GUIDE FOR INTERNATIONAL STUDENTS

YOUR PERSONAL GUIDE TO ISERLOHN
The University of Applied Sciences Europe – Iserlohn, Berlin, Hamburg educates the designers and decision-makers of tomorrow in the three faculties of Business & Psychology; Sport, Media & Event; and Art & Design.

The synergy of creativity, entrepreneurial digital thinking, and internationality enriches the faculties and leads to new perspectives in teaching and research, meeting the needs of the job market in the 4.0 era.

At our university you complete a globally-orientated programme that offers far more than a semester abroad and foreign language courses. Even on your campus in Germany you are globally connected, be it through international projects, innovative digital learning formats (for example cross-border lectures), or in direct exchanges with your international fellow students from over 90 countries on our three campuses. In addition, our lecturers have access to the newest teaching content and research from our university network, thus keeping you up-to-date in your area of expertise.
At the University of Applied Sciences Europe (UE), located in Berlin, Hamburg, and Iserlohn, you’ll explore new paths. We offer you international programmes that prepare you for the demands of tomorrow’s job market through our innovative teaching formats and programmes of study. Our global network, that embraces all cultures and continents, is the gateway to an exciting career in a global, digitalised workplace – whether as a manager or in your own company.

We offer courses in business, media, communication, and sports and event management, as well as in art & design, new media, and new technologies. We combine entrepreneurial, creative, digital and international thinking under one roof – important skills that are in high demand in the workplace, whether for managers, consultants, entrepreneurs, designers or artists. Take advantage of this interdisciplinary exchange and let yourself be inspired on campus.

Take advantage & let yourself be inspired
OUR ACADEMIC CALENDAR

IN GENERAL

**Summer Semester**

- March – July: Lecture Period
- 31. January: Deadline for study contract cancellation
- 31. January: Deadline for applying for a leave of absence
- Last two weeks of lecture period: Exams

**Winter Semester**

- Sept. – January: Lecture Period
- 31. July: Deadline for study contract cancellation
- 31. July: Deadline for applying for a leave of absence
- Last two weeks of lecture period: Exams

*For exact dates, please visit:*

ABOUT US, ISERLOHN AND GERMANY
SUPPORT FOR STUDENTS

ADMISSIONS OFFICE
Advises you about our programmes and guides you through the application process.

STUDENT SERVICES
Support you with your day-to-day administrative queries and enrolment at University of Applied Sciences Europe.

INTERNATIONAL OFFICE
Coordinates your semester abroad. Upon arrival they also assist you with your registration and residence permit (visa extension).

IT
Offers help with our in-house systems and computers.

EXAMINATION OFFICE
Assists with questions on courses, coordinates exams and takes care of issuing certificates.

CAREER SERVICE
Assists you in finding an internship and student jobs.

FINANCE DEPARTMENT
Answers your questions regarding your invoice and payment methods.
FIVE REASONS TO STUDY IN GERMANY

Germany is the third most popular destination among international students in the world. More than twelve percent of students at German universities come from abroad – just like you. Germany is an attractive place to study and German university degrees are highly respected by Employers worldwide.

1. TOP QUALITY

German universities offer excellent teaching and research, ranking among the best in the world. You will earn an internationally renowned degree, giving you excellent prospects on the global labour market.

2. GEARED TO PRACTICE

German universities of applied sciences offer a range of attractive, practice-oriented options. Many study programmes combine theory and practice. This will greatly facilitate your career start.

3. POTENTIAL UNLOCKED

In Germany you can develop your intellectual abilities and personal skills freely and reach your full potential. If you are out to achieve great things, you will need determination, motivation and commitment – both during and after your studies.
4. SAFE COUNTRY

In comparison with other countries, Germany is a safe country. In town or in the countryside, by day or by night, you can move around freely here. Germany offers economic and political stability, which makes it an ideal place for you to study.

5. DIVERSITY

Discover the beauty and diversity Germany has to offer! When you take time off from your studies, there are 1001 ways of exploring your host country. Visit a museum, the cinema or theatre or enjoy the weather in a beer garden. If you're into being outdoors, swim in a lake, climb a mountain or visit an old castle. More and more young people are choosing to study in Germany for many different reasons. These include the social security being one of the best in the world and the unemployment rate being at the lowest in Europe.

It’s definitely worth exploring the country, while you’re here.
Iserlohn was the first campus of University of Applied Sciences Europe - here it all began! - The spirit of entrepreneurship and community at this location is lived by academics, administration and students. This special atmosphere of this university campus next to the Seilersee supports learning, socializing and knowledge about German culture and the German way of living and working.

OUR FACILITIES

<table>
<thead>
<tr>
<th>33 MODERN LECTURE ROOMS</th>
<th>ARSENAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUDITORIUM</strong> For events, conferences, reading, with up to 230 seats</td>
<td><strong>MEDIA EQUIPMENT RENTALS</strong> such as cameras, lighting kits etc</td>
</tr>
<tr>
<td><strong>ROOM &quot;JP MORGAN&quot;</strong> For up to 50 seats</td>
<td><strong>STUDIOS</strong> Radio studio Photo studios Darkroom Green screen studio TV studio</td>
</tr>
<tr>
<td><strong>CO-WORKING SPACE</strong></td>
<td><strong>1 MAC POOL</strong></td>
</tr>
<tr>
<td><strong>LIBRARY</strong></td>
<td><strong>PLENTY OF ROOM FOR BICYCLES</strong></td>
</tr>
</tbody>
</table>
ISERLOHN

Germany // 51° 22' 31.69" N, 7° 42' 10.12" E

"The green city" | "The Forest City"

OFFICIAL LANGUAGE

DEUTSCH
(German)

AIRPORTS
Dortmund 22 km
Paderborn/ Lippstadt 86 km
Düsseldorf 97 km
Cologne 103 km

Like the whole region, Iserlohn is very safe. There are no no-go areas in the city.

PEOPLE FROM OVER 25 DIFFERENT NATIONS ARE LIVING IN ISERLOHN

150 WORLD LEADERS IN INDUSTRY, TRADE AND SERVICES HAVE THEIR PLACE IN ISERLOHN

Lows
-1-0 °C
(30-32 °F)

AVERAGE TEMPERATURE

22-29 °C
(72-84 °F)

highs

12% ARE FOREIGNERS

70% OF THE CITY IS MADE UP OF GREEN AREA OR WATER

Population
96 THOUSAND PEOPLE

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OFFICIAL LANGUAGE

DEUTSCH
(German)
AVERAGE WEATHER
Iserlohn

Illustration: Jacob Ferguson

JAN
max 2°C
min -2°C

MAR
max 8°C
min 1°C

MAY
max 19°C
min 8°C

JUL
max 29°C
min 12°C

SEP
max 19°C
min 9°C

DEC
max 4°C
min -1°C

Warmest Months

Windiest Month

Earliest Sunrise

Earliest Sunset

4:43 a.m.

3:52 p.m.
The weather in Iserlohn is very changeable. Iserlohn has a continental climate with sometimes cold winters, hot summers and mild springs and falls. During the year, the temperature usually ranges between -1 °C and 29 °C. Summer (June to August) weather in Iserlohn is pleasant and sunny, the days are long and temperatures average 18-20°C (64-68°F), particularly in July. However, the summer months are also unpredictable and the weather can rapidly change from sunshine to overcast. It can also be fairly humid in summer in Iserlohn. Winter weather (December to February) in Iserlohn, by contrast, averages 0°C (32°F) and can be bitterly cold and damp, with snow and frosty days when temperatures hover at or just below snowing. Although snow falls between December and March, the city seldom stays covered in snow for long. Rain can fall all year round and it is always a good idea to have an umbrella in Iserlohn, no matter what the season; the wettest month is December and the driest month is February.

www.climate-data.org/europa/deutschland/nordrhein-westfalen/iserlohn-22975
Dechenhöhle
Maste-Barendorf
Danzturm
Iserlohner Altstadt
Winterberg
Kölner Dom
Rheinturm Düsseldorf
Signal Iduna Park Dortmund
Seilersee
Dortmund (ca. 26 km)
Iserlohn Station
Letmathe
Letmathe-Dechenhöhle
Dortmund (ca. 26 km)
Köln (ca. 77 km)
Düsseldorf (ca. 76 km)
Winterberg (ca. 88 km)
ca. 2.6 km
ca. 1.7 km
ca. 4.1 km
TOURIST ATTRACTIONS

Illustrations: Sophia Arlt

ISERLOHN HAS MANY CULTURAL SIGHTS AND EXCITING ATTRACTIONS TO OFFER. THE FOLLOWING PLACES ARE JUST SOME SELECTED LOCATIONS OF ISERLOHN AND BIGGER CITYS NEARBY.

1. The Cologne Cathedral is the landmark of Cologne and the center of the city. It is considered the second highest church in Germany.

2. The Rhine Tower is a television tower in Dusseldorf. It is the tallest building in the city and the tenth highest television tower in Germany.

3. The Signal Iduna Park Dortmund is one of the most famous football stadiums in Europe and is renowned for its atmosphere. It is Germany's largest football stadium.

4. Winterberg is a ski resort in the Sauerland and a winter sports paradise for skiers, sledders and snowboarders.
The Seilersee has its place next to the university. It is located in the middle of the green, surrounded by forests, not far from the city. The area offers rowing and pedal boating, mini golf and swimming pools. People can walk on well-maintained paths around the lake.

The Dechenhöhle in Iserlohn is one of the most visited and beautiful stalactite caves in Germany.

The Danz tower is 28 m high with a viewing platform, which gives a magnificent view over the Sauerland low mountain range. The Danzturm is located in the middle of the city forest.

The historic Maste-Barendorf factory complex is a cultural monument in Iserlohn. A needle museum was set up to give an insight into Iserlohn’s previously important industrial needles manufacturing industry.
PUBLIC TRANSPORT

Iserlohn has the following transportation options: buses and trains. You need a valid ticket to use public transport in Iserlohn. The price depends on the tariff zone and the ticket’s period of validity.

The local transport system is mainly operated by buses of the regional transportation company MVG and VRR. Buses not only operate different routes within the city, but also go to neighbouring towns.

- Rail traffic of the DB Regio NRW and the Abellio Rail NRW → 6 stations and stops

- Very good transport links to the motorway (A46 driveway next to the campus)

www.mvg-online.de

SPORT ACTIVITIES FOR STUDENTS IN Iserlohn

In Iserlohn, our students can take advantage of a wide range of sports. The city offers: American football, ice-hockey, handball, basketball, football (soccer), (table-)tennis or swimming. Sport facilities are directly at the university campus as well as in town.

More information can be found here:

www.iserlohn.de/sport/sportarten-vereine
To study in Germany and to manage your everyday life in Germany, it is helpful to learn German. For most degree programmes at our University the language of tuition is German.

There are some language schools around Iserlohn:

LERNSTUDIO BARBAROSSA
www.lernstudio-barbarossa.de

INLINGUA ISERLOHN
www.inlingua-iserlohn.de/sprachkurse
STUDY IN GERMANY
FIRST STEPS

Before you arrive

CHECKLIST:

STEP 1 – GERMAN VISA
STEP 2 – FINANCIAL PROOF
STEP 3 – HEALTH INSURANCE
STEP 4 – ACCOMMODATION
STEP 5 – FINANCIAL HELP

STUDENT PACKAGE.

OUR PARTNER SYMPATME

Our Partner SympatMe will support you with all the bureaucratic steps you must take when moving to Germany. Applying for a student visa, finding an apartment, registering your residence – on SympatMe you can do bureaucracy online! They will guide you through all the steps you need to take.

www.sympat.me
STEP 1 – GERMAN VISA

You will most likely be required to obtain a visa to enter Germany. If you have an EU/EFTA nationality, visa regulations do not apply to you. However, most non-EU/EFTA citizens will need to apply for a student visa. Please check in advance whether a visa is required for you. The Federal Foreign Office offers an overview of visa requirements for Germany:
www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node/staatenlistevisumpflicht-node

The visa application process can take several months and therefore we recommend that you make an appointment at the German diplomatic mission closest to you as early as possible. Beware of dubious online service providers that want to charge you for making an appointment at these places.
www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen

The visa you need to apply for should be for study/education, listed as a D visa (national visa). The study visa is typically valid for 90 days and can then be converted into a long-term residence permit once you have arrived in Germany (more info in the “Shortly after arrival” section).

If you are staying in Germany for less than 12 months (e.g. as an exchange student for one semester), you may ask the German diplomatic mission to issue a D visa for the entire duration of your stay. In this case you will not need to go to the Foreigners’ Registration / Immigration Office in Germany.

PLEASE NOTE: Do not apply for a Schengen visa (C visa), as this is only valid for a maximum stay of 90 days and cannot be extended or converted into a long-term residence permit.
STEP 2 – FINANCIAL PROOF

When applying for a visa (and again later when applying for the residence permit) you will need to prove that you have sufficient funding to support yourself during your studies. Visa applicants must prove that they have approx. 10,236 EUR per year (853 EUR per month). The form of the financial proof needed may vary depending on where you are applying from. As example:

- Commitment declaration by a relative (from the German diplomatic mission)
- Notarised confirmation plus documents certifying your parent's income
- Blocked account
- Scholarship

In many cases, a German blocked bank account is required when applying for a visa. The most common (and visa approved) providers for a blocked account are Deutsche Bank and Fintiba. Please have a look at the website of the Federal Foreign Office for a list of accepted banks:

www.auswaertiges-amt.de/en/einreiseundaufenthalt/02-lernen-und-arbeiten/sperrkonto-seite

The process of opening a blocked account can take a few weeks and we recommend completing the application early. After your arrival in Germany, you need to make an appointment at the branch of your bank to start using it. Depending on the country, some international students may need to set up a German bank account.

OUR PARTNER FINTIBA.COM

Save time and open your Sutor Bank blocked account right now with our partner fintiba. Online and within minutes.

www.fintiba.com
STEP 3 – HEALTH INSURANCE

Health insurance is mandatory in Germany and you will not be able to enroll at the university without sufficient health insurance.

EUROPEAN STUDENTS

As a European citizen you should have a European Health Insurance Card (EHIC) which is also recognised in Germany. Once you have arrived in Germany you can get your coverage approved by a statutory/public health insurance provider here who will issue an insurance certificate.

Please ask your health insurance provider at home which documents you will have to take with you. If you are moving to Germany for a longer period of time, you might also require the S1 form prior to moving.

You can find more information on the following website:
ec.europa.eu/social/home.jsp?langId=en

NON-EUROPEAN STUDENTS

You can either apply for health insurance with one of the German statutory / public health insurance providers or with a private health insurance provider. The cover should not be limited to 30,000 EUR.

STATUTORY / PUBLIC HEALTH INSURANCE:

Only available for students below the age of 30 years and if you have not had a private insurance during your time of studies in Germany before. You can sign up with them online to ensure coverage from your first day in Germany. At the start of each semester, we invite one of the biggest statutory health insurance providers in Germany to our campus so that students may have the chance to speak to them and sign up if they wish.
Some of the largest providers in Germany are
TK → www.tk.de/en
Barmer: → www.barmer.de/en
and AOK: → en.zuwanderer.aok.de/home

PRIVATE HEALTH INSURANCE:

Depending on your age and length of stay in Germany, you might choose to opt for a private health insurance. In this case you are also required to get a waiver from the statutory insurance (can be done once in Germany) to confirm that you do not require statutory coverage.

IMPORTANT: Once you sign up with a private health insurance provider and get the statutory waiver, you will not be able to change back to a statutory insurance provider for the duration of your academic studies.

Some of the most popular private insurance providers are:
Mawista → www.mawista.com/en
Care Concept: → www.care-concept.de/index_eng.html?navilang=eng

TRAVEL HEALTH INSURANCE:

Some students prefer to obtain travel insurance that covers them during their first weeks in Germany – this is sufficient coverage while you are in the visa process. Once here, a more long-term insurance must be obtained with either a private or statutory provider.

OUR PARTNER FINTEBA.COM

Save time and get an insurance easily with our partner fintiba. You will receive an individually tailored insurance solution. Get your insurance now on www.fintiba.com
For smaller towns Iserlohn is a metropolis, for other neighbouring cities the restful forestcity. Iserlohn combines urban life and nature in an ideal way.

The housing market in Iserlohn is easier compared to other big cities. For a good price you can rent a nice, spacious apartment.

Picture taken from: de.wikipedia.org/wiki/Iserlohn
The average price for a room in a shared flat is 250-350 EURO. In order to give you an insight into what living in Germany will be like and what steps you need to take once you arrive, we have compiled this guide for you. Of course, it’s not exhaustive, but it will give you a good idea of what to expect. Where it is necessary, you will be given other sources for further information and guidance.

MONTHLY UNIVERSITY TUITION:

For further information please contact our International Admissions Office
international.admissions@ue-germany.com

MONTHLY LIVING COSTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing (shared flat)</td>
<td>€ 250 - € 450</td>
</tr>
<tr>
<td>Public transportation</td>
<td>€ 60</td>
</tr>
<tr>
<td>Telephone, Internet, Radio and TV</td>
<td>€ 50</td>
</tr>
<tr>
<td>Food</td>
<td>€ 300</td>
</tr>
</tbody>
</table>

Approx. living costs per month*: € 660 - € 860

The average rental price in Iserlohn is 11.40 EURO / m².

* The amounts given above are estimates only and the monthly budget is, of course, variable and depends on the needs and living standards of each individual student.
Also, always be sure to carry your documents with you when visiting apartments. Carry a digital version as well as a printed set of documents. Landlords usually request:

- Copy of ID (min. validity of 6 months)
- Positive financial bank certification
- Confirmation from your previous landlord that you have a history of paying your rent on time (no rent arrears)
- Income statement for the last 3 months or parent’s signature
- SCHUFA request (confidential information on a person’s credit rating) for privately owned apartments

Take part in a Facebook group for people who have just moved to Iserlohn, or groups like “Du bist Iserlohner, wenn...“. Don’t be shy to put your ad up! Get active. Do not only check listings, write your own ads and try to spread word as well as possible.

Student dorms often have waiting lists though and it is highly recommended to leave your name months in advance.

Shared flats (called WG in German from the word ‘Wohngemeinschaft’) often organize so-called “mass castings” where all applicants are invited at the same time and their preferred future flatmate is then selected. If you attend a mass casting, act natural and don’t be shy. If you don’t speak up at the casting, you might miss out on an opportunity to be elected. Another option is to be invited to a short, individual interview. Present yourself in the best way possible, but don’t hide your true personality.

If you are looking for an entire flat, there are basically these same two processes: mass viewings or individual appointments.

Please find a summary of helpful links for your flat search below.
TEMPORARY ACCOMMODATION

Shared flats:
- WG-gesucht: www.wg-gesucht.de
- WG Company: www.wg-company.de
- WG Liste Studenten: www.wg-liste.de

Your own flat:
- Immoscout 24: www.immobilienscout24.de
- Wohnraumkarte: www.wohnraumkarte.de
- Housing Anywhere: www.housinganywhere.com
- Immowelt: www.immowelt.de
- Immonet: www.immonet.de
- Ebay Kleinanzeigen: www.ebay-kleinanzeigen.de
- Thallos AG: www.thallos.ag
FACEBOOK AND WEBSITES

Student group - BiTS Studenten
www.facebook.com/groups/214329295329160/

Searching for a flat in Iserlohn
www.facebook.com/groups/513729695325497/?ref=search

Temporary shared flats or apartments
www.ebay-kleinanzeigen.de/s-auf-zeit-wg/isernlohn/c199l1735?gclid=EAIaIQobChMIz9HRvtOG4wIVkuR3Ch1XNAHoEAAYAiAEgKHLfD_BwE

Shared flats or apartments
www.wg-gesucht.de/wg-zimmer-in-Iserlohn.226.0.1.0.html

Housing Exchange
www.wohnungsboerse.net/Iserlohn/wg-zimmer-provisionsfrei

SHORT STAYS (FOR YOUR FIRST WEEKS OR YOUR VISITORS)

Airbnb
www.airbnb.com

Booking
www.booking.com/isernlohn

Literaturhotel Franzosenhohl
www.literaturhotel-franzosenhohl.de

Campus Garden Business Hotel
www.campus-garden.de

STADT HOTEL
www.stadthotel-iserlohn.de

HELPFUL TIPS

It is common to pay a deposit equal to 1-3 months’ rent, which is returned when terminating the rental contract and if there is no damage to the flat. Be careful before you pay the deposit and make sure you have a signed a contract first and have checked the background of the landlord.

Watch out for apartment frauds - as a rule, do not transfer any money to the landlord before you have the contract, meeting him/her in person, or before you have seen the apartment.
STEP 5 – FINANCIAL HELP

As a private university, we are not funded by the state but by tuition fees. That is why our fees differ from those at a public university. We invest in our students through high-quality equipment, experienced teaching staff, and a constantly growing network.

SCHOLARSHIPS

There are plenty of scholarship offers to study in Germany. Please be aware, however, that it will be a time-consuming process that might require a lot of paperwork. Make sure to apply on time and hand in all required documents. We usually recommend our students to look at local scholarships from your country, nevertheless you can have a look at the following German institutions who accept international students.

Deutscher Akademischer Austauschdienst www.daad.de/en
Konrad-Adenauer-Stiftung www.kas.de/web/begabtenfoerderung-und-kultur/home
Heinrich-Böll-Stiftung www.boell.de/en/foundation/scholarships
topuniversities www.topuniversities.com/student-info

PART-TIME JOBS

Depending on your country of origin your visa might allow you to work up to 20 hours per week. With a study visa you can work up to 120 full days or 240 half days per year.

A FEW HELPFUL SITES TO LOOK FOR A STUDENT JOB:

• www.jobmensa.de
• www.karriere.unicum.de
• www.connecticum.de/jobboerse
• www.jobteaser.com/en
• www.indeed.com
YOU HERE
STUDY IN GERMANY – STEPS

Shortly after arrival

CHECKLIST:

STEP 1 – ADDRESS REGISTRATION □
STEP 2 – BANK ACCOUNT □
STEP 3 – RESIDENCE PERMIT □
STEP 4 – LIABILITY INSURANCE □
STEP 1 - ADDRESS REGISTRATION/ANMELDUNG

Within 14 days after your arrival, you have to register yourself at the local authorities "Einwohnermeldeamt". Please do not hesitate to contact us if you need our assistance.

You will need to find out which "Bürgeramt" is responsible for your city to register yourself. You will need to bring with you:

- the registration document 'Anmeldung bei der Meldebehörde' which you can download at the above website
- a confirmation from your landlord
- your passport / ID

STEP 2 - BANK ACCOUNT

Setting up a German bank account might make it easier for you to handle financial matters. For students with a study visa, a bank account is often required in order to show proof of finances when applying for their residence permit.

A bank account is mostly free for students. Most banks require an 'Anmeldung' (registration of address) from you, together with a valid passport. The most common banks for international students are: Santander, Sparkasse, Volksbank, Commerzbank, and Deutsche Bank. Popular online banks are N26, ING and DKB. Search for the bank online to find opening hours, and then go to make an appointment. Bring your Passport and Student ID.

When you have set it up you will get an EC card (to pay and withdraw money in Germany) and an online account. The respective bank will guide you through the process.
STEP 3 – RESIDENCE PERMIT (VISA EXTENSION)

A visa in Germany is for entry into the country and only for short-term stays. If you would like to stay in Germany for more than 90 days, you will require a residence permit. Residence permits are granted for a specific purpose and students usually apply for a residence permit for study (§16 of the Residence Act). The International Office will support you with your application for a residence permit after your arrival in Germany.

NECESSARY DOCUMENTS FOR YOUR APPLICATION ARE USUALLY:

- Passport
- One biometrical passport photo (with name and date of birth on the back side)
- Filled out application form "Antrag auf Erteilung eines Aufenthaltstitels" (only if it is your first application in this city)
- Copy of your enrolment (not acceptance) at University of Applied Sciences Europe
- Proof of funding (e.g. scholarship, bank statement, statement of earnings)
- Copy of your health insurance
- "Anmeldung" / address registration

For further information, please also check the website of the Immigration Office (Ausländerbehörde) of your place of study. Iserlohn: integration-aufenthaltsrecht@iserlohn.de

STEP 4 – LIABILITY INSURANCE

The liability insurance is an insurance which can be taken out voluntarily. This covers you in situations where you might accidentally hurt someone or damage external property. This insurance is also a requirement for students who wish to borrow equipment (e.g. laptops, cameras etc.) from university.
STEP 5 – COMMUNICATIONS

Staying in touch with old friends and family is just as important as finding new contacts in Germany. For both you need to have a mobile phone that allows you to surf online.

Most people decide to get a prepaid card for the first few weeks after arriving in Germany. Especially if you make lots of international calls, you may want to go for a free prepaid SIM that allows cheap international calls. If you intend to stay in Germany long-term, it’s advisable to get a 2-year mobile phone plan.

It sounds like a very long commitment but the majority of Germans have 2-year plans, as they are by far the cheapest and you get the latest smartphone on top of it. If you prefer to be more flexible, there are also phone plans which can be cancelled on a monthly basis.

PREPAID SIMCARDS

A pre-paid SIM card is convenient and cheap. It is usually 10-25 EURO a month for internet, texts, and calls.

SIM CARDS

Get one on:
Blau: [www.blau.de](http://www.blau.de) (order your SIM card online)
Vodafone: [www.vodafone.de/freikarten/callya-special](http://www.vodafone.de/freikarten/callya-special) (order one online or buy it on one of the many Vodafone shops around)
Lebara: [mobile.lebara.com/de/en](http://mobile.lebara.com/de/en)

You can also buy a SIM card in shops like LIDL, ALDI, or NETTO. They are usually very cheap and simple to use. The SIM card provider will inform you about how to top-up etc.

By law, all SIM cards need to be registered online before activation. Foreign addresses are usually not accepted so you will have to use your hotel address or your temporary residence address. Registration may take a few hours and in some cases, you will have to sign a verification letter or make a verification at one post office.
STEP 1 – BROADCASTING LICENCE FEE (RUNDFUNKBEITRAG-(GEZ))

Every residence / household in Germany must pay public broadcasting fees and have a licence fee account. Fees are also referred to as “Rundfunkgebühren” (broadcasting fees), and currently amount to 17.50 EURO per month (as of 2017). This ensures that a diversity of programmes are available on television, radio and the Internet so that you are always up to date wherever you are. If you live in a shared flat or with your family, one monthly payment (i.e. one licence fee account) covers the entire household. It is not paid by person, but by each registered apartment / house.

WHO MUST REGISTER FOR A LICENCE ACCOUNT?

Everyone who lives in Germany must pay a monthly fee for this public broadcast. You must pay it regardless of whether you actually have a TV, Internet access or a radio. Many people think that the monthly fee is very high and do not want to pay it. If you do not pay your contribution you will be charged with fines.

To get more information visit:
www.rundfunkbeitrag.de/welcome/englisch/index_ger.html
**STEP 2 – SOCIAL SECURITY SYSTEM**

In order to be part of the social security system in Germany, you have to get a social security card with a unique number. You only get a German social security number issued once in your life. If you have lost your card or number or you need to apply for a new one, you can do this by contacting your public health insurance provider or going to the so-called "Rentenversicherung". If you want to apply for your German social security number (Sozialversicherungsnummer) you must be registered in Germany.

**STEP 3 – TAX IN GERMANY**

Everyone who is employed or works as a freelancer in Germany must get a Tax ID from the Central Tax Office in Germany. Your employer will ask you to provide them with your Tax ID before your first working day. Applying for your tax ID is very simple. All you have to do is register your address at the local registration office. Based on the information you provide during the registration, the Central Tax Office will send you a letter with your unique tax identification number about one week after you have registered.

**FIND OUT YOUR TAX BRACKET IN GERMANY**

**INCOME TAX**

In Germany, all tax payers are divided into so-called tax brackets (Lohnsteuerklassen) depending on their social situation and the amount of their income. Your tax bracket will determine the amount of income tax you need to pay in Germany. All taxpayers including expats are divided into the following tax brackets (Lohnsteuerklassen). If you’re in tax bracket 3 or 5, or receive social indemnities, you are obliged to submit an income tax declaration.
FACTS AND FIGURES

**Who must fill in the income tax declaration in Germany?**
Everyone who works in Germany is eligible to get a tax refund. Expats are obliged to file a tax declaration, if they are in tax bracket 3 or 5, or if they received indemnities of more than 410 EURO (child benefit, unemployment benefit, etc.)

**WHERE TO GET YOUR INCOME TAX DECLARATION FORM IN GERMANY?**
You can download the tax declaration form online (www.elster.de) or get a print version at your local tax office (Finanzamt). Bear in mind that the form only exists in German.

**FIND OUT YOUR TAX BRACKET IN GERMANY**

**TAX BRACKET 1:**
If you are single, permanently separated, or divorced, then you are in tax bracket 1.

**TAX BRACKET 2:**
This tax bracket is for single parents who live alone and apply for tax relief.

**TAX BRACKET 3:**
Employees who are married or in a civil partnership can choose this tax bracket if one of the spouses does not work or earns considerably less than the other. The spouse or partner with less income then comes under tax bracket 5. Note that if the two spouses or partners earn about the same amount, tax bracket 4 is better for them.
TAX BRACKET 4:

Married couples/civil partners can apply annually for a factor to be applied. This considers the amount of income tax that is payable together under the income splitting system. Income splitting is a tax policy of fictionally attributing earned income of one spouse to the other spouse for the purposes of assessing personal income tax, thus reducing tax rates paid by the spouse who earns more and increasing rates paid by a spouse who earns less (or nothing).

TAX BRACKET 5:

Jobholders who are married/in a civil partnership are in this tax bracket if their spouse or partner comes under tax bracket 3.

TAX BRACKET 6:

This applies to all those who have a second job or additional income source.
DOCTORS AND EMERGENCIES IN GERMANY

Here are some typical expat questions regarding doctors and emergencies in Germany. Find out what to do if you feel sick on the weekend and why you have to call the fire brigade in order to get an ambulance in Germany.

WHAT IF I DON'T FEEL WELL ON A SUNDAY OR AT NIGHT?

Imagine: It's Sunday and all doctors are at home with their families. Where to go to? You are in urgent need of medical attention during the night or on the weekend? Then you can report to the Ambulanz or Notaufnahme ward (Accident and Emergency) at any hospital (Krankenhaus). For this just google "Krankenhaus + your city". There may also be weekend or emergency doctors who you could call at night. If it's very urgent call the emergency number 112. If it is not such a serious problem, you can call the nationwide 24-hour contact number 116 117.

HERE IS A LIST OF ENGLISH-SPEAKING DOCTORS IN GERMANY:

www.dfa.ie/media/embassygermany/ourservices/Updated-2016-English-speaking-doctors-Germany.pdf
MENTAL HEALTH SUPPORT

The psychological counseling is aimed at students of the UE, who feel mentally stressed and seek support. Reasons for counseling may include: study-related issues, contact and relationship issues, crisis situations, family issues and mental illness. In one-to-one interviews, we will work with you to find out what the problems are and what you can do to help you feel better. If a psychotherapy is indicated, we support you on request in the search for a therapy place. As psychologists we are bound by the obligation of secrecy. Please arrange a short-term appointment with us by email.

Contact:
Prof. Dr. Karola Graf-Szczuka

Email:
psyberatung.iserlohn@ue-germany.de

EMERGENCY! WHO DO I CALL?!

The emergency numbers in Germany are 110 (police) and 112 (fire brigade). Strangely enough, in Germany you call the fire brigade in case of health-related emergencies. They will ask you questions like where you are, what happened, and then forward your information to the nearest hospital. And if there’s a fire, then you don’t call the police, but also the fire brigade.

DETAILS FOR LAWYERS

Contact details for lawyers in Germany providing services in English are available on the www.anwalt.de website. Enter your city or state at the first search option, and then choose "Englisch" under "Sprache" (language) from the filtering options on the right. Embassies and consulates cannot provide legal advice, recommend individual lawyers or pay for legal consultations.
EMBASSIES AND DIPLOMATIC MISSIONS


MY PASSPORT HAS BEEN STOLEN

In case your passport has been stolen or is lost you have to do the following:

1. You have to report the theft or loss at the nearest police station. The following link gives you the address of the police office in charge of your neighbourhood: [maerkischer-kreis.polizei.nrw/medien/polizeiwache-iserlohn](maerkischer-kreis.polizei.nrw/medien/polizeiwache-iserlohn)

2. You can then apply for a new passport at your embassy: [www.embassy-worldwide.com](www.embassy-worldwide.com)
GERMAN ELECTRICAL SYSTEM

In Germany the standard voltage is 230 V and the frequency is 50 Hz. If the standard voltage in your country is in between 220 - 240 V, you can use electrical appliances in Germany. If the voltage and frequency for your device is the same as in Germany, then you only need to worry about the physical plug. The small difference between 110V and 120V is within the tolerances of most electrical devices (likewise for 220V and 240V). If the voltage for your device is not the same, then you will need a transformer or converter to convert the voltage. Giving a device a lower voltage than it was designed for is generally not dangerous; the device may not work correctly, but no dramatic failure is likely. Giving any device a voltage higher than it was designed for is dangerous and will very likely damage the device. If you put 230 volts into a device designed for 110 it may melt, catch fire or even explode. For more information on electricity please refer to: wikitravel.org/en/Electrical_systems

WASTE SEPARATION IN GERMANY

Germany is a highly innovative country in terms of waste separation and recycling and has one of the highest recycling rates in the world. To protect the environment, you should also separate your household waste during your time in Germany.

Glass:
Glass bottles (wine, juice, cooking oil, etc.) or any other glass articles must be thrown into the bottle bank. Please do not dispose of any pottery or porcelain articles here. Bottle banks can be found in any district.

Paper:
Newspapers, magazines, boxes, paper bags, books or anything else made of paper have to be thrown into a paper container. Please do not dispose of dirty paper (e.g. pizza cartons, etc.), laminated carton or any other paper treated with synthetics (e.g. milk cartons, etc.)

Residual waste:
Cold ash, cigars, hygienic paper, dirty paper and any organic-waste must be thrown into the grey bin of your flat or house. Please do not put in special waste like broken electrical devices, batteries and oil. For detailed information on waste separation, please click here: www.gruener-punkt.de/en/consumer/recycling-tips.html
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