WELCOME

to Technische Universität Berlin

A Guide for International Researchers

| Office of International Affairs | International Scientific Cooperation Section |
Welcome

From left to right: Vice President Prof. Dr. Angela Ittel, President Prof. Dr. Christian Thomsen, Vice President Prof. Dr.-Ing. Christine Ahrend, Vice President Prof. Dr. Hans-Ulrich Heiß

Dear colleague,

I very much appreciate your choice to teach and conduct research at the Technische Universität Berlin, and I would like to extend you a warm welcome. For your time at the 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 please contact the team at the International Scientific Cooperation Section of the Office of International Affairs. They are there to help you with all the necessary formalities and with advice.

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

Prof. Dr. Christian Thomsen
President
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Preparing your stay in Berlin

Your first contacts at the TU Berlin

The 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. The TU Berlin is, like most German universities, decentralized. Most research topics are determined directly by the faculties and departments. If you are planning a research stay at the 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 Section

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

Contact at the International Scientific Cooperation Section:
📞 +49 (0)30 314-2 42 67
✉️ +49 (0)30 314-2 52 34
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. The service provides the information you will need in order to find suitable accommodation and childcare options, to navigate through the German school system and to adjust to everyday life in Berlin. The service also provides career transition counselling services 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 the 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
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)

DAAD
Programs for students, graduates and academics:
www.daad.de/deutschland/stipendium

German Research Funding Agency (DFG)
http://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

Preparing your stay in Berlin
Check list

Before you arrive in Germany there are some important things you should take care of. The TU Berlin wants to support you in the best way possible with all the relevant information you might need.

Some matters 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 at the International Scientific Cooperation Section of the International Affairs Office of the 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 it 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 which is valid in Germany. For further information, see the section “Health insurance” (page 12).

☐ For accommodation, see the section “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 28).
Accommodation

The housing situation in Berlin has changed a lot in the last few years. Today, finding a reasonable and furnished apartment in the city center can be difficult. Therefore, we recommend to start with 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 get in touch with us as early as possible.

Guesthouse of the TU Berlin
Mollwitzstraße 3, 14059 Berlin
☎ +49 (0)30 314-2 31 91
www.tu-berlin.de/?id=50930

Housing Platform of the International Scientific Cooperation Section

The International Scientific Cooperation Section of the International Affairs Office lists a number of private apartments. Should you be interested in an apartment, please contact the landlord directly.
www.tu-berlin.de/?id=149087
More accommodation options

Private Housing Platforms

- Housing Platform of the Office of International Affairs (www.tu-berlin.de/?id=149087)
- 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)
- immobilien scout24 (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 the 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 (travel 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 travel 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 the Kaiserdamm boulevard (later called Bismarckstraße). Continue via the roundabout into Straße des 17. Juni, and the main building of the TU Berlin is on your right after approximately 100 metres.

*From Hanover (Autobahn A2) and Leipzig, Nürnberg:*  
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, but then take the first exit to Kaiserdamm. Turn left at the end of the slip road to turn onto the Kaiserdamm boulevard (continuation as Bismarckstraße). Continue via the roundabout into Straße des 17. Juni, and the main building of the 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 researchers and their accompanying family members must take out a health insurance policy that covers them from the first day in Germany. To get a residence permit, you will be required to submit 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 apply, 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 fund your stay in Germany independently or by means of a fellowship, there is only the possibility of taking 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:
www.bmg.bund.de/krankenversicherung.html or under www.euraxess.de/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 sta-
tutory 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:


EU Social Security Coordination:

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

Registering at the Registration Office

Everybody staying longer than 2 months in Germany is obliged to register at the registration office (Meldestelle) at a Bürgeramt. Within two weeks of your arrival or in case 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 by the landlord/lessor (Wohnungsgeberbestätigung)
- Civil status certificate (e.g. marriage or birth certificate)
- A filled out 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
First steps after your arrival in Berlin

### Registration form

#### ANMELDUNG bei der Meldebehörde – Landeseinwohneramt Berlin –

<table>
<thead>
<tr>
<th>MSt</th>
<th>Leave blank</th>
<th>Enthaltung</th>
<th>Leave blank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neues Wohnungsplatz/Familienname, akadem. Grad</td>
<td>At new address since (date)</td>
<td>Gemeindeanschluss (PLZ, Ort, Gemeinde, ggf. Zentralamt, lkr. falsch angeht auch Stall angeben)</td>
<td></td>
</tr>
<tr>
<td>Bisherige Wohnung (Str., Ort, Hausnummer, Stockwerk)</td>
<td>Leave blank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New address (Street, Number, Storey/Floor)</td>
<td>Leave blank</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Registration Form Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name on your letterbox (if not your own)</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Will you be maintaining a residence at your old address (if within Germany)?</td>
<td></td>
</tr>
<tr>
<td>Does the person registering have a 2nd place of residence within Germany?</td>
<td></td>
</tr>
<tr>
<td>Leave blank</td>
<td></td>
</tr>
</tbody>
</table>

#### Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geburtsdatum (d.o.b.)</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Geschlecht</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Familienname, akadem. Grad</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Nation(ality)(ies)</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Religion</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

#### Previous Addresses

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous address (Street, Number, Storey/Floor)</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Previous address (Post Code, City, Country)</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

#### Additional Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of birth</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Religion</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Marital status</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Place and date of marriage (where applicable)</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

#### Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ausstellungsbüro</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Ausstellungsdatum</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Gültig bis</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

#### Passport

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reiseausweis/Kinderausweis</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Ausstellungsbehörde</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Ausstellungsdatum</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Gültig bis</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

#### Escort Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and address of guardian (where a child is being registered)</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Not necessary where child is registered with its parents.</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

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Name and signature of the person providing the accommodation at the new address, in Landlord, estate agent or owner.
At the registration office you will receive:

- 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 (IdNr.) if you have an employment contract and receive a salary.)

If you leave Germany at the end of your research stay, you must deregister yourself from 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 collection of a location).

Step 3: Click on “A-Z der Standorte” (A-Z of the locations).

Step 4: Choose one “Bezirksamt” (district 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.

Bitte wählen Sie ein Datum:

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.
Step 7: Choose a time of day.

Bitte wählen Sie eine Uhrzeit:

<table>
<thead>
<tr>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:00</td>
<td>freier Termin</td>
</tr>
<tr>
<td>16:10</td>
<td>freier Termin</td>
</tr>
<tr>
<td>16:20</td>
<td>freier Termin</td>
</tr>
<tr>
<td>16:30</td>
<td>freier Termin</td>
</tr>
<tr>
<td>16:40</td>
<td>freier Termin</td>
</tr>
</tbody>
</table>

Step 8: Type in the letters and numbers in this picture in the box below and confirm with “Bitte bestätigen”.

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

Privacy policy
Your data will be processed according to the privacy policy.

Terms and conditions
I agree to the Terms of Use and accept them. (compulsory statement, appointment entry only with agreement)
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 the countries 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 an 180-day period). They can apply for this once they 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 right 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 the 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/

Visa service of the TU Berlin

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

Important: If you opt for the use of the visa service at the TU Berlin, please note that processing takes about 4 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)30 314-24 359

Foreigners’ Registration Office

If the visa service of the TU Berlin cannot process your individual case, please find information here on the Foreigners Registration Office (FRO).

Scientists 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 will arrive 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 researchers

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

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

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

- tubIT-Laden
- Einsteinufer 17, 10587 Berlin, room EN 024
- opening hours:
  - lecture period: Mon–Fri 8:00–18:00
  - semester break: Mon–Fri 10:00–18:00
- For further details about the process, please visit the website
  www.tu-berlin.de/?id=148750&L=1
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 the TU Berlin, they will need your date of birth, your tax identification number (IdNr.), your health insurance and information about whether this is your main or secondary occupation. You will get the 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

Scientists who come to Germany with a research scholarship are usually exempt from taxation. It is advisable, however, to consult your scholarship provider.

Pension

Every researcher with a working contract with the 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.de

What does a scientist 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 the TU Berlin and offers the following services:

- career counselling
- information about the particular structures in the science sector
- information concerning on 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 the TU Berlin

Besides the central university library you will also find department libraries (special libraries, institute libraries, other libraries)
at the 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:
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 do not need tickets.

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 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 the TU Berlin:
www.unirad.blogsport.de

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 the bike, the Radfahr-schule offers lessons for adults, also 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

Cars and parking

Please be aware of the fact that there is a low emission zone in Berlin. In this area only vehicles which comply with emission standards are allowed. 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 the 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:  

**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/apothekefinder.html

A list of hospitals in Berlin can be found here:  
www.berliner-krankenhausverzeichnis.de

**Culture and leisure in Berlin**

**Calendar of events at the TU Berlin**

You can find the TU Berlin calendar of events at:  
www.tu-berlin.de/?id=731&L=1

**Events for visiting researchers**

Link to events organized by the International Scientific Cooperation Section:  
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, the 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 in German language every Thursday at 7 pm.
www.unikino.tu-berlin.de/?id=111999

**Language courses**

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

Zentraleinrichtung Moderne Sprachen (Modern Language Center)
www.zems.tu-berlin.de/zentraleinrichtung_moderne_sprachen/
parameter/en/

Sprach- und Kulturbörse der TU Berlin (language and cultural exchange)

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

**Family Services Office of the TU Berlin**

(“Familienbüro”)

The Family Services Office of the TU Berlin offers services for all members of the TU Berlin. 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.facebook.com/tub.familien
www.tu-berlin.de/familie

**Schools**

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

www.berlin.de/sen/bildung/schulverzeichnis_und_portraets/anwendung

**Child benefit**

You may be entitled to draw child benefit 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 have a look at:

www.service.berlin.de/familie-partnerschaft-gleichstellung
Before you leave Berlin and Germany, we kindly ask you to take care of the following formalities.

**Check list**

- Deregistration at the registration office (this should be done not later than one week before your departure). This is especially important in case you want to register again one day for a new residence in Germany. If you did not deregister, you might get fined.
- 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 alumni program of the TU Berlin for free: [www.alumni.tu-berlin.de](http://www.alumni.tu-berlin.de)
Useful addresses and links

At the TU Berlin

Academic calendar
For lectures at the Technische Universität Berlin visit:
www.tu-berlin.de/?id=133618

Alumni TU Berlin
Main Building, Room H 2515/ H 2517/ 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 the 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 701
Fraunhoferstr. 33–36, 10587 Berlin
☎ +49 (0)30 314-2 59 08
www.tu-berlin.de/tu-doc

Dual Career Service
Main Building, Room H 1111A
Straße des 17. Juni 135, 10623 Berlin
1 +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 the TU Berlin
www.tu-berlin.de/?id=20
International Scientific Cooperation Section
of the International Affairs Office
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
📞 030-314-2 49 32
Safety and Environmental Services (SDU)
📞 030-314-2 33 33
external 📧 030-314-2 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 1108
Straße des 17. Juni 135, 10623 Berlin
📞 + 49 (0)30 314-2 14 38
www.tu-berlin.de/zentrale_frauenbeauftragte

**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:

**Citizens’ offices in Berlin**
www.berlin.de/verwaltungsfuehrer/buergerberatung
Embassies and foreign representations in Germany
http://www.auswaertiges-amt.de/cae/servlet/contentblob/332540/publicationFile/220853/VertretungenFremder-StaatenListe.pdf

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
http://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:
https://publicholidays.de/berlin/

Welcome Centre of the City of Berlin
Potsdamer Straße 65, 10785 Berlin – Mitte
☎ 030- 9017 2326
✉ 030-9017 2320
willkommenszentrum@intmig.berlin.de
Mo, Di und Do: 9.00 bis 13.00
Do 15:00 bis 18:00 Uhr
www.berlin.de/willkommenszentrum