



Welcome Guide

Intake 2022

Welcome! Willkommen!

The GPE Team is very pleased to welcome you to Germany and its capital Berlin. You are almost a student of the International Master Program Global Production Engineering (GPE) at the Technische Universität Berlin (TU Berlin).

We hope that you, your friends and families have come safely through the crisis and wish you and all of us a return to more normalcy with the upcoming winter semester.

Adjusting to a new country can be a very stressful experience. You leave your home country to find yourself studying at a new university, in a new country with a different language and a different culture.

To help you adapting to Germany, the GPE Team compiled this welcome guide. Its aim is to give you support while preparing before your arrival and also throughout your period of study in Berlin. It contains important information on formalities like applying for a student visa, getting a residence permit or registering as a TU Berlin student. Furthermore, information about accommodation, health insurance, living costs is also provided.

Should you have any further questions the GPE Team will be very pleased to be of assistance.

We wish you great success for your studies in GPE and again we warmly welcome you to Berlin!



Prof. Dr.-Ing. Holger Kohl
Dean of the International M.Sc. Program GPE

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1 Preparation Before Departure

1.1 Applying for a Student Visa

To check whether you need a visa to enter Germany please click on the following link:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148>

In case you need to obtain an entry visa you need to apply for it at the German diplomatic mission in your home country before entering the Federal Republic of Germany. Since it usually takes several weeks or even months, depending on your home country, to obtain a visa, it is advisable to apply well in advance. To learn more about this procedure, click on the following link. You will be directed to the website of the German Federal Foreign Service.

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>

In Germany, upon formal admission to TU Berlin, you will be able to change your entry visa into a residence permit for study purposes (Aufenthaltsbewilligung zu Studienzwecken).

In order to apply for an applicant's visa for study purposes (Bewerbervisum mit Sichtvermerk zu Studienzwecken), you will at least need the following documents (nonetheless please make sure to contact the German embassy of your home country and inform yourself which documents you really need to present):

- ✓ valid passport (if you do not have a passport, apply for one as soon as possible, if you already have one make sure its expiration date is after your period of studies in Germany)
- ✓ high school/junior college leaving certificate recognized as a certificate of secondary education by the German educational authorities
- ✓ the letter to the German embassy sent to you by GPE along with your letter of acceptance
- ✓ proof of sufficient financial support of around 11.000, - EUR per year (e.g. a scholarship certificate or a maintenance guarantee by your parents or other relatives; the opening of a "blocked bank account" (Sperrkonto) in a German bank (e.g. Deutsche Bank) may also be required)
- ✓ two passport photographs
- ✓ you will need to pay a fee

Very important: No student will be admitted to university with a tourist visa! A tourist visa will under no circumstances be changed into a proper student visa (Aufenthaltsbewilligung) after you have entered the Federal Republic of Germany! Anybody entering Germany without a valid visa for the purpose of studies has to leave the country and will be required to apply for the appropriate visa in their home country.

1.2 Blocked account

A German health insurance provider with which GPE has decade long experience working with is the TK – Techniker Krankenkasse.

Since 2020, the TK offers a cooperation with expatrio to make the visa process cheaper, more bundled and thus easier for our future students. Expatrio is also among others recommended and recognized by the German government. Their offered value package contains a blocked account, health insurance and free benefits. To save the 49, -€ handling fee, please feel free to use the following link.

<https://www.expatrio.com/value-package>

1.3 Health Insurance

To study in Germany, you must present proof of health insurance issued or recognized by a German compulsory health insurance institution.

A German health insurance provider with which GPE has decade long experience working with is the TK – Techniker Krankenkasse. The contact person is Mr. Nico Arcones (nico.arcones@tk.de). More information regarding the German Health insurance system will be provided during the introduction event in October.

Privately insured students need a formal written confirmation from their insurance provider in their home country to be presented at the German health insurance institution in order to get an exemption from compulsory health insurance coverage in Germany.

If you have public health insurance in an EU/EEA country, you need to bring with you the European Health Insurance Card. To apply for this card and gather more information about it you need to contact the social security authorities in your home country. This card will allow you to receive medical treatment for free or at a reduced cost.

Further information here: [Health Insurance for International Students](#)

You will find more information about health insurance on section 3.2.

1.4 Accommodation

Students must find accommodation on their own. Your senior will assist you in the process of finding accommodation. Please note that this process only starts 4 to 6 weeks prior to your arrival.

Many student dormitories are not in the immediate vicinity of the TU Berlin university campus. The large student residences in the east and south of Berlin in particular are located on the outskirts of the city, and you may have to allow 20 – 60 minutes' travel to university which is situated in the center of the city.

We recommend that you look and apply for accommodation here:

- 1. House of Nations
<https://www.house-of-nations.de/en/>
(Please check the appendix to see the enclosed flyer)
Please keep in mind, that mostly the apartments/rooms are four weeks before date of availability online and bookable. This is based on ordinary notice of termination of 4 weeks.*
- 2. Studierendenwerk
<https://www.stw.berlin/en/housing.html>*
- 3. Studentendorf Schlachtensee eg
<http://www.studentendorf-berlin.com/home?lang=de>*

*In order to apply from abroad for accommodation with **Studierendenwerk**, it is necessary that you pay in advance the semester fees (see also section 3.3), which you pay together with the initial payment of the tuition fees.*

If you wish to stay in a private accommodation, please take a look here:

<https://www.wg-gesucht.de/en/>

<https://erasmusu.com/en/erasmus-berlin/student-housing>

<https://www.easy-living4u.de/en/node/7>

<https://housinganywhere.com/de/s/Berlin--Deutschland>

<https://www.uniplaces.com/accommodation/berlin>

Please note that it is often necessary for students to have proof of sufficient financial support.

The accommodation costs are approx. 550 EUR depending on the facility and location. Costs for heating, water and power supply are sometimes included.

Please notice, that student dormitories often do not offer dishes, bedclothes and curtains. To use German stoves for cooking you need pots with an even surface. Your senior will be glad to help you with these issues.

Short-term accommodation, for example for the time you are looking for private accommodation, is available at several Berlin hostels.

Current rates at youth hostels are around 60 EUR per night per person.

Please check here:

<http://www.hostelworld.com/hostels/Berlin>

<https://www.jugendherberge.de/jugendherbergen/berlin-international-613/portraet/>

1.5 Living Costs

Upon your arrival in Berlin you will have to spend some money. You have to pay rent/deposit for your apartment, semester fees, food etc. Living costs sum up to approx. 950 EUR per month and the semester fee is approx. 320 EUR. Please make the necessary arrangements to support yourself during this period and throughout your study time. Please inform yourself about the maximum amount of cash you are allowed to carry with you when leaving your country and when entering Germany.

1.6 Documents

Make sure you bring all necessary documents, like identity card passport, vaccination card and make sure you make some copies and keep them in a safe place, in case you lose the originals.

To register at TU Berlin you will also need:

- *Either your original bachelor diploma*
- *or its copy certified from official authorities such as the German Embassy (Deutsche Botschaft). Contact the German embassy in your home country to find out how to get a certified translation done. Please click on the following link to get more information on the subject:*
http://www.auswaertiges-amt.de/EN/Laenderinformationen/01-Laender/Konsularisches/Beurkundungen_node.html

1.7 Junior-Senior Program

Arriving in a new country might be an overwhelming experience. That is why the GPE Team has organized a senior-junior program. This program was designed to help you throughout your first semester and especially during the first couple of weeks in Berlin. Seniors are experienced GPE students who have volunteered to take part in this initiative. Your senior will help you finding accommodation, will pick you up at the airport, will help with your residence permit as well as introduce you to Berlin's student life. You will be informed via our mailing list about your senior student.

1.8 Travelling to Berlin

In order to make yourself familiar with the new environment and the University **we recommend students to arrive before classes begin and in time for the GPE Introduction Event, i.e. end of September or beginning of October**. Please, inform your senior student in advance when exactly you will arrive (date, time, airline, airport, flight number, etc.) and where will you be staying so that your senior can pick you up at the airport and bring you to your accommodation. We advise you not to arrive on a weekend so that you can easier get access to the keys to your student dormitory. Make sure your senior receives information concerning your arrival by asking for a short confirmation e-mail.

1.9 Checklist

- Valid Passport and Visa
- Valid Identity Card
- European Health Insurance Card
- Confirmation of public health insurance
- Original Bachelor Diploma (incl. transcript) and/or a certified copy
- Certified translation of the Bachelor Diploma (either to English or German – to have it in German language may be advantageous for your future job applications)
- Acceptance letter from GPE and acceptance letter from TU Berlin
- Medical record of relevance (in case you have a medical condition like diabetes, heart problems, etc.)
- Passport Photos
- Photocopies of all important documents
- If you want to drive in Germany, and you come from outside the European Union, you should apply for an international driver's license

2 Semester Dates

Winter Semester 2022/2023	
October 1 st , 2022	Beginning of winter semester 2022/2023
October 3 rd , 2022	German Unity - official holiday
October 11 th - October 15 th , 2022 (exact dates TBC)	Introduction Event
October 17 th , 2022	Beginning of winter semester classes
November 21 st , 2022	GPE Registration Email Confirmation Deadline
November 23 rd – November 26 th , 2022	GPE Registration Week winter semester 2022/2023
November 26 th , 2022 (exact date TBC)	GPE Christmas Party
December 20 th , 2022 – January 1 st , 2023	Christmas Vacation – No Classes
February 18 th , 2023	End of winter semester classes
February 20 th , 2023 to March 31 st , 2023	Examination and block courses period
February 19 th , 2023	Re-Registration TU BERLIN - SS2023 Deadline (Rückmeldefrist)
March 8 th , 2023	International Women's Day 2023 – official holiday
March 31 st , 2023	End of winter semester 2022/2023

Summer Semester 2023	
April 1 st , 2023	Beginning of summer semester 2023
April 17 th , 2023	Beginning of summer semester classes
April 19 th , 2023 (exact date TBC)	Kickoff event session summer semester 2023
April 15 th , 2023	Good Friday – official holiday
April 18 th , 2023	Good Monday – official holiday
May 1 st , 2023	Labor Day – official holiday
May 26 th , 2023	Ascension Day – official holiday
May 15 th , 2023	GPE Registration Confirmation Deadline
May 17 th , 2023 – May 20 th , 2023	GPE Registration Week summer semester 2023
June 6 th , 2023	Whit Monday - official holiday
July 22 nd , 2023	End of summer semester classes
July 24 th , 2023 – August 31 st , 2023	Examination and block courses period
September 30 th , 2023	End of summer semester 2023

Please note: In agreement between lecturers and students, courses might also take place on public holidays.

TU Berlin Important Dates:

https://www.studienberatung.tu-berlin.de/menu/allgemeine_studienberatung/parameter/en/

<https://www.tu.berlin/en/studying/applying-and-enrolling/dates-deadlines/>

3 Preparation upon arrival

3.1 Arrival at the Airport

Your senior student will welcome you at the airport in Berlin. In order to use the public transportation system of BVG like bus, S-Bahn (Suburban Train) and U-Bahn (Underground) you will need a ticket. Your senior will help you purchasing it. The senior will take you to the previously booked accommodation.

Very important: If you arrive before September 1st, please discuss the arrangements with your senior student in detail. Please note also that you will only have student status starting from October 1st. This means that before that date you have to pay for public transportation as a tourist.

3.2 Health Insurance

Every student enrolled in a German university is required to provide proof of health insurance (Krankenversicherungsnachweis).

For students coming from European Union countries who hold a European Health Insurance Card, health insurance in Germany will be at reduced costs or even free of charge. An accredited German health insurance institution (Krankenkasse) will get the money from your health insurance institution in your home country. For this you need to go to a statutory health insurance company and present your European Health Insurance Card or proof of state health insurance from your home country.

Note that if you have a scholarship (e.g. DAAD), health insurance might already be covered, so contact your scholarship institution for more information.

Privately insured students must have their insurance policies verified by a compulsory health insurance institution (e.g. TK), in order to get an exemption from compulsory health insurance coverage in Germany. This “exemption” document is required for your matriculation at TU Berlin.

Students who have no health insurance at all or their health insurance is not recognized in Germany must take a German health insurance for students. The monthly costs of a student’s health insurance are approx. 120 €.

There are several statutory health insurance companies in Germany from which you may choose one. In case you choose the health insurance company TK – Techniker Krankenkasse, please contact Mr. Arcones for an appointment:

Nico Arcones

TU Travel (in der TU Mensa)

Hardenbergstr. 34

Nico.arcones@tk.de

Thu 10:30-14:00 or by pre-arranged appointment

Please note that without presenting proof of German compulsory health insurance or its exemption you cannot matriculate at TU Berlin.

Further information here: [Health Insurance for International Students](#)

3.3 Semester Fees

The semester fees include amongst others administrative charges and the semester transportation ticket. The amount varies from semester to semester (approx. 320 EUR). Please note that this is neither a tuition fee nor a fee for intensive international support! Every TU Berlin student has to pay it.

3.3.1 Pay the semester fees in the 1st semester

In order to apply from abroad for accommodation with Studierendenwerk, it is necessary that you pay the semester fees in advance. For your convenience, you are allowed to pay the semester fees together with the initial installment of the GPE tuition fees in the first semester.

3.3.2 Pay the semester fees in the following semesters

The semester fees must be paid to a bank account, different than the one to which you pay the GPE tuition fees, in a process independent from GPE. Please follow the instructions on the email sent by the TU Berlin to your TUB email account for bank transfer details. Please make sure that bank fees are not deducted from the amount.

3.3.3 tuPORT

Please bear in mind that from the second semester on you will need to pay semester fees directly via your tuPORT, otherwise you are neither re-matriculated at the university nor do you receive your public transport semester ticket! Every semester you will receive an E-Mail via tuPORT with the payment details requesting your re-registration (Rückmeldung). It is important that you follow its instructions and respect the semester fees payment deadline.

In case you decide to do an internship outside Berlin, you must still pay the TU Berlin semester fees, however you can apply for an exemption of payment of the semester ticket, which will reduce the amount considerably.

3.4 The Matriculation Process

Since Intake 2020 the matriculation process at TU Berlin takes place completely online. For this purpose, you will need to upload the following documents into your TU Portal:

- *TU Berlin Enrollment form completely filled out**
- *Valid passport (original and simple copy)*
- *Bank statement/payment receipt verifying payment of semester fee***
- *Proof of health insurance (only required, if you are under 30 years of age)*
- *Bachelor's Degree Certificate*
- *TU Berlin letter of acceptance****

** The TU Berlin letter of acceptance and enrollment form will be sent to you by email mid-September.*

*** The exact amount has to be paid. In the past there often were complications because sometimes bank fees were deducted from the semester fee and therefore a registration by TU failed. To avoid this problem, GPE has agreed with TU that the amount will be paid directly by GPE to your student account.*

**** Will be sent to you directly by TU Berlin after all your uploaded documents are approved.*

The Campus Center will send your student ID-card to the German address you provide in your TU port. To avoid any complications, GPE recommends that you provide the PTZ address until you hold your student card in your hands. Afterwards you are welcome to change the address in your tuPORT to your new German address.

Please note that you need to re-register again each semester in order to confirm that you continue your studies at TU Berlin. You will receive an e-mail with a request to pay the semester fees for the following semester at the end of each semester. This email is sent by TU Berlin to your TUB account (see section 5.7). If you miss the deadline to pay your semester fees you will have to pay an additional late payment fee. Not paying your semester fees may result in exmatriculation from the university, which means you would lose the student status and no longer be allowed to continue your studies. Therefore, make sure you always pay your semester fees and that you check your TUB email account regularly!

3.5 Signing Lease or Rental Agreement

Your senior will help signing the contract for your accommodation upon your arrival at the administration of your students' residence. You will need:

- *Passport*
- *First rent payment + deposit (usually 2- or 3-months' rent)*

You will be asked to submit the Immatrikulationsbescheinigung (confirmation of matriculation from TU Berlin).

3.6 Residence Registration

*Every person living in Germany must register with the Citizen Administration Office (Bürgeramt or Einwohnermeldeamt) **within 14 days** of moving to your permanent accommodation in Berlin. You will then receive a certificate of residence registration (Anmeldebestätigung).*

Please check the following link: <http://service.berlin.de/dienstleistung/120686/>

There you find the forms available to download (Formular zur Anmeldung bei der Meldebehörde). Your senior will help filling out the Residence Registration Form. In this website you can also find out which Registration office is located closer to you, depending on the borough you live, learn about opening hours or even fix an appointment.

You will need the following documents:

- *Passport*
- *Copy of your lease or rental agreement or moving-in confirmation signed by your landlord*
- *Registration Form (filled out)*

We advise you to always carry the residence registration (Anmeldebestätigung) with you along with your passport because you will be asked for it as a proof of your address.

In case you move to another apartment, make sure you deregister your former residence and register your new residence address.

Important: *Don't forget to change your address in the GPE online System as well as at TU Berlin Campus Center otherwise you will miss important correspondence from the TU Berlin!*

3.7 Opening a Bank Account

You will probably want to open a bank account in Berlin in order to deal with financial matters more quickly and efficiently. If your bank in your home country has a partner bank or even a branch in Berlin, you should open an account with this bank. Usually, this may avoid fees for transfers from and to your home country.

Otherwise, you can open a student account (Studentenkonto) which is free of fees at several banks. A bank account in Germany may be required for some services, e.g. to get a room in a dormitory or to register with health insurance.

In order to open a student bank account, you will need the following documents:

- *Passport or official ID*
- *Residence registration (Anmeldebestätigung)*
- *University Matriculation Certificate (Immatrikulationsbestätigung)*
- *TU BERLIN Student ID*

If you still do not have your Matriculation Certificate or your student ID you may always open a regular bank account, for which you pay bank fees and change it to a student's account as soon as you have the necessary documents.

There are several banks close to TU Berlin and several ATM/cash points throughout the city. Make sure you always withdraw money at your bank's ATM or a bank belonging to the same cash group to avoid paying withdrawal fees.

For future tuition fee installment payments or for any other bank transaction made in Germany, make sure the amount is inserted as follows: e.g. "3100,00 (three thousand and one hundred euros)"

Please ask for the International Bank Account Number (IBAN) and the SWIFT-code of your bank. This will ease the money transfer from your home country to Germany.

3.8 Residence Permit

All non-EU citizens must apply for a residence permit (Aufenthaltserlaubnis) within 3 months of their arrival in Germany. This applies both to those who did not need a Visa to enter Germany and to those who needed a Visa to enter Germany, since the entry visa expires after 3 months. The application is done at the Foreigners' Registration Office.

Foreigners' Registration Office (Landesamt für Bürger- und Ordnungsangelegenheiten Ausländerbehörde)

Keplerstraße 2

10589 Berlin

<https://www.berlin.de/einwanderung/en/>

To avoid a long waiting time, it is advisable to set an appointment shortly after you arrive. The e-appointment must be made online. Please check the following links:

<https://service.berlin.de/dienstleistung/305244/en/>

and click on "Make an appointment" at the bottom of the page.

Please make sure you print the appointment confirmation, since this includes your waiting number, the appointment room number and your process number.

To extend the student visa students may also use the Visa Service of the TU Berlin international office at the TU Berlin main building. However please make sure that your visa is still valid for at least 6 weeks.

http://www.betreuung-int-stud.tu-berlin.de/menue/international_student_counseling/parameter/en/

Usually, the following documents are required:

- *Application Form*
- *Proof of student status (Immatrikulationsbestätigung and Student ID Card)*
- *Valid Passport and Visa (still valid for at least 6 weeks)*
- *Residence Registration Confirmation (Meldebescheinigung)*
- *Study certificate*
- *Proof of health insurance*
- *2 biometric passport photos*
- *Proof of sufficient financial support e.g. a bank statement, an official letter in which your parents guarantee financial support or scholarship grant*
- *Application Fee up to 150 EUR*
- *Make sure you make photocopies of all these documents*

For further general information on the procedure, please visit the following link:

<https://www.berlin.de/einwanderung/en/entry/visa-procedure/longer-stays/>

If you exmatriculate from university (Exmatrikulation) or change your course of study, the student visa will become invalid.

The residence permit for study purposes needs to be extended at predefined intervals. Make sure you always extend your residence permit before it becomes invalid to avoid unnecessary trouble at the Foreigners' Registration Office. For extension of permit, it is strongly recommended you fix an appointment 12 weeks before the permit validity expires.

EU/EEA citizens do not require a residence permit, since they have the right to move and reside freely within the territory of the Member States. They will receive a Free Movement Permit (Freizügigkeitsbescheinigung) by the Citizen Administration Office when they register their residence.

4 Living in Berlin

4.1 Berlin

You may visit the following websites to gather more information about Germany and Berlin.

- <http://www.germany.travel/de/index.html>
- <https://www.visitberlin.de/en>
- <https://www.berlin.de/en>

Please note that even though the websites are in German you will always find an icon with which you can switch to the English language.

The Time System in Germany

Time in Germany is given in the 24-hour-system.

The AM time is the same as in the British system, but if you want to know the PM time you have to add 12, e.g. 4 PM is $4 + 12 = 16:00$ h.

In Germany accuracy and punctuality is very important. For example, if a course is set for 8.00 am in the morning, it will start on time and it is not appropriate for students to arrive at 8.15 am or even later. Please, try to adjust to this and be punctual for classes.

Germany's Time Zone

Germany is in the Central European Time Zone. Central European Standard Time (CET) is 1 hour ahead of Greenwich Mean Time (GMT+1).

Like most states in Europe, Summer (Daylight-Saving) Time is observed in Germany, where the time is shifted forward by 1 hour; 2 hours ahead of Greenwich Mean Time (GMT+2).

After the summer months the time in Germany is shifted back by 1 hour to Central European Time (CET) or (GMT+1).

Phone and Fax numbers

The prefix for Berlin is 030. When calling from a telephone in Berlin, you only have to dial the local number without 030. When dialing with a mobile phone/cellular phone you have to add 030 before any number even when calling from Berlin. From other German regions, you have to dial the area code for Berlin 030 before the local number as well. From other countries, you have to dial the country code +49 plus the Berlin Code without 0: +49 30 ahead the local Berlin number.

Mobile phones

The German word for mobile phone is "Handy". There are several main operators in Germany, which you can find in any shopping center. Germany operates on a GSM network, so you need to check if your mobile will work in Germany. If your phone is not SIM-locked, you just need to buy a new SIM card.

Useful technical information about Germany

- The voltage in Germany is 230 V.
- The electrical frequency in Germany is 50 Hz.
- The plugs or socket types used in Germany are C or F.
- Germany uses DVD Region 2 and Blu-ray Region B.
- Germany uses the following GSM frequencies:
 - GSM 900, GSM 1800, UMTS 900, UMTS 2100
 - LTE 700 (B28), LTE 800 (B20), LTE 900 (B8 - Telekom and Vodafone), LTE 1800 (B3), LTE 2100 (B1), LTE 2600 (B7, B38 - Vodafone)

4.2 Living with your family in Berlin

Family Office of the TU Berlin (Familienbüro)

The Family Office of the TU Berlin offers services for all members of the TU Berlin. The Family Office will advise and inform you about all family relevant issues. The office will support you in finding a place for your children in a school or in a kindergarten.

<https://www.personalabteilung.tu-berlin.de/familie/menue/familie/parameter/en/>

4.3 Radio, Television and New Media License Fees

In Germany you must pay a license fee for radio, television and new media. The fee can be paid monthly or quarterly. If you live in a student's dorm this fee might be already included in your rent, so please check your contract for details. The monthly fee is about 18 EUR per apartment.

Further information you find here:

https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html

4.4 Medical Emergencies

The emergency numbers in Germany are 110 for police and 112 for fire department and ambulance (Krankenwagen). You can dial free of charge from your mobile or any public telephone.

- For Emergency On-Call Doctor (Bereitschaftsärzte) call (030) 116 117 (available 24 hours/day)
- For Emergency On-Call Dentist (Bereitschaftszahnärzte) call (030) 89 00 43 33 (after 8 pm on week days and Saturday/Sunday 24 hours/day).

List of **hospitals** in Berlin:

<https://en.berliner-krankenhausverzeichnis.de/app/search>

4.5 Pharmacy

The German word for pharmacy is "Apotheke". The pharmacies are recognized on the streets by their symbol: a big red A on a white background. There are two types of medication: freely-available and prescription only, which require a prescription ("Rezept") from a medical doctor.

The usual opening hours of pharmacies are: Mon-Fri 09:00-19:30 and Saturdays 09:00-16:00. In case of emergency, there is always at least one pharmacy open in every area day and night (Apotheken-Notdienst). Check the local newspapers or the internet (www.aponet.de/notdienst or <https://www.akberlin.de/notdienst.html>) to find out which pharmacy is open outside normal hours. The pharmacy at Hauptbahnhof is open 24/7.

In case you take medication regularly do not forget to bring it with you.

4.6 Shopping

Berlin has a wide range of shopping centers, weekly markets, flea markets, second hand stores, book stores, you name it! Most Berlin stores and shopping centers are opened from Monday to Saturday from 10:00 until 20:00. Stores are closed on public holidays and Sundays, with the exception of 8 Sundays a year, when the stores are opened from 13:00 to 18:00. At Berlin's main stations like Zoo, Ostbahnhof and Hauptbahnhof supermarkets are also open on Sundays.

For more information about shopping in Berlin please visit the website:

www.visitberlin.de/en/experience/shopping?tid=841

4.7 Dress code

Dress code during the period of studies is informal, however students are advised to bring along formal clothes for special occasions, such as company visits and fairs, job interviews or even Christmas and Farewell Parties.

4.8 Railway in Germany – Deutsche Bahn

The Deutsche Bahn connects all the big cities and most of the smaller cities in Germany. You can buy tickets on the internet, in the train station at the ticket machine or at the ticket office. If you are in a hurry, you will also be able to buy your ticket in long-distance trains from the ticket collector. This option is more expensive. Please keep in mind: Before using the local trains or the public transport, please first buy a ticket and validate it as non-ticket-holders are liable to pay a fine.

More information about Deutsche Bahn can be found here:

<https://www.bahn.com/en>

For more information on the transport network in Berlin, for example taxi, railway stations, busses and bus routes please refer to:

<https://www.berlin.de/en/tourism/travel-information/>

5 Studying at TU Berlin

5.1 Study Regulations

It is assumed that all students have read and are informed about the study and examination regulations. The regulations will be handed out to all students during the Introduction Event as a part of the welcome package in hardcopy and digitally.

In Germany students lead a very independent life: they choose their own courses and are responsible for their academic choices and performances. In the same way, it is expected that they are informed about the study regulations. We understand that the regulations are comprehensive and sometimes difficult to understand, that is why we advise you to when in doubt always approach the GPE Student Office. Although your senior's experience is very valuable, especially in those first weeks in Berlin, it is better to seek advice with the office than to trust second hand accounts.

5.2 Semester Ticket

*The semester fees include the payment of a Berlin public transportation ticket (BVG), valid for one semester (e.g. winter semester 2022/2023 from October 1st, 2022 to March 31st, 2023). The BVG has a system of fare zones (**A**: Berlin's inner city up to the urban rail ring; **B**: outside the urban rail ring up to the city boundary; **C**: Greater Berlin, including the City of Potsdam).*

When using the public transportation, you are obliged to carry your Student ID Card which includes the semester ticket together with your current Immatrikulationsbescheinigung at all times. In case your (preliminary) student ID is without photo, you will have to show your Identification Card as well. Fare dodging (Schwarzfahren), besides involving the payment of a fine, is not well seen in Germany. Make sure you show your ticket when controlled and when entering a bus.

The public transportation plans and other information can be found on the following website:

<https://www.bvg.de/en>

Remember always to pay your semester fees in order to have a new semester ticket every semester.

5.3 The Campus Center

The Campus Center is located on the south wing of the TU main building at Room H30. During the opening hours there is a reception counter where you can get advice and information about the semester ticket, the process of re-registration, the leave of absence (Beurlaubung), change of address and issues regarding admission, matriculation (Immatrikulation) and deregistration (Exmatrikulation).

The campus center is responsible for certifying copies of documents (diplomas, transcript, etc.) and for confirming that original documents were already presented (Original hat vorgelegen). Please note that these certified copies will only be recognized as valid inside the TU Berlin.

Campus Center

Monday, Wednesday, Thursday 9:30-15:00 / Tuesday 09:30-17:00 / Friday: 09:30-14:00

Telephone Consultancy +49 (0)30 / 314-29999

http://www.referat-1a.tu-berlin.de/menue/kontakt_sprechzeiten/parameter/en/

5.4 Mensa Card

The Mensa is the university's main cafeteria where you can have meals at student prices. You need the Mensa Card in order to pay in the Mensa and in some cafés and cafeterias operated by the Studierendenwerk (Students' Service.) Other restaurants usually do not take Mensa Card as a form of payment. The card can be topped in the machines at the foyer of the Mensa (ground floor) and in the area of the food pick up point (first floor, near the cash registers). When you pay the meal, you have to insert the card instead of paying money. Especially when the Mensa is very full (between 11:45 and 12:30), the Mensa Card is very useful, since you can pay more quickly.

To obtain the Mensa Card go to the cashier at the TU Berlin Mensa, preferably between 11:15 and 11:45 or 13:30 and 14:30, when it is not so crowded and bring the following documents:

- TU BERLIN Student ID Card or the TU Berlin Letter of Acceptance (Zulassungsbescheid).
- € 1.55 as a deposit (it will be refunded when you return the card)

Please find further information here:

<https://www.stw.berlin/en/dining-facilities/themen/mensacard.html>

5.5 Eating at TU Berlin

The TU Berlin offers the Mensa, the main students' restaurant and some cafés and other cafeterias for meals or snacks. The Mensa and some of the cafeterias are run by the Student Service Organization (Studierendenwerk). Usually the Mensa is a large refectory which offers a wide range of main courses, side dishes, drinks, salads and desserts. You can arrange your meals according to your taste. The meals are subsidized by the city-state of Berlin and are therefore not expensive.

Mensa (Main Student Restaurant) of TU Berlin

Hardenbergstr. 34 (1st floor)
10623 Berlin (Charlottenburg)
Mon - Fri 11:00-14:30

Because of its long business hours, the cafeteria in the Mensa is a good alternative if you are too late for the main student restaurant. The food here, too, is subsidized by Berlin. Although the choices are not as extensive as in the Mensa, they do offer sandwiches, dinner and ice cream and coffee specialties. The current menu is announced on their homepage:

<https://www.stw.berlin/en/dining-facilities.html>

Cafeteria

Mensa-building (ground floor)
Mon – Fri 11:00 – 15:30

Here is a list of other Studierendenwerk Cafeterias, but without students' discounts. For its exact location check the appendix for the map of the TU Campus:

Cafeteria TU "Skyline"

Ernst-Reuter-Platz 7
10587 Berlin

Cafeteria TU Ernst-Reuter-Platz

Straße des 17. Juni 152
10623 Berlin

Cafeteria TU "Wetterleuchten"
with a Coffee bar at the Foyer
Straße des 17. Juni 135
10623 Berlin

Cafeteria TU Ackerstraße
Ackerstraße 71-76
13355 Berlin

Cafeteria TU Marchstraße
Marchstraße 23
10587 Berlin

Cafeteria -EN-
Einsteinufer 17-19
10587 Berlin

Canteen on the 9th floor of the Mathematics Building
Marchstraße 6
10587 Berlin

5.6 Libraries

For using the library of TU Berlin your campus card also serves as a library card. The address of the main library is:

Zentralbibliothek der TU Berlin (main library)
VOLKSWAGEN-HAUS
Fasanenstraße 88
10623 Berlin
Mon - Fri 09:00-22:00
Sat 10:00-18:00
<http://www.ub.tu-berlin.de/en/home/>



The University library includes:

- the main library (Hauptbibliothek)

Here you will find the following subject areas: general reference, natural sciences, technology, and humanities and social sciences. The main library also houses the University Press, the Thesis Office and the IVT (Technology Information Services).

- *the departmental libraries (Bereichsbibliotheken or BB)*

In the departmental libraries you can find specialized literature for individual fields.

- *BB Architecture and Art History*
- *BB Physics*
- *BB TIB-compound (Civil Engineering and Food Science)*

The collection of approximately 2.3 million media units and more than 7.000 continuously held magazines are distributed among the Hauptbibliothek and the Bereichsbibliotheken. The departmental libraries may be spread out around the campus. Some institutes offer libraries as well which are independent from the university's main library. We advise you to learn about the rules, the location and the opening hours at each institute.

To find out more about TU BERLIN Main Library please visit the website:

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

Furthermore, the Textbook Collection (Lehrbuchsammlung) holds several copies each of all the textbooks used in all the departments of the TU Berlin which are also available for loan.

Lehrbuchsammlung (Text Book Collection)

VOLKSWAGEN-HAUS

Fasanenstraße 88

10623 Berlin

Mon - Fri 09:00-22:00

Sat 10:00-18:00

The loan period is usually four weeks' time. During the summer holidays the library extends this period (please read the postings). It is not possible to extend the lending period or to reserve books if they are reserved by another student. If you do not return books before the due date, you will be charged a fine per book per week. Please watch the due date of your books carefully.

You may return these books at the counter of the Lehrbuchsammlung during the regular opening hours or at the lending desk. On request, you can get a return receipt (Rückgabequittung). Books can also be returned anonymously, i.e. without getting a receipt from Monday to Friday from 07:00 to 16:30 pm on Saturday from 09:00 to 13:00 and by placing them in the book return container opposite the Lehrbuchsammlung. However, you will be responsible for your books until they have been checked in.

You are allowed to borrow up to five books at a time but only one copy of any single title. If all the copies of a particular work have already been lent, there will still be one which always remains in the reading room.

It is advisable that you always ask how long the loan period is and how many books are you allowed to take out at the same time, this may differ from library to library.

The GPE library is located at PTZ 304 where you can find GPE related books. The loan period is limited to 4 weeks. A 2-week extension is possible. You pay a fine for each week you do not return the books after due time. You may check the GPE library on the GPE online system to see which books are available.

5.7 TUB Campus Card and TUB Email Account

Once your TU Portal (tuPORT) is set up, the TUB email user account gives the members of the TU Berlin access to various services with only one password:

- Access to the TU Berlin Portal
- Access to ISIS (eLearning platform of TU Berlin)
- Use of Wireless LAN
- Use of the TUB PC-Pools
- Dialing in VPN
- Shibboleth Identity Provider
- Own mailbox
- And much more

Please follow the following link for information on how to get Wireless LAN access on campus and for instructions on how to set up it up (instructions available for several operating systems):

http://www.tubit.tu-berlin.de/menue/services/communication_internet/wlan/parameter/en/

5.8 PC Pool at PTZ

The GPE students have exclusive access to a PC pool located at PTZ which is open 24/7. The GPE Team will provide you with a username and password to have access to the computers at the PTZ 313 pc pool in the beginning of your first semester. The pc pool is equipped with scanner and printer. A printer user account will also be made available to the students.

5.9 Sport at TU Berlin

The university sports department (Zentraleinrichtung Hochschulsport – ZEH) is responsible for the entire sports program at the TU Berlin and offers a wide range of sports. Usually, you will have to register during the first few weeks of the semester. The sports calendar (Sportverzeichnis) lists all sports courses and events and is available at the beginning of each semester for free at the information desk in the main building. You can also try to get one in the main office of the university sports department (ZEH) or through the internet catalogue:

<https://www.tu-sport.de/information-in-englisch/>

Zentraleinrichtung Hochschulsport (ZEH)

Straße des 17. Juni 135 10623 Berlin

Building V, room V 101

5.10 Working during your period of studies in Germany

International students have the right to work 120 days a year, which can either be 120 full time days or 240 days in part-time.

The mandatory internship, which is a part of the study program, does not require a work permit and will not be counted as a part of the 120 full/240 part-time working days.

Please be informed that your residence permit for study purposes does not allow freelance work and self-employment.

For further information, please contact the Ausländerbehörde.

6 Preparation Before Leaving Germany– after completing GPE studies

6.1 Checklist

Preparing to leave Germany after completing your studies there are procedures you should not forget:

- To exmatriculate (Exmatrikulation): you will be automatically deregistered after your last examination or at the end of your last study semester. (You may at any time deregister from the TU if you wish to do so.)*
- To return all your books and media to the TU Library or GPE Library and to pay current library fees*
- To collect references from professors or supervisors for future use*
- To make travel arrangements to your home country and make sure your luggage does not weigh too much by shipping non valuable items by post*
- To cancel accommodation contracts (most rental agreements must be cancelled 2 to 3 months in advance: check yours and notify your landlord)*
- To cancel utilities' contracts (In case you pay for utilities (electricity, gas, etc....); check the contracts for period of notice)*
- To cancel your health insurance*
- To cancel your bank account*
- To cancel landline or mobile phones (check the contracts for period of notice)*
- To cancel Radio, Television and New Media License Fees registration*
- To leave your contact details at GPE Administration Office for the GPE Alumni Network*
- To deregister at the Registration Office (Meldestelle or Bürgeramt)*

6.2 Legalization of documents and apostilles

Foreign students, who have obtained their diplomas/degree certificates at the Technische Universität Berlin, can for the purpose of degree recognition, have them legalized in their home country through a foreign diplomatic representation or consular representation in order to have their authenticity confirmed.

For many countries the legalization of documents is not required due to international agreements or it is replaced by the "Hague Apostille". Please check with the consular authorities of the country in which you want to use the certificate if you need to legalize it or get an apostille.

6.2.1 Legalization of documents and apostilles

Diplomas or degree certificates will be prior-certified at the ground floor of the TU Berlin main building at the Campus Center in room H30, Monday, Wednesday, Thursday 9:30 – 15:00, Tuesday 9:30 – 17:00 and Friday 09:30 – 14:00.

For PhD documents and certificates, please also contact the Campus Center in room H 30.

6.2.2 Apostille

The State Office for Public Order Matters - LABO II A, "Zentrale Einwohnerangelegenheiten" -, Friedrichstrasse. 219, 10969 Berlin, 2nd Floor Room 225, (subway line 6: Station Kochstraße or bus line

M 29: Station Kochstraße) is responsible for further certification/apostilles of the documents to be used abroad.

<https://service.berlin.de/dienstleistung/320315/standort/324291/>

The certification fee is about 15 EUR for bilingual copies about 20 EUR.

6.2.3 Legalization

The legalization, with which the authenticity of the certificate is confirmed, is done in Germany by the competent diplomatic mission of the country (consulate or embassy), in which the diploma/certificate is to be used.

6.2.4 Copies

For your job applications in your home country or in another country it is always better to make several copies of your diplomas/certificates (all pages plus the page of the legalization).

Never hand out original certificates.

6.2.5 Authentication

The Campus Center is in charge of official authentications in room H30 in the TU Berlin main building, Tel. 314-78801.

Office hours: Monday, Wednesday, Thursday 9:30 – 15:00, Tuesday 9:30 – 17:00 and Friday 09:30 – 14:00.

The fee is about 2 EUR / certification. Please pay the appropriate fee in advance at the ticket machine by indicating your name and then show the proof of payment at the Campus Center.

7 APPENDIX

7.1 Useful Links

Germany

- General Information: <https://www.deutschland.de/en>
- Facts: <https://www.tatsachen-ueber-deutschland.de/en>
- Tourism: www.germany-tourism.de
- Lifestyle: <http://www.young-germany.de>
- Dictionary: <http://dict.leo.org/>

Berlin

- Highlights: <https://www.visitberlin.de/de>
- General Info: <http://www.berlin.de/en/>
- Study Programs: <https://www2.daad.de/deutschland/studienangebote/international-programmes/en/>

Public Transport & Nightlife

- Public transportation: www.bvg.de/index.php/en/index.html
- City map: <https://www.berlin.de/stadtplan/>
- Nightlife: <https://www.nightflow.com/berlin-nightlife/>

Accommodation & Shopping

- Housing: <http://www.house-of-nations.de/>
- Housing: <https://www.stw.berlin/en/housing.html>
- Pharmacy: www.aponet.de/notdienst
- Shopping: www.visitberlin.de/en/experience/shopping?tid=841

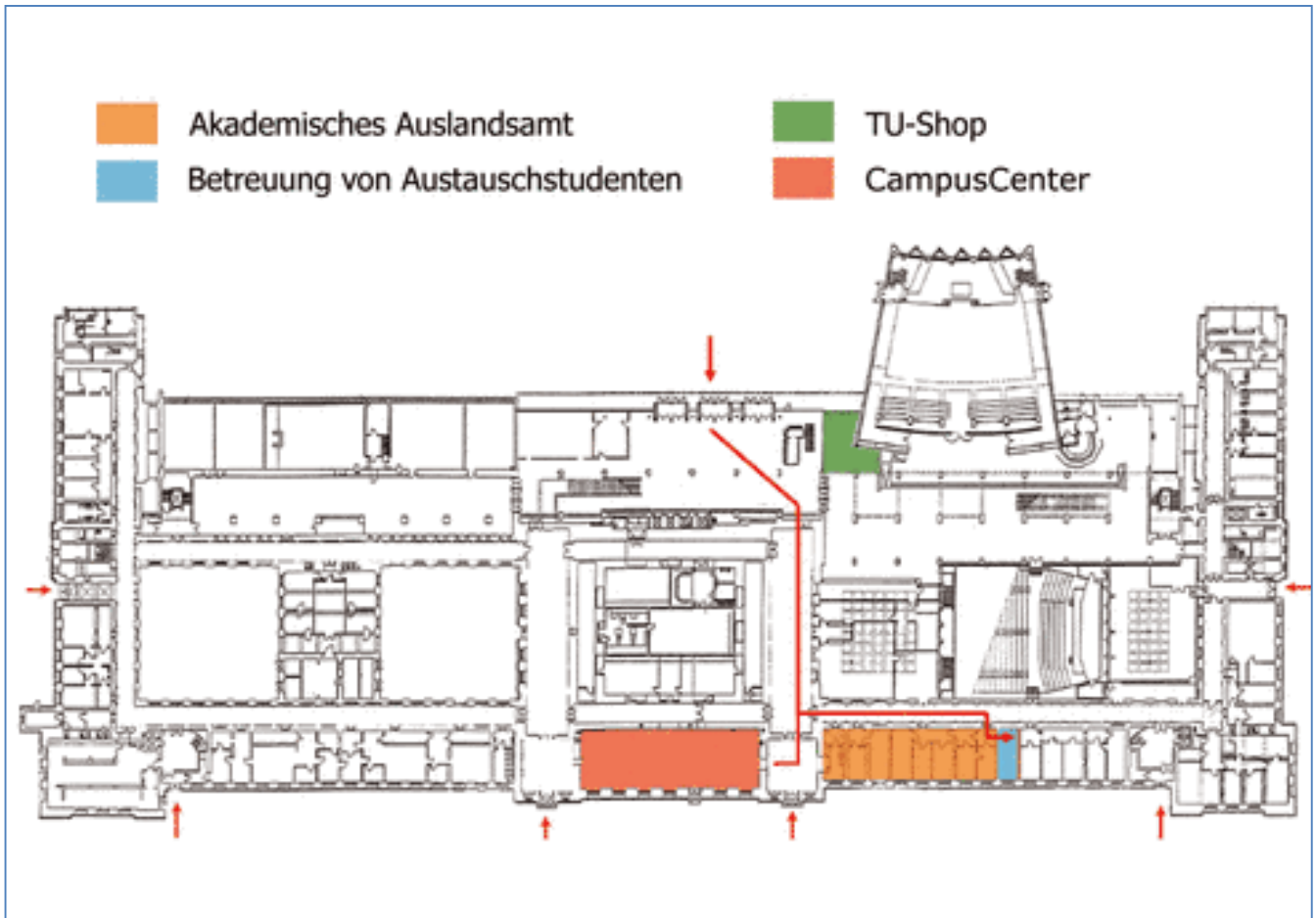
TU Berlin

- Important Dates: http://www.studienberatung.tu-berlin.de/menu/studieren/fristen_und_termine/
- Library: <http://www.ub.tu-berlin.de/en/home/>
- Sports: <https://www.tu-sport.de/index.php?id=1822>
- Eating: <https://www.stw.berlin/en/dining-facilities.html>

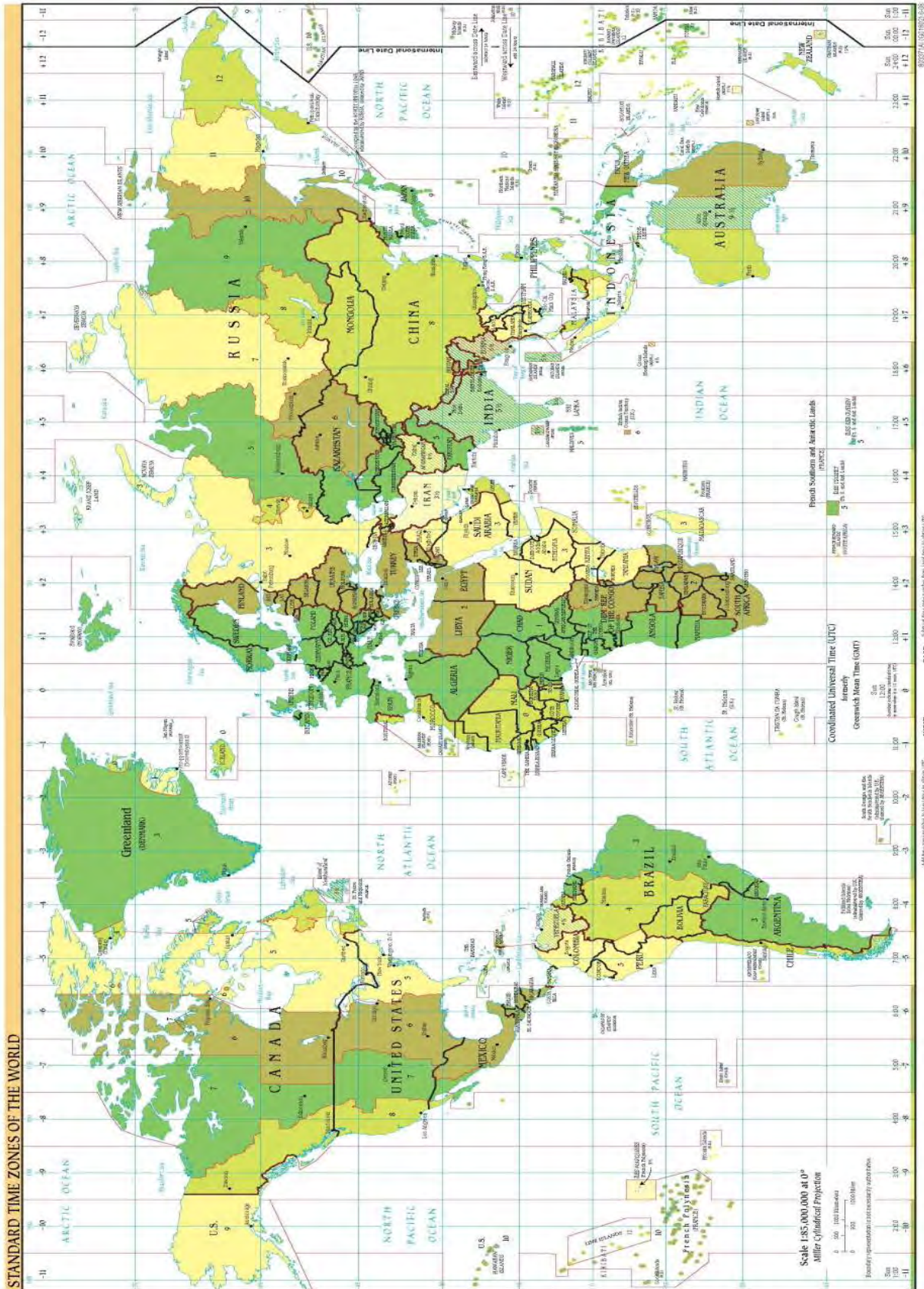
Services

- Registration Office: <http://service.berlin.de/dienstleistung/120686/>
- Ausländerbehörde <https://www.berlin.de/labo/dienstleistungsuebersicht/service.29785.php/dienstleistung/305244/en/>

7.2 TU Berlin Main Building Ground Floor Map



7.3 Time Zone World Map



Source: <http://www.freeprintable.com/free-printable-maps/world-time-zone-map>

7.4 List of Buildings

A	Architekturgebäude, Strasse das 17. Juni 152,	M	Gebäudeteil Mechanik Straße des 17. Juni 135
A-F	Architekturgebäude Flachbau Straße des 17. Juni 152	MA	Mathematikgebäude Straße des 17. Juni 136
AM	Alte Mineralogie, Hardenbergstraße 38	MAR	Gebäude Marchstraße 23
B	Bauingenieurgebäude, Hardenbergstraße 40a	MB	Gebäude Müller-Breslau-Straße 11-12
BA	Alter Bauingenieurflügel, Hardenbergstraße 40	MS	Mechanische Schwingungslehre Einsteinufer 5
BEL	Kindergarten, Café Campus, Gerhard-Ertl-Center Marchstraße 6 und 8	PC	Physikalische Chemie Straße des 17. Juni 135
BH-A/BH-N	Bergbau- und Hüttenwesen, Ernst-Reuter-Platz 1	PTZ	Produktionstechnisches Zentrum Pascalstraße 8-9, 13-14
BIB	Universitätsbibliothek Fasanenstraße 88	RDH	Rudolf-Drawe-Haus Fasanenstraße 89
C	Chemiegebäude, Strasse das 17. Juni 115	SE-RH	Reuleaux-Haus, Eisenbahnlehranlage Straße des 17. Juni 135
C-L	Chemie-Lager, Strasse des 17. Juni 115	SG	Severin-Gelände Salzuffer 17-19, Dovestraße 6
E/E-N	Elektrotechnische Institute, Altbau und Neubau Einsteinufer 19	ST	Gebäude Steinplatz 2
EB	Erweiterungsbau Straße des 17. Juni 145	TA	Technische Akustik Einsteinufer 25
EMH	Gebäudeteile Elektromaschinen (EM) und Hochspannungstechnik (HT) Einsteinufer 11	TAP	Technische Akustik Prüfhalle Einsteinufer 31
ER	Ernst-Ruska-Gebäude Hardenbergstraße 36A	TC	Technische Chemie Straße des 17. Juni 124
EW	Eugene-Paul-Wigner-Gebäude Hardenbergstraße 36	TEL	ehem. Telefunken-Hochhaus Ernst-Reuter-Platz 7
F	Flugtechnische Institute Marchstraße 12, 12A, 12B, 14	TEM	Transelektronenmikroskopie Marchstraße 10
FH	Gebäude Fraunhoferstraße 33-36	TK	Thermodynamik und Kältetechnik Straße des 17. Juni 135
H	Hauptgebäude der Technischen Universität Berlin Straße des 17. Juni 135	V	Verformungskunde Straße des 17. Juni 135
HBS	Gebäude Hardenbergstraße 16-18	VWS	ehem. Versuchsanstalt für Wasserbau und Schiffbau, Zentralwerkstatt Müller-Breslau-Straße 15
HE	Hörsaalgebäude Elektrotechnik Straße des 17. Juni 136	W	Wasserbau und Wasserwirtschaft Straße des 17. Juni 144 und 144A
HF	Hermann-Föttinger-Gebäude Müller-Breslau-Straße 8	WF	Werkzeugmaschinen und Fertigungstechnik Fasanenstraße 90
HFT	Hochfrequenztechnik Einsteinufer 25	Z	Poststelle, Druckerei, Materialausgabe Straße des 17. Juni 135
HL	Heizung und Lüftung Marchstraße 4		
K	Kraftfahrzeuge Straße des 17. Juni 135		
KF	ehem. Kraft- und Fernheizwerk Fasanenstraße 1A		
KT	Kerntechnik Marchstraße 18		
KWT	Kraftwerkstechnik und Apparatebau Fasanenstraße 1		
L	Lebensmittelchemie Müller-Breslau-Straße 10		

7.5 Location of PTZ and its important class rooms



PTZ – Produktionstechnisches Zentrum

PTZ Test Field – includes class room PWZ 2

PTZ 307 – class room on 3rd floor

PTZ 311 – class room on 3rd floor

PTZ 304 – GPE Student Office

PTZ 313 – GPE Student Computer Room (PC Pool)

PTZ 001 – small auditorium – ground floor

Building opposite of PTZ – just across the street

PTZ S-001 – big auditorium – ground floor

PTZ S-105 – small auditorium – 1st floor

AMP 103 (Oval office) – class room – 1st floor

