



Welcome to Freiburg!

Check List for Newcomers to the Bernstein Center Freiburg



Welcome to the Bernstein Center Freiburg!

We hope that you will enjoy your time here and wish you well in your research.

We apologize in advance for all the paperwork that you will receive before and after you first arrive. We understand that it may initially appear daunting, especially if you do not speak much German, but don't worry, you will receive assistance whenever possible.

Please do not hesitate to contact us whenever you have problems or questions!

Fiona Siegfried (siegfried@bcf.uni-freiburg.de)

Project Assistant of the Bernstein Center for Computational Neuroscience (BCCN)

Liliane Merz (merz@bcf.uni-freiburg.de)

Project Assistant of the Bernstein Focus Neurotechnology (BFNT)

Janina Kirsch (kirsch@bcf.uni-freiburg.de)

Coordinator for the teaching programs of the Bernstein Center Freiburg.

Check List for before your arrival in Freiburg

- **Health insurance – Essential for living in Germany:**

Please contact the Project Assistants who can set up German health insurance for you before you arrive.

- **Visa / work permit – Essential for non-EU citizens:**

Non-EU citizens of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea and the United States of America have to apply for a 90-day (Type D) at the German embassy of their home country well ahead of time. Here you can find your local German embassy: <http://www.embassiesabroad.com/embassies-of/Germany>

Citizens of all other countries planning a longer stay in Germany must apply for visas at the competent mission before arriving in the country. Visa applications must be approved by the relevant aliens authority in Germany, i.e. the aliens authority in the place where the applicant intends to take up residence. Visa application forms for a long-term stay (longer than three months) can be obtained from the relevant mission free of charge. They can also be downloaded here (German, English, French, Italian). The forms submitted must be original versions (at least two sets) in the appropriate language of the mission in question. Please contact the mission beforehand to find out exactly which forms are required.

<http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/Visabestimmungen.html#t8>

Here are some useful links concerning visas:

General Information about Visas:

<http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/Visabestimmungen.html>

Federal Foreign Office ("Auswärtiges Amt") Germany:

<http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/Uebersicht.html>

Local Foreign Office ("Ausländeramt") Freiburg:

http://www.freiburg.de/servlet/PB/menu/1197277_11/index.html

EU and Swiss citizens do not need a visa, only a valid passport

- **Accommodation**

Start looking for accommodation in good time. A popular form of accommodation for students is to share an apartment; this is known as a "Wohngemeinschaft" or "WG". Here is a list of useful internet sites:

- www.studenten-wg.de
- www.wg-gesucht.de
- www.zypresse.de
- www.scout.24.de
- www.freiburg.homecompany.de
- www.io.uni-freiburg.de/apartment/wohnungsdatabse-en/view?set_language=en (Apartment Database)

Here is a short translation list of the abbreviations used in accommodation ads: [list of abbreviations](#)

Check List upon arrival in Freiburg

- **Show up in the Bernstein Center**

On your first day of work please arrange to come to the Bernstein Center Building to meet our Project Assistant and the Coordinator for the Teaching Programs. Here you will receive guidance and assistance to help you through the bureaucracy of starting work at a German University. You will need to go to several different buildings throughout Freiburg on your first day, so be prepared for a lot of walking/cycling.

- **German Bank Account – Essential to receive your salary**

If coming from abroad, you will need to open a German bank account, and this must be done in person. Please note if you are under 27, you are eligible for a special bank account. If you wish someone to accompany you with this to translate and advise about account conditions and bank selection, then please contact *Janina Kirsch*.

All you need to bring with you is your passport.

Here is a list of some of the local banks (Sparkasse and Volksbank have the most cash points around town):

Sparkasse (www.sparkasse-freiburg.de)

Volksbank (www.volksbank-freiburg.de)

Postbank (www.postbank.de)

Dresdener Bank (www.dresdener-bank.de)

Citibank (www.citibank.de)

Sparda Bank(www.sparda-bw.de)

- **Registration at the Residents' Registration Office – Becoming a citizen of Freiburg**

All new residents are required to register their residence in Freiburg at the Bürgeramt (Residents' Registration Office).

Before you go to the office it is advisable to already have your registration form filled out: (<https://formulare.virtuelles-rathaus.de/servlet/com.burg.pdf.FillServlet?knr=08311000-01&template=BW123400&query=1&reset=1&print=1&save=1&send=0&import=1¶m1=08311000-01-0004&a=a.pdf>).

Since the form is only in German please contact *Janina Kirsch*, to help you with this.

Once filled out take your form to the Bürgeramt:

Basler Straße 2

79100 Freiburg

(tram to the stop "Johanneskirche" (lines 2, 3 & 5))

Opening hours:

Monday, Tuesday and Friday 7:30 until 12:00

Thursday 7:30 until 12:00 and 13:00 until 16:00

Wednesday 7:30 until 20:00

Saturday 9:30 until 12:30

If you wish we can accompany you for this registration. Please contact *Janina Kirsch* for this.

Do not forget the following documents when you go to register:

- registration form (see above, only in German)
- Valid Passport
- Accommodation contract (if you have one). If you're staying in a BCCN guest room, please give the address Hansastr. 9 (not 9a) with "c/o Bernstein Center Freiburg". You will not be required to pay garbage collection fees whilst staying in the BCCN guest room. Please ask the Project Assistants for a letter to say you are exempt from the fees and take this with you to the Bürgeramt.
- confirmation of health insurance
- confirmation of receiving a work contract (you will receive it from Janina Kirsch)

Once you are registered, ask for your individual tax card ("Lohnsteuerkarte"). Check you have the correct tax status (i.e. 1 not 6)

EU-citizens will require a work permit ("Freizügigkeitsbescheinigung"). If the office is not too crowded, you can ask to wait for this document. Otherwise it will be sent to you via the post.

• Signing your work contract

Finally, the most important thing that you will have to do on your first day is to sign your work contract. This must be done at the Central University Administration (Rektorat). If you wish to be accompanied by one of us, please contact *Janina Kirsch*. Please bring the following documents with you when you go to there:

- Proof of German Bank Account
- Proof of German Health Insurance
- Tax card*
- Work permit / Visa*
- Proof of previous employment with a university (where applicable)*
- Copies of degree certificates*

(*These documents do not need to be supplied on the first day but no later than the end of the first week)

When you have all the necessary paperwork you can go to the Rektorat and sign your contract:

Zentrale Universitätsverwaltung / Rektorat
Fahnenbergplatz
D-79085 Freiburg
Room 03.008, Herr Schlemmer (third floor)

Please note Herr Schlemmer does not speak English!

Checklist for your first weeks in Freiburg

Once your contract has been signed there are still a number of other matters that you need to attend to in your first few weeks here.

- **Signing of other university documentation**

There are a number of other internal university forms you are required to sign. Janina Kirsch will provide you english translation of these documents.

You will receive information on how to apply for a Uni- Card. It is advisable to do this as not only does it get you into certain buildings after they are closed, it has wide range of other benefits. For more information in advance see:

<http://www.unicard.uni-freiburg.de/UniCard-en>

We will sign these forms with you in the Hansastr. building. Once you received a big bunch of papers please come to us to sign them.

Additionally bring with you:

- Work contract from Rektorat or Biology Faculty

- **Process slip (“Laufzettel”)**

The Bernstein Center Freiburg has an internal form, which all new employees need to fill in. The “Laufzettel” (Process slip) has a section for your personal data and details about your superior.

You will receive keys to the building from the Key Manager for which a deposit of 20 € is required. Under the section “Keys received”, there is a space on the form for your signature to show you have paid this.

Your office infrastructure (P.C. and telephone) will be set up by the System Administrator *Bernd Wiebelt* (wiebelt@bcf.uni-freiburg.de) who will sign the “Infrastructure and Network Access” section of the form once you have been shown your workplace.

- **Meeting with Teaching Coordinator**

You will have a meeting with your Teaching Coordinator *Janina Kirsch* within the first few days of your arrival to discuss your courses and project. You will also need to speak to your Project Supervisor.

- **CV and Photo**

You may have seen on our web site that we have a list of all the people working at the institute. We like to keep this list as up to date as possible. Please could you provide *Gundel Jäger* (jaeger@biologie.uni-freiburg.de) with an electronic version of your C.V. and a photo (that is not protected under copyright) within the first month of your arrival.

- **Reimbursement of Moving Expenses**

You may be able to claim back some of the expenses you incurred when moving to Freiburg. In order to do this you must keep all travel documents and invoices from removal companies. For further information about this please contact the Project Assistant.

Other useful information which can make your stay easier

- For general things concerning life in Germany please visit the following website of the German Humboldt-Foundation: http://www.euraxess.de/portal/main_page_in.html

- **Transportation**

Employees of the University Freiburg can receive a reduced monthly ticket for the public transportation (355,- € per year instead of 455,- €). The fee will be taken from your bank account in three equal installments.

The order form is here: <http://www.zuv.uni-freiburg.de/formulare/d3/jobticket.pdf>

If you are going to be using the trains frequently it is worth buying a rail card:

http://www.bahn.de/international/view/en/bahncard/subhome/en_bahncard_info.shtml

Getting a bike is also highly recommended. It is the most convenient form of transport around town. Check out flea markets and small ads for cheap second hand bicycles.

- **Pension**

Pension Scheme ("Rentenversicherung") contributions are part of the statutory social security payments. The scheme protects those insured and their families if their employment capacity is endangered or reduced and when it ends due to age or death. It covers medical rehabilitation measures, professional rehabilitation, pensions due to diminished employment capacity, old-age pensions, surviving dependents' pensions. It certainly does not just pay retirement pensions. Its aim is to maintain employment capacity, too.

Contributions to the statutory pension scheme ("Rentenversicherung") are deducted from salaries at source. The employee does not have to worry about them. As a rule, the employer is responsible for paying half of the contribution towards pensions, the employee the other half. The employer registers his employee with the respective [health insurance](#) provider ("Krankenversicherung") who then automatically forwards the registration to all the other social security providers.

Fellowships are usually exempt from compulsory social security payments.

Recognition of pension rights:

When examining the prerequisites for entitlement, [Member States of the EU](#) or [Partners to the Agreement](#) have to recognize periods during which pension rights have been accrued in Germany. Periods during which pension rights have been accrued in countries which do not have a [Social Security Agreement](#) ("Sozialversicherungsabkommen") with Germany may not be added to the German periods in order to fulfil the prerequisites for entitlement. It is definitely worth informing yourself beforehand about the regulations valid in your country.

If you have been employed in different countries in the course of your working life and have paid contributions to the respective social security systems you should make enquiries about your entitlements with the social security providers in the individual countries well in advance.

On principle, it is not foreseen that a single pension, comprising all the periods covered, should be paid by any one country. There are just a few exceptions aimed at avoiding mini-pensions. Your pension scheme contributions will remain valid in every country in which you have been covered and have paid contributions, until you have reached pensionable age according to the laws of the respective country. All social security providers award pensions on the basis of their own national legislation. This could mean that you might receive various different pensions.

Reimbursement of pension contributions:

If you return to a country which does not have a [Social Security Agreement](#) you are eligible to have the pension

contributions paid in Germany refunded. After a waiting period of 2 years you may apply to the [Deutsche Rentenversicherung](#) for reimbursement.

Questions and answers on social security: http://www.euraxess.de/portal/start_social_security_faqs_in.html

- **Liability insurance**

We would like to point out that you become liable for damages caused by you or your family to other persons or objects not belonging to you in Germany. Parents are liable for their children. It is therefore common practice to purchase a personal liability insurance to cover costs of damages that are caused undeliberately. (e.g. www.cosmosdirekt.de)

- **Driving licence**

You may only drive a car in Germany if you have a fully valid driving licence ("learners' licences" or "provisional" licences are not accepted). Valid driving licences comprise:

- (valid) driving licences issued in a foreign country, accompanied by an official German translation;
- international driving licences;
- driving licences issued in a member-country of the European Union (not requiring a German translation);
- driving licences (not requiring a German translation) issued in the following countries: Andorra, Cyprus, Hongkong, Hungary, Monaco, New Zealand, Norway, San Marino, Senegal, and Switzerland;
- German driving licences.

A German translation of a foreign driving licence can be provided by German diplomatic missions abroad, an automobile club in research fellows' home countries, or by an automobile club in Germany, e.g. the ADAC (<http://www.adac.de>).

Foreign driving licences and international driving licences are valid for six months from your date of entry into Germany, unless the time limit has already expired. An international licence is only valid if your foreign driving licence is also valid in your home country.

Exception: as of July 1996 driving licences issued in European Union (EU) member-countries as well as Norway, Liechtenstein, or Iceland no longer have to be exchanged for a German driving licence, as long as their period of validity has not expired. Therefore it can be advisable for non-EU citizens to legalize their driving licence in an EU country.

In other cases the following rules apply: six months after your arrival in Germany - to the day! - you must be in possession of a German driving licence. Apply for a German license as soon as possible (at least three months before the six-month time limit is due to expire). You will otherwise be breaking German law if you drive without a valid license. The fee for transferring to a German license is currently between EUR 35 and 45.

- **TV- and Radio fees**

If you own a radio and/or television, you have to pay fees to the GEZ (Gebühreneinzugszentrale) in Germany. Registration forms are available online at the GEZ (<http://www.gez.de>) or at every post office.

- **Vaccination**

It is advisable to have a FMSE vaccination when living in the Freiburg area. Frühsommer-Meningo-Enzephalitis (tick-borne encephalitis) is a fatal disease which can be carried by ticks. These tiny insects are found in areas of long grass, bushes and forest, hence the whole of the Black Forest region is an area of particularly high-risk.

Your local GP will be able to give you the vaccination and the costs will be covered your health insurance. There are a total of three vaccinations which will then protect you for several years.

- **Children**

See the following web sites for general information about "[Kindergarten](http://www.euraxess.de/portal/kindergarten_in.html)" [Schools](http://www.euraxess.de/portal/schools_in.html): http://www.euraxess.de/portal/schools_in.html

If you are coming to Freiburg with your children, you can apply for monthly "Kindergeld" (child benefit) through the university. You can request the relevant forms by calling 0761 203-4221. For more information contact Frau Schäfer: schaefer@verwaltung.uni-freiburg.de

The following link is from Freiburg City Council and contains ideas for leisure activities as well as advisory bureaus, kindergarten and school lists.

http://www.freiburg.de/servlet/PB/menu/1197341_11/index.html

For children under the age of three you can apply for day care at the university:

<http://www.familienservice.uni-freiburg.de/kinderbetreuung>

Children aged between three and six can go to kindergarten. The following link contains a list of all those in the city. Start looking for a place early as many kindergartens have waiting lists, particularly those with longer opening hours.

<http://www.freiburg.de/servlet/PB/menu/1162554/index.html>

- **Shopping in Freiburg**

- Supermarkets (there are many, those listed here are the nearest to the BCCN building)

- Kaufland**

- Komturplatz 67
79108 Freiburg

- Aldi**

- Habsburgerstr. 5
79104 Freiburg

- Penny Markt**

- Habsburgerstr. 100-102
79104 Freiburg

- Shopping

- The main shopping street in Freiburg is the Kaiser Joseph Strasse. Here you will find all the major German chain stores.

- **Social Life**

Bars and Cafes

<http://www.tacuba.de>

Clubs and Discos

<http://www.bartime.de/locations.clubs-freiburg.11.1.2.html>

Cinemas

<http://www.studentenwerk.uni-freiburg.de/index.php?id=freizeit-film-kino%20%20&L=4>

- **Sport**

University Sport

<http://www.hochschulsport.uni-freiburg.de>

Swimming Pools

<http://www.freiburg.de/servlet/PB/menu/1156577/index.html>

Skiing

<http://www.frsw.de/skifahren.htm>

Climbing

<http://www.dav-freiburg.de/kletterhalle.html>

- **More useful links**

Map of Freiburg

<http://www.rvf.de/PDF/Stadtplanausschnitte/Freiburg.pdf>

Tips for new students and employees at Freiburg University (in German)

http://www.zuv.uni-freiburg.de/service/neu_im_dienst.php

<http://www.studentenwerk.uni-freiburg.de/index.php?id=neu-in-freiburg&L=4> (in English)

German/English Dictionaries

<http://www.pr.uni-freiburg.de/service/dictionary>

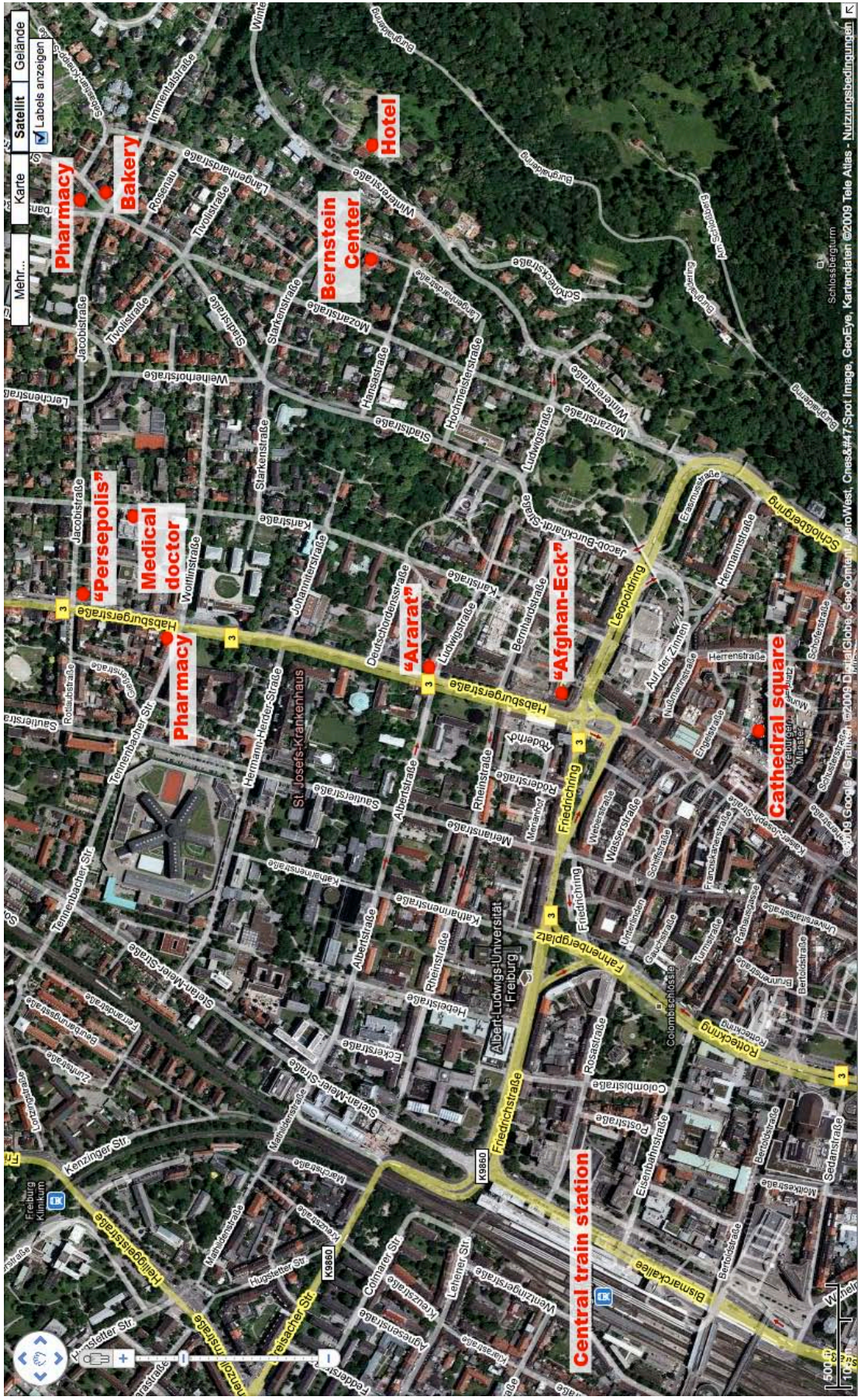
http://www.leo.org/index_en.html

Doctors in Freiburg

<http://www.med-kolleg.de/docsearch/>

General Freiburg Information (maps, what's on, shopping, weather etc.)

<http://www.freiburg-im-netz.de/>



Mehr... Karte Satellit Gelände Labels anzeigen



500m 100m

Schlossbergkurm ©2009 Tele Atlas - Nutzungsbedingungen