



Welcome Guide

Intake 2023

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 your 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 adapt to Germany, the GPE Team compiled this welcome guide. It aims 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, and living costs is also provided.

Former and existing students also compiled advices based on their experiences. Their tips will be marked:

Example of advices from former and existing students

Should you have any further questions the GPE Team will be very pleased to be of assistance. We wish you great success in your studies at GPE and again we warmly welcome you to Berlin!



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

<i>Welcome! Willkommen!</i>	2
1 PREPARATION BEFORE DEPARTURE	5
1.1 APPLYING FOR A STUDENT VISA.....	5
1.2 BLOCKED ACCOUNT.....	5
1.3 HEALTH INSURANCE	6
1.4 ACCOMMODATION	6
1.5 LIVING COSTS	7
1.6 DOCUMENTS	7
1.7 JUNIOR-SENIOR PROGRAM.....	7
1.8 TRAVELING TO BERLIN	8
1.9 CHECKLIST	8
2 SEMESTER DATES.....	9
2.1 TU BERLIN IMPORTANT DATES:.....	9
3 PREPARATION UPON ARRIVAL.....	10
3.1 ARRIVAL AT THE AIRPORT	10
3.2 HEALTH INSURANCE	10
3.3 SEMESTER FEES	11
3.3.1 PAY THE SEMESTER FEES IN THE 1ST SEMESTER	11
3.3.2 PAY THE SEMESTER FEES IN THE FOLLOWING SEMESTERS	11
3.3.3 TUPORT.....	11
3.4 THE MATRICULATION PROCESS.....	11
3.5 SIGNING A LEASE OR RENTAL AGREEMENT	12
3.6 RESIDENCE REGISTRATION.....	12
3.7 OPENING A BANK ACCOUNT	13
3.8 RESIDENCE PERMIT	13
4 LIVING IN BERLIN.....	15
4.1 BERLIN.....	15
4.2 LIVING WITH YOUR FAMILY IN BERLIN	16
4.3 RADIO, TELEVISION, AND NEW MEDIA LICENSE FEES	16
4.4 MEDICAL EMERGENCIES.....	16
4.5 PHARMACY.....	16
4.6 SHOPPING	16
4.7 DRESS CODE	17
4.8 RAILWAY IN GERMANY – DEUTSCHE BAHN	17
5 STUDYING AT TU BERLIN.....	18
5.1 STUDY REGULATIONS.....	18
5.2 SEMESTER TICKET.....	18
5.3 THE CAMPUS CENTER.....	18
5.4 MENSA CARD.....	19
5.5 EATING AT TU BERLIN	19
5.6 LIBRARIES	20
5.7 TUB CAMPUS CARD AND TUB EMAIL ACCOUNT	21
5.8 PC POOL AT PTZ.....	22
5.9 SPORT AT TU BERLIN	22
5.10 WORKING DURING YOUR PERIOD OF STUDIES IN GERMANY.....	22
6 PREPARATION BEFORE LEAVING GERMANY – AFTER COMPLETING GPE STUDIES.....	23
6.1 CHECKLIST	23
6.2 LEGALIZATION OF DOCUMENTS AND APOSTILLES.....	23
6.2.1 LEGALIZATION OF DOCUMENTS AND APOSTILLES	23
6.2.2 APOSTILLE.....	24
6.2.3 LEGALIZATION	24
6.2.4 COPIES	24
6.2.5 AUTHENTICATION	24
7 APPENDIX.....	25
7.1 USEFUL LINKS	25
7.2 SCHOLARSHIPS	26

7.3	<i>ADDITIONAL INFO & LINKS FOR ACCOMMODATION</i>	<i>27</i>
7.4	<i>TU BERLIN MAIN BUILDING GROUND FLOOR MAP</i>	<i>28</i>
7.6	<i>LIST OF BUILDINGS</i>	<i>30</i>
7.8	<i>MAP OF TU BERLIN.....</i>	<i>32</i>

1 PREPARATION BEFORE DEPARTURE

1.1 APPLYING FOR A STUDENT VISA

To check whether you need a visa to enter Germany please click [here](#).

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 [here](#). You will be directed to the website of the German Federal Foreign Service.

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*).

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 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
- Payment of fee

Very important: No student will be admitted to the 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 studies has to leave the country and will be required to apply for the appropriate visa in their home country.

Connect with your senior from the buddy program.

1.2 BLOCKED ACCOUNT

A German health insurance provider with which GPE has decade-long experience working is the TK (Techniker Krankenkasse)

Since 2020, the TK offers 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>

Many blocked account services provide referral rewards. Connect with your senior and your fellow students to obtain his/her referral code and share the reward jointly.

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 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 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 in 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 before your arrival.

Many student dormitories are not near 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 the 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 the date of availability online and bookable. This is based on an 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>

To apply from abroad for accommodation with **Studierendenwerk** or **any other student housing**, you must pay the semester fees in advance (see also section 3.3), which you pay together with the initial payment of the tuition fees.

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

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

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

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

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

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

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 an identity card passport, and 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's diploma*
- *or its copy certified by 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 have experienced GPE students who have volunteered to take part in this initiative. Your senior will help you find accommodation, will pick you up at the airport, will help with your residence permit, and introduce you to Berlin's student life. You will be informed via our mailing list about your senior student.

1.8 TRAVELING TO BERLIN

*To make yourself familiar with the new environment and the University **we recommend students arrive before classes begin and in time for the GPE Introduction Event, i.e. end of September or the 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 2023/2024	
October 1 st , 2023	Beginning of winter semester 2023/2024
October 3 rd , 2023	German Unity - official holiday
October 10 th - October 13 th , 2023 (exact dates TBC)	Introduction Event
October 16 th , 2023	Beginning of the winter semester classes
November 20 th , 2023	GPE Registration Email Confirmation Deadline
November 22 nd – November 25 th , 2023	GPE Registration Week winter semester 2022/2023
November 2023 (exact date TBC)	GPE Christmas Party
December 19 th , 2023 – January 1 st , 2024	Christmas Vacation – No Classes
February 17 th , 2024	End of winter semester classes
February 19 th , 2024 to March 31 st , 2024	Examination and block courses period
March 3 rd , 2024	Re-Registration TU BERLIN - SS2024 Deadline (Rückmeldefrist)
March 8 th , 2024	International Women's Day 2023 – official holiday
March 31 st , 2024	End of winter semester 2023/2024

Summer Semester 2024	
April 1 st , 2024	Beginning of summer semester 2024
April 15 th , 2024	Beginning of the summer semester classes
April 19 th , 2024 (exact date TBC)	Kickoff event session summer semester 2024
March 29 th , 2024	Good Friday – official holiday
March 31 st , 2024	Good Monday – official holiday
May 1 st , 2024	Labor Day – official holiday
May 9 th , 2024	Ascension Day – official holiday
May 13 th , 2024	GPE Registration Confirmation Deadline
May 20 th , 2024 – May 23 th , 2024	GPE Registration Week summer semester 2024
May 20 th , 2024	Whit Monday - official holiday
July 26 th , 2024	End of summer semester classes
July 22 nd , 2024 – August 31 st , 2024	Examination and block courses period
September 30 th , 2024	End of summer semester 2024

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

2.1 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. To use the public transportation system of BVG like the bus, S-Bahn (Suburban Train), and U-Bahn (Underground) you will need a ticket. Your senior will help you purchase 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), 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 whose health insurance is not recognized in Germany must take 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 for it.

3.3.1 PAY THE SEMESTER FEES IN THE 1ST SEMESTER

To apply from abroad for accommodation with Studierendenwerk, you must 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 in 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). You must follow its instructions and respect the semester fee 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 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 in 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. Afterward, 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 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 your 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 A LEASE OR RENTAL AGREEMENT

Your senior will help sign the contract for your accommodation upon your arrival at the administration of your student's 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 their permanent accommodation in Berlin. You will then receive a certificate of residence registration (Anmeldebestätigung). As it is extremely difficult to get an appointment at the Bürgeramt, please take a look at this guide:



Adobe
Acrobat-Dokument

Log in to the system early in the morning (around 7-8 am) when new appointments will be released.

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 fill out the Residence Registration Form. On 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 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 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.

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 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 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.

Many banks offer rewards when being referred to by an existing customer. Take the advice of your senior buddy while setting up your bank account.

3.8 RESIDENCE PERMIT

All non-EU citizens must apply for a residence permit (Aufenthaltsurlaubnis) 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/

Prerequisites

- *Study Place – You must be enrolled or have conditional approval for studying to be issued a residence permit*
- *A personal interview*
- *Main residence in Berlin*

Documents required

- **Valid passport**
- **1 Biometric photo**
- **Form “Antrag auf Erteilung eines Aufenthaltstitels“** (Application for Issuance of a Residence Permit)
- **Proof of secure livelihood**
 - *For the initial issue: e.g. blocked account (Sperrkonto) at a German Bank with 10,872.00 Euros (as of 2023) / submission of a declaration of commitment by a third party on an official form /scholarship / notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents in the last six months*
 - *For the extension: bank statements of the last six months*
- **Health insurance**
 - *Proof of a secure livelihood must also include sufficient health insurance. Those with statutory health insurance are sufficiently insured. Those with private health insurance must consider the type and extent of their health insurance. For more information, please read the leaflet "Information on adequate health insurance".*
- **Certificate of enrollment or conditional admission for studying**
- **Proof of main residence in Berlin**
 - *Certificate of registration at the main residence or*
 - *Lease and written confirmation of occupancy from the landlord*

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

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 an extension of the 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 (Freizügigkeitbescheinigung) from the Citizen Administration Office when they register their residence.

Getting an appointment at the Foreigners Registration Office is much tougher than the city registration as there is only one office allocated for a particular nationality. However, login into the system on Wednesday between 12:00 – 2:00 pm. One may be lucky enough to get an appointment for the next day. An important document to carry is your blocked account's current fund status. Failure to carry can lead to cancellation of the appointment itself.

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, 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 of 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)

*There are good offers when buying a SIM card along with a phone. (Check the contract details carefully!)
A lot of offers during the Black Friday sale and New Year sale as well.
Also: Major railway stations, airports, and restaurants offer free WiFi.*

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 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_qer.html

4.4 MEDICAL EMERGENCIES

The emergency numbers in Germany are 110 for the police and 112 for the 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 weekdays and Saturdays/Sundays 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, and bookstores, you name it! Most Berlin stores and shopping centers are open from Monday to Saturday from 10:00 until 20:00. Stores are closed on public holidays and Sundays, except for 8 Sundays a year, when the stores are open 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 this [website](#).

Most of the major supermarket stores offer free membership as well as phone applications. With this membership, you can get special offers, collect points, and even get free food products every week as well.

4.7 DRESS CODE

The 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, at 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 on long-distance trains from the ticket collector. This option is more expensive. Please keep in mind: Before using the local trains or 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](#).

For more information on the transport network in Berlin, for example, taxis, railway stations, busses, and bus routes please follow this [link](#).

On the first Sunday of every month, all public museums are free (no entry fee) in Berlin. You need to book the tickets in advance. (Booking opens one week prior) More information is [here](#).

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 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, which 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 from 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 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 a 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 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 in 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, transcripts, 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 to pay in the Mensa and some cafés and cafeterias operated by the Studierendenwerk (Students' Service.) Other restaurants usually do not take Mensa cards as a form of payment. The card can be topped in the machines in the foyer of the Mensa (ground floor) and the area of the food pick-up point (first floor, near the cash registers). When you pay for 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 that 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 "Wetterleuchten" with a Coffee bar in the Foyer

Straße des 17. Juni 135
10623 Berlin

Canteen on the 9th floor of the Mathematics Building

Marchstraße 6
10587 Berlin

Cafeteria TU Ernst-Reuter-Platz

Straße des 17. Juni 152
10623 Berlin

Cafeteria -EN-

Einsteinufer 17-19
10587 Berlin

Cafeteria TU Marchstraße

Marchstraße 23
10587 Berlin

Cafeteria TU Ackerstraße

Ackerstraße 71-76
13355 Berlin

Download the STW Berlin App to take a look at the daily menu card. In addition, search for a MENSA near your home.

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 of 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 of 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. 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 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 that always remains in the reading room.

You should 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 the 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 it up (instructions available for several operating systems):

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

TU Berlin also offers its students Office 365 as well as access to your cloud. Check [the website](#) of the IT Department of the TUB for guidelines and manuals. You can also conduct meetings and group work via Zoom with your TUB-Access.

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 at the beginning of your first semester. The pc pool is equipped with a 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 catalog:

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

Zentraleinrichtung Hochschulsport (ZEH)

Straße des 17. Juni 135 10623 Berlin

Building V, room V 101

Enroll in courses as fast as possible as they are very popular due to heavy discounts. For certain courses, an option of trial lessons is also provided, and even a full certification. At the main building, a fully equipped gym is also available for students.

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 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.

Check out <https://tub.stellenticket.de/de/offers/> for job offers published by the companies on the university websites. In addition, look for jobs at each of the department websites. E.g.: Quality Management. Check company websites, LinkedIn, Xing for openings.

Polish your German language skills as much as possible as it will lead to more opportunities. There are several CV formats used in the German Industry but the most common are Europass and Xings CV maker.

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 canceled 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 the period of notice)*
- To cancel your health insurance*
- To cancel your bank account*
- To cancel landlines or mobile phones (check the contracts for a period of notice)*
- To cancel Radio, Television, and New Media License Fees Registration*
- 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 degree recognition, have them legalized in their home country through a foreign diplomatic representation or consular representation 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, and Thursday from 9:30 – 15:00, Tuesday from 9:30 – 17:00, and Friday from 09:30 – 14:00.

For Ph.D. 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 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, and 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 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/studienangebot/e/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 SCHOLARSHIPS

The following sites may help you in finding a **suitable scholarship**:

- [International Education Financial Aid](#)
- [International Scholarships](#)
- [Scholarship Portal](#)
- [DAAD – Scholarships](#)
- [Study Portal European Commission](#)
- [Stipendienlotse des BMBF](#)
- [MyStipendium](#)
- [WeMakeScholars](#)
- [Colfuturo](#)
- [Estudar Fora](#)

Additional Scholarship Institutions

[Deutschlandstipendium](#)

This public grant consists only of 300 €, but is given to a larger number of students! Applications are from mid-June to mid-July. They have a specific scholarship program for international Students. Applications deadline are on the first of April and the first of October.

[Rosa-Luxemburg-Stiftung](#)

[Leadership for Africa](#)

Program for citizens/or refugees in Ethiopia, Kenya, Uganda, or Sudan

Scholarships from NGOs for International Students

[Care Concept Stiftung](#)

Private healthcare company award a one-year all-inclusive scholarship, the deadline for the application is on the 31 of January. Monthly financial support of 300 €.

[Global Electricity Scholarship](#)

The application deadline is in April. Up to \$10,000 per year (max. two years)

[Ferdinand & Charlotte Schimmelpfennig Stiftung](#)

Private NGO financially supporting students in Berlin under 30 years old who are in financial need.

[SBW Berlin](#)

Scholarship for foreign students to study in Berlin, emphasis on the social engagement and commitment of the students

[KAAD](#)

Academic catholic exchange organization, scholarships for students from Africa, South America, and the Middle East. Open solely to catholic students who are ready to attend a paid German course.

Publicly funded scholarships for European Students

[Hans-Böckler-Stiftung](#)

For EU residents of the major German Workers Union. Application for the Sommersemester is from November until January.

[Friedrich Naumann Stiftung](#)

For non-EU Students. Foundation of the liberal German Party. The application period is in April and in October.

[Studienstiftung](#)

Public grant for excellent students, only for EU residents

[Friedrich Ebert Stiftung](#)

40 Students from the global south are accepted yearly. The application is possible until the beginning of the master, the deadline being the end of November.

[Stiftung der deutschen Wirtschaft](#)

Scholarship of the German employers' organization, the Application period is in April and in October.

[Cusanuswerk](#)

Scholarship of the German episcopo, only for person of Christian belief. Application deadline is the first of august

[ESW](#)

Scholarships of the protestant church of Germany, not restricted to protestant believers. Application deadline is the first of march.

7.3 ADDITIONAL INFO & LINKS FOR ACCOMMODATION

While selecting one of the three “Wohnheime” of the STW, make sure to discuss your choices with your buddy as the application to each Wohnheim differs.

The most common two:

1. Waiting List
2. Casting

In a casting, the existing members of the WH (if it's a shared apartment) will take your interview to determine your suitability of you as a flatmate in the WH. The advantage of this process is that irrespective of your position on the waiting list, you can get a room. However, the flatmates look at various aspects such as German Language skills, Haushalt, Mülltrennung skills, etc

Additional links for shared accommodations:

www.studenten-wg.de

www.zwischenmiete.de

www.wgcompany.de

www.wg-welt.de

www.wg-gesucht.de

www.easywg.de

www.wohngemeinschaft.de

www.quoka.de/immobilienmarkt

Search Engine – Apartments

www.wohnpool.de

www.immobilo.de

www.waytostay.com

www.immonilienscout24.de

www.immonet.de/berlin

www.studenten-wohnung.de

www.studentenwohnungsmarkt.de

www.immowelt.de

www.nuroa.de

www.locaberlin.de

www.studentenwohnheime.eu

www.wohnwitz.de

www.wohnungsboerse.net

www.stadtbett.de

www.stadtentwicklung.berlin.de/wohnen/wohnungsbauengesellschaften.shtml

www.wohnugsbaugenossenschaftend.de

Online Networks / Platforms

www.roomsurfer.com

www.wimdu.de

www.9flats.com

www.housetrip.de

www.gloveler.de

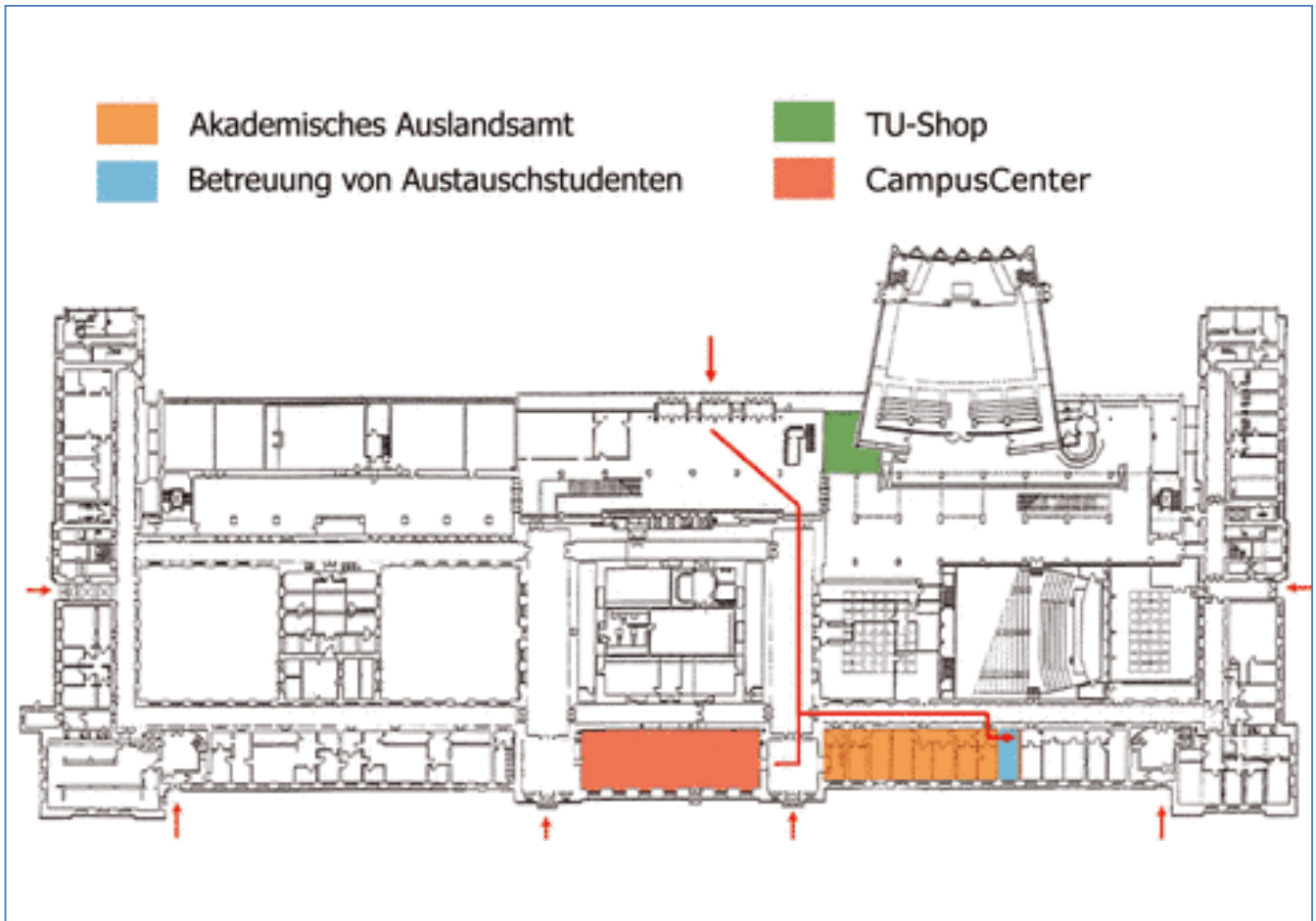
www.go-apartments.com

www.stadtundland.de

www.airbnb.de

www.rooming.eu

7.4 TU BERLIN MAIN BUILDING GROUND FLOOR MAP



7.6 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 Salzufer 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		

7.7 LOCATION OF PTZ AND ITS IMPORTANT CLASSROOMS



PTZ – Produktionstechnisches Zentrum

PTZ Test Field – includes classroom PWZ 2

PTZ 307 – classroom on 3rd floor

PTZ 311 – classroom on 3rd floor

PTZ 304 – GPE Student Office

PTZ 313 – GPE Student Computer Room (PC Pool)

PTZ 001 – small auditorium – ground floor

Building opposite PTZ – just across the street

PTZ S-001 – big auditorium – ground floor

PTZ S-105 – small auditorium – 1st floor

AMP 103 (Oval Office) – classroom – 1st floor

