

IU International



GET READY FOR YOUR INTERNATIONAL STUDIES

WELCOME TO IU

WELCOME TO BERLIN

iu.org

iu

INTERNATIONAL
UNIVERSITY OF
APPLIED SCIENCES

CONTENT

3 Before You Arrive – Your Journey to IU Berlin

- 04 Visa Matters
- 05 Accommodation
- 08 Blocked Bank Account
- 09 Health Insurance
- 10 Money Exchange and Currency
- 11 Quick Tips

12 Welcome to Berlin

- 12 Arrival in Berlin
- 13 Public Transport
- 14 Buying a Ticket
- 15 Anmeldung – Registration
- 16 ARD – Rundfunkbeitrag (TV & Radio Licence Fee)
- 16 Weather
- 16 Important Phone Numbers
- 17 Life in Berlin
- 19 Internet and Telephone Connection in Bad Honnef/Bonn

20 Legal Aspects

- 20 Application for Residence Permit

21 Welcome to IU

- 21 Getting to IU Campus Berlin – Rolandufer 13, 10179 Berlin

22 Starting Your Studies at IU

- 22 Enrolment
- 22 Student ID & Semester Ticket
- 23 Matriculation Certificate
- 23 Public Holidays
- 23 Grading System in Germany & Transcript of Records
- 24 Library Information Service (LIS)
- 24 Studierendenwerk, “Hochschulsport” & Societies on Campus
- 25 Working During Your Studies at IU & Career Office
- 25 Who’s Who at IU Berlin?

WELCOME TO IU!

We would like to warmly welcome you to IU University of Applied Sciences, Berlin Campus. Our University stands for the highest standards of quality in education. You are going to experience well-founded, academically sound degree programs, spanning from bachelor degrees to MBA and Master's degree programmes with possible specialisations in International Marketing, International Human Resource Management, Finance & Accounting, Aviation, Hospitality, and Health Care Management. Lecturers from all over the world are keen to share their expert knowledge with you. They will guide and support you to successfully develop the skills you need for an international career.

We know that taking the step to study abroad takes courage, and we are pleased that you have chosen Germany and IU as your destination.

Employers in today's career market increasingly value an international and open mindset, which you are sure to gain in our diverse academic environment. Your decision to study abroad demonstrates your commitment to maximising your potential, along with:

- A keen understanding of issues in a global context
- A willingness to both expose yourself to opinions and ideas that differ from your own and to expand your intercultural sensitivity and understanding
- The capacity for risk-taking
- Maturity and flexibility, as well as the ability to react successfully to unanticipated events
- The ability to work well with people from diverse cultures in other countries, demonstrating effective interpersonal and teamwork skills
- The ability to function independently
- Lived cross-cultural experience, in which you have developed global perspectives and sensitivities

IU University of Applied Sciences, Campus Berlin, is home to people from over 110 nations. We are a truly global community. To ensure that your studies at this international institution are as exciting as possible, we want you to adhere to the IU community code. It reflects our commitment to diversity, open-mindedness, respect and engagement. We have high expectations and ambitious goals so that you can reach your full potential. This handbook is your guide for IU, starting even before your arrival in Germany. You will find brief information about important aspects of your studies, as well as hints and tips about where to find information, services and other things you need to be acquainted with on and off campus. Please take some time to familiarise yourself with this information.

We wish you a great start and success with your studies.



Holger Sommerfeldt

Rector

BEFORE YOU ARRIVE

YOUR JOURNEY TO IU BERLIN

Visa Matters

Please familiarise yourself with the specific visa requirements that apply to your home country. Depending on where you are coming from, it might be necessary to apply for an entry visa for Germany. You can find some general information on the visa requirements for individual countries on the following websites:

- daad.de/deutschlandnachdeutschland/bewerbung/en/9199-visas/
- auswaertiges-amt.de/en/visa-service/-/215870

The following paragraphs refer to specific visa regulations/procedures for students from the following areas:

CITIZENS OF THE EUROPEAN ECONOMIC AREA (EEA = EU COUNTRIES + ICELAND, LIECHTENSTEIN, NORWAY & SWITZERLAND):

- Have unrestricted freedom of movement within the EU
- Valid passport (min. validation period of 12 months) or national ID card is required
- Must register with the appropriate office of the city you are living in (i.e. Einwohnermeldeamt or Bürgerbüro) within first two weeks after arrival
- May need to provide evidence of financial standing (usually EUR 861 per month and per person)
- May need to provide evidence of sufficient health insurance coverage

CITIZENS OF USA, AUSTRALIA, CANADA, ISRAEL, JAPAN, NEW ZEALAND, SOUTH KOREA, ANDORRA, BRAZIL, EL SALVADOR, HONDURAS, MONACO AND SAN MARINO:

- Entry visa for Germany not required
- May apply for residence permit after entering Germany
- Valid passport (min. validation period of 12 months) is required
- Must register with appropriate office of the city you are living in (i.e. Einwohnermeldeamt or Bürgeramt) within first two weeks after arrival

- Must apply for a “residence permit for the purpose of studying” (i.e. Aufenthaltsgenehmigung) at the relevant authority for foreign citizens (i.e. Ausländerbehörde) within first three months after arrival
- Must provide evidence of financial standing (usually EUR 861 per month and per person)
- Must provide evidence of sufficient health insurance coverage

CITIZENS OF ALL OTHER COUNTRIES:

- Must apply for a “national visa” in order to enter Germany
- Must apply for their residence permit after entering Germany
- Valid passport (min. validation period of 12 months) is required
- Must register with the appropriate office of the city you are living in (i.e. Einwohnermeldeamt or Bürgeramt) within first two weeks after arrival
- Must apply for “residence permit for the purpose of studying” (i.e. Aufenthaltsgenehmigung) at the relevant authority for foreign citizens (i.e. Ausländerbehörde) while the visa is still valid
- Must provide evidence of financial standing (usually EUR 861 per month and per person)
- Must provide evidence of sufficient health insurance coverage

! IMPORTANT

Applications for a national visas for the purpose of studying may take from two to several months to process. During peak seasons there may be a waiting period for submitting an application to a German Embassy or Consulate so you should submit your application with enough time.

Make sure you contact the German Embassy or Consulate in your home country well in advance for detailed and up-to-date information.

STUDENT ACCOMMODATION

In Berlin there are several student accommodations. The earlier you apply, the better are the chances of finding a good option in a good location. The rooms usually have around 20sqm living space, and are furnished with a kitchenette. Some dorms have shared a bathroom and kitchen. Note that the accommodations charge rent and a security deposit. The student housing usually offers a community environment with shared areas and activities where people can be surrounded by peers.



VISION APARTMENTS

These apartments are fully furnished, free Wifi access and include a cleaning service once per week.

visionapartments.com/en

CAMPUSVIVA

This is a student housing company that has offers in Mitte (same neighbourhood as IU).

campusviva.de/en/renting/berlin

HOUSE OF NATIONS

This website offers apartments and single rooms for students and trainees in Berlin at 7 locations.

house-of-nations.de/en/apartments-berlin

STUDENTEN APPARTMENTS BERLIN

They offer apartments from €491/month in Mitte.

studentenappartements-berlin.de

NEON WOOD

This offers apartments with a community environment in two different areas of the city. Housekeeping can be added optionally.

neonwood.com/city/berlin

THE FIZZ

This offers 212 apartments with a community environment in Kreuzberg.

the-fizz.com/student-accommodation/berlin

UNIPLACES

Uniplaces is a service for students for booking student accommodation online.

uniplaces.com

WUNDERFLATS

Wunderflats offer online apartment booking.

All the apartments include Wifi, washing machines.

wunderflats.com

BERLINOVO

Search for an apartment according to size, price and district.. Here you will find a variety of current offers.

berlinovo.com

Note: This is just a selection of different accommodation providers.



WG GESUCHT

This is a student housing company and one of the most popular websites for finding a room in a shared apartment in Germany. You will find rooms and apartments on offer here and you can also post the details of your own search.

wg-gesucht.de

STUDENTEN WG

This website lists shared apartments especially for students.

studenten-wg.de/Berlin,wg.html

EASY WG

This website lists shared apartments especially for students.

easywg.de

CITY WOHNEN

An agency specialising in temporary furnished accommodation based in Berlin and Hamburg.

city-wohnen.de/eng

UNIPLACES

International accommodation agency offering furnished and unfurnished apartments.

fineandmine.de/en

Note: This is just a selection of different accommodation providers.

TEMPORARY ACCOMMODATION

This might be an option if you want to visit Berlin before the start of the term or if you want to have a temporary accommodation. Please note that this type of accommodation should only be considered as a solution for a few days, since you will need a permanent address in order to register at the Bürgerbüro within 2 weeks after your arrival in Germany.

Blocked Bank Account

If you are a non-EU student, you will be required to provide proof of financial resources in the form of a blocked account (“Sperrkonto”) in order to get your student visa. As a student, you must be able to prove your own monthly financial resources of €853, or a yearly sum of €10,332 (stand 2022). You will have to activate this blocked account upon your arrival to Germany.

We recommend opening your Sperrkonto online and in English with Fintiba: **fintiba.com**

Fintiba offers the blocked account and health insurance in an easier and faster way than other financial institutions. You can also apply for a blocked account with Deutsche Bank (bank institution, which you can find all over Germany). Both options suit the requirements to receive a student visa; however, it is advisable to consult your bank in your home country about the cooperations your bank has with any German banks.



Many countries have providers that offer blocked accounts. Information is available from the respective competent German mission abroad.

auswaertiges-amt.de/en/sperrkonto/388600

BANK ACCOUNT

Fintiba offers a blocked account service. Every month you will be able to make monthly transfers from your online blocked account to your regular bank account. That means you must have 2 accounts: the blocked account and a regular bank account.

A regular bank account in Germany (also called Girokonto) is usually free of charge for students and allows you to have a Debit Card (Girocard). It will make it easier for you to transfer money for health insurance for example, and will also make it easier to pay when you shop. All German banks offer student bank accounts.

WE RECOMMEND CHECKING OUT N26

(**n26.com/en-de/**) and Revolut (**revolut.com/en-DE/**), both are online banks with all information and services in English.

All you need in order to open a student bank account are the following documents:

- Passport or photo ID
- Proof that you are enrolled at IU
- Confirmation of registration in the town/city in Germany where you live (see Anmeldung).

(Depending on where you are from, you should not need a registration (Anmeldung) with the city hall in order to open an account with the N26 bank.)

Health Insurance

You must have proof of health insurance to be able to be enrolled as a student in Germany. It is your responsibility to make sure that you have adequate health insurance both for travel (coming to Germany) and student health insurance as long as you are enrolled at IU. That means that you also have to pay the monthly health insurance fee if you are abroad (e.g. on an internship or when your exchange semester has ended, but you still have to finish exams and therefore continue to be formally enrolled at IU).

Germany has a dual-class health insurance system, consisting of public/statutory health insurances (i.e. gesetzliche Krankenversicherung) and private health insurance providers (i.e. private Krankenversicherung).

The health insurance card (Versichertenkarte) gives you access to all medical services and preventative measures covered by your health insurance. You get the card as soon as you become a member of a health insurance fund in Germany. Every time you go to the doctor, you have to present your health insurance card. The practice will then settle the payments directly with the statutory health insurance carrier.

For students under the age of 30, German public health insurance providers often offer special rates. All students over the age of 30 have to register with a private health insurance provider.

Health insurance providers frequently used by IU students are listed in the blue box:

PRIVATE HEALTH INSURANCE

Keep in mind that if you are privately insured, you will be generally required to pay all the costs of medical services and medication yourself in Germany and then claim these costs back from the health insurance provider.

Furthermore, please be aware that if you have decided on private health insurance, it is impossible to switch to the public scheme during the course of your studies again. Even after your studies, switching can be a complicated and bureaucratically intensive process.

BARMER (PUBLIC HEALTH INSURANCE)

Michael Dengel

michael.dengel@barmer.de
0179/6721528

Patrick Czarnynoga

patrick.czarnynoga@barmer.de
0800 333004 404-111

Wilfried Müller

wilfried.mueller@barmer.de
0800 333004 404-471

English Service

barmer.de/en/contact/consultations-265812

FINTIBA* (PRIVATE HEALTH INSURANCE)

We recommend this option if you are attending a Pathway or a program. Choose this option if you are over the age of 30.

[fintiba.com](https://www.fintiba.com)

*Only possible if you have a blocked account with Fintiba.

HEALTH INSURANCE REGULATIONS FOR EU STUDENTS (+ICELAND, LIECHTENSTEIN, NORWAY & SWITZERLAND)

EU Students are allowed to keep their domestic health insurance for the duration of their studies at IU. However, they are required to follow the following steps:

- Please remember to bring your European Health Insurance Card (EHIC) with you when you travel to Berlin.
- Before your enrolment at IU, please go to one of the statutory health insurance providers (examples see above) and ask for an exemption from the statutory health insurance (i.e. Befreiung von der gesetzlichen Krankenversicherungspflicht). The statement of the statutory health insurance must verify that your domestic health insurance covers all your health related costs during the whole duration of your study in Germany.
- Hand in the exemption letter for your enrolment at IU.



AVOID PROBLEMS

German health insurance is mandatory in order to be able to successfully enrol at the university. We recommend that you get it as early as possible.

Money Exchange and Currency

MONEY

It is recommended to have some Euros with you (in cash or credit cards) when you arrive in Berlin to cover expenses for the first few days. Transferring money from your country to a German account could take three to four business days. Immigration authorities require you to have a blocked bank account in Germany with a minimum amount for your monthly expenses; however, students may require more depending on their lifestyles and accommodation costs.

Debit Cards from German banks are accepted at some shops and restaurants. Credit cards like VISA, Master Card and others are widely accepted. American Express Cards are often refused. Money can be withdrawn at ATMs all over Berlin using debit and credit cards.

MONEY EXCHANGE

Money exchange is available at airports and central train stations. Also, most banks and financial institutions offer currency exchange. Be aware of the fact that some foreign currencies need to be ordered in advance, but usually, exchange offices and banks provide up to 100 different currencies without reservation.

CURRENCY

The official currency in Germany is the Euro, available in 1 and 2 Euro coins as well as 1, 2, 5, 10, 20 and 50 cent coins.

Banknotes are issued in 5, 10, 20, 50, 100 and 200 Euro denominations. You can find out what the current exchange rate is by visiting www.xe.com

BEFORE YOU ARRIVE

Make sure that all necessary arrangements are made to prevent cash-flow problems from occurring while you are in Germany.



QUICK TIPS

Preparations

CONTACTS

- Stay in close contact with your study advisor/agent.
- Contact your local home bank and credit card company to avoid any banking problems.

DOCUMENTS

- Submit all required application documents to the International Admissions
- Do you need a Visa or Residence Permit? if so apply as soon as possible!
- Make sure your passport is valid for the duration of your studies.

ACCOMMODATION

- Do you have a place to stay? Organise your housing situation ahead of time. If necessary, arrange temporary housing solutions; make necessary hostel or hotel reservations.
- Make sure you have your address and you know how to get there.

HEALTH

- Do you have health insurance? Make sure you bring the information about your policy and that it is valid for the whole period you are staying.
- Do you need special medications? Inform yourself about the need to bring it with you or how to find it in Berlin.
- Have a medical, dental and optical check-up before you come

FINANCES

- Exchange money. In Germany the currency is Euros. Remember that not all places accept cards!
- Non-EU students must have a blocked account to provide proof of financial resources. You can open one with FINTIBA by following this link: partner.fintiba.com/iu

! DON'T FORGET TO BRING

- Your passport and residence permit card (if applicable).
- Euros for immediate use (for trains, taxi, etc.).
- Warm clothes, since sometimes it can be quite cold in Berlin, especially during the winter.
- Your mobile phone and laptop.
- Your IU student details and important addresses.
- The necessary documents for your enrolment at IU (see page 23)

WELCOME TO BERLIN

Arrival in Berlin

BY PLANE

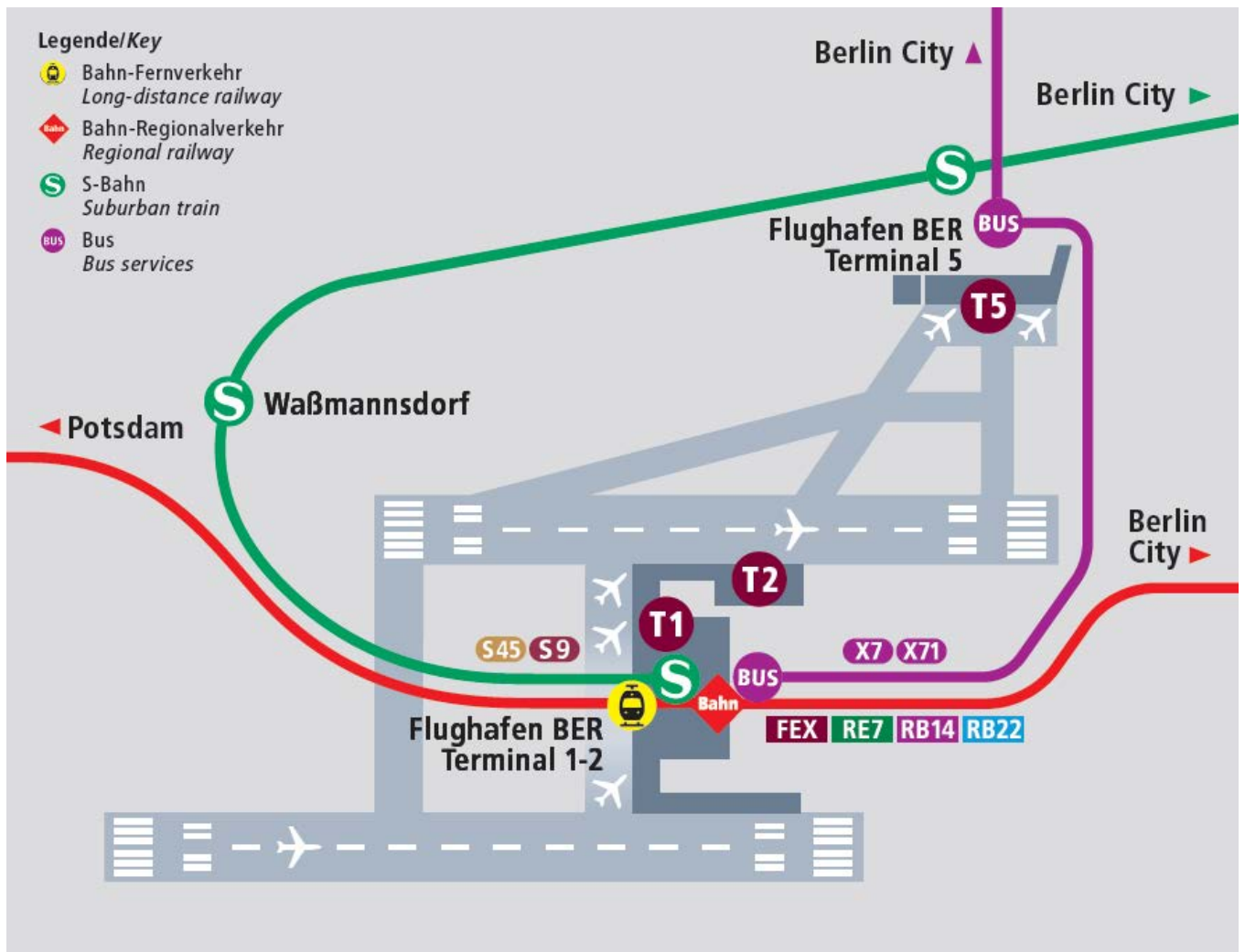
Berlin has one international airport: Berlin Brandenburg Airport (BER). You can travel to the airport either by public transport or taxi.

PUBLIC TRANSPORT FROM BRANDENBURG AIRPORT (BER)

Take the Airport Express train (FEX), or Regional trains (RE7 or RB14) direction Berlin Hauptbahnhof or the S-Bahn (S45) from the airport train station. Trains will stop at central Berlin stations (Zone A) from where you can continue your travel. Depending on where you are staying, it will be roughly a 45–60min journey into the city center. Brandenburg is zone C. Read more about public transportation on page the next page.

BY TAXI

There are taxi stands available at the airport. Passengers arriving at Terminals 1 and 2 use the north and south taxi ranks in front of T1 on Level E0. Departing passengers alight from the taxi on Level E1 and can immediately check in there. If you arrive or depart from T5 then you can use the taxi ranks in front of terminal area L. Travel from Brandenburg Airport is approx. 30min with a fare of approx. €30. Please note that not all German taxi operators will accept credit cards, so please check with the driver before starting your journey.



Public Transportation

During your whole stay in Berlin, it might happen that you will have to use public transport, which is often called ÖPNV (Öffentlicher Personennahverkehr) in German. In this section, we want to give you some general information about public transport in Berlin. Berlin has a well-developed public transportation system, which includes:

- S-Bahn (Urban Rail)
- U-Bahn (Underground Rail)
- Straßenbahn/Tram (Tram)
- Bus

TARIFF ZONES

Berlin is divided up into three different tariff zones ("A", "B" and "C"). The first tariff zone "A" includes the inner city circle up until the so-called "S-Bahn Ring". The tariff zone "B" stretches from the boundary of the "S-Bahn Ring" up to the city boundary, while the "C" zone begins after the city boundaries. The IU is located within the tariff zone "A".

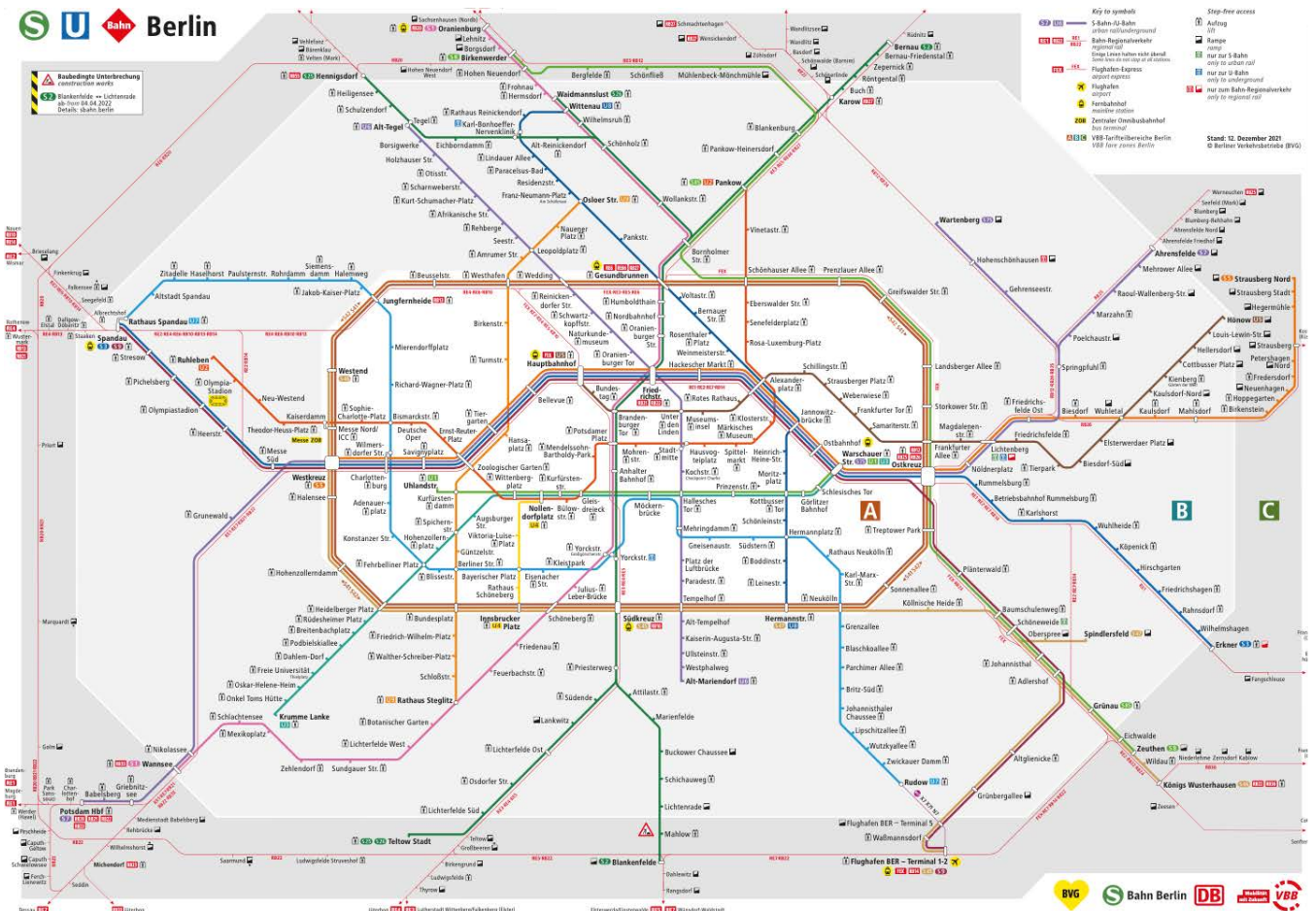
© BVG

BUYING A TICKET

Once you arrive and during your first days in Berlin, it might be necessary for you to buy public transport tickets in order to get around Berlin. Once you have been successfully enrolled as a regular student at IU, you will receive a semester ticket (for further information please refer to the chapter Student ID & Semester Ticket).

In case you need to travel around Berlin before you receive your semester ticket, you will need to buy transport tickets by yourself. You can get those here:

- At nearly every S-Bahn or U-Bahn Station at a ticket machine;
- At ticket machines inside the tram;
- At the front of every bus by the bus driver.



Buying a Ticket

With the exception of the bus, you will either find yellow- or red-coloured ticket machines, where you will be able to buy tickets. The displays on the ticket machines also offer different language settings (e.g. German, English, French, Polish, Spanish, Turkish) to make it easier for international guests to buy a ticket. The machines usually take cash (coins and notes) or debit cards as a form of payment. Please make sure that you buy the right type of ticket. The ticket price depends on the following aspects:

- age of the person, who is travelling (regular ticket for every person over the age of 14, reduced ticket for every person under the age of 14)
- duration of journey (i.e. single ticket/Einzelfahrschein or day ticket/Tageskarte)
- number of tariff zones that you cross within your journey.
- For example, if you are over the age of 14 and your accommodation is within the tariff zone B and you would like to travel to IU (tariff zone A), you will need to buy a regular AB ticket for your journey.

Down below, you will find an overview of current ticket prices. Please note, that they might be subject to change. So for up-to-date information, we recommend you look at the ticket fare overview on the BVG website shop.bvg.de/index.php/tickets

After buying you will need to validate your ticket by using the ticket stamping machines. They can either be yellow or red. They are usually located right beside the ticket machines. Please keep in mind: If you are checked in public transport without a valid ticket (either because of the wrong ticket type or lack of validation stamp), you will be asked to pay a €60 fine.



© Twitter



© rbb

! PLEASE KEEP IN MIND

If you are checked in public transport without a valid ticket you will be asked to pay a €60 fine. Anyone who has the wrong ticket type or lack of validation stamp will also be fined.

Ticket Type	AB	BC	ABC
Single Ticket/Einzelfahrschein			
Regular/Regeltarif	EUR 3.00	EUR 3.50	EUR 3.80
Reduced/Ermäßigungstarif	EUR 1.90	EUR 2.40	EUR 2.70
Day Ticket/Tagesticket			
Regular/Regeltarif	EUR 8.80	EUR 9.20	EUR 10.00
Reduced/Ermäßigungstarif	EUR 5.60	EUR 5.90	EUR 6.10
Short-trip Ticket/Kurzstrecke (only for up to 3 stops)			
Regular/Regeltarif	EUR 2.00		
Reduced/Ermäßigungstarif	EUR 1.50		

Anmeldung – Registration

In Germany you must register your permanent address (Anmeldung). The civil registration is required of all new residents regardless of their citizenship. When you register in the citizen's office (Bürgeramt) you receive an identification number. If you moved from another country, another city or from another apartment, you must do or update your registration within 14 days.

Around the city you can find more than 40 citizen's offices. Be aware that in German official bureaus you can only speak in German; a translator can come with you. Appointments can be scheduled on the website: **service.berlin.de/dienstleistung/120686** under Termin berlinweit suchen. The available dates will be shown in blue. You can also choose by location.

You are asked to bring the following documents to your scheduled appointments:

- Your personal ID: passport.
- Civil status certificate – for the first registration it is mandatory (for example, marriage certificate, birth certificate).
- Your rental agreement
- Landlord confirmation (Wohnungsgeberbestätigung)
- Registration form (Anmeldung bei der Meldebehörde)

Find this form on allaboutberlin.com/docs/anmeldung

Tagesstempel ↑ Date stamp (leave empty)		Amtl. Vermerke ↑ Official notes (leave empty)		Anmeldung ↑ Registration	
Neue Wohnung <small>New residence</small>			Bisherige Wohnung <small>Previous residence</small>		
Gemeindekennzahl <small>↑ Only residence ↓ Main residence ↓ Secondary residence</small>			Gemeindekennzahl <small>↑ The last previous residence (in Germany) was ↓ Only residence ↓ Main residence ↓ Secondary residence</small>		
Die neue Wohnung ist The new residence is			Die (letzte) bisherige Wohnung (im Inland) war		
<input type="checkbox"/> alleinige Wohnung <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung			<input type="checkbox"/> alleinige Wohnung <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung		
Tag des Einzugs ↑ Move-in date (DD.MM.YYYY)		Postleitzahl, Gemeinde, Ortsteil ↑ Postal code, municipality, region		Tag des Auszugs ↑ Move-out date (DD.MM.YYYY)	
Straße, Hausnummer, Zusätze Street, door number, etc.		Straße, Hausnummer, Zusätze Street, door number, etc.		Bei Zuzug aus dem Ausland Staat	
↓ Will the previous residence be retained?		↓ No ↓ Yes, as a...		↓ Main residence ↓ Secondary residence	
Wird die bisherige Wohnung beibehalten? <input type="checkbox"/> Nein <input type="checkbox"/> Ja, und zwar als			<input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung		
Haben die unten aufgeführten Personen noch weitere Wohnungen in Deutschland?			<input type="checkbox"/> Nein <input type="checkbox"/> Ja Wenn ja, siehe Beiblatt!		
1		Familienname, ggf. Doktorgrad Passname			
		Last name Doctoral degrees (if applicable) Name on passport			
Vornamen (Rufnamen unterstreichen)		Given name(s) (underline the name you want to be called)			
Geburtsname		Birth name			
Geschlecht		Gender (male: "männlich", female: "weiblich")			
Tag, Ort, Land der Geburt		Date, place and country of birth			
Religionsgesellschaft		Religion			
Staatsangehörigkeiten		Citizenship(s)			
Ordens- Künstlername		Religious/artist's name or pseudonym			
2		Familienname, ggf. Doktorgrad Passname			
		Familienmitglied ist: Family relationship is: (child: "Kind", spouse: "Ehegatte", life partner: "Lebenspartner", or leave empty)			
Vornamen (Rufnamen unterstreichen)					
Geburtsname					
Geschlecht					
Tag, Ort, Land der Geburt					
Religionsgesellschaft					
Staatsangehörigkeiten					
Ordens- Künstlername					
Familienstand (1 oder 1 und 2) Civil status (person 1, or 1 and 2)		Angaben zur Eheschließung / Lebenspartnerschaft (Datum, Ort, Land AZ) Information about the marriage/civil partnership (date, place and country)			
Dokumente: ↑ Documents ↓ Document types: PA = Personal ID, RP = Passport, KP = Children's passport Dokumententypen: PA = Personalausweise, RP = Reisepässe, KP = Kinderreisepass					
Name, Vorname: Last name, given name:					
Art PA RP or KP	Ausstellungsbehörde Issuing authority	Seriennummer Serial number	Datum ↑ issue date (DD.MM.YYYY)	gültig bis ↑ valid until (DD.MM.YYYY)	
Name, Vorname:					
Art	Ausstellungsbehörde	Seriennummer	Datum	gültig bis	
Datum, Unterschrift eines/einer der Meldepflichtigen oder einer Person mit Betreuungsvollmacht Date, signature of one of the registrants or person with guardianship					

ARD – Rundfunkbeitrag (TV & Radio Licence Fee)

In Germany there is public service broadcasting that offers independent information and entertainment on radio, television and also online. To keep this service available, every apartment has to pay a monthly fee of 18,36€. The fee is mandatory and the amount to be paid is the same regardless of how many people live together or how many devices they use. When you move into an apartment, you have to ask your landlord or apply for an account at **rundfunkbeitrag.de**. Citizens, businesses, institutions and public interest bodies all contribute to the licence fee. If you live in a student hall of residence, you must also pay the licence fee, since it is payable for rooms that are accessed via a public corridor. Single rooms count as a residence – regardless of whether they have their own bathroom or kitchen. If several rooms are separated from a generally accessible hallway or staircase by a separate front door and are organised or used as apartment-shares, one person in each individual apartment-share is required to pay the licence fee. This fee can be split between the members of each apartment-share.

Weather

It is very hard to guess how the weather will be in each period of the year. Generally you can consider that it's freezing in winter, and glorious in summer (mostly), but the reality is that it changes a lot – sometimes it snows from November to April, sometimes it is only possible to see snow once or twice a year. What is sure is that all seasons have their specific characteristics and colours! Dress appropriately and enjoy the views. In the cold days of winter, wear waterproof jackets. Be sure that your clothes also block the wind. During windy days, it might be hard to hold an umbrella. Keeping your feet, hands and head warm is the smartest thing to do. Wear scarves, hats and gloves and have them with you during the winter.

Important Phone Numbers

In case of any emergency, please dial 112. This number can be used anywhere in the EU and is valid without international dialing codes. The 112 number reaches the emergency services, such as Police, medical services or the Fire Brigade immediately.

European Emergency Number

Fire Brigade & Ambulance 112

Police 110

In addition to the national emergency numbers, there are also regional numbers that might become useful in a case of emergency. Please do not forget to use the right area code, whenever you try to reach someone via telephone within Germany. The area code for Berlin is 030- or respectively (+49) 30-.



Berlin Police Hotline

+49 (0)30 46 64 46 64

Dental Emergency Service

+49 (0)30 89 00 43 33

Emergency Medical Service National

116 117

Poison Hotline

+49 (0)30 19 24 0

Emergency Medical Service Berlin

+49 (0)30 31 00 31

Central Blocking Emergency Call EC-Card

116 116

Ambulance Transport (DRK)

+49 (0)30 19 727

Life in Berlin

THE CITY

Berlin area is close to 900 km², with a population of around 3.7 million. In the city, there is space for all kinds of lifestyles whatever your age. Berlin's population is drawn from over 190 countries; the city's many recreational activities, cultural events and educational opportunities allow its residents to express themselves freely and live their lives as they wish.

The rents and costs of living in Germany's capital remain low compared to other major cities. The city combines nature and tranquility: parks, forests, rivers and lakes with optimal mobility and connections. There are more than 2,500 public green spaces and recreational facilities. Additional highlights include architecture, historical sites, and cultural and artistic institutions.

BIKE LANES

You can get around the city by bike. It's easy to ride around and to park (don't forget to lock your bike!). The bike lanes are everywhere and are for everyone on a bike. If you are walking, please pay attention not to walk in this space so you avoid getting hurt and hurting others. Sometimes it's quicker to get around with the bike, plus you get to exercise and see different parts of the city. The rule is quite simple: if you are a pedestrian, stay out of the bike lane. If you are cycling, make sure you are going in the correct direction and pay attention to all signs, the traffic lights and, of course, the pedestrians that might not realise they are walking in the bike lane.

FOOD AND DRINK

In Berlin you can find a restaurant with your favourite cuisine, but you will probably also discover some tastes you never even imagined before. One thing is for sure: you will always have the chance to eat a Döner Kebab. They are everywhere, especially in neighbourhoods like Kreuzberg and Neukölln, which have well-established Turkish communities. The same goes with currywurst: you will always see these places open and packed by both locals and tourists.

MOST SHOPS ARE CLOSED ON SUNDAYS

In Germany, it is usual that most of the shops are closed on Sundays, and even some of the restaurants. Luckily, nearly every corner in Berlin has a Späti (or several). They are convenience stores that are open for long hours everyday. In a Späti you can find food, drinks, and basic hygiene products. They are more expensive than supermarkets, but cheaper than bars and restaurants. Some Spätis are not just convenient, but are also meeting points. If you are struggling to find what you need on a Sunday, train stations are a good place to go as the shops there are normally open.

MONTHLY COSTS

It is true that you can survive in Berlin without a large amount of money and much less than other cities in Europe, but this may vary with your lifestyle and basic needs. Consider having €1000 a month as a standard amount and always remember that emergencies may demand extra costs.

Some examples of costs:

- Rent and utilities in a shared flat: €650
- Mobile phone/Internet: €50
- Health insurance: depends on your situation
- €10-€30 to have dinner or lunch in a restaurant (it is a lot less if you eat at home)
- €20-€80 for a gym membership

You can keep the costs down:

- Use a student card to get discounts for museums, opera, concerts and other cultural events.
- Instead of drinking in bars and restaurants, try the Späti, bridges and parks. Currywurst or Döner is cheaper than sitting in a restaurant.
- Don't forget to get your Pfand refunded for empty glass and plastic bottles (see below for more details).

GERMAN SENSE OF HUMOUR

Even though people joke about the fact that the fun fact about Germany is that there is no fun in Germany. Germans have their own brand of humour and they make fun of themselves and others. They're also good with satire, satirical publications and political podcasts. This is not a joke – you will find many comedy clubs around the city.

Internet and Telephone Connection in Berlin

Once you are settled into your home, you will need a telephone and internet connection. You'll discover that there is a wide selection of options available, but you may also find that most of them are best equipped at serving their native, German-speaking population and not very good on the English-language support. Vodafone, O2, E-plus and others are the available providers. Keep in mind all written communication and customer care will normally be in German. Make sure you understand at least the main terms and conditions of your service agreement. Many contracts are an initial 2-year minimum contract, and to cancel you have to communicate this months in advance. It can be really expensive to make international calls from German phones. Many telecommunication companies provide additional options plus flatrates for certain countries. Check which one suits best your needs.

MOBILE PHONE

SIM Cards are widely available, but you will need to register with your passport to buy one. Many providers offer flat rates for data, calls and text messaging. Make sure that all of the details are examined closely to make sure there are no hidden charges in the plan you choose.

You may also consider a prepaid phone plan which does not require a long term contract. You can purchase a prepaid SIM in a physical store or online. You are required to activate your SIM card by going through an identification process. This can usually be done online and requires your passport. (You may also be required to have a registered German mailing address (Meldebescheinigung/Anmeldung)).

INTERNET CONNECTION

You can choose dial-up, broadband at home or hotspots around the city. Germany's DSL network is under constant improvement and expansion, but there are still some places where DSL may not be technically feasible. If broadband connectivity is an essential part of your work or private life, check the availability before signing the contract and moving in. Internet companies also offer options to plug and surf with high speed internet even where you do not have fast DSL. Simply plug it into the socket and start immediately via WiFi. Please be aware that internet connection in Germany is a bit challenging to install and that you must be very careful with downloads.

DOWNLOADS

It doesn't matter if you can't miss the new season of your favourite series or if you really want to listen to an amazing album that you can't find for sale. Also, it doesn't matter if you got away with it in your home country. Illegally downloading copyrighted content in Germany is severely condemned by law and is frequently enforced by private law firms who send cease and desist letters. If you are caught in the act, you will receive a Abmahnung letter from a German lawyer asking you to pay a fine. The owner of the internet access is responsible for any wrong-doing happening on that network, as the German court defined that the owner is the responsible for securing it so other people don't use it to download copyrighted content in Germany. In a shared apartment, if person has the internet connection and the other downloads illegal content, the owner can discharge the fault and change it to the other's name.



LEGAL ASPECTS

Application for Residence Permit

ENTRY VISA VS. RESIDENCE PERMIT

After your arrival in Berlin, all non-EU students must apply for a so called “residence permit for the purpose of studying”. Even though your entry visa might be valid for a few months, it is advisable to apply for the residence permit shortly after your arrival. The residence permit is issued by the Foreigners’ Office (Ausländerbehörde) after you have submitted all relevant documents. The residence permit is tied to your specific study programme at IU. Therefore, the Foreigners’ Office will need to be notified, should there be a change in your student status or study programme.

The Foreigners’ Office in Berlin is located in the district Charlottenburg at the following address:

Foreigners’ Office Berlin
Location Keplerstraße
Keplerstr. 2
10589 Berlin

Opening Hours:

Mon 07:00am to 02:00pm
Tue 07:00am to 02:00pm
Wed By appointment only
Thu 10:00am to 06:00pm
Fri closed

The required documents are the following:

- Valid passport
- Current biometric photo¹
- Certificate of enrolment (i.e. matriculation certificate) or conditional approval for studying
- Proof of health insurance
- Application form for Issuance of Residence Permit (only necessary for first-time application)
- Proof of secure livelihood (Blocked Account Confirmation, etc.)
- Certificate of registration (Civil Registration)

The payment can usually only be done by a German EC card, and not in cash. Rarely other options are possible. The fee for initial issuance of a residence permit lies between €56.00 and €100.00. Should you need to extend the residence permit you will need to pay additional fees. All documents need to be taken to your appointment with the Foreigners’ Office. It is necessary for each student to book an appointment with the Foreigners’ Office well in advance, since there can be long waiting periods otherwise. The Foreigners’ Office recommends that appointments should be made at the latest 4–6 weeks before the expiry date of your entry visa. Generally, this rule of thumb applies: The earlier you apply for the residence permit, the less stress you will have when your visa expires.

¹ Dimensions: 35mm×45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background. A quick tip: photo booths can be found all around the city and will guide you on taking the perfect shot.

WELCOME TO IU

Getting to IU Campus Berlin – Frankfurter Allee 73A · 10247 Berlin

ENTRY VISA VS. RESIDENCE PERMIT


The IU University of Applied Sciences, Berlin Campus, is located in the central district of Berlin-Mitte close to Alexanderplatz with its famous TV-Tower and close to the Spree River at the address Frankfurter Allee 73A. The S- and U-Bahn station Frankfurter Alle is within walking distance (approx. 5 min). The U-Bahn station Samariterstraße is also closeby (approx. 1 min).

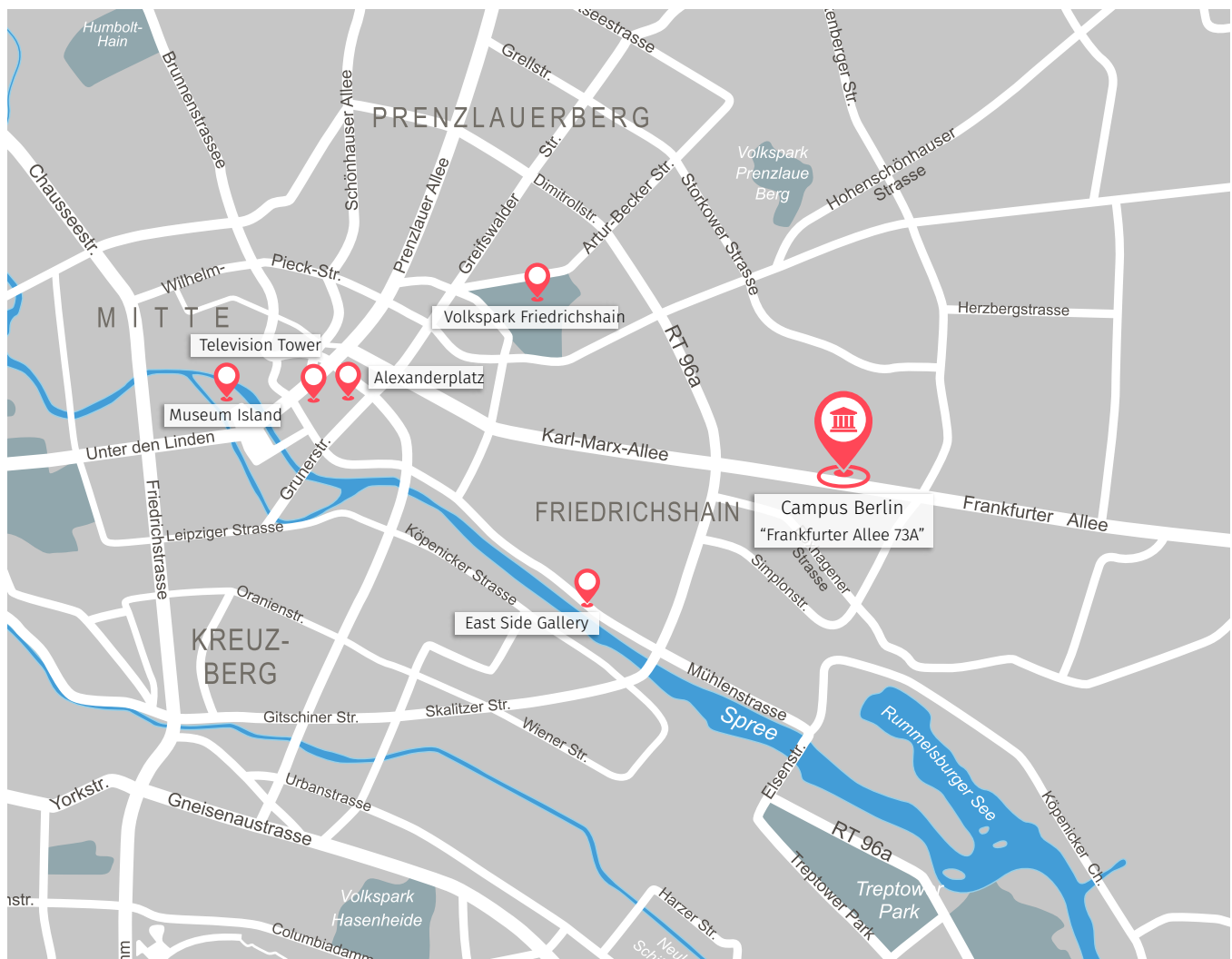
RECOMMENDED APPS:

Recommended Apps: BVG FahrInfo, Öffi-Fahrplanauskunft, Google Maps

 S8, S41, S42

 U5

 248, 347




STARTING YOUR STUDIES AT IU

Enrolment

To be enrolled as a student at IU Berlin, it is necessary for you to submit a number of documents to the Students' Office. It is important to note that there is a difference between the application documents that you have submitted before your start at IU and the documents, which are required for enrolment. The necessary documents for enrolment are as follows:

- Filled out Student Registration Form (will be sent to new students via email before semester start)
- Original or certified copy of Bachelor's degree or further degrees (e.g. Master's degree, etc.)
- Original or certified copy of High School Diploma (mandatory for students in Pathway and Bachelor's programmes)
- Original or certified copy of English Language Certificate (e.g. IELTS, TOEFL)
- Health Insurance Certificate (plus exemption letter, if applicable)
- Copy of Visa and the original passport
- Confirmation of de-registration (only if you were registered at a German university before)

All students that hold documents (e.g. Bachelor's degree, High School diploma) in another language than English or German need to submit an original certified translation of said documents in either English or German.

 Please note that you can only be fully registered as a student at IU and get your Student ID/Semester Ticket and Matriculation Certificate after the university has received all the above listed documents and has received all payments. If one of the documents is missing or if your outstanding payments were not received by the Accounting Department by the day of enrolment, you will not be handed the Student ID/Semester Ticket and Matriculation Certificate. Please inform the Students' Office as soon as possible of your address in Germany.

Student ID & Semester ticket

After successful enrolment as a student at IU, you will also receive your student ID. This card serves multiple purposes:

- Identification as student of IU Berlin
- Semester Ticket
- "Library Card" for borrowing books from the library

The semester ticket, which will be digital, is valid for all Berlin public transport within the tariff zones A, B & C. It also includes bicycle transportation, in case you travel with your bike when using the public transportation across Berlin.

Please keep in mind that the semester ticket is personalised and can thus only be used by yourself. Furthermore, always remember to carry around a photo ID (e.g. passport) with you in addition to your semester ticket. Should you be checked in any public transport without a valid photo ID and your semester ticket, you will be asked to pay a fine of up to €60.

Students starting their studies virtually will only get these documents once they get enrolled on campus!



INTAKE DATES

- January
- April
- July
- October

Latest arrival date: 10th of each month

Matriculation Certificate

At the beginning of each semester, you will receive your matriculation certificate (Immatrikulationsbescheinigung) from the Students' Office. This is an A4 document that consists of different snippets that you might be asked to hand in to different authorities (e.g. landlord, Registration Office, Foreigners' Office, etc.).

As mentioned earlier, the matriculation certificate is issued each semester. Should you move to another location in Berlin, please let the Students' Office know your new address via email (students-office-berlin@iu.org).

Public Holidays

During public holidays, most businesses, public authorities, schools and universities in Germany are closed. Public holidays may vary across different German federal states.

Please keep in mind that the dates for Easter (Good Friday and Easter Monday), Ascension Day and Whit Monday may vary from year to year.

If you want to find out more about the history or customs for certain public holidays, feel free to get some background information from the following website: publicholidays.de

Grading System in Germany & Transcript of Records

Academic performance in Germany is assessed by grades on a scale from 1.0 to 5.0. Please find an overview of the grading system below:

After the examination results are published (approx. 6 weeks after the exams), you will be able to see your grades on CARE under the section "My Study Grades". You will see an overall grade as well as the individual grades/percentages that you scored for the individual course segments (e.g. CEs grade & exam grade). If you plan to apply for jobs etc., you might also be asked to provide your current grade transcript. You can directly download the most up-to-date version of your transcript in your CARE within the section "My Study Grades" on the upper part of the menu. You just have to click the "Download" button and then a new window with your transcript as a pdf-file will open.

German Grade	ECTS Grade	Percentage	ABC
1.0	A (Very Good)	96%–100%	Passed
1.3		91%–95.99%	
1.7	B (Good)	86%–90.99%	
2.0		81%–85.99%	
2.3		76%–80.99%	
2.7	C (Satisfactory)	71%–75.99%	
3.0		66%–70.99%	
3.3		61%–65.99%	
3.7	D (Sufficient)	56%–60.99%	
4.0		50%–55.99%	
>4.0		<50%	Failed

Library Information Service (LIS)

GENERAL

At IU Berlin, you will have the option to use both the options of an on-site physical library (LIS), as well as the online library resources (DigiLIS). Both of them will be explained in detail during in this section.

The on-site Library (LIS) and the printing facilities at IU Berlin are located on the 2nd floor in room R232. The library is open Monday to Fridays from 10:00 am to 4:00 pm. The library also has a printer, which can be used for printing, scanning and copying. In order to use the printer, you will need a copy card, which you can buy at the Students' Office for either €10 or €20.

In order to get an overview of the library collection in CARE please follow the following tabs in CARE: "Library & Information Services", "Search in Library Collection", "Library Catalogue/OPAC". Once you click on the OPAC link, a new window will open, where you will be asked to indicate your username (firstname.lastname or firstname.lastname@iu.de) and your password (please insert your CARE password there). If you are looking for books that are exclusively available at the Berlin campus, please select "Berlin" in the drop-down menu for the library location.

The largest variety of resources can be found in the Online Library (DigiLIS), here you have access to over 40 data bases, more than 2,000 licensed eJournals and over 40,000 eBooks. The online library is accessible from your CARE account under the tab "Library & Information Services", "Search in Library Collection". Similar to browsing the library catalogue of the LIS, you will be asked to insert your username and your CARE password in order to access the digital resources. The collection is regularly updated and constantly growing – an excellent resource to provide you with the best possible support during your studies.

Studierendenwerk, "Hochschulsport" & Societies on Campus

STUDIERENDENWERK

As a student at IU, you will be asked to pay an annual fee for the so-called "Studierendenwerk". This fee is a mandatory solidarity fee that all students need to pay in Berlin. In exchange for this, you may use the numerous services of the Studierendenwerk. They provide a unique array of services specifically attuned to the needs of students:

- Student Accommodations
- Jobs & Employment Service
- Dining Facilities (e.g. "Mensa Card")
- Counselling and Support
- Advice and Support in Conflict Situations
- Provision of Financial Aid

They have also put together quite a bit information regarding international students and studying in Berlin at the following website: stw.berlin/en/international.html

"HOCHSCHULSPORT"

As a member of the Berlin Student Union, you as a student are also entitled to partake in the university sports programmes of other Berlin universities. University sports offer the special opportunity of intercultural exchange and thus contribute to the an open and integrative culture. Find more information of the offers at:

- hochschulsport.hu-berlin.de/en
- hochschulsport.htw-berlin.de/sportangebot/faq-in-english/
- hochschulsport.fu-berlin.de/en/index.html

Working During Your Studies & Career Office at IU

Some students wish to work in addition to studying during their time in Germany. Either because they want to gain work experience in the German market or they are looking for an additional source of income or a mixture of both.

However, depending on your visa, the amount that you are allowed to work might differ significantly. Generally, the residence permit for the purpose of studying entitles non-EU and non-EEA nationals to work a total of 120 full working days (full working days = 8h/day) or 240 working half-days (half working days = 4h/day) in one calendar year. It takes time and needs quite some knowledge to understand the German job market well enough to successfully apply for internships, student jobs and graduate placements.

IU Campus offers exclusive career services to our students. Our Career Office has developed a unique programme called Career Preparation Programme (CPP), which will enable you to assess and market your talent, as well as, to help successfully prepare you for the German job market.

This Career Preparation Programme consists of

- Workshops (including training sessions on business culture, career planning, interviewing etc.)
- Individual consultations
- Networking opportunities with employers, on and off campus

The CPP is free of charge and we recommend all students to take part as soon as possible. During and after your study programme, IU offers access to numerous vacancies offered by our partner companies and Intensive German language trainings that you can take advantage of.

We look forward to see students participating and taking initiative towards their professional future!

Who is Who at IU Berlin?

Department	Areas of Responsibility	Contact details
Accommodation	<ul style="list-style-type: none"> – Accommodation contracts with Student Hotel Berlin 	accommodation-berlin@iu.org
Accounting	<ul style="list-style-type: none"> – Invoices, fees & payments – Unblocking of CARE accounts 	reminder-bad-honnef@iu.org
Career Office	<ul style="list-style-type: none"> – One-on-one sessions on CVs – Interview/Assessment Center Trainings – Career Talks 	career-international@iu.org
Examination Office	<ul style="list-style-type: none"> – Examination/Re-sit Enrolment – Contract Extensions – Grades – Studienprognose (for visa extension) 	examination-berlin-international@iu.org
International Admission	<ul style="list-style-type: none"> – Application and Admission Process 	international-admission@iu.org
Library	<ul style="list-style-type: none"> – Borrowing of Literature – Support for Online Library access 	lis@iu.de
Students' Office	<ul style="list-style-type: none"> – Enrolment – Issuing of Matriculation Certificates – General Questions – Submission of forms (e.g. Gap Semester, etc.) – Submission of Sick Notes 	students-ber-international@iu.org

German	English
Abmeldung	deregistration
Allgemeinmediziner, Hausärzte	general practitioners
Anmeldebestätigung	confirmation of residence registration
Anmeldung	registration
Apotheke	pharmacy
Arbeitserlaubnis	work permit
Aufenthaltstitel	residence permit
Ausländerbehörde	foreigners office, foreigners authority
Ausstellungsbehörde	issuing office, issuing authority
Bescheinigung, Bestätigung	confirmation
Bürgerbüro, Einwohnermeldeamt	residents' registration office (town hall)
Einreisestempel	entry stamp
Einreisevisum	entry visa
Fachärzte	(medical) specialists, consultants
Familienname, Nachname	surname, last name
Familienstand	marital status
Fiktionsbescheinigung	interim confirmation (= temporary residence permit)
Frist	deadline
Führungszeugnis	certificate of conduct
Gebühr	fee, charge
Geburtsname	maiden name (applies to married women or people who have officially changed their last name)
Girokonto	checking account/cheque account/current account
Immatrikulationsbescheinigung	university enrolment documents
Kaltniete	basic rent (excluding additional service charges/utilities)
Kaution	(security) deposit
Kontoauszug	bank statement
Krankenversicherung	health insurance

German	English
Lebenshaltungskosten	living expenses
ledig	single/unmarried
Lohnsteuerkarte	income tax card
Mahnung	reminder, warning, overdue notice
Mietvertrag	rental contract
Nebenbestimmungen	incidental provisions
Nebenkosten	utilities and common charges
Postleitzahl	zipcode, postal code
Rathaus	town hall
Reisepass	passport
Rundfunkbeitrag	TV and radio license fee
Sachbearbeiter	case manager (e.g. at a foreigners office)
Sperrkonto	blocked (bank) account
Staatsangehörigkeit	citizenship
Steueridentifikationsnummer	tax identification number
Termin	appointment
Unterschrift	signature
verheiratet	married
Verpflichtungserklärung	declaration of commitment
Vorname/ Vornamen	first name/first names
Warmmiete	rent including heating
Wiedereinreisevisum	re-entry visa
Wohnort	place of residence
Wohnungsgeberbescheinigung	landlord confirmation
Zahlungsnachweis	proof of payment
appointment	Termin
bank statement	Kontoauszug
blocked (bank) account	Sperrkonto
basic rent (excluding additional service charges/utilities)	Kaltniete
case manager (e.g. at a foreigners office)	Sachbearbeiter
certificate of conduct	Führungszeugnis
checking account/cheque account/current account	Girokonto

German	English
citizenship	Staatsangehörigkeit
confirmation	Bescheinigung, Bestätigung
confirmation of residence registration	Anmeldebestätigung
deadline	Frist
declaration of commitment	Verpflichtungserklärung
deregistration	Abmeldung
entry stamp	Einreisestempel
entry visa	Einreisevisum
fee, charge	Gebühr
first name/first names	Vorname/Vornamen
foreigners office, foreigners authority	Ausländerbehörde
general practitioners	Allgemeinmediziner, Hausärzte
health insurance	Krankenversicherung
incidental provisions	Nebenbestimmungen
income tax card	Lohnsteuerkarte
interim confirmation (= temporary residence permit)	Fiktionsbescheinigung
issuing office, issuing authority	Ausstellungsbehörde
landlord confirmation	Wohnungsgeberbescheinigung
living expenses	Lebenshaltungskosten
maiden name (applies to married women or people who have officially changed their last name)	Geburtsname
marital status	Familienstand
married	verheiratet
(medical) specialists, consultants	Fachärzte
passport	Reisepass
pharmacy	Apotheke
place of residence	Wohnort
proof of payment	Zahlungsnachweis
re-entry visa	Wiedereinreisevisum

German	English
registration	Anmeldung
reminder, warning, overdue notice	Mahnung
rent including heating	Warmmiete
rental contract	Mietvertrag
residence permit	Aufenthaltstitel
residents' registration office (town hall)	Bürgerbüro, Einwohnermeldeamt
(security) deposit	Kaution
signature	Unterschrift
single/unmarried	ledig
surname, last name	Familienname, Nachname
tax identification number	Steueridentifikationsnummer
town hall	Rathaus
TV and radio license fee	Rundfunkbeitrag
university enrolment documents	Immatrikulationsbescheinigung
utilities and common charges	Nebenkosten
work permit	Arbeitserlaubnis
zipcode, postal code	Postleitzahl

DISCLAIMER

We have made every effort to ensure that the information on this pre-arrival handbook is accurate and up-to-date. IU is not legally liable for errors or omissions and reserves the right to make changes to some or all the information on this document without notice. This document contains links to external websites, IU does not accept responsibility for the content on those sites.

Spring Semester 2021

IMPRESSUM

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IU International University of Applied
Sciences
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99084 Erfurt · Germany

In legal matters relating to higher education the Ministry of Culture and Science of Thuringia is responsible for IU University of Applied Sciences at all study locations. Sponsor of IU is Career Partner GmbH, München.

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