

5.1 Overview – Application and Registration for BMS Students

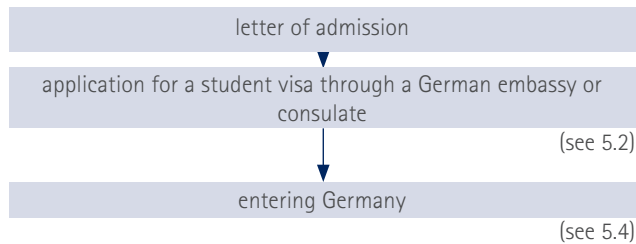
**One-Stop Office**

Information about studying at the BMS, initial information and guidance, specific entry requirements, language requirements, application/registration formalities, application documents

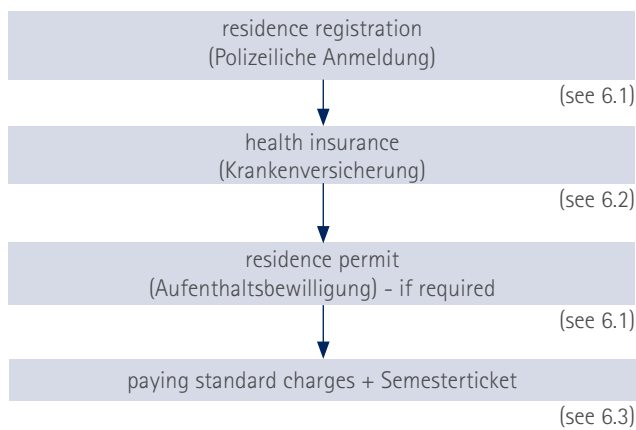
(see 1.4 ff + 1.1 ff)

Here's an overview of requirements for enrollment.

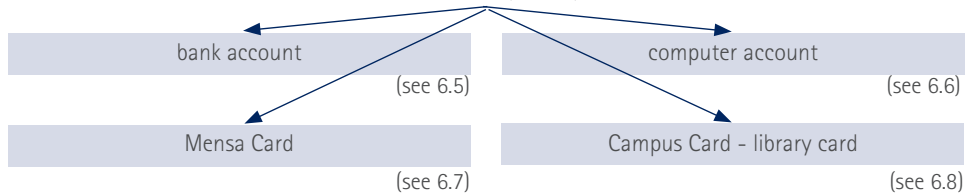
**Entry requirements to study at the BMS**



**Steps to Enrollment**



**Enrollment (see 3.4)**



## 5.2 Visa

Whether or not you need a visa or a residency permit for entering Germany depends on your citizenship. Please contact a German embassy or consulate in your home country regarding current entry and residency requirements to find out whether you need a visa. The addresses of the embassies and consulates can be found on the website of the German Federal Foreign Office:

<http://www.auswaertiges-amt.de/diplo/de/Laenderinformationen/LaenderReiseinformationenA-Z.jsp>

They will also tell you which papers and documents you will need for the visa application and whether you will need a residency permit.

**Please note: When obtaining your visa, it is your citizenship and not the university you graduated from that determines the appropriate procedure you need to take.**

For example, if you study in an EU country and have a residency permit for this country but your nationality is neither EU nor from one of the seven countries listed below, you need to apply for a student visa in Germany. If this is the case, please contact the German embassy of your country of origin or the German embassy in your country of study.

The following provides an overview of some key facts to give you an initial idea of how it all works:

**Students from the EU and the EFTA countries (i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need a student visa.** However, before enrolling you must register at the registration authority (Einwohnermeldeamt or Bürgeramt) within the first two weeks of arrival. EU and EFTA citizens will neither have to register at the Foreigners Registration Office (Ausländerbehörde) nor will they need a so-called residency permit (see 6.1 Residence Registration).

**Members of the following seven countries also do not need a visa to enter Germany,** but will have to register at the Ausländerbehörde and apply for the residency permit before their enrollment in a German university: **Australia, Canada, Israel, Japan, New Zealand, South Korea, USA.**

**Students from all other countries MUST obtain a visa before entering Germany.** You can get a visa from the relevant German embassies or consulates abroad. Make sure you enquire about whether or not you need a visa well in advance. It may take up to 12 weeks from the date of application to the date your visa is issued!

Make sure you apply for the visa as soon as possible at the responsible German embassy or consulate. An entrance/student visa is required in order to enroll. An entrance visa will be converted into a residency permit for study purposes following enrollment. **The conversion of a tourist visa into a residency permit for study purposes after entry into Germany is NOT possible.**

As a rule, you will have to present the following papers and documents to the relevant German embassy or consulate in your country:

- Letter of admission from the Berlin Mathematical School,
- Proof of financing: documents that prove you will have sufficient financial resources to finance your living expenses while you study (e.g., BMS scholarship),
- Proof of health insurance, and
- Academic transcripts: proof of any academic credits earned or examinations passed.

## 5.3 Proof of Financing

Students who have been awarded a scholarship from the Berlin Mathematical School have to prove their financial status to the relevant German embassy or consulate by showing their letter of admission to the BMS.

Students admitted without a scholarship from the BMS must be able to prove that they can finance their studies for a visa to be issued.

The German authorities require that you meet a certain minimum amount to have at your disposal each month. At the moment, this minimum is 670 €/month (7,716 €/year) (compare with 5.6 Cost of Living). However, it is possible that they ask for proof of a higher amount.

Proof of financing can be shown in different ways. It is imperative that you enquire at the German embassy in your country in what form the proof should be shown!

In principle, the following ways are possible:

- Submission of appropriate statements of income and assets from your parents.
- A guarantee to the Foreigners Registration Authority from someone living in Germany that they will bear the costs for you.
- An security deposit into a blocked account.
- A bank guarantee.
- A scholarship from a recognized grantor (e.g., BMS, DAAD).
- Proof of financial support by the German students financial aid program - BAföG (for German students only).

## 5.4 Don't forget...

### Mini Check

Documents you should take with you before entering Germany:

#### Identification:

- Passport/visa
- Several passport photos
- International driving license or a German translation of your driving license (optional)

#### Documents:

- Letter of admission from the BMS
- Proof of financing
- Proof of health insurance (public or private)
- Certificates or diplomas from your college/university and secondary school (if available)
- Language certificates

#### Money:

- Cash (800 €-1000 €) – You will have numerous expenses, especially in the first few days and weeks!
- Credit card, traveler's cheques
- Statements of income/assets from your parents
- Proof of financing

## 5.5 Accommodation

Cheap accommodations will relieve the strain on your student budget enormously (see 5.6 Cost of Living). Rent (on average about 250 €/month) is the largest monthly expense for students. However, the amount of rent depends mainly on the type of accommodation and your place of study.

### Residence Halls

The Studentenwerk runs the student residences. Through a mandate of the German Federal State of Berlin, the Studentenwerk provides social, economic and cultural support services to Berlin's students regardless of where they are enrolled. The Studentenwerk offers both furnished and unfurnished housing. Furnished rooms are mostly equipped with a writing desk, a bed, a wardrobe and shelves. Pillows, blankets, bedding and towels are not provided. In some of the residences, however, these provisions can be purchased or rented.

Accommodation through the Studentenwerk is the cheapest form of housing for students. The possibilities are varied and range from simple rooms to flats for couples, for students with children and also for students with disabilities. The facilities of such housing differ, but in general they are of a good standard. There are often communal rooms such as cafés, basements for bicycles and washing machines.

The rents in the student residences depend on the furnishing, location and size of the room. Rents also vary depending on the location of the university, but on the whole it is the cheapest form of housing for students!

Types of accommodation available through the Studentenwerk:

- Single room on one floor: Several rooms on one floor with a shared kitchen, bath/shower and WC.
- Single room in a shared suite: Self-contained housing with between two to seven single rooms, mostly with shared kitchen, bath/shower and WC.
- Apartments: Single or double apartments. A single apartment is a self-contained unit comprised of one room with a kitchenette, bathroom and WC. Double apartments with two rooms are usually rented to student couples.
- Guesthouses/student hotels: The Berlin Studentenwerk guesthouses or student hotels are available for students who need accommodation for only one or several days. First-year students who only need a room temporarily can lodge in the guesthouses. The Berlin Studentenwerk student hotel operates every year from March to September. Send inquiries to: [studentenhotel.hubertus@studentenwerk-berlin.de](mailto:studentenhotel.hubertus@studentenwerk-berlin.de) <http://www.studentenwerk-berlin.de/en/wohnen/studentenhotel/index.html>

Contact person: **Anja Bewersdorff** ([bewers@math-berlin.de](mailto:bewers@math-berlin.de))

### Reservations

The BMS coordinates the allocation of rooms for its students with the Berlin Studentenwerk. If you wish to reserve a room in a student residence, please contact the One-Stop Office! Keep in mind that this will be a BINDING room reservation and you will be held liable for any costs incurred by late cancellations or no-shows.

Of the student residences in Berlin only the ones listed below are available to our students. You can list three preferences where you would like to live but the allocation of rooms is subject to availability. So you may be offered a room in a residence that was not on your list!

Residence Center/ Wohnheimverwaltung	Residence name	Type of accommodation
Siegmonds Hof	Danckelmannstraße	Single rooms
	Dauerwaldweg	Single rooms
	Eichkamp I	Single rooms
	Siegmonds Hof	Single rooms
Lankwitz	Goerzallee	Single rooms
	Halbauer Weg	Shared bath apartments
Sewanstraße	Aristotelessteig	Single rooms, single apartments
	Dolgensee-/Mellenseestr.	Single rooms
	Sewanstraße	Single rooms
	„Hans und Hilde Coppi“	Single rooms, single apartments
Hardenbergstraße	Hardenbergstraße	Single rooms

More information on the residences, e.g., location, can be found on the website of the Studentenwerk (see **3.3 Advisory Services**).

To reserve a room please tell us:

- Your arrival date and time in Berlin and the date you intend to move into the room, i.e., starting date for the rental contract.
- The maximum amount you can afford for rent.
- The university you would like to be close to.
- Type of housing: single apartments are only available within a reasonable distance to HU campus Adlershof.
- If you prefer a suite, state the maximum amount of people you would be willing to live with.
- Length of contract (e.g., 1 or 2 semesters).

**Please keep in mind that the Studentenwerk does not allow you to reserve a room on your own.** We will fill out the application form for you and send it to the Studentenwerk. As soon as we receive the confirmation from the Studentenwerk that you have been allocated a room, we will inform you about the details.

### Student Hotels and Youth Hostels

In student hotels or backpackers' hostels you can find reasonably priced accommodation for a few days, usually in a dormitory or shared room accommodation. You can find these addresses on the internet: <http://www.backpacker-network.de/?lang=en>

Useful links for temporary accommodation in Berlin:

- Internationale Wohnagentur "fine+mine": <http://www.fineandmine.de>
- House of Nations: <http://www.house-of-nations.de/>
- Jugendgästehaus-Central: <http://www.jugendgaestehaus-central.de/index.shtml.en>
- YMCA youth hostel Berlin: <http://cvjm-jugendgaestehaus.de/>
- Jugendgästehaus am Zoo: <http://www.jgh-zoo.de/en/>
- Heart of Gold hostel: <http://www.heartofgold-hostel.de/>
- Bax Pax downtown hostel:

<http://www.baxpax.de/downtown/en/home/>

- Youth hostels in Berlin:

<http://www.people-in-berlin.de/hostels.htm>

### Shared Flats

Shared flats (Wohngemeinschaften – WGs) are a popular alternative to residence halls. Several people live together in a flat they have rented privately and share the kitchen and bathroom. Everybody has their own bedroom, while the other rooms are shared. The advantage is that all the flatmates share all the costs (rent, telephone and Internet, utilities like electricity and water), which means that living in a WG is cheaper than living alone. You can find and/ or offer WG rooms on the Internet at:

- <http://www.casaswap.com>
- <http://www.wg-gesucht.de/en>
- <http://berlin.homecompany.de/index.php?sp=en>
- <http://www.deutschland-wg.de>
- <http://www.wggruendung.de> (in German)
- <http://www.wg-suchen.de> (in German)
- <http://www.studenten-wg.de> (in German)
- <http://www.easywg.de> (in German)
- <http://www.wohngemeinschaft.de> (in German)
- <http://zimmersucher.de> (in German)
- <http://berlin.studenten-wohnung.de> (in German)
- <http://www.wgcompany.de> (in German)
- <http://www.wg-zimmer.de> (in German)

### Private Accommodation

It is possible to find affordable private accommodation in Berlin, even for a student. If you are renting an apartment, you would normally be the main tenant and as such you have greater rights, but also greater responsibility. If you only lease one room, you are a sub-tenant. Please always read any agreement (Mietvertrag) very carefully and do not sign anything until you have understood your contractual obligations and rights.

A listing of accommodations for private rentals can be found in the classified section of several Berlin daily newspapers (in German):

- Berliner Zeitung (Saturdays):  
<http://www.berlinonline.de/berliner-zeitung/>
- Berliner Morgenpost (Sundays):  
<http://immonet.morgenpost.de/>
- Tagesspiegel (Saturdays):  
<http://anzeigen.tagesspiegel.de/immoindex.php>

Notices of room availabilities for a WG (flat-share) can be found in "Zitty" and "Tip"—the two Berlin listings magazines published on alternating Wednesdays. They are also often available for free consultations in many student pubs and restaurants. The "Exberliner" is the English alternative to the German "Zitty" or "Tip," with a focus on things that could be interesting for English speakers in Berlin and a classifieds section. The newspaper-type publication "Zweite Hand" ("Second Hand"), published three times a week, also contains flat-share notices:

- <http://www.zitty.de> (in German)
- <http://www.tip-berlin.de> (in German)
- <http://www.zweitehand.de> (in German)
- <http://www.exberliner.com>

The BMS One-Stop Office also stays in contact with landladies and landlords who rent furnished rooms to students. Please contact us to learn about these offers.

### Rental Contracts

When renting a room — regardless of whether it is in a student residence hall, a shared flat, or private accommodation — you will have to sign a rental contract. Read the contract carefully. We would also recommend that you take advantage of the free legal advice service offered by the student council (see 3.3 Advisory Services).

You must always check the state and condition of your future room before you move in. Note any damage or other shortcomings, like stains, and inform your landlord or landlady of these. This will protect you later from any possible claims for damages.

### Good Links

Valuable and helpful tips about accommodations and the landlord and tenant law can be found on the following websites:

- <http://www.mieterbund.de/> (in German)
- <http://www.anwaltonline.com> (in German)
- <http://www.mietrecht.de> (in German)
- <http://www.internetratgeber-recht.de> (in German)
- <http://www.finanztip.de/> (in German)

### Utility Costs

Costs for utilities like electricity, gas/heating, and water are generally not included in the rent. You have to pay these separately but not to your landlord or landlady. In most cases, you pay the municipal water and electricity companies directly.

As a tenant, you are entitled to choose your own gas and electricity supplier. The following websites provide information on this:

- <http://www.stromseite.de> (in German)
- <http://www.verivox.de/power/> (in German)

Furthermore, after moving into your flat, please record the reading on your water, electricity, and/or gas meter. It will help you keep track of how much water, electricity or gas you have consumed.

## 5.6 Cost of Living

### What will my monthly expenses be?

The cost of living depends on your lifestyle. However, you cannot influence the average rent or the cost of food and health insurance. So, just being thrifty is not going to help!

### Monthly expenses in Euros (on average):

Rent (incl. additional charges)	270.00
Food	150.00
Clothing	50.00
Public transportation	82.00
(Your student ID does a double duty as your semester ticket. Together with an official photo ID this becomes a valid public transport ticket for the whole semester.)	
Health insurance	75.40
Telephone/internet/radio & TV license	50.00
Work/study materials	35.00
Leisure activities	62.00
<b>Total</b>	<b>774.00</b>

(source: [http://www.internationale-studierende.de/en/prepare\\_your\\_studies/financing/costs\\_of\\_living/](http://www.internationale-studierende.de/en/prepare_your_studies/financing/costs_of_living/))

Not included here are enrollment fees that have to be paid upon enrollment. So, especially at the beginning of each semester, you will have more expenses than usual. The semester ticket is paid once at the beginning of every semester and not on a monthly basis.

### Mini Check

Expenses you can expect:

- Rent: on average 266 €/month
- Deposit: max. three months' rent
- Health insurance: 70-80 €/month
- Fee for the Semesterticket: around 280 €/semester depending on the university
- Fees for the Foreigners Office: sometimes there is a charge for the issuance of a first residency permit: 50-60 €
- Bedding and other basic accommodations: 100-150 €