



WELCOME

to Technische Universität Berlin

A Guide for International Researchers

Welcome



From left to right:

Vice President for Administration Dr. Mathias Neukirchen,

Vice President Prof. Dr.-Ing. Christine Ahrend,

President Prof. Dr. Christian Thomsen,

Vice President Prof. Dr. Angela Ittel,

Vice President Prof. Dr. Hans-Ulrich Hei

Dear colleague,

I am delighted by your choice to teach and conduct research at Technische Universitt Berlin, and I would like to extend you a warm welcome.

For your time at TU Berlin, I would like to provide you with some information about general topics and some helpful hints and check lists for organizing your stay in Berlin.

For further information, advice and help with formalities please contact the International Scientific Cooperation team within the Office of International Affairs.

On behalf of the entire Executive Board I wish you a successful and pleasant stay at TU Berlin.

Prof. Dr. Christian Thomsen
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 you make your stay in Berlin as pleasant as possible and to 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:

www.tu-berlin.de/?id=2856&L=1

International Scientific Cooperation

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 the entire duration of your stay at the University.

Contact at International Scientific Cooperation:

 +49 (0)30 314-2 42 67

www.tu-berlin.de/?id=148598

Dual Career Service for dual-career couples

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 child-care options, to navigate your way through the German school system and to 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 (0)30 314-7 58 71

service@dualcareer.tu-berlin.de

www.dualcareer.tu-berlin.de

Doctoral & Postdoctoral Services TU-DOC

TU-DOC, the office for doctoral and postdoctoral services, promotes and supports doctoral students to enable them to better integrate into life at TU Berlin. The office advises on questions about doctorate programs, funding opportunities, scholarships, contests and prizes.

Contact TU-DOC:

Johannes Moes – Head of Office

☎ +49 (0)30 314-2 96 22

johannes.moes@tu-berlin.de

www.tu-berlin.de/?id=57719&L=1



Funding opportunities

The TUB Research Support Service provides support and information on third-party funding applications:

- TUB internal research funding
- National research funding (DFG, Foundations)
- European funding



Contact TU Research Promotion Section:

Dr. Robert Spät

+49 (0)30 314-2 53 46

robert.spaet@tu-berlin.de

Dagmar Otto

+49 (0)30 314-2 95 76

dagmar.otto@tu-berlin.de

www.forschung.tu-berlin.de/?id=65602

Selected funding

- German Academic Exchange Service (DAAD)
- German Research Funding Agency (DFG)
- Alexander von Humboldt Foundation (AvH)

Further direct links:

Euraxess (for European Researchers only)

<https://euraxess.ec.europa.eu/jobs>

German Academic Exchange Service (DAAD)

Programs for students, graduates and academics:

www.daad.de/deutschland/stipendium

German Research Foundation (DFG)

www.dfg.de

Alexander von Humboldt Foundation

Sponsorship programs for postdoctoral scientists and scholars:

www.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:

www.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/?detailid=808&fachrichtung=6&land=48&status=3&seite=1



Check list

Before you arrive in Germany 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 check list will help you to prepare your stay in Berlin as well as possible while you are still in your country of origin.

- ☐ Register with International Scientific Cooperation
Section of the Office of International Affairs of TU Berlin:
www.tu-berlin.de/?id=148734
- ☐ Your passport has to be valid for the entire duration of your stay in Germany.
- ☐ In case 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 biometrical photographs are required.
- ☐ To simplify your life in Berlin, it is useful to take along 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 which is 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 are 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 30).



Accommodation

The housing situation in Berlin has changed considerably in recent years. Today, finding a reasonable and furnished apartment in the city center can be 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 the demand is much higher than the capacity, please contact us as early as possible.

TU Berlin Guesthouse
Mollwitzstraße 3, 14059 Berlin
☎ +49 (0)30 314-2 31 91
www.tu-berlin.de/?id=149021



Housing platform of the International Scientific Cooperation Section

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

www.tu-berlin.de/?id=149087

Further accommodation options

Private housing platforms

- **Housing Forum of Studierendenwerk Berlin**
(www.stw.berlin/en/housing.html)
- **Sabbaticalhomes** (www.sabbaticalhomes.com)
- **Airbnb** (www.airbnb.com)
- **9flats.com** (www.9flats.com)
- **Wimdu** (www.wimdu.de/berlin)
- **Housing Anywhere** (www.housinganywhere.com)
- **Crocodilian**
(www.crocodilian.de/tenants/apartment-search)
- **Farawayhome** (www.farawayhome.de)

Apartment rental sites

- **berlinovo** (www.berlinovo.de)
- **immonet** (www.immonet.de)
- **immobilienscout24** (www.immobilienscout24.de)
- **city-wohnen** (www.city-wohnen.de)
- **wohnung-jetzt** (www.wohnung-jetzt.de)
- **Erste Mitwohnzentrale** (www.mitwohn.com)
- **Home Company** (www.berlin.homecompany.de/en/index)
- **Wohnwitz** (www.wohnwitz.de)

For more information please visit:

www.tu-berlin.de/?id=149036



First steps after your arrival in Berlin



Directions to TU Berlin

Bus and subway stations near the central campus

U-Bahn: Station Ernst-Reuter-Platz, line U2 (Red line)

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

S-Bahn: Station Zoologischer Garten, lines S5, S7 and S75
Station Tiergarten, lines S5, S7 and S75

From the airport

Tegel Airport:

Bus: Line X9 to Ernst-Reuter-Platz (journey time: about 20 minutes).

Schönefeld Airport:

From the station Airport Berlin-Schönefeld take the Regional Express train RE7 (direction Dessau) or the Regional Train RB14 (direction Nauen). 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).

From Berlin Central Railway Station (Hbf.)

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, travel to Tiergarten 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 slip road 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 metres.

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 slip road to turn onto the 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 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 link below will help you to get started in Berlin.

www.talent-berlin.de/en/come-to-berlin

www.berlin.de/willkommenszentrum





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 cover. 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 a written verification of your coverage in Germany from your health insurance agency. If not, then you will have 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 possess an employment contract, you are obliged 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:

<https://www.bundesgesundheitsministerium.de/themen/krankenversicherung.html> or under

<https://euraxess.ec.europa.eu/germany/information-assistance/social-security/health-insurance>



Social security

If you have concluded a contract of employment 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 this website:

www.deutsche-sozialversicherung.de/en/index.html

EU Social Security Coordination:

www.ec.europa.eu/social/home.jsp?langId=en



Registering at the registration office

Anybody staying longer than two months in Germany is obliged 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:

www.service.berlin.de/dienstleistung/120686

Registration form

Bitte Ausfüllanleitung beachten! Bei mehr als 4 anzumeldenden Personen bitte weiteren Meldeschein verwenden!		Die nachstehenden Daten werden aufgrund von § 12 i. V. m. § 15 des Berliner Melderegels vom 26. 2. 1985 - GVBl. S. 507 - erhoben.		Tagesstempel der Meldebehörde	
ANMELDUNG bei der Meldebehörde – Landeseinwohneramt Berlin – Schraffierte oder stark umrandete Felder bitte nicht ausfüllen!				Leave blank	
MSt: Leave blank		Einzugsdatum At new address since (date)		Gemeindeschlüssel Leave blank	
Neue Wohnung (Straße/Platz, Hausnummer, Stockwerk) ① New address (Street, Number, Storey/Floor)		Bisherige Wohnung (Straße/Platz, Hausnummer, Stockwerk) ② Previous address (Street, Number, Storey/Floor)			
Zustellpostamt Postcode Berlin		(PLZ, Ort, Gemeinde, ggf. Zustellpostamt, Lkr., falls Ausland: auch Staat angeben) Previous address (Post Code, City, Country)			
bei Name on your letterbox (if not your own)		Bearbeitervermerke Leave blank Abmelder: <input type="checkbox"/> vor <input type="checkbox"/> Falls Abmeldung nicht vorlag, Abmelder abgemeldet <input type="checkbox"/>		Will you be maintaining a residence at your old address (if within Germany)? Does the person registering have a 2nd place of residence within Germany?	
Wird die bisherige Wohnung beibehalten? ③		Nein Ja		Hat eine der zur Anmeldung kommenden Personen eine weitere Wohnung? ④ Nein Ja	
Wird die bisherige Wohnung nicht aufgegeben oder bestehen weitere Wohnungen, füllen Sie bitte das „Beibehalt zur Anmeldung bei mehreren Wohnungen“ aus. Leave blank					
Bei Zuzug nach Berlin bitte hier gemäß Erläuterung ⑤ gegebenenfalls Anschrift und Zeitpunkt eintragen: If you are moving to Berlin from outside Germany, but you have lived in Germany in the last 5 years, list your most recent German address here. Also indicate the dates you lived there.					
⑥ Geburtsdatum Lfd. Nr. 1		⑦ Geschlecht (m., w.) sex		⑧ Familienname, akadem. Grad Family name, Title	
2 (d.o.b.)		3 Repeat for each of the persons being registered		⑨ frühere Namen (z. B. Geburtsnamen), ggf. Ordens- oder Künstlernamen Previous names and aliases	
4		10 Geburtsort (Gde., Lkr., falls Ausland: auch Staat angeben) Place of birth		11 Staatsangehörigkeit(en) Nationality(ies)	
2		3 Religion (nur ev. oder r.k.) Religion		12 Familienstand Marital status	
3		4 Datum und Ort der Eheschließung Place and date of marriage (where applicable)		13	
4		14		15 Familienbuch auf Antrag angelegt "Nein" for foreigners	
2		16 Für Flüchtlinge/ Vertriebene: Wohnsitz am 1. Sept. 1939 (Wohnort, Landkreis, Provinz) Only relevant for post WWII refugees		17 Erwerbstätig Employed? 1 <input type="checkbox"/> Nein <input type="checkbox"/> Ja 2 <input type="checkbox"/> Nein <input type="checkbox"/> Ja 3 <input type="checkbox"/> Nein <input type="checkbox"/> Ja 4 <input type="checkbox"/> Nein <input type="checkbox"/> Ja	
1		18 Angaben über nicht mitzuziehenden Ehegatten Information re: spouse (if living independently) Familienname Family name Geburtsdatum (d.o.b.) Vorname Given name(s) Anschrift (Straße/Platz, Hausnummer) Address (Street, Number, Storey/Floor) (PLZ, Ort, ggf. Zustellpostamt) Address (Post Code, City, Country)		Bearbeitervermerke verspätete Anmeldung <input type="checkbox"/> Leave blank	
2		19 Personalausweis Ausstellungsbehörde Ausstellungstermin Gültig bis Only relevant for those carrying a German ID card		20 Reisepaß / Kinderausweis Passport Ausstellungsbehörde Ausstellungstermin Gültig bis Issuing authority Date of issue Date of expiry Repeat for each of the persons being registered	
3		21 Gesetzlicher Vertreter (Vor- und Familiennamen, akadem. Grade, Geburtsdatum, Anschrift) ② Name and address of guardian (where a child is being registered). Not necessary where child is registered with its parents. Datum, Name, Anschrift und Unterschrift des Wohnungsgebers Date, Name, Address and signature of the person providing the accommodation at the new address. ie: Landlord, estate agent or owner.		Datum, Unterschrift eines Meldepflichtigen Date, Signature of the person registering (only on member of the family needs to sign here).	

At the registration office you will receive your:

- Registration certificate (you will need the registration certificate for the extension of 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.

A list of the *Bürgerämter* where you can register can be found here: www.service.berlin.de/buergerberatung-aemter

On the websites of the *Bürgerämter* you can make an appointment in order to avoid unnecessary waiting time.

How to make an appointment on the websites of the *Bürgerämter*:

- Step 1: Open 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” (district 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.

Bitte wählen Sie ein Datum:

verfügbar ausgebucht
available booked out

November 2017						
MO	DI	MI	DO	FR	SA	SO
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dezember 2017						
MO	DI	MI	DO	FR	SA	SO
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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.

An blau unterlegten und unterstrichenen Tagen sind noch Termine verfügbar. 1)

An rot unterlegten Tagen sind alle Termine ausgebucht. 2)

An weiß unterlegten Tagen sind noch keine Termine zur Buchung freigegeben. 3)

Step 7: Choose a time of day.

Please choose a time of day.

Bitte wählen Sie eine Uhrzeit:

☐ verfügbar
available

☐ nicht verfügbar
booked out

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:

Bitte bestätigen 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:*

Your prename and surname

Ihre E-Mail Adresse:

Your e-mail 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 entry only with agreement)

Datenschutzerklärung

Ihre Daten werden gemäß der [Datenschutzerklärung](#) ^o verarbeitet.

Allgemeine Nutzungsbedingungen *

☐ Ich erkläre mich mit den [Nutzungsbedingungen](#) ^o einverstanden und akzeptiere diese. (Pflichtangabe. Termineintrag nur bei Einverständnis möglich)

* Pflichtfelder mandatory field

Termin eintragen enter appointment



Residence permit

The following country and visa information is subject to constant change and we strongly advise you to check the website of the Federal Foreign Office:

www.auswaertiges-amt.de/EN/Startseite_node.html

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 from 7 January 2013 you will 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). You can apply for this once you enter Germany.

For **citizens of non-EU countries**: When 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. 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. 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:

www.hrk.de/hrk-international/mobility-and-mutual-recognition/mobility-of-researchers/

TU Berlin Visa Service

For visa and residency issues please contact the TU Berlin visa service. You can also renew your residence permit through the visa service.

Important: If you opt for the use of the visa service at TU Berlin, please note that processing takes about four weeks and during this time you will need to hand in your passport.

To find the requirements for an extension of stay as well as other information, such as the opening times of the visa service, please visit:

www.betreuung-int-stud.tu-berlin.de/menue/aufenthalt/#53968

Main Building, Room H51

☎ +49 (0)30 314-2 43 59

Foreigners' registration office

If the TU Berlin visa service cannot process your individual case, please find information here on the foreigners registration office (Ausländer-Behörde).

Researchers from all over the world and their family members can make an appointment at the foreigners' registration office by using this link:

www.service.berlin.de/standort/121885/en

For registration at the foreigners' registration 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

If your partner or your children are accompanying you, you should submit applications for yourself and your family members at the same time – even if your family are arriving several weeks later.



Opening a bank account

To open a bank account you need your passport and residence permit. Often a registration certificate is required on which your address in Berlin is noted (this certificate will be issued to you at the registration office).



Campus card for international scholars

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

- receive a TU Berlin email account
- use the TU Berlin libraries
- receive a university mensa card for employees and dine 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 TUB professor can provide you with a provisioning letter (*Provisionierungsschreiben*) for the period of your stay.

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



tublT-Laden

Einsteinufer 17, 10587 Berlin, room EN 024

opening hours:

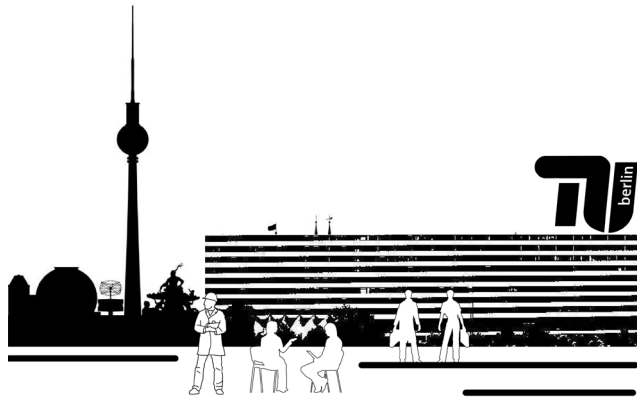
lecture period: Monday - Friday 8:00 - 18:00

semester break: Monday - Friday 10:00 - 18:00

For further details about the process, please visit the website

www.tu-berlin.de/?id=148750&L=1

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 the personnel department will let you know which forms and documents are required. Your contact person in the personnel department can be found here:

www.tu-berlin.de/?id=34883

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 signing up 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 employ-

ment relationship which is regulated by an employment contract and if you stay longer than half a year, as a rule you will be taxed on your worldwide income and assets.

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

www.euraxess.de/germany/information-assistance/taxation

www.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 a working 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 products of the VBL. For more information please ask your contact person in the personnel department.

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

www.deutsche-rentenversicherung.de/Allgemein/en/Navigation/englisch_index_node.html

www.vbl.de/en

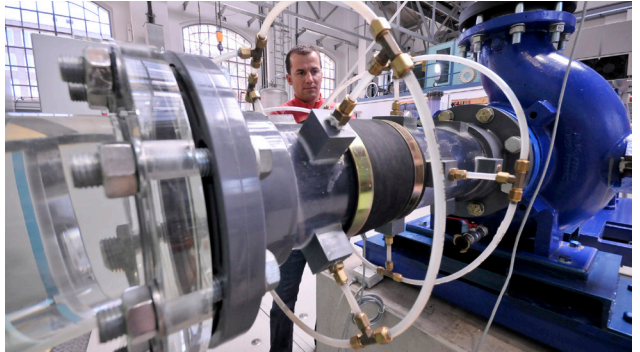
www.findyourpension.eu

What does a scholar earn in Germany?

Information concerning the application of collective labor agreements can be found here:

www.academics.de

www.oeffentlicher-dienst.info



Women's Representative Office

The women's representative 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.

www.tu-berlin.de/?id=23514



Library

TU Berlin University Library

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

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

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

www.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:

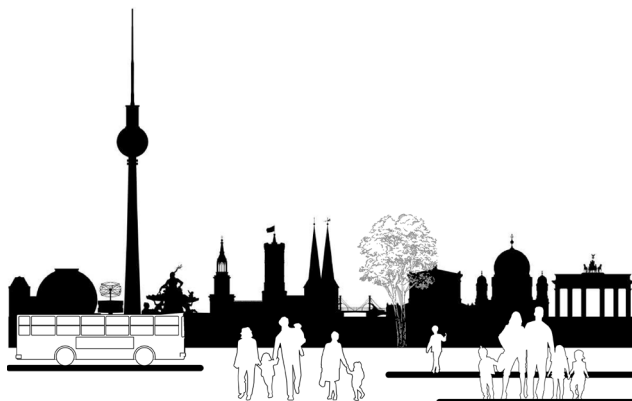
www.ub.tu-berlin.de/en/using-the-library/locations-hours/

Overview of all libraries in Berlin

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

www.berlin.de/sen/kultur/en/funding/cultural-institutions/libraries-and-archives/

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:

www.bvg.de/en

www.s-bahn-berlin.de/en

Berlin fare zones A, B, and C:

The city of Berlin and the surrounding suburbs have been organized into three tariff zones A, B and C. You can buy tickets for the combined zones AB, BC or ABC, as needed. Adults pay regular fare; the reduced fare is valid for children aged 6 to 14. Children under 6 travel for free.

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; Airport Berlin Tegel TXL is located in this zone

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



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

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

Deutsche Bahn

The Deutsche Bahn connects all big cities and most of the smaller cities and towns in Germany. You can buy tickets on the internet, in the train station at the ticket machine or at the ticket office. If you are in a hurry, you will also be able to buy your ticket on long-distance trains from the ticket collector. This option is more expensive.

For more information about the Deutsche Bahn, please visit: www.bahn.de/p_en/view/index.shtml

Buses

An inexpensive way to travel within Germany and Europe is to go by long-distance buses. Numerous bus companies offer trips to the bigger German and European cities as well as to popular holiday destinations.

For information concerning bus companies, destinations and booking, please visit: www.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:

www.unirad.blogspot.de

(only available in German)

Unirad is basically a self-help workshop, which means you must repair your bike yourself, but the tools are provided. In addition, hints and tips for repair are given.

If you are a newcomer or feel insecure on a bike, the *Radfahr-schule* offers lessons for adults, also available in English.

www.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 "Ebay Kleinanzeigen":

www.kleinanzeigen.ebay.de

(only available in German)

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:

www.stadtentwicklung.berlin.de/umwelt/luftqualitaet/umweltzone/index_en.shtml

Parking spaces can be found in limited numbers around the institutes of TU Berlin. Parking in the street is partly subject to charge. Please note that not paying the charge may lead to a fine.



Health and emergency numbers

Doctors

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

www.aerzte-berlin.de

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:

www.newinthecity.de/en/new-in-berlin/authoritiesberlin/3041-first-aid-emergency-call-and-hospitals-in-berlin.html

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:

www.akberlin.de/apothekenfinder.html

A list of hospitals in Berlin can be found here:

www.berliner-krankenhausverzeichnis.de



Culture and leisure in Berlin

Calendar of events at TU Berlin

You can find the TU Berlin calendar of events at:

www.tu-berlin.de/?id=731&L=1

Events for visiting scholars

Link to events organized by International Scientific Cooperation:

www.tu-berlin.de/?id=148831&L=1

Culture and leisure in Berlin

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

www.berlin.de/en/events

www.tip-berlin.de

www.zitty.de

Berlin in English:

www.exberliner.com

www.talent-berlin.de/en

TU sports

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

www.tu-sport.de

Uni Cinema

During the semester Charlie's Campus Movieclub shows movies every Tuesday at 18:30.

www.unikino.tu-berlin.de/?id=111999

Language courses

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

Modern Language Center

www.zems.tu-berlin.de/zentraleinrichtung_moderne_sprachen/parameter/en/

Sprach- und Kulturbörse der TU Berlin

(language and cultural exchange)

www.skb.tu-berlin.de/contao/index.php/en/skb.html

More German courses can be found at the adult education centers (*Volkshochschulen*)

www.berlin.de/vhs/kurse/deutsch/deutschfremd.html



Living with your family in Berlin

You can find important information about your stay with your family on this website:

www.euraxess.de/germany/information-assistance/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 will advise and inform you about all family relevant issues. The office will support you in finding a place for your children in a school or in a kindergarten and help you to find a babysitter.

www.tu-berlin.de/familie

www.facebook.com/tub.familien

Schools

Schools in your area for school-age children can be found at the following website:

<https://www.berlin.de/sen/bildung/schule/berliner-schulen/schulverzeichnis/>

(only available in German)

Child benefit

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

<https://www.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.



Check list

- ☐ Deregistration at the registration office (to be done not later than one week before your departure). This is especially important should you wish to register again one day for a new residence in Germany. If you do not deregister, you might face a fine.
- ☐ Closure of bank account.
- ☐ Cancellation of contracts (e.g. electricity, water, gas, telephone, internet). Some of these issues might be handled automatically by your residential home/guesthouse. Please check on this.
- ☐ Return of institute keys.
- ☐ Return of your university campus card, the library card, books, etc.
- ☐ Deregistration of your children from kindergarten or school.
- ☐ Paying out of your deposit.
- ☐ Application for a forwarding address at the Deutsche Post.
- ☐ Registration in the TU Berlin alumni program for free:
www.alumni.tu-berlin.de

Useful addresses and links

At TU Berlin

Academic calendar

<https://www.tu-berlin.de/?id=133618>

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

www.alumni.tu-berlin.de

Central address of TU Berlin

Technische Universität Berlin

Straße des 17. Juni 135, 10623 Berlin

☎ +49 (0)30 314-0

www.tu-berlin.de

Doctoral & Postdoctoral Services TU-DOC

Room FH 602

Fraunhoferstr. 33 - 36, 10587 Berlin

☎ +49 (0)30 314-2 59 08

www.tu-berlin.de/tu-doc

Dual Career Service

Room EB 326

Straße des 17. Juni 145, 10623 Berlin

☎ +49 (0)30 314-7 58 71

www.dualcareer.tu-berlin.de

Family Services Office

Main Building, Room H 1111

Straße des 17. Juni 135, 10623 Berlin

☎ +49 (0)30 314-2 56 93

www.tu-berlin.de/familie

Information for employees at TU Berlin

<https://www.tu-berlin.de/?id=20>

**International Scientific Cooperation
of the Office of International Affairs**

Main Building, Room H 2034
Straße des 17. Juni 135, 10623 Berlin

☎ +49 (0)30 314-2 42 67

www.tu-berlin.de/?id=148598

TU-internal emergency numbers

Main Reception

☎ +49 (0)30 314-2 49 32

Safety and Environmental Services (SDU)

☎ +49 (0)30 314-2 33 33

external ☎ +49 (0)30 314-2 33 33

www.arbeits-umweltschutz.tu-berlin.de

Visa Service

Main Building, Room H 51

Straße des 17. Juni 135, 10623 Berlin

☎ +49 (0)30 314-2 43 59

www.betreuung-int-stud.tu-berlin.de/menue/aufenthalt/#c53968

Women's Representative Office

Main Building, Room H 1108a

Straße des 17. Juni 135, 10623 Berlin

☎ +49 (0)30 314-2 14 38

https://www.tu-berlin.de/zenfrau/zielgruppen/team_und_kontakt/#c791918

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

Citizens' offices in Berlin

www.berlin.de/verwaltungsfuehrer/buergerberatung

Embassies and foreign representations in Germany

<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/vertretungen-anderer-staaten>

Euraxess Germany

www.euraxess.de

Foreigners' registration offices in Berlin

www.berlin.de/labo/auslaender/dienstleistungen

General emergency numbers

Police 110

Fire brigade 112

Rescue/ambulance 112

Poisoning 19 240

Lost or stolen credit, debit or ATM cards

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

German missions abroad

www.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

Welcome Centre of the City of Berlin

Potsdamer Straße 65, 10785 Berlin – Mitte

☎ +49 (0)30 9017 2326

willkommenszentrum@intmig.berlin.de

Montag, Dienstag und Donnerstag: 9.00 bis 13.00 Uhr

Donnerstag: 15:00 bis 18:00 Uhr

www.berlin.de/willkommenszentrum

