heidelberg* is a public institution which, in cooperation with the University of Heidelberg, deals with 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 cultural events. The *Studentenwerk's* “All-Inclusive Service Package” is a special offer for foreign students for 6 months, which is meant to make the costs of studying in Heidelberg easier to manage. The basic Service Package includes accommodation, 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, Campus Card, Internet, and health insurance can be added if desired. For more details please go to the *Studentenwerk's* website - International students - Finance - service package.

More information can be obtained from

Studentenwerk Heidelberg

Marstallhof 1 - 7

D-69117 Heidelberg

Phone: +49 (0)6221-543890 ( & )

E-Mail: [wohnen@stw.uni-heidelberg.de](mailto:wohnen@stw.uni-heidelberg.de)

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

#### *Akademisches Auslandsamt*




The *Akademische Auslandsamt* helps international students in their search for



accommodation by means of its own service in cooperation with the *Studentenwerk*. The accommodation service can unfortunately not send students information about potential accommodation by mail, as students must visit a room or apartment in person before signing a rental contract. The accommodation 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

#### *Online sources for finding a flat*

- Heidelberg Home Company (<http://www.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/> )
- Quoka (<http://www.quoka.de/searchmask.cfm?CATID=2408> )
- Studentwohnungsmarkt  
([http://www.Studentenwohnungsmarkt.de/body\\_index.html](http://www.Studentenwohnungsmarkt.de/body_index.html) )
- RNZ (<http://www.rnz.de/rnzImmomietangebote/index.php> )
- Studentischer Wohnungsmarkt (<http://www.vierwaen.de> )
- Meier Online/GoDelta (<http://www.meier-online.de/kleinanzeigen/lesen/> )

#### *Abbreviations in advertisements*

- 5ZKDB = 5 Zimmer Küche, Diele, Bad: 5 rooms, kitchen, corridor, bathroom;
- ZH = (Zentralheizung): central heating;
- NK = (Nebenkosten): additional costs such as costs for heating, water, garbage removal, taxes, janitor services, ...
- KM = (Kaltmiete): basic rent;
- WM = (Warmmiete): Rent and heating costs sometimes also with all other running costs of the apartment.
- Wfl. = (Wohnfläche): size of flat in square meters;
- G-WC = (Gästetoilette): guest restroom;
- OG = (Obergeschoß): upper floor;
- TG = (Tiefgarage): underground car park.
- EBK = Einbauküche (fitted kitchen) – not all apartments come with kitchens!

#### **Important:**

Sometimes you will find the basic rent listed ("KM"/"Kaltmiete"), sometimes the basic rent AND/OR the additional costs ("Warmmiete", "Nebenkosten"). The additional costs (i.e. heating, garbage, etc.) can be very significant and should not





be underestimated; make sure that you know what you get for the rent you are negotiating.

The letters IMM or RDM stand for “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 three 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.) and clarify whether or not pets are allowed. 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.

If you move to another location, you can go to the post office or the website of Deutsche Post ([www.deutschepost.de](http://www.deutschepost.de) ) and fill in a so-called “Nachsendeauftrag”. This way all your mail will be forwarded to your new place of living for 3 – 6 months.

#### How to find a pharmacy/drugstore (“Apotheke”)

Every neighborhood usually has several pharmacies - their opening hours may vary. The Stern Apotheke, corner Bergheimer Str./Römerstr. 1, has the longest opening hours (weekdays 7.30 am - 10 pm, Sat. 9 am - 6 pm). You can also check the German Yellow Pages (“Gelbe Seiten”, <http://www.gelbeseiten.de/apotheke/Heidelberg> ) for a pharmacy nearby. Under <http://www.apotheken-heidelberg.de/> ) you will find in the left column on-duty pharmacies that are open after regular opening hours/on weekends/during holidays. During these times they charge a fee of 5 €.

#### 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 may want to try [http://www.aerzte-im-netz.de/index\\_ie.html](http://www.aerzte-im-netz.de/index_ie.html)  or the Yellow Pages/“Gelbe Seiten”





(<http://www.gelbeseiten.de/arzt/Heidelberg> )






### Schools

You will discover that lessons may start and finish at different times each day, which can be very inconvenient. However, all elementary 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 with siblings or parents who are both working or are in financial needs are preferred. There are also daycare centers for children under the age of 3; the fees for municipal and private institutions will vary. It is best to contact each daycare center in person and to be put on the waiting list.

### Private telephones

The activation of a phone line always involves waiting. This is why it is advisable to take over the telephone connection 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](http://www.telekom.de) . Deutsche Telekom is the former national telephone company and largest provider with the largest network. There are also additional providers (i.e. [www.arcor.de](http://www.arcor.de)  or <http://www.kabelbw.de> ) and also pure DSL or VOIP ones. Cheap call-by-all rates can be found on [www.billiger-telefonieren.de](http://www.billiger-telefonieren.de) . In order to check the rates for phones, mobile phones, and DSL, please visit [www.verivox.de](http://www.verivox.de) . If you want to complain or have any reclamation, you should do so in writing and ALWAYS via “Einschreiben” (registered mail) and keep the receipt.

### TV & Radio

TV licenses are obligatory - these fees go towards the running costs of the public broadcasters. The license covers not only TV and Radio, but also computers. License fees have to be paid to the *Beitragservice* ([http://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/index\\_ger.html](http://www.rundfunkbeitrag.de/buergerinnen_und_buerger/index_ger.html) ). The fees are 17.98 € per month per flat. You can also obtain the necessary forms at your local “Bürgeramt” or savings banks and can find out if you are exempt from these fees based on (low) income. Please note: If you are caught without a license, the fines can be heavy! Also don't forget to inform the Beitragservice 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.

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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](mailto:direktor@zmbh.uni-heidelberg.de). We do not assume any liability.

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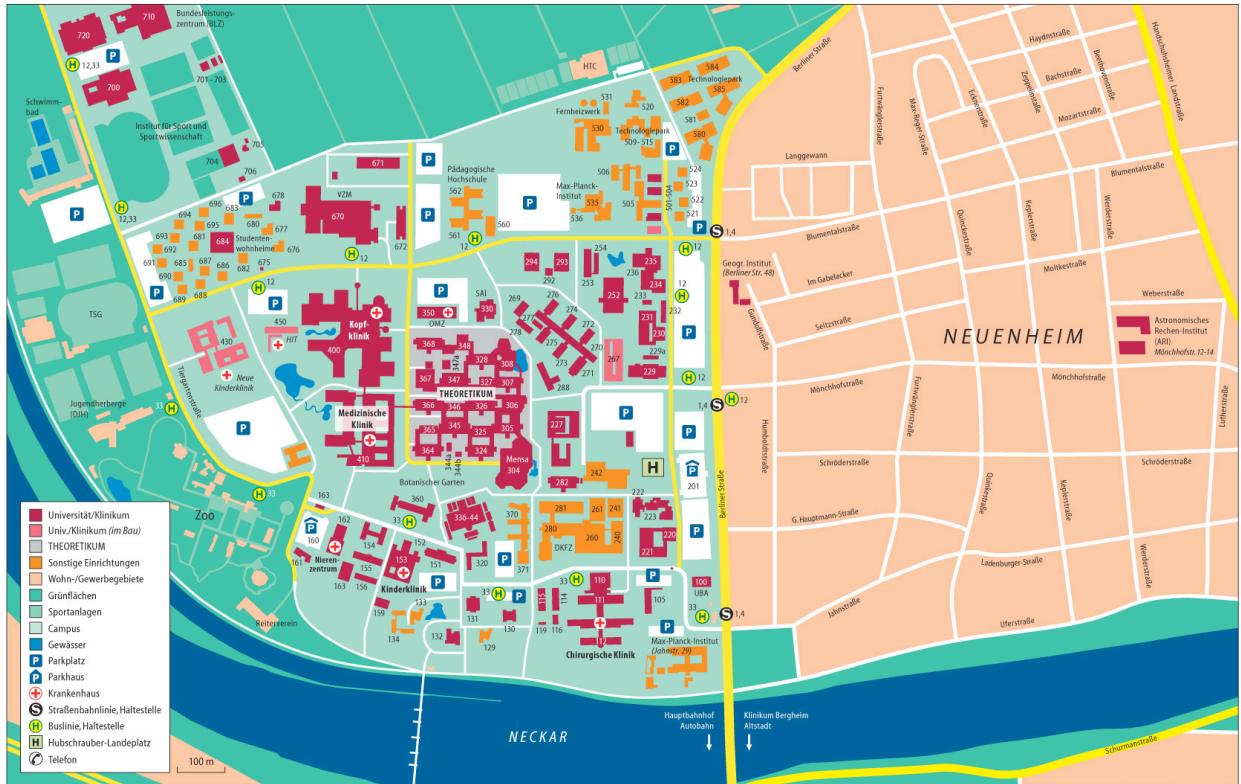
### Other useful Internet resources with support information

- The Welcome Center for International Scholars of Heidelberg University ([http://www.zuv.uni-heidelberg.de/international/gawi\\_engl.html](http://www.zuv.uni-heidelberg.de/international/gawi_engl.html),  & ) caters to Postdocs and higher qualification levels; their web resources are of general interest.
- Euraxess Germany: [http://www.euraxess.de/portal/home\\_en.html](http://www.euraxess.de/portal/home_en.html) ( & )



# MAP OF THE NEUENHEIMER FELD

## Universitätsgebiet Neuenheim



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