



# Welcome to TU Berlin

## A Guide for International Researchers

# Welcome



*From left to right:*

*Vice President Christian Schröder,*

*Vice president for Administration Lars Oeverdieck,*

*President Prof. Dr. Geraldine Rauch,*

*Vice President Prof. Dr.-Ing. Stephan Völker,*

*Vice President Prof. Dr. Sophia Becker,*

Dear Colleagues,

A very warm welcome to TU Berlin! We are delighted you have chosen our institution. Some 40,000 people from all over the world study, teach, and work here at the University. You, too, are warmly invited to take full part in life here wherever possible, no matter how long or short your stay is.

This brochure contains tips to help answer the no doubt many questions you have. However, I am sure there will be many more things you need to know, which is why I encourage you to make full use of the options to talk directly with people here. Everyone at TU Berlin will be happy to help you.

I wish you a successful and enjoyable time here and hope that you have many interesting and positive encounters along the way.

Prof. Dr. Geraldine Rauch  
President

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# Preparing your stay in Berlin



## Your first contacts at TU Berlin




### TU Berlin looks forward to hosting you!

We want to help make your stay in Berlin as pleasant as possible and support you before, during and after your arrival. TU Berlin is, like most German universities, decentralized. Most research topics are determined directly by the faculties and institutes. If you are planning a research stay at TU Berlin and still do not have a host professor, you should contact the appropriate institute or faculty in advance. Overview of all faculties and institutes: <https://www.tu.berlin/ueber-die-tu-berlin/organisation/fakultaeten-zentralinstitute>

International Scientific Cooperation actively supports scientific cooperation between TU Berlin and partners around the world and also seeks to identify new avenues of cooperation. In addition, International Scientific Cooperation welcomes you as an international researcher and provides you with support throughout your entire stay at the University.

Contact International Scientific Cooperation:

 +49 (0)30 314-2 42 67


<https://www.tu.berlin/en/international-affairs/about-us/international-scientific-cooperation>

## Dual Career Service

The TU Berlin Dual Career Service offers advisory services for newly appointed professors, providing the information you will need in order to find suitable accommodation and childcare options, navigate your way through the German school system and adjust to everyday life in Berlin. The service also provides career transition support for your partner, for example by arranging contacts with potential employers in the region.

### Contact Dual Career Service:

Juliane Hanisch-Berndt

 +49 30 314-75871

service@dualcareer.tu-berlin.de

<https://www.tu.berlin/arbeiten/karriere/dual-career>

## Center for Junior Scholars (CJS)

CJS, the office for doctoral and postdoctoral services, promotes and supports doctoral candidates to enable them to better integrate into life at TU Berlin. It advises on questions about doctoral programs, funding opportunities, scholarships, competition and awards.

### Contact CJS:

Johannes Moes

 +49 (0)30 314-2 96 22

johannes.moes@tu-berlin.de

[tu.berlin/en/tudoc/](https://tu.berlin/en/tudoc/)

## Funding opportunities

The TU Berlin Research Promotion Section provides support and information on third-party funding applications:

- TU Berlin internal research funding
- National research funding (DFG, Foundations)
- European funding

## Contact TU Research Promotion Section:

Dr. Stephanie Christmann-Budian

☎ +49 (0)30 314-23197

Christmann-Budian@tu-berlin.de

Christin Jank

☎ +49 (0)30 314-27992

christin.jank(at)tu-berlin.de

<https://www.tu.berlin/forschungsservice/ueber-uns>

## Selected funding

**Euraxess** (for European researchers only)

[euraxess.ec.europa.eu/jobs](http://euraxess.ec.europa.eu/jobs)

**German Academic Exchange Service (DAAD)**

Programs for students, graduates and academics:

[daad.de/en/study-and-research-in-germany/scholarships/](http://daad.de/en/study-and-research-in-germany/scholarships/)

**German Research Foundation (DFG)**

[dfg.de/en/index.jsp](http://dfg.de/en/index.jsp)

**Alexander von Humboldt Foundation**

Sponsorship programs for postdoctoral scientists and scholars:

[humboldt-foundation.de/web/sponsorship.html](http://humboldt-foundation.de/web/sponsorship.html)

**Conference participation**

Under certain conditions the DAAD supports conference participation and lecture activities. Detailed information can be found here:

[daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/?detailid=808&fachrichtung=6&land=48&status=3&seite=1](http://daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/?detailid=808&fachrichtung=6&land=48&status=3&seite=1)

## Checklist

There are some important things you should take care of. TU Berlin seeks to support you in the best way possible with all relevant information you might need.

Some issues concerning your research stay can already be dealt with before your arrival. We hope the following checklist will help you to prepare your stay in Berlin as well as possible while you are still in your country of origin.

- Register with the International Scientific Cooperation Section of the Department of International Affairs at TU Berlin:**  
<https://www.tu.berlin/international/starten-an-der-tu-berlin/services-und-angebote/gastwissenschaftlerinnen-registrierung>
- Your passport must be valid for the entire duration of your stay in Germany.**
- If you need an entrance visa, please apply for this as early as possible. Please obtain the relevant information in good time from the German embassy in your country.**
- Several biometric photographs are required.**
- It is useful to bring officially authenticated copies of your most important documents and certificates as well as all important medical documents, if possible translated into German.**
- Please take out a health insurance policy valid in Germany. For further information, see "Health insurance" (page 12).**
- For accommodation, see "Accommodation" (page 8).**
- Please apply for an international driver's license if you want to drive in Germany. If your family is joining you and you need a place in a kindergarten or school, useful information can be found in the section "Living with your family in Berlin" (page 31).**

## Accommodation

The housing situation in Berlin has changed considerably in recent years. Today, finding a reasonable and furnished apartment in the city center is difficult. Therefore, we recommend you start your search as early as possible.

The TU guesthouse provides accommodation for medium and long-term stays (up to 1 year) for international visiting scholars (postdoc and above). Since demand is much higher than capacity, please contact us as early as possible.

With its bright and attractively furnished apartments, our new guesthouse service offers international guests and their families ideal accommodation at two locations, Popitzweg in northern Berlin-Charlottenburg and Adalbertstraße in Berlin-Kreuzberg, with currently 50 functionally furnished apartments ranging from 31 to 62m<sup>2</sup>. Since demand is much higher than capacity, please contact us as early as possible.

Please view our homepage (German and English): <https://www.tu.berlin/en/international/getting-started-at-tu-berlin/housing/tu-guesthouse>

Addresses: TU Berlin Guesthouse

Popitzweg 9, 13627 Berlin

Adalbertstraße 60/61, 10179

Contact: TU Guesthouse for Visiting Scholars

Technische Universität Berlin

Strasse des 17. Juni 135, 10623 Berlin

GERMANY

Tel.: +49 30 314-28591



## International Scientific Cooperation housing platform

The International Scientific Cooperation Section of the Department of International Affairs maintains a list of private apartments. Should you be interested in an apartment, please contact the landlord directly.

<https://www.tu.berlin/international/starten-an-der-tu-berlin/wohnen/wohnungsboerse/>

## Further accommodation options

### Private housing platforms

- Housing Portal of Studierendenwerk Berlin
- ([stw.berlin/en/housing](http://stw.berlin/en/housing))
- Sabbaticalhomes ([sabbaticalhomes.com](http://sabbaticalhomes.com))
- Airbnb ([airbnb.com](http://airbnb.com))
- 9flats.com ([9flats.com](http://9flats.com))
- Wimdu ([wimdu.de/berlin](http://wimdu.de/berlin))
- Housing Anywhere ([housinganywhere.com](http://housinganywhere.com))
- Crocodilian ([crocodilian.de/tenants/apartment-search](http://crocodilian.de/tenants/apartment-search))
- Farawayhome ([farawayhome.com/en](http://farawayhome.com/en))

### Apartment rental sites

- immonet ([immonet.de](http://immonet.de))
- immobilienscout24 ([immobilienscout24.de](http://immobilienscout24.de))
- city-wohnen ([city-wohnen.de](http://city-wohnen.de))
- wohnung-jetzt ([wohnung-jetzt.de](http://wohnung-jetzt.de))
- Erste Mitwohnzentrale ([mitwohn.com](http://mitwohn.com))
- Home Company ([berlin.homecompany.de/en/index](http://berlin.homecompany.de/en/index))
- Wohnwitz ([wohnwitz.de](http://wohnwitz.de))

## First steps after your arrival in Berlin



### Directions to TU Berlin

#### Bus and subway stations near the central campus

**U-Bahn:** Ernst-Reuter-Platz station, line U2 (red line)

**Bus:** Ernst-Reuter-Platz stop, lines M45, 245 and X9  
Steinplatz stop, lines M45 and 245

**S-Bahn:** Zoologischer Garten station, lines S3, S5, S7, S9  
Tiergarten station, lines S3, S5, S7, S9

### From the airport

Berlin Brandenburg Willy Brandt Airport (BER):

From Airport BER station take the S-Bahn S9 (direction Spandau). Get out at Zoologischer Garten station and from there either take subway line U2 (direction Ruhleben) and get off at Ernst-Reuter-Platz station (next stop) or go by bus M45, 245 or X9 to Ernst-Reuter-Platz (total journey time: about 1 hour).

Alternatively, you can check the following website for directions (from BER to Ernst-Reuter-Platz):

[bvgl.de/en/connections/connection-search](http://bvgl.de/en/connections/connection-search)

## From Berlin Central Railway Station (Hauptbahnhof)

From the Central Railway Station take the local train or the S-Bahn (the lines heading to Charlottenburg, Westkreuz, Potsdam and Spandau) to Zoologischer Garten station. From there either take subway line U2 (direction Ruhleben) and get off at Ernst-Reuter-Platz station (next stop) or go by bus M45, 245 or X9 to Ernst-Reuter-Platz station (total travel time: about 20 minutes). Alternatively, exit Zoologischer Garten station and walk 10 minutes to TU Berlin.

## By car

Coming from the north – Hamburg/Rostock (A24 Autobahn):

At the motorway junction Oranienburg take the A111 to Berlin-Zentrum, and turn onto the A100 at the motorway junction Charlottenburg. Leave at the Kaiserdamm exit, and turn left at the end of the ramp to turn onto Kaiserdamm (leading to Bismarckstraße). Continue via the roundabout into Straße des 17. Juni, and the main building of TU Berlin is on your right after approximately 100 meters.

From Hanover (Autobahn A2) and Leipzig, Nuremberg:

Take the motorway A10 (Berliner Ring) to the Drewitz motorway junction, then the AVUS (A115) to Berlin-Zentrum. At the Funkturm follow the signs indicating Wedding, then take the first exit to Kaiserdamm. Turn left at the end of the ramp to turn onto Kaiserdamm (leading to Bismarckstraße). Continue via the roundabout into Straße des 17. Juni. The TU Berlin Main Building will be on your right after approximately 100 metres.

## First steps in Berlin

After your arrival in Berlin, there are some formalities that need to be taken care of before you can focus on your scientific work. The following information and the links below will help you get started.

[talent-berlin.de/en/come-to-berlin](https://talent-berlin.de/en/come-to-berlin)

[berlin.de/willkommenszentrum/en/](https://berlin.de/willkommenszentrum/en/)



## Health insurance

All scholars and their accompanying family members must take out a health insurance policy that covers them from their first day in Germany. To obtain a residence permit, you will be required to provide proof of your insurance. You should check that your insurance in your home country covers medical and hospital expenses in Germany. Normally, this only applies if there is a social security agreement between Germany and your home country. You can inquire about this possibility with your own insurance company and the appropriate authorities in your home country. If your insurance does cover medical expenses in Germany, you will need written confirmation of your coverage in Germany from your health insurance provider. If not, then you will need to get health insurance in Germany. The two types of health insurance in Germany are statutory health insurance and private health insurance. Their availability depends on whether you will be working in Germany on the basis of a scholarship, fellowship or an employment contract. If you are funding your stay in Germany independently or by means of a fellowship, you are required to take out private health insurance cover. There are numerous offers for private health insurance. Some scholarship holders are already insured by their scholarship providers, e.g. the German Academic Exchange Service (DAAD) and the Alexander von Humboldt Foundation. If you have an employment contract, you are required to take out statutory German health insurance.

Information on the German health insurance system is available from the website of the Federal Ministry of Health:

[bundesgesundheitsministerium.de/themen/krankenversicherung.html](https://www.bundesgesundheitsministerium.de/themen/krankenversicherung.html)

or under

[euraxess.ec.europa.eu/germany/information-assistance/social-security/health-insurance](https://euraxess.ec.europa.eu/germany/information-assistance/social-security/health-insurance)

## Social security

If you have concluded an employment contract in Germany with a university or research institution, you must generally pay the statutory social security contributions. The contributions are shared between the employer and the employee. They are automatically deducted from your salary by the employer and paid into the insurance fund. As a fellowship holder you are generally exempt from social security contributions.

You can find more information on German social insurance on these websites:

[dsv-europa.de/en/news.html](https://dsv-europa.de/en/news.html)

EU Social Security Coordination:

[ec.europa.eu/social/home.jsp?langId=en](https://ec.europa.eu/social/home.jsp?langId=en)



## Registering at the registration office

Anybody staying longer than two months in Germany is required to register at the registration office (Meldestelle) at a Bürgeramt. Within two weeks of your arrival or if your address in Berlin changes, you have to register yourself and all family members who are accompanying you at the registration office of your choice.

To register at the registration office, please bring along the following original documents:

- valid passport
- rental contract
- for family members: certificates of marriage and birth certificates
- confirmation from the landlord/lessor (Wohnungsgeberbestätigung)
- civil status certificate (e.g. marriage or birth certificate)
- a completed registration form (see page 14)

The necessary registration form can be obtained directly at your Bürgeramt or downloaded here:

[service.berlin.de/dienstleistung/120686](https://service.berlin.de/dienstleistung/120686)

# Registration form

<b>Thesenstadt</b>	<b>Ambl. Verweise:</b>	<b>Anmeldung</b>	
leave blank	blank		
<b>Neue Wohnung</b>		<b>Bisherige Wohnung</b>	
<b>Gemeindekennzahl</b> leave blank		<b>Gemeindekennzahl</b> leave blank	
Die neue Wohnung ist <input type="checkbox"/> stibufige Wohnung <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung		Die bisherige Wohnung ist <input type="checkbox"/> stibufige Wohnung <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung	
<b>Tag des Einzugs</b> <b>Postleitzahl</b> <b>Gemeinde, Gebiet</b>	<b>Tag des Auszugs</b> <b>Postleitzahl</b> <b>Gemeinde, Gebiet, Kirchort und</b>		
Move-in date	New address (Zip code, District)	Move-out date	Old address (Zip code, District)
<b>Strasse, Hausnummer, Zustand</b>		<b>Strasse, Hausnummer, Zustand</b>	
New address (Street, Number, Story/Floor)		Old address (Street, Number, Story/Floor)	
		<b>Bei Zuzug aus dem Ausland flllen</b>	
Only fill in if you are moving to Germany from abroad !!			
Wohnt die bisherige Wohnung in Deutschland? <input type="checkbox"/> Nein <input type="checkbox"/> Ja, und zwar als: <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung			
Haben die oder auch andere Personen noch weitere Wohnungen in Deutschland? <input type="checkbox"/> Nein <input type="checkbox"/> Ja <b>Wann ja, siehe Einheitsz.</b>			
<b>1</b>	<b>Familienname, ggf. Doppelname</b> <b>Passname</b>	Family name, Title, Name in your passport	
<b>Vorname</b> (Namen unterstreichen)			
First Name (Please underline the name use in evryday life (if more than one first name).			
<b>Geburtsname</b>			
Birth name			
<b>Geschlecht</b>			
Sex			
<b>Tag, Ort, Land der Geburt</b>			
Date of birth, Town/city of birth, Country of birth			
<b>Religionsgesellschaft</b>			
Religion			
<b>Staatsangehorigkeiten</b>			
Nationality			
<b>Ordens- Kurnamen</b>			
Artist name/ Aliases			
<b>2</b>	<b>Familienname, ggf. Doppelname</b> <b>Passname</b>	Familienmitglied ist:	
Relation to family member			
<b>Vorname</b> (Namen unterstreichen)			
Complete as above for all persons belonging to the new household.			
<b>Geburtsname</b>			
Birth name			
<b>Geschlecht</b>			
Sex			
<b>Tag, Ort, Land der Geburt</b>			
Date of birth, Town/city of birth, Country of birth			
<b>Religionsgesellschaft</b>			
Religion			
<b>Staatsangehorigkeiten</b>			
Nationality			
<b>Ordens- Kurnamen</b>			
Artist name/ Aliases			
<b>Familienstand (Vater + Mutter)</b> <b>Angaben zur Eheschliessung / Lebenspartnerschaft (Datum, Ort, Land AZ)</b>			
<b>Marital status</b>		Date, place, country of mar-	
<b>Dokumenten:</b>			
Datenformate: FA = Passausweise, RP = Reisepasse, BP = Kinderpass			
<b>Name, Vorname:</b>			
<b>Art</b>	<b>Ausstellungsbehrde</b>	<b>Seriennummer</b>	<b>Datum</b> <b>gultig bis</b>
RP	Issuing authority	Passport number	Date of issue Date of expiry
<b>Name, Vorname:</b>			
<b>Art</b>	<b>Ausstellungsbehrde</b>	<b>Seriennummer</b>	<b>Datum</b> <b>gultig bis</b>
RP	Repeat for each of the persons being		
<b>Datum, Unterschrift abnehmer der Meldepflichtigen oder einer Person mit MeldepflichtverstoB</b>			
leave blank			

Will you maintain your residence at your old address (if within Germany)?

Does the person registering have a secondary residence within Germany?

At the registration office you will receive your:

- Registration certificate (you will need the registration certificate to extend your visa or to open a bank account etc.)
- Tax identification number (IdNr.) (You will need the tax identification number if you have an employment contract and receive a salary.)

If you leave Germany at the end of your research stay, you must deregister at the registration office.

You can make an appointment on the website of the registration office in order to avoid unnecessary waiting time. A list of the registration office where you can register can be found here: [www.service.berlin.de/buergerberatung-aemter](http://www.service.berlin.de/buergerberatung-aemter)

How to make an appointment on the websites of the registration office:

- Step 1:** Open [www.service.berlin.de/terminvereinbarung](http://www.service.berlin.de/terminvereinbarung)
- Step 2:** Scroll down to “Terminbuchung über die Auswahl eines Standorts” (appointment booking via the selection of a location).
- Step 3:** Click on “A-Z der Standorte” (A-Z of the locations).
- Step 4:** Choose one “Bezirksamt” (citizens office - ideally the district office of the Berlin district in which you are living) and click on one “Bürgeramt” (registration office).
- Step 5:** Choose the “Dienstleistung” (service) “Anmeldung einer Wohnung” (registration of an apartment). Confirm with “An diesem Standort einen Termin buchen” (book an appointment at this location).
- Step 6:** Click on one of the days, which are shaded in blue.

Please choose one of the dates.

- 1) Appointments are available on blue shaded and underlined days.
- 2) On days highlighted in red, all appointments are fully booked.
- 3) On days shaded in white, no dates have yet been released for booking.

**Bitte wählen Sie ein Datum:**

  verfügbar   ausgebucht

Juli 2023						
MO	DI	MI	DO	FR	SA	SO
						01 02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023						
MO	DI	MI	DO	FR	SA	SO
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Step 7: Choose a time of day.

Please choose a time of day.

available booked out

Bitte wählen Sie eine Uhrzeit:

verfügbar  nicht verfügbar

10:00	freier Termin	free appointment
10:10	freier Termin	free appointment
10:20	freier Termin	free appointment
10:30	freier Termin	free appointment
10:40	freier Termin	free appointment

Step 8: Type in the letters and numbers in this picture in the box below and confirm with "Bitte bestätigen" (optional).

Read the letters and numbers in the image

**Lesen Sie die Buchstaben und Zahlen in diesem Bild**



Bitte geben Sie hier die gelesenen Buchstaben und Zahlen ein:

Please confirm.

Falls Sie den Text nicht entziffern können, laden Sie diese Seite erneut oder senden Sie das Formular ab. Sie erhalten daraufhin ein anderes Bild.

Please enter the letters and numbers here.

If you cannot decipher the text, please reload this page or submit the form. You will then get another image.

Step 9: Fill in your data and confirm with "Termin eintragen".

Please enter your customer data. →

Bitte geben Sie Ihre Kundendaten an:

Ihr Vor- und Nachname:\*  Ihre E-Mail Adresse:

Your prename and surname Your email address  
(freiwillig, für Terminbestätigung)  
voluntary, for appointment confirmation

Privacy policy  
Your data will be processed according to the privacy policy.  
Terms and conditions  
I agree to and accept the Terms of Use. (compulsory statement, appointment confirmed only with agreement)

Datenschutzerklärung

Ihre Daten werden gemäß der Datenschutzerklärung ff. verarbeitet.

Allgemeine Nutzungsbedingungen \*

Ich erkläre mich mit den Nutzungsbedingungen ff. einverstanden und akzeptiere diese. (Pflichtangabe, Termintrag nur bei Einverständnis möglich)

\* Pflichtfelder mandatory field

→

enter appointment



## Residence permit

To check whether you need a visa and which visa you need, please use the Visa Navigator service of the Federal Foreign Office: [visa.diplo.de/en/index.html#/vib](https://visa.diplo.de/en/index.html#/vib)  
You do not usually need a visa if you are an EU national or from Iceland, Liechtenstein, Norway or Switzerland. You may enter Germany using your national identity card. Please note that as of 7 January 2013 you no longer need to obtain a Freedom of Movement Certificate (Freizügigkeitsbescheinigung) for periods of residence of more than three months.

Citizens of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea and the USA require a residence permit if they stay for more than three months or/and take up paid employment (generally speaking, a visa is not required for visits of up to 90 days in a 180-day period, even if a research activity is carried out during this time). You can apply for this once you enter Germany.

For citizens of non-EU countries: If your research stay is not longer than 90 days, you can apply for a Schengen visa. Please note that if you are planning to stay in Germany for more than three months, you must apply for a national visa for Germany while you are still in your home country or current country of residence. This applies even if you are already staying in another EU country (exceptions for citizens of the EU, Australia, Israel, Japan, South Korea, New Zealand, UK, USA, Canada).

Do not, under any circumstances, enter Germany on a Schengen visa. This type of visa cannot be extended and only entitles you to stay in Germany for a maximum of three months. You would then have to return to your own country at your own expense and apply for the appropriate visa there. The same applies to family members. Tourists from USA can apply for a residence permit in Germany, tourists from India must leave despite an existing job offer and apply for a visa for purpose of entry in home country.

National visas for the purpose of carrying out research (scientific visas) were introduced with the latest immigration law reform. As an international researcher you can now apply for a scientific visa, which is simultaneously issued with a residence document for research purposes. One prerequisite for this is the conclusion of a contract with a recognized research institution such as TU Berlin.

An overview of the German residence law for citizens of non-EU countries can be found here:

[hrk.de/hrk-international/mobility-and-mutual-recognition/mobility-of-researchers/](https://hrk.de/hrk-international/mobility-and-mutual-recognition/mobility-of-researchers/)

## Berlin Immigration Office

For visa and residency issues please contact the Berlin Immigration Office (Landesamt für Einwanderung). The staff of the Berlin Immigration Office will advise you on all matters relating to residence law.

Researchers from all over the world and their family members can make an appointment at the Berlin Immigration Office by using this link:

[service.berlin.de/standort/121885/en](https://service.berlin.de/standort/121885/en)

When registering at the Berlin Immigration Office please bring along the following documents:

- valid passport
- rental contract in Berlin
- proof of a valid health insurance policy
- 4 biometric passport photos
- registration certificate from the Registration Office
- for spouses/children: marriage certificate/birth certificate
- your employment contract, your grant contract or other proof of the financing of your stay in Germany

## Opening a bank account

Generally, it is possible to open an account with any bank in Germany. To do so, you need a valid passport, a valid visa or residence permit, proof of address - you will get this when you register at a citizens' registration office (Bürgeramt), see pages 14 & 15 – and a tax ID number. You will receive the latter automatically approx. 4 weeks after registering at the Bürgeramt via the Federal Central Tax Office (Bundeszentralamt für Steuern).

Click the following link to find a bank that suits your needs:

<https://www.berlin.de/special/finanzen-und-recht/adressen/bank/>

## The Licence fee

If you register a flat in Germany, you are legally obliged to pay a licence fee (Rundfunkbeitrag) for broadcasting of €18.36 per month for the use of public television and radio stations. Follow the link for more information on the Licence fee:

[rundfunkbeitrag.de/welcome/englisch/index\\_ger.html](https://rundfunkbeitrag.de/welcome/englisch/index_ger.html)

## Campus card for international scholars



As an international visiting scholar you are a member of TU Berlin and thus entitled to a campus card or University ID. The campus card or University ID entitles you to:

- receive a TU Berlin email account
- use the TU Berlin libraries and the printers there
- receive a university Mensa card for employees and purchase meals in the Mensa buildings at a lower price
- enter the buildings of TU Berlin at night and on weekends

How to get your campus card:

Please contact your host professor or the head of your institute at TU Berlin. Your TU professor can provide you with a provisioning letter (Provisionierungsschreiben) for the period of your stay (<https://www.tu.berlin/themen/provisionierung-externe>).

After you have received your provisioning letter, please go to the “ZECM” (the IT-service center of TU Berlin) where the staff will take a photo of you and issue your campus card.

### ZECM-Support

Einsteinufer 17, 10587 Berlin, room EN 024

Opening hours: Monday - Friday 10:00 - 16:00

ZECM-Hotline : 030/ 314 28000

Hotline hours : Monday - Friday 09:00 - 16:00

For further details about the process, please visit the website:

<https://www.tu.berlin/campusmanagement/angebot/tub-account/campuskarte-1>

## Welcome Center

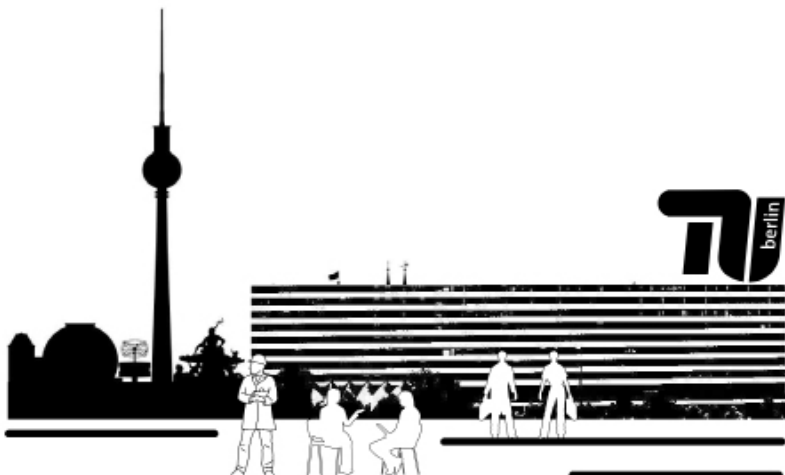
The Welcome Center is the central advisory and support office for international visiting researchers at TU Berlin. It offers services before and during your and your relatives' stay in Berlin on topics such as accommodation, registration with the Berlin authorities for visa issues, information on social services and networking events.

### Contact:

Elisabeth Simon

[Elisabeth.simon@tu-berlin.de](mailto:Elisabeth.simon@tu-berlin.de)

+49 30 314 28591



# Research and teaching at TU Berlin



## Work

### Employment contract

Your employment contract has to be signed before your official start of work. Before the beginning of your employment, your institute and Human Resources will let you know which forms and documents are required.

Your contact person in Human Resources can be found here:

<https://www.tu.berlin/en/personalabteilung/>

### Tax identification number (IdNr.) (Steuerliche Identifikationsnummer)

If you sign an employment contract with TU Berlin, the University requires your date of birth, your tax identification number (IdNr.), details of your health insurance policy and information about whether this is your main or secondary occupation. You will receive your tax identification number after registering at the registration office.

### Taxes and social security

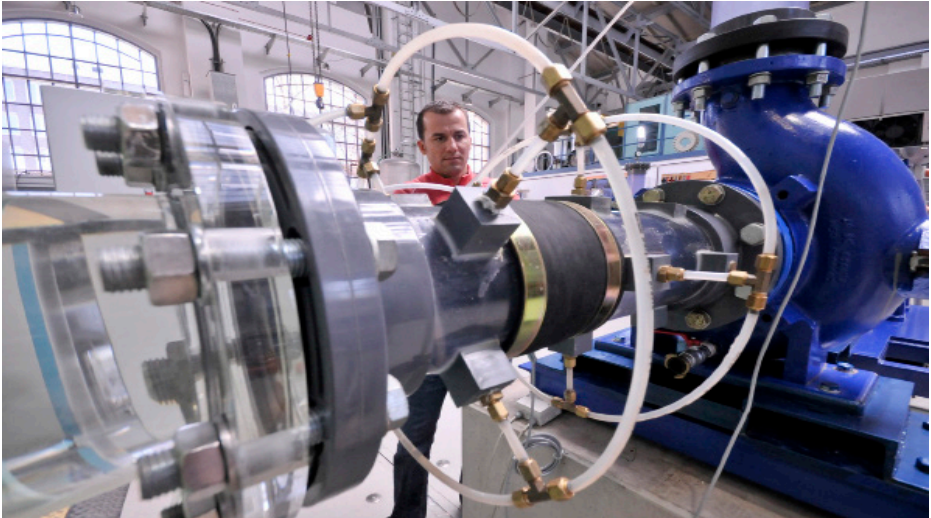
As an employee in Germany, you are generally liable for tax and social security. If your research stay is in the context of an employment relationship regulated by an employment contract and if you stay longer than half a year, you will usually be taxed on your worldwide income and assets.

You can find more information on taxes and social security on these websites:

[euraxess.de/germany/information-assistance/taxation](http://euraxess.de/germany/information-assistance/taxation)

[euraxess.de/germany/information-assistance/social-security](http://euraxess.de/germany/information-assistance/social-security)

Scholars coming to Germany on a research scholarship are usually exempt from taxation. It is advisable, however, to consult your scholarship provider.



## Pension

Every scholar with an employment contract with TU Berlin pays a monthly contribution towards the statutory pension insurance scheme, the Deutsche Rentenversicherung (DRV). In addition to the DRV, you might be insured with an occupational pension scheme called the Versorgungsanstalt des Bundes und der Länder (VBL). Please note that if your contract is for less than 60 months, you are able to choose between different VBL products. For more information please ask your contact person in Human Resources.

You can find detailed information on DRV and VBL on the following websites:

[deutsche-rentenversicherung.de/DRV/EN/Home/home\\_node.html](https://deutsche-rentenversicherung.de/DRV/EN/Home/home_node.html)

[vbl.de/de/startseite](https://vbl.de/de/startseite)

[findyourpension.eu](https://findyourpension.eu)

What does a scholar earn in Germany? Information concerning collective labor agreements can be found here:

[academics.de](https://academics.de)

[oeffentlicher-dienst.info](https://oeffentlicher-dienst.info)

## Office of the Women and Gender Equality Officer

The Women and Gender Equality Officer works on behalf of the interests of all female members of TU Berlin and offers the following services:

- career counseling
- information about the particular structures in the science sector
- information concerning compatibility of study, career and family
- advice, support and guidance on sexual harassment and violence, stalking, harassment and other personal conflicts.

<https://www.tu.berlin/en/wm/about-us/representatives-and-committees/womens-representative/>

## Anti-Discrimination Officer

The anti-discrimination officer is responsible for all TU members, and offers advising and support on all aspects of anti-discrimination including the following services:

- confidential initial and referral counselling in all cases of discrimination
- the development of preventive and curative measures to raise awareness and avoid discrimination of all kinds
- counseling, reception, fact-finding and coordination in formal complaints procedures according to the General Equal Treatment Act (AGG)

## Library



### TU Berlin University Library

Fasanenstr. 88 (in the VOLKSWAGEN-Haus), 10623 Berlin

Information Center: ☎ +49 (0)30 314-7 61 01

Circulation Department (Leihstelle): ☎ +49 (0)30 314-7 60 01

[ub.tu-berlin.de/en/home/](http://ub.tu-berlin.de/en/home/)

### Department libraries at TU Berlin

Besides the Central University Library you will also find department libraries (specialist and institute libraries) at TU Berlin. All addresses and a map can be found here:

[ub.tu-berlin.de/en/using-the-library/locations-hours/](http://ub.tu-berlin.de/en/using-the-library/locations-hours/)

### Overview of all libraries in Berlin

You can find an overview of all libraries in Berlin here:

<https://service.berlin.de/stadtbibliotheken/>

### Language courses at adult education centers

You can find an overview of all language courses in Berlin here:

[www.berlin.de/vhs/kurse/sprachen/](http://www.berlin.de/vhs/kurse/sprachen/)



# Living in Berlin



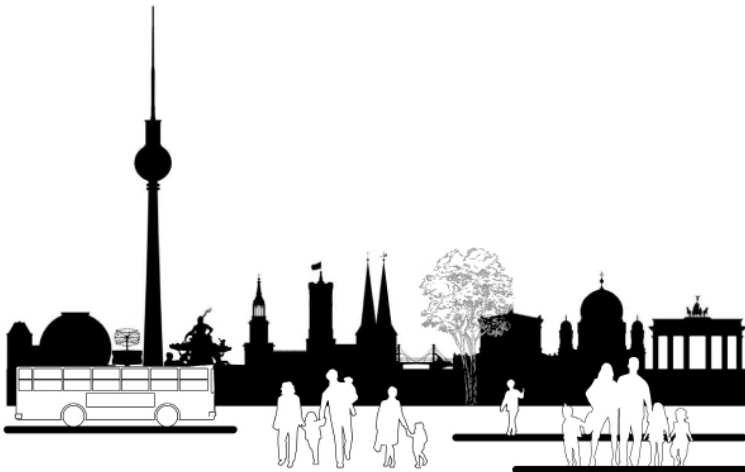
## Transportation

### Public transport

Berlin has a sophisticated public transport system. Buses, subways, urban railways and trams will take you almost everywhere in Berlin. Details of how to get from A to B and how long it will take can be found on the following websites:  
<https://www.bvg.de/en>

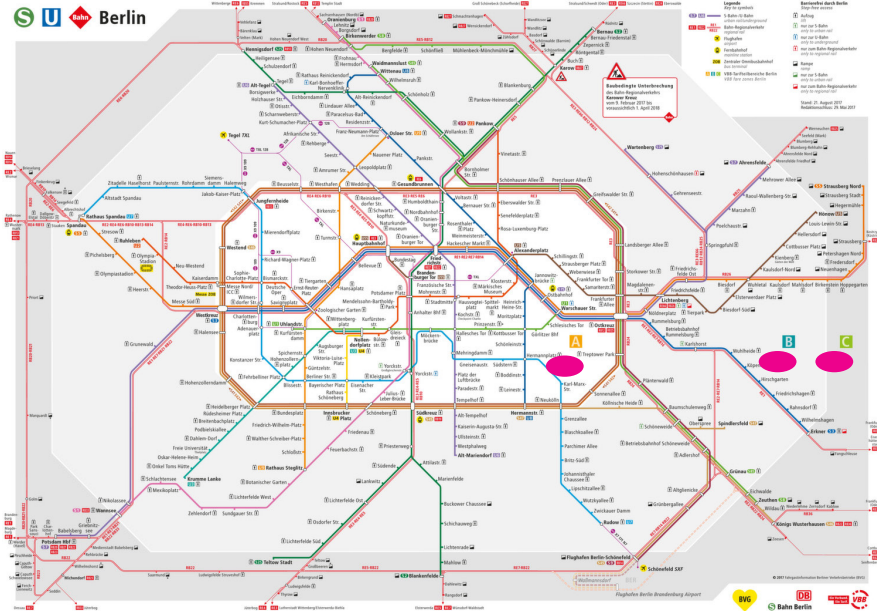
Enrolled TU students can use the Berlin public transport system without restrictions with their Student ID. TU employees have the option of applying for a TU-BVG ticket. Follow the website for more information:

<https://www.tu.berlin/en/studierendensekretariat/topics-a-z/student-id>



## Berlin fare zones A, B, and C:

The city of Berlin and the surrounding suburbs have been organized into three fare zones A, B and C. You can buy tickets for the combined zones AB, BC or ABC, as needed. Adults pay regular fares; the reduced fare is valid for children aged 6 to 14. Children under 6 travel for free. If you want to take your bike with you on the train, you also need a ticket for it.



**Zone A:** Berlin's inner city up to and including the S-Bahn (urban rail) ring

**Zone B:** Outside the S-Bahn (urban rail) ring up to the city boundary

**Zone C:** Greater Berlin area (approx. 15 km around the city of Berlin), including the City of Potsdam and Airport Berlin Brandenburg BER

For more information on the transport system in Berlin, e.g. taxis, railway stations, buses and bus routes, please refer to: [berlin.de/en/public-transportation](http://berlin.de/en/public-transportation)

Keep in mind: Before using local trains or public transport, please first buy a ticket and validate it. Otherwise you will have to pay a fine.

## Deutsche Bahn

Deutsche Bahn connects all big cities and most of the smaller cities and towns in Germany. You can buy tickets on the internet, at ticket machines or at the ticket office. If you are in a hurry, you can also buy your ticket in the DB App.

For more information about Deutsche Bahn, please visit:

[bahn.com/enbahn.com/en/booking-information/db-navigator-app](http://bahn.com/enbahn.com/en/booking-information/db-navigator-app)

## Buses

An inexpensive way to travel within Germany and Europe is to use long-distance buses. Numerous bus companies offer trips to bigger German and European cities as well as to popular holiday destinations. For information concerning bus companies, destinations and booking, please visit: [busradar.com](http://busradar.com)

## Cycling

Berlin is a bicycle-friendly city. There are plenty of options in Berlin to rent a bike, e.g. at Unirad at TU Berlin: [visitberlin.de/en/15-tips-safe-cycling-berlinunirad.blog-sport.de](http://visitberlin.de/en/15-tips-safe-cycling-berlinunirad.blog-sport.de)

Unirad is a self-help workshop, which means you must repair your bike yourself, but the tools are provided. In addition, advice and tips for repair are given. If you are a newcomer or aren't confident on a bike, the Radfahrschule offers lessons for adults, also available in English: [radfahrschule.de](http://radfahrschule.de)

If you are planning to stay in Berlin for longer, it might be worthwhile buying a bike. Many bike shops offer used bikes or you can find one on sites such as Kleinanzeigen: [kleinanzeigen.de](http://kleinanzeigen.de)

## Cars and parking

Please be aware of the fact that there is a low emission zone in Berlin. Only vehicles which comply with emission standards are allowed in this area. When you enter the zone you need a vehicle sticker. Information about the environmental zone and how to order a vehicle sticker can be found here:

[berlin.de/sen/uvk/en/environment/air/low-emission-zone/](http://berlin.de/sen/uvk/en/environment/air/low-emission-zone/)

There are also a variety of car sharing providers in Berlin. For more information, visit the following website: [movingto-berlin.com/carsharing/](http://movingto-berlin.com/carsharing/)

A limited number of parking spaces are available around the University campus. You often have to pay to park in the street and not paying may result in a fine.

## Health and emergency numbers



### Doctors

In Germany, the first contact is usually a family doctor or a general practitioner called a Hausarzt. They will refer you to a specialist. In order to find a doctor in your surrounding area, please use the following database:

[aerzte-berlin.de/\\_php/therapie30/fach.php](https://aerzte-berlin.de/_php/therapie30/fach.php)

### Medical services and emergency numbers

If you need urgent medical treatment at night, on the weekend or on a public holiday, you can find the phone numbers of the emergency medical services here:

[berlin.de/willkommenszentrum/en/everyday-life/support-in-emergency-situations/](https://berlin.de/willkommenszentrum/en/everyday-life/support-in-emergency-situations/)

### Pharmacy service

A sign at pharmacies will inform you about which pharmacy in your area has night and weekend service. For an overview of all pharmacies in Berlin please visit: [akberlin.de/apothekenfinder.html](https://akberlin.de/apothekenfinder.html)

A list of hospitals in Berlin can be found here:

[en.berliner-krankenhausverzeichnis.de/app/search](https://en.berliner-krankenhausverzeichnis.de/app/search)

### Public Health Department

If you need information regarding the coronavirus or need to report a case of a COVID infection, please contact the public health department in your district. You can find a list here: [berlin.de/corona/en/hotline/](https://berlin.de/corona/en/hotline/)

In case of emergency call:

Ambulance: 112

Police: 110

## Culture and leisure in Berlin



### Calendar of events at TU Berlin

You can find the TU Berlin calendar of events at: [tu.berlin/en/event-details/](https://tu.berlin/en/event-details/)

### Events for visiting scholars

Please register as visiting researcher. Once you have registered you will receive invitations to events of the president and other activities:

[tu-berlin.de/abz/menue/welcome\\_centre/online\\_anmeldung/](https://tu-berlin.de/abz/menue/welcome_centre/online_anmeldung/)

If you would like to receive the International Affairs Newsletter, which provides information about current topics, projects, cooperations, calls, and dates and deadlines in the four sections of the Department of International Affairs at TU Berlin, please subscribe here:

[tu-berlin.de/menue/internationales/newsletter\\_internationales/newsletter\\_internationales/parameter/en](https://tu-berlin.de/menue/internationales/newsletter_internationales/newsletter_internationales/parameter/en)

### Culture and leisure in Berlin

An overview of the most important cultural attractions and events can be found at:

[berlin.de/en/events](https://berlin.de/en/events)

[tip-berlin.de](https://tip-berlin.de)

[exberliner.com](https://exberliner.com)

[talent-berlin.de/en](https://talent-berlin.de/en)

Berlin in English:

[exberliner.com](https://exberliner.com)

[talent-berlin.de/en](https://talent-berlin.de/en)

## Uni Cinema

Charlie's Campus Movieclub shows movies every Tuesday at 18:30 during the semester. [https://www.unifilm.de/studentenkinos/Berlin\\_TU](https://www.unifilm.de/studentenkinos/Berlin_TU)

## TU Sport

If you are looking for physical activities, TU Berlin offers a wide range of sports facilities for team sports and individuals:

[tu-sport.de/](http://tu-sport.de/)

## Language courses

TU Berlin offers German and foreign language courses at different levels:

Modern Language Center

[zems.tu-berlin.de/zentraleinrichtung\\_moderne\\_sprachen/parameter/en/](http://zems.tu-berlin.de/zentraleinrichtung_moderne_sprachen/parameter/en/)

Sprach- und Kulturbörse der TU Berlin

(language and cultural exchange)

[skb.tu-berlin.de/en/](http://skb.tu-berlin.de/en/)

German courses are also offered at Berlin's adult education centers

(Volkshochschulen)

[berlin.de/vhs/volkshochschulen/adult-education-centres-in-berlin-715979.en.php](http://berlin.de/vhs/volkshochschulen/adult-education-centres-in-berlin-715979.en.php)

General emergency numbers:

Police 110

Fire brigade 112

Rescue/ambulance 112

Poison control 19 240

Lost or stolen credit, debit or ATM cards

24-hour service for de-activating your card 116 116

## Living with your family in Berlin



You can find important information about your stay with your family on this website: [euraxess.de/germany/informationen-beratung/research-stay-family](http://euraxess.de/germany/informationen-beratung/research-stay-family)

### TU Berlin Family Services Office (“Familienbüro”)

The Family Services Office provides services for all members of the University. The Family Services Office advises and informs you about all family-relevant issues. The office will help you find a place for your children in a school or kindergarten and help you to find a babysitter.

[tu-berlin.de/familie](http://tu-berlin.de/familie)

[facebook.com/tub.familien](https://facebook.com/tub.familien)

### Schools

Schools in your area can be found on the following website:

[berlin.de/sen/bildung/schule/berliner-schulen/](http://berlin.de/sen/bildung/schule/berliner-schulen/)

### Child benefit

You may be entitled to receive child benefit (Kindergeld) if you are coming to Germany with your children and meet the specific requirements. Child benefit is a state subsidy. For further information, please see:

[berlin.de/sen/jugend/familie-und-kinder/finanzielle-leistungen/kindergeld/](http://berlin.de/sen/jugend/familie-und-kinder/finanzielle-leistungen/kindergeld/)

# Before your departure

Before you leave Berlin and Germany, we kindly ask you to take care of the following formalities:

## Checklist

- Deregister at the registration office (not later than one week before your departure). This is especially important should you wish to register at a later date for another stay in Germany. If you do not deregister, you might have to pay a fine.
- Cancel licence fee for TV and radio.
- Close bank account.
- Cancel contracts (e.g. electricity, water, gas, telephone, internet). Some of these issues might be handled automatically by your dorm/guesthouse. Please confirm this.
- Return institute keys.
- Return your University card, library card, books, etc.
- Deregister your children from kindergarten or school.
- Get your deposit back.
- Apply for a forwarding address at Deutsche Post.
- Register with the TU Berlin alumni program for free:

<https://www.tu.berlin/en/communication/alumni/become-a-member>



# Useful addresses and links

## At TU Berlin

Academic calendar

[tu.berlin/studieren/bewerben-und-einschreiben/fristen-termine/](https://tu.berlin/studieren/bewerben-und-einschreiben/fristen-termine/)

Alumni TU Berlin

Main Building, Rooms H 2515/ H 2516/ H 1008

Straße des 17. Juni 135, 10623 Berlin

 +49 (0)30 314- 2 27 60

 +49 (0)30 314-2 76 50

[tu.berlin/ueber-die-tu-berlin/freunde-foerderer-alumni/alumni-programm/](https://tu.berlin/ueber-die-tu-berlin/freunde-foerderer-alumni/alumni-programm/)

Central address of TU Berlin

Technische Universität Berlin

Straße des 17. Juni 135, 10623 Berlin

 +49 (0)30 314-0

[tu.berlin/](https://tu.berlin/)

Center for Junior Scholars

Room FH 602

Fraunhoferstr. 33 - 36, 10587 Berlin

 +49 30 314 2 96 22

[tu.berlin/en/research/advancement-of-junior-scholars/](https://tu.berlin/en/research/advancement-of-junior-scholars/)

Dual Career Service

Room EB 326

Straße des 17. Juni 145, 10623 Berlin

 +49 (0)30 314-7 58 71

<https://www.tu.berlin/stabbk/berufungen/dual-career-service>

Family Services Office

Main Building, Room H 1111

Straße des 17. Juni 135, 10623 Berlin

 +49 (0)30 314-2 56 93

[tu-berlin.de/familie](https://tu-berlin.de/familie)

Information for employees at TU Berlin

<https://www.tu.berlin/en/working-at-tu-berlin>

International Scientific Cooperation  
of the Department of International Affairs

Main Building, Room H 2034

Straße des 17. Juni 135, 10623 Berlin

☎ +49 (0)30 314-2 42 67

<https://www.tu.berlin/en/international-affairs/about-us/international-scientific-cooperation>

TU-internal emergency numbers

Information Desk

☎ +49 (0)30 314-2 49 32

Occupational Health and Safety Services and Environmental Protection (SDU)

☎ +49 (0) 30 314 - 2 88 88

<https://www.tu.berlin/en/working-at-tu-berlin/working-life/occupational-environmental-protection/>

International Student Counseling

Main Building, Room H 51

Straße des 17. Juni 135, 10623 Berlin

☎ +49 (0)30 314-2 43 59

<https://www.tu.berlin/en/international-affairs/students/international-students>

Women and Gender Equality Officer

Main Building, Room H 1108a

Straße des 17. Juni 135, 10623 Berlin

☎ +49 (0)30 314-2 14 38

<https://www.tu.berlin/en/wm/about-us/representatives-and-committees/womens-representative/>

## External

Advice service of the European Commission

Free advice service of the European Commission on issues concerning EU law in the areas of everyday life, work and travel in the EU:

[europa.eu/youreurope/citizens/index\\_en.htm](http://europa.eu/youreurope/citizens/index_en.htm)

Citizens' offices in Berlin

[service.berlin.de/](http://service.berlin.de/)

Embassies and foreign representations in Germany

[auswaertiges-amt.de/de/ReiseUndSicherheit/vertretungen-anderer-staaten](http://auswaertiges-amt.de/de/ReiseUndSicherheit/vertretungen-anderer-staaten)

Euraxess Germany

[euraxess.de](http://euraxess.de)

Berlin Immigration Office

[berlin.de/einwanderung/en/](http://berlin.de/einwanderung/en/)

German missions abroad

[auswaertiges-amt.de/EN/AAmt/Auslandsvertretungen/Uebersicht\\_node.html](http://auswaertiges-amt.de/EN/AAmt/Auslandsvertretungen/Uebersicht_node.html)

Official holidays in Berlin

A calendar with public holidays in Berlin is available on this website:

[publicholidays.de/berlin](http://publicholidays.de/berlin)

Welcome Centre of the City of Berlin

Potsdamer Straße 65, 10785 Berlin – Mitte

 +49 (0)30 9017 2326

[willkommenszentrum@intmig.berlin.de](mailto:willkommenszentrum@intmig.berlin.de)

Monday-Thursday: 9.00 - 13.00

Tuesday and Thursday: 15:00 - 18:00

[berlin.de/willkommenszentrum](http://berlin.de/willkommenszentrum)



<b>A</b> Architekturgebäude Straße des 17. Juni 152	<b>F</b> Flugtechnische Institute Marchstraße 12, 12A, 12B, 14	<b>PC</b> Physikalische Chemie Straße des 17. Juni 135
<b>A-F</b> Architekturgebäude Flachbau Straße des 17. Juni 152	<b>FH</b> Fraunhoferstraße 33-36	<b>PTZ</b> Produktionstechnisches Zentrum Pascalstraße 8-9, 13-14
<b>AM</b> Alte Mineralogie Hardenbergstraße 38	<b>H</b> Hauptgebäude der TU Berlin Straße des 17. Juni 135	<b>SE-RH</b> Reuleaux-Haus, Eisenbahntr Anlage Straße des 17. Juni 135
<b>AMP</b> Anwendungszentrum Mikroproduktionstechnik Pascalstraße 13-14	<b>HBS</b> Gebäude Hardenbergstraße 16-18	<b>SG</b> Severin-Gelände Salzhofer 17-19, Dovesstraße 6
<b>B</b> Bauingenieurgebäude Hardenbergstraße 40A	<b>HE</b> Hörsaalgebäude Elektrotechnik Straße des 17. Juni 136	<b>ST</b> Steinplatz 2
<b>BA</b> Alter Bauingenieurflügel (im Physikgebäude) Hardenbergstraße 40	<b>HF</b> Hermann-Föttinger-Gebäude Müller-Breslau-Straße 8	<b>TA</b> Technische Akustik Einsteintufer 25
<b>BEL</b> Kindergarten, Gerhard Ertl Center, Hybrid Lab Marchstraße 6 und 8	<b>HF-LA</b> Energielabor Müller-Breslau-Straße 8	<b>TAP</b> Technische Akustik Prüfhalle Einsteintufer 31
<b>BH-A</b> Bergbau und Hüttenwesen, Altbau und Neubau	<b>HFT</b> Hochfrequenztechnik Einsteintufer 25	<b>TC</b> Technische Chemie Straße des 17. Juni 124
<b>BH-N</b> Ernst-Reuter-Platz 1	<b>HL</b> Heizung und Lüftung Marchstraße 4	<b>TEL</b> TU-Hochhaus (ehem. Telefunken-Hochhaus Ernst-Reuter-Platz 7
<b>BIB</b> Universitätsbibliothek der TUB & UdK Fasanenstraße 88	<b>K</b> Kraftfahrzeuge Straße des 17. Juni 135	<b>TEM</b> Transmissionselektronenmikroskopie Marchstraße 10
<b>C</b> Chemiegebäude Straße des 17. Juni 115	<b>KF</b> ehem. Kraft- und Fernheizwerk Fasanenstraße 1A	<b>TK</b> Thermodynamik und Kältetechnik Straße des 17. Juni 135
<b>CAR</b> Camotstraße 1a	<b>KT</b> Kerntechnik Marchstraße 18	<b>V</b> Verformungskunde, Zentraleinrichtung Hochschulport (ZEH) Straße des 17. Juni 135
<b>E</b> Elektrotechnische Institute, Altbau Einsteintufer 19	<b>KWT</b> Kraftwerkstechnik und Apparatebau Fasanenstraße 1	<b>VWS</b> ehem. Versuchsanstalt für Wasserbau und Schiffbau, Zentralwerkstatt Müller-Breslau-Straße 19 (Schlussummst)
<b>EN</b> Elektrotechnische Institute, Neubau Einsteintufer 17	<b>L</b> ehem. Lebensmittelchemie Müller-Breslau-Straße 10	<b>W</b> Wasserbau und Wasserwirtschaft Straße des 17. Juni 144 und 144A
<b>EB</b> Erwerlungsbau Straße des 17. Juni 145	<b>M</b> Gebäudeteil Mechanik Straße des 17. Juni 135	<b>Z</b> Poststelle, Druckerei, Materialausgabe Straße des 17. Juni 135
<b>ENH</b> Gebäudeteil Elektromaschinen (EM) und Hochspannungstechnik (HT) Einsteintufer 11	<b>MA</b> Mathematikgebäude Straße des 17. Juni 136	
<b>ER</b> Ernst-Ruska-Gebäude Hardenbergstraße 36A	<b>MAR</b> Marchstraße 23	
<b>EW</b> Eugene-Paul-Wigner-Gebäude Hardenbergstraße 36	<b>MS</b> Mechanische Schwingungslehre Einsteintufer 5	

Link: [https://www.static.tu.berlin/fileadmin/www/1000000/Studieren/Uni-Leben/Campusplaene/Plan\\_Campus\\_Charlottenburg.pdf](https://www.static.tu.berlin/fileadmin/www/1000000/Studieren/Uni-Leben/Campusplaene/Plan_Campus_Charlottenburg.pdf)