



Please travel to Berlin early, at least 3-4 weeks before the start of the semester, to give yourself enough time to find housing, register with various authorities, attend a German language course offered by the BMS (see 2.6 Language Courses), and to prepare for your studies.

The BMS Orientation Week takes place in the week preceding the first week of lectures (10-14 October 2011)! Attendance is mandatory so make sure that you arrive in Berlin on time!

Orientation meetings at university departments and institutes are usually held before lectures begin. The International Offices at the 3 universities also offer centrally organized introductory events for foreign students. For more information please visit:

- FU-International Office:  
<http://www.fu-berlin.de/en/einrichtungen/verwaltung/zuv/abt-4/ivc/index.html>
- HU-International Office:  
[http://www.aia.hu-berlin.de/index\\_html-en](http://www.aia.hu-berlin.de/index_html-en)
- TU-International Office:  
<http://www.betreuung-int-stud.tu-berlin.de>

### 6.1 Residence Registration and Residency Permit

Once you arrive in Berlin you are required to register with the Office of the Registration Authority (Bürgeramt), preferably one near your new home. You must register within 7 days of moving in. The necessary forms can be picked up at the office or you can download a PDF file from this site:

<http://www.berlin.de/buergeramt/index.php?dienstleistung=65092>  
(in German)

You should always keep your registration form and your passport with you at all times. You will have to show your passport and prove your address upon request.

Each Berlin district has its own Office of the Registration Authority.

Find a list here:

<http://www.berlin.de/verwaltungsfuehrer/buergerberatung/>  
(in German)

### Certificate of Free Movement (Freizügigkeitsbescheinigung) – EU and EFTA countries

The freedom of movement law in the EU permits residence to citizens of an EU country or of EFTA countries (Iceland, Liechtenstein, Norway, and Switzerland) without a visa or a separate residency permit. As part of the registration process, anyone in this category will receive a certificate free of charge, which confirms entitlement to freedom of movement. The only stipulations are that the student has sufficient financial resources and appropriate medical insurance coverage.

If you are a student from one of the EU or EFTA countries, you must apply to have this certificate to be issued at the Office of the Registration Authority when you register. All you need is a valid form of identification (passport or ID card). This freedom of movement certificate functions as your residency permit in Germany. Please note that you **MUST** obtain the Freizügigkeitsbescheinigung within three months after your arrival!

#### Mini Check

##### Residence Registration:

- Obtain and fill-in the registration form (with name + address of your landlord/ landlady)
- Find out where the Office of the Registration Authority for your district is located
- Check the office hours for the Office
- Bring your passport/ID card
- Make a copy of your registration and carry it with you at all times. Remember to re-register if you change a ddress!

### Residency Permit – All other countries

All international students – even students who did not require a visa

to enter Germany – must apply at the Berlin Foreigners' Registration Office (Ausländerbehörde) for a residency permit within three months after entering Germany. Please note that all EU citizens will obtain their residency permit together with the confirmation of residence registration (see above **Certificate of Free Movement**).

The Foreigners' Registration Office will issue the student residency permit once you present your letter of admission to study. The residency permit – with very few exceptions – is restricted to the course of study selected and to the chosen university. It is generally valid for two years and has to be renewed before it expires.

There are two ways to get a residency permit:

### The One-Stop Office Visa Service

You have the option to use the BMS One-Stop Office's visa service or going to the Foreigners' Registration Office (Ausländerbehörde) on your own.

For the former you submit your documents (see box to the right) at the One-Stop Office. After about two or three weeks you can collect your passport with your residency permit from our office.

### Personal Appointment

For a personal visit to the Ausländerbehörde, you need to make an appointment in advance by a written request or by telephone. If you decide to call, phone lines are open **Wednesdays and Fridays only, from 9:00 am – 12:00 am and you need to speak German.**

Applicants are directed to a separate section for students where your inquiries are addressed. Updated information is provided on the Internet.

Landesamt für Bürger- und Ordnungsangelegenheiten (LABO)  
Ausländerbehörde (Foreigners' Registration Office)  
Abteilung (Dept.) IV  
Friedrich-Krause-Ufer 24  
13353 Berlin  
Tel.: +49 30 90269 0 or / 40 00  
Fax: +49 30 90269 4099  
E-Mail: [abh@labo.verwalt-berlin.de](mailto:abh@labo.verwalt-berlin.de)  
Internet:  
<http://www.berlin.de/lab0/auslaender/dienstleistungen/studium.html>

via Public Transportation:

- U line 9 (to Amrumer Strasse station)
- S Ring line (to Westhafen station)
- bus lines 127, 227, 248

Office Hours:

Mon, Tue: 7.00 am – 2.00 pm  
Tue: 10.00 am – 6.00 pm  
Wed, Fri: Closed

To apply for a residency permit you will need the following:

- Passport
- Completed application form (available at the One-Stop Office or on the Internet: <http://www.berlin.de/lab0/auslaender/dienstleistungen/ae-info.html>)
- One of the following:
  - If you come from a country where a visa is required: entrance/student visa for the Federal Republic of Germany or proof of enrollment at one of the three Berlin universities; or
  - If you come from a country where a visa is not required (see 5.2 Visa): letter of admission to the BMS (photocopy)
- Proof of registration at the Office of the Registration Authority
- Proof of health insurance
- Proof of financing (see 5.3 Proof of Financing)
- Two current passport photos

When a residency permit is issued, there is a mandatory fee. Generally, students pay 50 € for a residency permit lasting one year and 60 € for a permit for 2 years. If a student receives financial support from sources primarily paid for by German public funds (e.g., BMS scholarship), you will not need to pay these charges.

### 6.2 Health Insurance

If you wish to study in Berlin, you need health insurance. Without it, you will not be enrolled. So, as soon as possible after your arrival, you should obtain health insurance. You are obliged to insure yourself until you are 30 years old, or until your 14<sup>th</sup> semester of study. In the worst case, if you do not have insurance you will be prohibited from studying.

### Choosing Health Insurance

In Germany there are two kinds of health insurance: public and private. As a rule, all students need to have health insurance. Until you are 30 years old, it is possible to get public health insurance for students. Effective 1 April 2011, the premium to be paid amounts to 76,41 €/month for students under 23 years of age and 77,90 €/month for students over 23 with no children. Private health insurance is only allowed in exceptional cases. Please note: once you take out private health insurance you cannot revert to public health insurance! For further information please contact the One-Stop Office. We will be happy to help you.

### Foreign Health Insurance

With some countries, such as members of the European Union and the EFTA, Germany has a social security agreement. As long as you have public health insurance at home, you can obtain this insurance coverage approved by a public health insurance company in Germany. But make sure you enquire at your home country which documents you will need to take with you! For students, this is usually either a European Health Insurance Card (EHIC) or form 128/E 111. The European Health Insurance Card exists for 31 countries: <http://ec.europa.eu/social/main.jsp?catId=698&langId=en>

### How do you get a European Health Insurance Card?

If you are a citizen of one of the EU Member States that introduced the card on 1 June 2004, you should approach your national social security institution or its local branch to see what measures are put in place at the national level to distribute the card.

It is possible that your insurance will not cover all costs in Germany. Before you enter the country make sure you know exactly to what services you are entitled in Germany. If you do not have health insurance at home, you still have to insure yourself in Germany. Sometimes private health insurance from other countries may also be recognized in Germany. You should check the details with your insurance company.

If your private health insurance is recognized, then for the purpose of your enrollment at the university you will need a confirmation from any German public insurance company (Krankenkasse) that you are exempt from taking out public health insurance. But be aware that for the duration of your studies you cannot switch to public health insurance!

Necessary documents to take out health insurance in Germany:

- Letter of admission
- Valid passport

### 6.3 Paying Standard Charges

For many years there have been no tuition fees in Germany. This changed in some Bundesländer such as Bavaria (Bayern) or Baden-Württemberg. But Berlin universities are still tuition-free today. Students pay only a small registration fee. Once they have enrolled, students receive their student ID. This provides a wide range of concessions: for bank accounts, some telephone companies, but also for cinema, theater and museum tickets.

Each semester, all students have to pay a semester registration fee, which consists of a contribution to the AStA - student parliament of the university (Studentische Selbstverwaltung) and a contribution to the Studentenwerk. This helps to support the dining halls and student accommodations, as well as the advisory services, offered by the Studentenwerk.

The registration fee usually comes to around 50 €. However, contributions are higher because the fee includes a Semesterticket. With the Semesterticket you may use all means of public transportation in the city of Berlin for six months (see 8. Berlin at a glance - Public Transportation).

**If you receive a scholarship, you do not have to pay one of the registration fees (50 €)! Bring your scholarship letter and ask at the cashier's office of your university whether you are obligated to pay it.**

The following semester contributions are applicable at the three Berlin universities including the Semesterticket and 50 € registration fee (as of March 2009):

**FU semester contribution: 273,00 €**  
**HU semester contribution: 272,70 €**  
**TU semester contribution: 271,30 €**

Fees can be paid via bank transfer. You will be given a receipt (Beleg) of payment, which you will have to bring with you to enroll.

### Registration Renewal

Every enrolled student who wishes to continue their studies in the next semester needs to renew their registration. This is quite simple: In the middle of the semester (generally before Christmas in the winter semester and mid-May in the summer semester) you will receive a letter by mail containing the necessary bank transfer forms to pay the fees for the following semester. Please read the letter carefully to make sure that there are no other requirements you need to fulfill, e.g., submitting proof of health insurance or scholarship contract extension. When in doubt, come to the One-Stop Office! Once the fees have been paid, your registration will be renewed. If all goes well, you will receive your student ID/Semesterticket and certificate of registration before the beginning of the new semester. Deadlines for registration renewal are usually mid-July for the winter semesters and mid-February for the summer semesters.

**Do not forget that bank transfers can take up to 3 business days to complete. The deadline refers to the date by which the university must receive the funds, NOT the day the transfer was requested!**

**If you forget to renew your registration on time, you will be removed from the university roster (Exmatrikulation), rendering your visa status and health insurance invalid! On top of that, you'll be liable for additional administrative fees.**

### 6.4 Enrollment

Enrollment is your personal registration as a student.

One-Stop Office will assist every BMS student to enroll at one of the three Berlin universities. Our staff will review all the necessary documents, like certificates, visa, etc., for your enrollment. You will then have to personally appear at the Admissions Office of FU, HU, or TU to complete your registration. Make sure you bring the following documents to the Admissions Office with you:

- Completed enrollment form.
- Proof of admission (letter of acceptance from the BMS).
- Valid passport with residency permit (if you come from a country mentioned in 5.2 Visa); EU citizens only need to show the registration (Meldebescheinigung) with the Bürgeramt of any Berlin district and the Certificate of Freedom of Movement (Freizügigkeitsbescheinigung - see 6.1 Residence Registration and Residency Permit).
- Certified copies of all the certificates you have received in your previous education or certified German translations of them unless they are in English.
- Proof of health insurance (written confirmation from the insurance company to be submitted to the University).
- Bank statement or receipt verifying payment of student fees incl. semester ticket (see 6.3 Paying Standard Charges).

## Admissions Offices Responsible for Enrolment of Foreign Students

FU	HU	TU
<p>Registration Office:                      Illtisstr. 1 (U1: Dahlem-Dorf)                      14195 Berlin                      Foyer for receiving the waiting                      numberg                      Basement for registration</p> <p><a href="http://www.fu-berlin.de/studium/immatrifikation/imma-eu.html">http://www.fu-berlin.de/studium/immatrifikation/imma-eu.html</a></p> <p>Mon, Tue: 9.30 am – 12.00 am                      Thu: 2.00 pm – 4.00 pm</p>	<p>Admissions Office:                      Unter den Linden 6                      10099 Berlin                      Main Building/ Ground Floor                      Room 1051</p> <p><a href="http://studium.hu-berlin.de/studying/beratungstandardseite/?set_language=en">http://studium.hu-berlin.de/studying/beratungstandardseite/?set_language=en</a></p> <p>Mon: 1.00 pm – 3.00 pm                      Wed: 1.00 pm – 4.00 pm                      Fri: 9.00 am – 11.00 pm</p>	<p>Campus Center TU Berlin:                      Straße des 17. Juni 135                      10623 Berlin                      Main Building (south wing)                      Room H30</p> <p><a href="http://www.tu-berlin.de/index.php?id=20843">http://www.tu-berlin.de/index.php?id=20843</a></p> <p>Mon – Thu: 9.30 am – 3.00 pm                      Fri: 9.30 am – 2.00 pm</p>

After registering, you will receive a temporary certificate of enrollment that can be used as your student ID. It usually takes two to three weeks before the official student ID and enrollment certificate are sent to you.

Once you are registered with one of the three universities, you will have to re-register (Rückmeldung) every semester (see 6.3 Paying Standard Charges). Registration renewal forms (Rückmeldeunterlagen) will be mailed to you in December (for the summer semester) or May (for the winter semester) respectively. **Do not miss the deadlines!**

### Mini Check

Enrollment:

- Proof of admission
- Certified copies of all the certificates you have received in your previous college/university or certified German translations of them unless they are in English
- Passport/ID card with valid visa or student residency permit
- Residence registration (polizeiliche Anmeldebestätigung)
- Health insurance certificate especially for Universities (Krankenversicherungsnachweis)
- Receipt of payment of contribution fees and semester ticket
- Remember to notify both the One-Stop Office and the Registrar's Office (Immatrikulationsbüro) of any changes of address
- Note the deadlines for registration renewal

### Greeting Allowance (Begrüßungsgeld)

The state of Berlin pays a one-time greeting allowance of 110 € to each student who is enrolled at one of the Berlin universities and who has changed their principal domicile to Berlin. The prerequisite conditions are that the new Berlin residence was registered after 19 March 2002 and that the former dwelling existed in another state of the Federal Republic or abroad. The application forms will be sent to you together with the enrollment certificate.

### 6.5 Bank Account

We recommend that you open a German checking account (Girokonto) because only German account holders can make bank transfers to other German accounts with no additional charge. In addition, you receive an electronic cash card (EC-Karte) with which you can withdraw money from cash machines and get printouts of your bank statements. Checks are no longer common in Germany. Most banks offer online banking. Generally, the conditions for student accounts are similar at different banks.

To open an account you will need your passport, your letter of admission or proof of enrollment at one of the three Berlin universities and your residency permit. Oftentimes when withdrawing money from a bank that differs from the one that you have an account with, you will be charged a fee. Some banks have associations with other banks. Then you can withdraw money for free from any of the associated banks. For example, if you have an account at a bank within the Cash Group including, among others, Deutsche Bank, Commerzbank and Postbank, you can withdraw money free of charge from all banks in the group. Learn more about these and other features directly from your bank.

### 6.6 Computer Accounts

#### Accounts at FU Berlin

Students enrolled at FU Berlin will receive with their enrollment certificate/student ID, a user guide from ZEDAT (IT Service Center at the FU) for activating their FU account. This account enables you to use all computer services offered at the FU.

Zentraleinrichtung für Datenverarbeitung  
 ZEDAT  
 Fabeckstr. 32  
 14195 Berlin

IT-Service-Center at the FU Berlin:

<http://www.zedat.fu-berlin.de/Kontakt>

WLAN: <http://www.zedat.fu-berlin.de/VPN%2bWLAN>

mailto: [hilfe@zedat.fu-berlin.de](mailto:hilfe@zedat.fu-berlin.de)

Userservice: Silberlaube JK27, room 133

Tel.: +49 30 838 56069

Mon – Fri: 10.00 am – 4.00 pm

FU and non-FU students who want to use a PC-account at the Mathematics Institute of the FU are requested to contact Anja Bewersdorff to get a math-account to be used only at the Institute. This account enables you to use the computer and WLAN-services offered at the Mathematics Institute.

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

### Accounts at HU Berlin

Students enrolled at HU Berlin will receive with the enrollment certificate and student ID, a PIN code to activate their HU account. You will find your PIN code on the enrollment certificate in the field "Wichtige Hinweise zur Rückmeldung." With your PIN code you can create your personal student account. Just go to:

<https://www.cms.hu-berlin.de/dl/beratung/antrag/>

and follow the instructions there.

For any questions concerning HU accounts visit the support center of the Adlershof Campus:

Humboldt-Universität zu Berlin

ZE Computer- und Medienservice (CMS)

Benutzerberatung

Rudower Chaussee 26

Tel.: +49 30 2093 2163

E-Mail: [oper@cms.hu-berlin.de](mailto:oper@cms.hu-berlin.de)

Students from all the Berlin universities are allowed to use the computer pools at the HU after filling out the following application form:

[http://www.hu-berlin.de/cms/pc-saal/info/info\\_w\\_account.html](http://www.hu-berlin.de/cms/pc-saal/info/info_w_account.html)

IT-Service-Center at the HU Berlin:

<http://www.cms.hu-berlin.de/portale/studierende/>

WLAN: [http://www.cms.hu-berlin.de/dl/netze/wlan/intro/index\\_html](http://www.cms.hu-berlin.de/dl/netze/wlan/intro/index_html)

All students enrolled at the Mathematics Institute or attending lectures there may apply for a special account to be used only at the Institute. Please contact Mariusz Szmerlo for details.

Contact person: **Mariusz Szmerlo** ([szmerlo@math-berlin.de](mailto:szmerlo@math-berlin.de))

### Accounts at TU Berlin

Students enrolled at TU Berlin will receive after enrollment, a letter to their home address containing:

- Your tubIT user account,
- Your e-mail account ([xyz@tu-berlin.de](mailto:xyz@tu-berlin.de))
- Authorization for student ID with photo
- An iTAN-list, which along with your tubIT user name and password allows you to use further protected applications.

Your tubIT user account allows you to access various university IT services, such as e-mail, tubIT computer pools and WLAN-service. After receiving this letter, you will have to activate your tubIT user account. To do so, take your letter and your passport (Personalausweis) and go to the Kartenausgabestelle KAS in the main building. Here you will get your temporary password along with some other documents.

KAS – TU Berlin

Main Building, Ground floor, Room H 01b

Straße des 17. Juni 135

10623 Berlin

Mon – Thu: 7.30 am – 2.15 pm

Fri: 7.30 am – 1.15 pm

Take the temporary password from the KAS office and enter it at the site:

[http://www.tubit.tu-berlin.de/menue/dienste/konto\\_karte/nutzerkonto\\_freischalten\\_iframe/](http://www.tubit.tu-berlin.de/menue/dienste/konto_karte/nutzerkonto_freischalten_iframe/)

Enter your number code (an 11-digit number starting with 1690), which you can find on your student ID as well as on the letter you have received from the KAS office. In the line below that, enter your temporary password.

You are advised to change your password. To do this, go to:

<https://www.tu-berlin.de/index.php?id=931>

IT Service Center at the TU Berlin: <https://www.tubit.tu-berlin.de/>

tubIT user account:

[http://www.tubit.tu-berlin.de/menue/dienste/konto\\_karte/nutzerkonto](http://www.tubit.tu-berlin.de/menue/dienste/konto_karte/nutzerkonto)

WLAN:

[http://www.tubit.tu-berlin.de/wlan/zugang\\_und\\_anleitungen/parameter/en/](http://www.tubit.tu-berlin.de/wlan/zugang_und_anleitungen/parameter/en/)

All BMS students can apply for a PC account at the Mathematics Institute of TU in addition to their tubIT account. The application forms are available at the One-Stop Office. Please also read the rules for use. Give the completed form to Mariusz Szmerlo.

Contact person: **Mariusz Szmerlo** ([szmerlo@math-berlin.de](mailto:szmerlo@math-berlin.de))

You will then receive a user name, password and an e-mail account at the TU Mathematics Department ([xyz@tu-math.de](mailto:xyz@tu-math.de)). With this you will be able to use the computer pool at the BMS lounge at TU Berlin (room MA 219).

### WLAN Connection at the Three Universities

Students of the three Berlin Universities (FU, TU, HU) are allowed to access WLAN services at any of the three universities. They belong to the DFN-Roaming Network, which allows its users visiting other institutions connected to the Network to log on the WLAN using the same username and password the user would use if they were at their home institution or university. The only requirement is to have a user account at one of the three universities.

DFN-Roaming:

<http://www.tubit.tu-berlin.de/wlan/dfnroaming/parameter/en/>

Eduroam: <http://www.eduroam.org/>

## 6.7 Mensa Card

Mensa is the German term for 'dining hall,' which are run by the Berlin Studentenwerk and serve lunch at low prices to over 45,000 students (see 3.3 Advisory Services - The Berlin Studentenwerk).

The Mensa Card is used to make purchases at the dining halls and cafés run by the Studentenwerk. To obtain a Mensa Card you will need: student ID card (or temporary student ID) and 1.55 € for deposit. The cards are available at the cashier at any of the dining halls. The deposit of 1.55 € will be refunded to you when you return the card. The card can be refilled in the machines found in the dining halls.

A list of dining halls can be found here:

<http://www.studentenwerk-berlin.de/en/mensen/mensen/index.html>

## 6.8 Campus Card (Libraries)

### Library Card (TU Berlin)

To use the libraries of TU Berlin you will only need your campus card that you will receive between 2-3 weeks after enrollment.

Here is a list of the main libraries:

### University Libraries

Universitätsbibliothek FU

Garystr. 39, 14195 Berlin (U-Thielplatz)

<http://www.ub.fu-berlin.de>

office: Mon – Fri: 10.00 am – 6.00 pm, Thu: 10.00 am– 7.00 pm

reading room: Mon - Fri: 9.00 am – 8.00 pm

Universitätsbibliothek HU

Jacob-und-Wilhelm-Grimm-Zentrum

Geschwister-Scholl-Straße 1/3

10117 Berlin

<http://www.ub.hu-berlin.de>

Mon - Fri: 8.00 am – 12.00 pm

Sat - Sun: 10.00 am – 6.00 pm

Universitätsbibliothek TU

Fasanenstr. 88, 10623 Berlin

<http://www.ub.tu-berlin.de/>

Mon – Fri: 9.00 am – 10.00 pm

Sat: 10.00 am – 6.00 pm

### Mathematics Institute Libraries

Mathematics Library FU

Arnimallee 3, 14195 Berlin

<http://www.mi.fu-berlin.de/library/index.html>

During the semester: Mon – Fri: 9.00 am – 7.00 pm

In the semester breaks: Mon – Fri: 9.00 am – 5.00 pm

Central Library for Natural Sciences HU

Erwin Schrödinger-Zentrum,

Rudower Chaussee 26, 12489 Berlin

<http://www.ub.hu-berlin.de/ueber-uns/standorte/erwin-schroedinger-zentrum>

Mon – Fri: 9.00 am – 8.00 pm

Sat: 11.00 am – 6.00 pm

Mathematics Library TU

Rooms 163-165, MA 1-1

Straße des 17. Juni 136, 10623 Berlin

<http://www.math.tu-berlin.de/IfM/MFB/>

During the semester: Mon – Fri: 9.00 am – 8.00 pm

In the semester breaks: Mon – Fri: 9.00 am – 6.00 pm

### Other Libraries

Staatsbibliothek (Stabi), House 1

Unter den Linden 8, 10177 Berlin

<http://www.sbb.spk-berlin.de>

Mon – Fri: 9.00 am – 9.00 pm

Sat: 9.00 am – 7.00 pm

Staatsbibliothek (Stabi), House 2

Potsdamer Str. 33, 10785 Berlin (U/S-Potsdamer Platz)

<http://www.sbb.spk-berlin.de>

Mon – Fri: 10.00 am – 7.00 pm

Sat: 10.00 am – 1.00 pm

Amerika-Gedenk-Bibliothek (AGB)

Blücherplatz 1, 10961 Berlin (U-Hallesches Tor)

[http://www.zlb.de/kunden\\_service](http://www.zlb.de/kunden_service)

Mon – Fri: 10.00 am – 8.00 pm

Sat: 10.00 am – 7.00 pm

Berliner Stadtbibliothek

Breite Str. 32-34, 10178 Berlin

(near Alexanderplatz/Nikolaiviertel)

[http://www.zlb.de/kunden\\_service](http://www.zlb.de/kunden_service)

Mon – Fri: 10.00 am – 8.00 pm

Sat: 10.00 am – 7.00 pm

Public Libraries in Berlin:

<http://www.berlin.de/boeb/>