



GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN

Göttingen
Campus



WELCOME TO THE UNIVERSITY OF GÖTTINGEN

GUIDE FOR
INTERNATIONAL
RESEARCHERS





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WELCOME TO THE UNIVERSITY
OF GÖTTINGEN

WELCOME TO GÖTTINGEN

FACILITIES AND INSTITUTIONS
AT THE UNIVERSITY

A ROAD MAP FOR YOUR RESEARCH VISIT

WELCOME TO GÖTTINGEN!



Dear international researchers,

On behalf of the entire city, it is my pleasure to welcome you to Göttingen – the City of Science!

Göttingen enjoys an excellent reputation as a city dedicated to science and research. Thanks to its leading research facilities and unique academic environment, Göttingen attracts some of the world's leading academics and experts.

We are glad you chose to come to Göttingen to conduct your research at the distinguished Georg-August-Universität Göttingen, often also called Georgia Augusta.

Founded in 1737, the University of Göttingen has shaped the town's character ever since. The University, its students, scientists and staff are the heart of the city.

We highly value the cosmopolitan flair international guests bring to the city. Göttingen has never been more diverse than at the present time: people from more than 160 different countries live here. Our city is just as diverse, when it comes to its various social amenities and other

essential services. In Göttingen, not only do you get access to world class education and research opportunities, you also get to enjoy the lively cultural and social life that the city has to offer. Our day care and school facilities have an outstanding reputation. So do our medical care and sport infrastructure.

As Mayor of the city, I hope you will soon feel at home here. I also hope you will take advantage of the opportunities Göttingen offers and invite you to discover the historically rich city of Göttingen and the magnificent region of southern Lower Saxony, famous for its wonderfully diverse landscape and friendly, open-minded people.

I wish you all a very pleasant and successful stay in Göttingen!

Kind regards

A handwritten signature in black ink, appearing to read 'Rolf-Georg Köhler'.

Rolf-Georg Köhler
Mayor of Göttingen

WELCOME TO THE GÖTTINGEN CAMPUS

It's a great pleasure to welcome you at our University and invite you to discover the unique academic environment of the Göttingen Campus and the city.

From the very beginning, the University of Göttingen was committed to the academic freedom and creativity in research and teaching. Established in the age of Enlightenment, the University of Göttingen was one of Europe's first universities to abandon the supremacy of theology, achieve equality of all faculties and establish the freedom from censorship. The inscription of the founding medal of the University says: In Publica Commoda - For the Good of All. This is our mission until today.

The University's modern profile remains rooted in its rich tradition with a strong emphasis on research-oriented teaching and excellence. The University of Göttingen is one of the top research universities in Germany.

We highly value your decision to come to Göttingen. The academic world constantly needs new talents, new ideas and international intellectual exchange.

We hope that you will have a pleasant stay in Göttingen both in terms of your academic and your personal life. We are confident that Göttingen will soon become your second home.

Enjoy the comfort and safety of a small town which nonetheless has a lot to offer. Get inspired walking down the streets, where over 40 Nobel laureates lived, studied and pursued their research. Don't miss the theatre plays, the music concerts and all other performances that are regularly offered in Göttingen. Situated right at the heart of Germany and Europe, Göttingen is the perfect starting point to explore German and European culture.

This handbook has been prepared to answer the questions you might have. We hope it helps you adjusting to your new life. If you have any questions, we are more than happy to help you!

A handwritten signature in black ink, appearing to read 'Ulrike Beisiegel'.

Prof. Dr. Dr. h.c. Ulrike Beisiegel
President, Georg-August-Universität Göttingen



EURAXESS – RESEARCHERS IN MOTION

What is EURAXESS Germany?

EURAXESS - Researchers in Motion is a unique pan-European initiative providing access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it.

40 countries are involved. The EURAXESS network typically comprises a central organisation in each country that coordinates the activities in that country and maintains contact with the central organizations in the other countries as well as with the European Commission. In addition, numerous universities and research institutions in all the countries cooperate at local level. In Germany the role of “National Coordination Point for EURAXESS Germany” has been adopted by the German Aerospace Center.

What services are on offer to mobile researchers?

- Website www.euraxess.de/en and a helpdesk
- Information, initial advice, and mediation services for mobile researchers and those responsible for them (incoming,

outgoing, returning), dealing with entry, working, social security, taxation, and practical issues, as well as frequently asked questions and answers

- One of the most comprehensive funding databases for researchers in Germany
- A free, Europe-wide job portal in which researchers can post their CVs and institutions can advertise vacant positions
- Check lists for getting started in Germany

Interplay between Welcome Centres and EURAXESS Germany:

The national EURAXESS coordinators work together with partners and research institutions in their respective countries. In Germany there are more than 40 universities and research institutions – including the Welcome Centre in Göttingen – which are registered as EURAXESS Service Centres in the EURAXESS network. For their part, the partners at universities and research institutions have agreed to support the researchers at their institutions. In practice, work is roughly distributed as follows:

EURAXESS Germany

- Initial information for researchers on the themes mentioned above
- Mediating contacts to individual universities and research institutions in Germany
- Mediating contacts to partners in the EURAXESS network in other countries
- Networking and continuing education events for “researcher advisers” at universities and research institutions in Germany (up to twice a year)
- Networking between EURAXESS Service Centres and the Europe-wide EURAXESS network

EURAXESS Service Centre

- Dealing with individuals at the local institution
- Providing information on the specific institution/location
- Mediating contacts to the responsible local organisations/institutions



WELCOME CENTRE

The Welcome Centre is the central service facility for internationally mobile researchers and scholars at the University of Göttingen. We will gladly support you in getting established and in preparing for your stay here in Göttingen.

We are there for you in order to assist you from the very beginning and make your landing to Göttingen as smooth as possible. No matter if you are here for only a month or have been appointed to a permanent position. We provide research, information, and targeted assistance regarding all areas and topics of importance for your stay in Göttingen. Additionally we offer Dual Career Service for newly appointed professors. You are welcome to contact us with your questions and avail yourself of our support.

Our services:

- Online information platform in German and English
- Individual support and guidance on all non-academic issues concerning your stay
- Assistance in finding accommodation
- Support in visa and residence permit issues
- Checklists to help prepare your stay and to help you during the first few days after arrival
- Support in registration for health insurance and other insurances

- Information on language courses
- Companion service to visit local authorities
- Assistance in finding child care facilities or schools for your children
- Info meetings on different topics, e.g. on taxes and insurance
- Town, campus, and library tours, excursions and events for international researchers and their families
- Facilitating contact to other international scholars

Please get in touch with us as early as possible. It will take you just a few minutes to complete and submit the questionnaire which is available at our website. Based on the given information we will be able to tailor our services to your needs. You can be assured that all information will be treated completely confidential.

When you reach Göttingen we will meet for a first personal talk and you will receive our welcome package, which provides important facts and information about the university and Göttingen. Together we will work out an individual schedule for arranging all formalities like registration at local authorities, opening a bank account, finding childcare facilities and schools.

WELCOME CENTRE

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1.1 THE UNIVERSITY OF GÖTTINGEN

Since 1737, the University of Göttingen has been a research university of international renown, often even referred to as “the heart of the scholarly world”. Its rich academic heritage is evidenced by the unparalleled number of 46 Nobel laureates that are associated with the city. Today, a strong focus on research and research-led teaching makes Göttingen the perfect place for international scientists.

The University is distinguished by the rich diversity of its subject spectrum, particularly in the humanities, its excellent facilities, and the outstanding quality of teaching and research.

The University has a sound international reputation and is among the top 100 Universities worldwide according to various rankings.

More details about the University profile can be found at :

www.uni-goettingen.de/en/53162.html



1.2 A PLACE WHERE FREE SPIRITS CAN FLOURISH

In 1734, King George II of Great Britain and the Elector of Hanover gave the order to establish a university in Göttingen. His aim was to promote the ideas of academic freedom and enlightenment: He wanted to create a place for free spirits and an atmosphere of scientific exploration. Göttingen thus abandoned the supremacy of theology and set its faculties on an equal footing.

From the very beginning of its history the University of Göttingen was in the top rank of German universities. In less than one century it became an internationally acknowledged modern university and home to international students and scholars.

1.3 THE 20TH CENTURY AND TODAY

As an academic location Göttingen was long regarded as the hub of the mathematical and scientific world, producing Nobel laureates like Max Born, Enrico Fermi, Robert Oppenheimer, Werner Heisenberg, or Niels Bohr. This position was lost, however, in 1933, when under Nazi rule more than 70 professors and lecturers were forced to leave the University.

After the end of World War II, Göttingen University was the first in Germany to resume teaching in 1945. It soon regained

its position among the world's leading universities. The following decades were also marked by a steady expansion of study and research capacities and an impressive increase of the number of students.

In recent years, the University has initiated far-reaching reforms, in order to further promote excellence in research and teaching. This also includes a greater internationalisation of the University and further intensification of cooperation with non-university research institutes on Göttingen Campus.

1.4 LOOKING INTO THE FUTURE

The University of Göttingen is strong in basic research, maintaining high standards in research and teaching and a top-level international reputation. In order to maintain this status and to build on it for the long term, the university, together with its partners at the Göttingen Campus, places particular emphasis on innovation and enhancement of its profile. Therefore, Göttingen fosters young-generation academics and constantly expands research and information structures.

Göttingen University ensures that its researchers and lecturers have the time and space required for creative work by gearing its administration, advisory support and services specifically to the needs of academics, and ensuring that working and living conditions are family-friendly. In addition, the Göttingen Campus makes available the necessary research and information infrastructure to facilitate outstanding performance in science and scholarship over the long term.

1.5 THE UNIVERSITY OF GÖTTINGEN – A GLOBAL PLAYER

The University of Göttingen is well known for its emphasis on international cooperation. Active agreements with 432 institutions of higher education in 90 countries, a wide variety of scholarship opportunities for international students and scholars and an increasing number of English-taught Bachelor, Master and

Ph.D. programmes provide proof of the University's international status.

International students and researchers come to Göttingen through a network of selected institutions worldwide. This is achieved by on-site representation at these locations, as well as by intensive research cooperation.





1.6 GÖTTINGEN CAMPUS

The University of Göttingen is embedded in the Göttingen Campus, a close and vibrant cooperation with top-level non-university research institutions. These on-site partners form a cooperative alliance in research, teaching, and training of young academics, while providing partners with access to an impressive collection of resources through its campus infrastructure.

This alliance encompasses:

- the University of Göttingen and University Medical Center,
- the MPI for Biophysical Chemistry,
- the MPI for the Study of Religious and Ethnic Diversity,
- the MPI for Dynamics and Self-Organisation,
- the MPI for Experimental Medicine,
- the MPI for Solar System Research,
- the German Primate Center (DPZ),
- the Göttingen Academy of Sciences and Humanities,
- the German Aerospace Center, site Göttingen (DLR).

By drawing on their joint strengths and potential, campus partners have created a unique and stimulating environment that encourages diversity and an active exchange between professors, researchers and doctoral students.

International networks and interdisciplinary centers serve as platforms for new ideas and innovative research concepts. They are embedded in a campus setting that provides access to an impressive collection of resources, facilities, infrastructure, and support services.

For more information about the Campus please visit: www.goettingen-campus.de



UNIVERSITY MEDICAL CENTER

The University Medical Center Göttingen (UMG) is one of the largest university hospitals in Germany. Faculty of Medicine and University Hospital form a unity in which excellent research, teaching and patient care take place under one roof. The internationally recognised priority research areas Neuroscience, Cardiovascular Research and Oncology have a strong foundation in basic science and are oriented on the medical need of our patients.



MAX PLANCK INSTITUTE FOR BIOPHYSICAL CHEMISTRY

At the Max Planck Institute for Biophysical Chemistry researchers investigate how cells, organelles and biomolecules fulfill their diverse tasks. To look deeper into the nanocosmos of living cells, a wide range of methods is used and developed at the institute including high-resolution microscopy, nuclear magnetic resonance tomography, mass spectrometry or computer simulations.



MAX PLANCK INSTITUTE FOR THE STUDY OF RELIGIOUS AND ETHNIC DIVERSITY

The Max Planck Institute for the Study of Religious and Ethnic Diversity is one of the foremost centers for the multi-disciplinary study of diversity, in its multiple forms, in today's globalizing world. Pressing new challenges animate rigorous scholarly investigation pursued by researchers through a variety of disciplinary perspectives, including anthropology, sociology, political science, and law.



MAX PLANCK INSTITUTE FOR DYNAMICS AND SELF-ORGANIZATION

The Max Planck Institute for Dynamics and Self-Organization (MPIDS) is engaged in research on dynamic aspects of structure formation and self-organization. Many aspects of turbulent flows, neuronal networks, granular matter and complex fluids reveal striking similarities, hinting at similar underlying principles. At the MPIDS these are under intensive investigation by scientists with different background and from different disciplines.



MAX PLANCK INSTITUTE OF EXPERIMENTAL MEDICINE

Researchers at the Max Planck Institute of Experimental Medicine study the genetic, molecular, and cellular processes that control the formation, function, and integrity of the nervous system and their malfunction in brain diseases. The focus is on nerve cell development and function, neuroplasticity, and functional glia-neuron interactions – with equal emphasis on the biology of these processes and their perturbation in diseases such as stroke, multiple sclerosis, leukodystrophies, schizophrenia, or autism.

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www.em.mpg.de



MAX PLANCK INSTITUTE FOR SOLAR SYSTEM RESEARCH

The research focus of the Max Planck Institute for Solar System Research is on our immediate astronomical surroundings – the planets and moons of our solar system, its comets and asteroids, as well as the Sun – and also on the interior of distant stars. Scientists model these bodies in their computer simulations, but they are also involved in numerous satellite missions such as Rosetta, Solar Orbiter, and PLATO.



DPZ GERMAN PRIMATE CENTER

The German Primate Center (DPZ) – Leibniz Institute for Primate Research conducts biological and biomedical research on and with primates in the fields of infection research, neuroscience and primate biology. In addition, it operates four field stations in the tropics and is a reference and service center for all aspects of primate research.



GÖTTINGEN ACADEMY OF SCIENCES AND HUMANITIES

The Göttingen Academy of Sciences and Humanities is a learned society rich in tradition and a non-university research institution. It brings together outstanding academics across national and disciplinary boundaries. As a research institution, it is in charge of long-term projects of international importance in the area of fundamental research in the humanities. The Göttingen Academy organizes public events and offers in-depth insights into particular areas of knowledge.



GERMAN AEROSPACE CENTER

The German Aerospace Center (DLR) in Göttingen is the cradle of modern aerodynamics. The first state run research center for aviation was founded here in 1907. Today 480 employees are working for the next generation of airplanes, spacecraft and high-speed trains. Important foundations of modern aviation were laid here. Ludwig Prandtl developed his theory of flying, von Ohain tested the forerunner of the first jet engine and the swept wing which is essential part of any fast flying airplane was invented in Göttingen.



ASSOCIATE PARTNERS

To promote the Göttingen Campus in all aspects the members have joined together with regional institutions from business, academia, politics and culture.

Associate partners of the Göttingen Campus:

- Georg Eckert Institute for International Textbook Research (GEI)
- HAWK University of Applied Sciences and Arts Hildesheim/Holzminde/Göttingen
- The Herzog August Library in Wolfenbüttel
- KWS SAAT SE
- Laser-Laboratorium Göttingen e. V.
- Northwest German Forest Research Station
- Otto Bock HealthCare GmbH
- PFH Private University of Applied Sciences Göttingen
- PHYWE Systeme GmbH & Co. KG
- Sartorius AG
- Volkswagen

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Email heinrich.janitzek@dlr.de
www.DLR.de

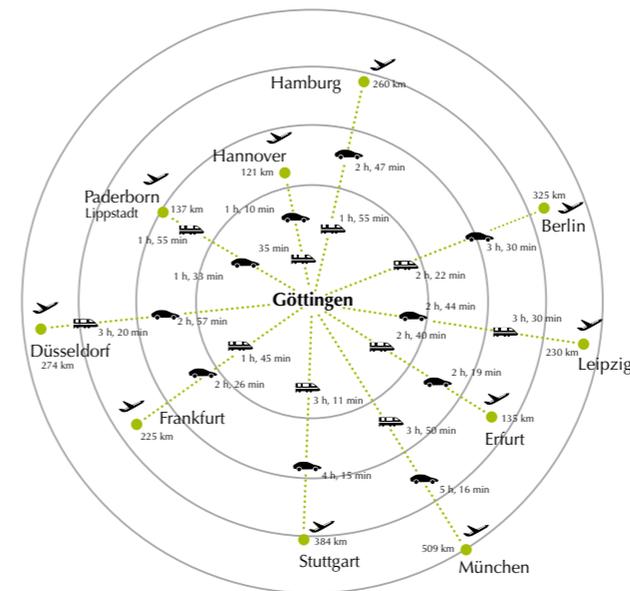


2.1 A TOWN IN THE HEART OF EUROPE

Göttingen is situated in the southernmost part of Lower Saxony in the geographical centre of Germany, between the Harz Mountains and the Weser River.

Due to its central position in Germany, Göttingen has excellent traffic connections.

It is close to the major North-South motorway, and there are high-speed train ICE (*Inter-City Express*) connections from the main train stations. Within 30 minutes, you can be in Kassel or Hannover; and in Berlin, Hamburg or Frankfurt within two hours.



2.2 A VIBRANT UNIVERSITY TOWN WITH INTERNATIONAL FLAIR

The city dates back to the late Middle Ages and still boasts a historic city centre with magnificent churches and excellently preserved half-timbered houses, enclosed by the remains of the medieval town wall.

Göttingen's 130,000 inhabitants are known to be open-minded and have truly diverse backgrounds, which is reflected in the city's cultural, historic and economic offerings. The University of Göttingen, with its 30,000 students, forms an integral part of the city and contributes considerably to the lively atmosphere of the town.



Göttingen offers myriad possibilities for recreational activities. The town has three theatres, an award winning symphony orchestra and several movie theaters. Popular annual events include the world famous International Händel Festival, the Jazz Festival, as well as several international film and literature festivals.

Explore the cosy back streets, the lively pedestrian zone or stroll around the sidewalk cafes, restaurants and pubs. Circle the town along the old city wall, the earthen rampart that rings the inner city, by foot

or by bike, and enjoy the magnificent view over the town. Be sure to catch a glimpse of Göttingen's most prominent landmark, the *Gänseliesel* fountain. This little fountain is overlooked by a bronze statue of a beautiful girl carrying a goose in a woven basket. The *Gänseliesel* is the darling of all graduating doctoral students, who have to kiss her after having passed their exams. This makes her "the most-kissed girl in the world".



2.3 GÖTTINGEN – CITY OF CULTURE

Göttingen offers countless opportunities for social, cultural and sportive activities that will make your stay here an unforgettable experience. The rich cultural heritage of the university town of Göttingen has been accrued over centuries in contributions by many personalities, scientists, scholars, more than 40 Nobel-prize winners and artists who have left their visible marks on the town.

Music

Göttingen offers much variety to those who appreciate classical and modern music. Its internationally acclaimed symphony orchestra, founded in 1862, plays an award-winning programme which guarantees first-class concerts. Every year at the end of May, the Händel Festival (*Händel-Festspiele*) takes place in Göttingen and attracts artists and audiences from all over the world. Apart from that, Göttingen is also home to several other orchestras, ensembles and choirs, truly making it a city for lovers of classical music.

For friends of other musical genres, Göttingen also offers a broad variety of musical life. While the *Lokhalle* stages

large musical acts, clubs like the APEX, the *Nörgelbuff* and the EXIL offer concerts in a more intimate setting. Once every month, the *Blues & Boogie Kitchen* attracts performers and audiences for a night of hot and swinging sounds, while the *Full Metal Mensa* provides listeners with a good dose of heavy music each semester. Annual events include the always well received Göttingen Jazz Festival and the *Clubfestival KlubKultura*. In addition, many student pubs and bars regularly host live bands and open stages.

For those who want to sing or make music themselves

If you want to join a choir or play an instrument, Göttingen has a large variety of music options at various levels. Among these, the University offers *Uicante*, the *Studentenwerk* choir open to all singers (auditions at the beginning of the semester, concerts at the end). The University choir performs one main concert each semester in conjunction with the University orchestra (auditions at the beginning of the semester for singers and instruments). The Academic Orchestral Association (*Akademische*



Orchestervereinigung) accepts new musicians at the beginning of each semester. Choirs are active in churches and cultural centres.

Theatre

The *Deutsches Theater* (German Theatre) is the oldest theatre in Göttingen. It focuses on classics as well as on contemporary plays and guest plays from other theatres. Another venue, the *Junges Theater* (Young Theatre), was founded in the sixties and presents mostly contemporary plays.

There are also performances at the unique ThOP (*Theater im OP*) – the theatre is located in a historic operation theatre from the 19th century. The plays are produced and performed mostly by students. For those



who like to write plays there is an annual contest. In addition, the *English Drama Workshop*, a student theatre group from the English Department, performs a play in English every semester.

Other famous theatre groups in the city include the *Göttinger Comedy Company*, and *Improstant*, two improvisational groups which perform regularly in improvisation shows and competitions. The performances are held mostly in German, but sometimes English-speaking improvisational groups are invited as well.

Additional activities, such as figure theatre, *Kabarett* (comedy acts, often political), puppet shows, variety shows and many amateur theatre groups perform in and around Göttingen.

Cinema

Göttingen, which in the 1950s and early 60s was home to a good part of the German film industry, offers a wide variety of options for film aficionados, be it at the new Multiplex *CinemaxX*, in the award-winning repertory cinema *Lumière* or in one of the student film clubs, called *Clubkino*, *Campusfilm* and *Unikino*.

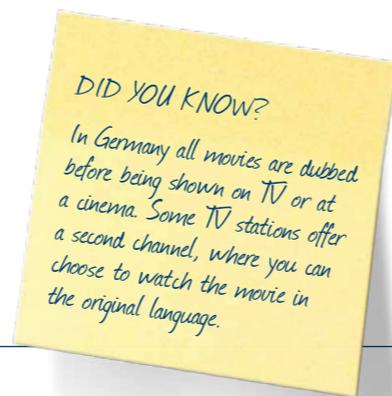
An alternative to commercial cinema, the *Lumière* has existed since 1986. Its aim is to show artistic and independently produced films, as well as classics that are rarely

shown in mainstream movie houses. Unlike commercial cinemas, *Lumière* shows most films in original versions and with subtitles.

The *Lumière* is also staging the annual *Stummfilmtage* (Silent Film Days) and the European Film Festival. The latter one has an emphasis on Italian and Eastern European films, but also hosts a variety of European premieres.

Literature

Highlight performances in the sphere of literature are the readings at the annual *Göttinger Literaturherbst* (Göttingen Literary Autumn), the biggest and most popular literature festival in Northern Germany. Worth mentioning are also the events of the *Göttinger Literarische Gesellschaft* (Göttingen Literary Society) and of the



Literarisches Zentrum (Literary Centre), a respected and very renowned institution in Germany. Other than that, most bookshops like *Thalia*, *Hugendubel*, *Calvör*, *Roter Buchladen*, and *Eulenspiegel* offer readings regularly.

Museums and exhibitions

The Göttingen City Museum (*Städtisches Museum Göttingen*) has permanent and temporary exhibitions of historical and artistic materials. Apart from that, the University exhibits several important collections ranging from arts, archaeology over zoology to musical instruments and ethnographic objects. All of these collections can be accessed by the general public every Sunday: The so called



Sonntagsspaziergänge (Sunday strolls) invite museum lovers to visit the major collections spread throughout the city.

The Ethnographic Collection of the University includes one of the world's most significant collections of material culture from the South Seas of the 1700s (Cook/Forster collection, featuring the largest collection of objects from the journeys of James Cook), as well as mostly 19th-century materials from the Arctic polar region (Baron von Asch collection).

The Old City Hall (*Altes Rathaus*) offers temporary art shows by local, regional, and international artists.

The *Paulinerkirche* in the Historical University Library Building has various temporary exhibitions, usually of a historic nature.





2.4 LIVING YOUR RELIGION

A city with such an international clientele as Göttingen naturally also offers opportunities for silence, prayer and faith.

Churches

The largest proportion of Göttingen parishes are Lutheran, fewer are Catholic. Some of these parishes offer church services in languages other than German and provide room for groups who maintain country-specific forms of worship. Please contact the Lutheran Superintendent's or the Catholic Dean's office for further details. Other Protestant parishes such as, the baptists have rooms of worship and contact people in Göttingen.

The Islamic Community

The Islamic community offers a forum for muslims. In Göttingen the Islamic communities are the Islamische Gemeinschaft Al-Iman e.V. and the DITIB Moschee.

Jewish Community

A few years ago, a Jewish community was refounded in Göttingen. Its activities are supplemented by a Jewish house of learning. Its doors are open to all interested people.

Buddhist Centre

The buddhist centre offers a wide range of events and seminars.

The Room of Silence

Göttingen University has set up a "Room of Silence" for its students and employees on the ground floor of the "Blue Tower", located on central campus. This room stands open to employees, associates and guests of the University of Göttingen who are looking for a place to find tranquillity and relaxation, to meditate, gather themselves or hold silent prayer.

On weekdays from 9 a.m. to 9:30 p.m., the "Room of Silence" is freely accessible to authorised users seeking silence and quiet.

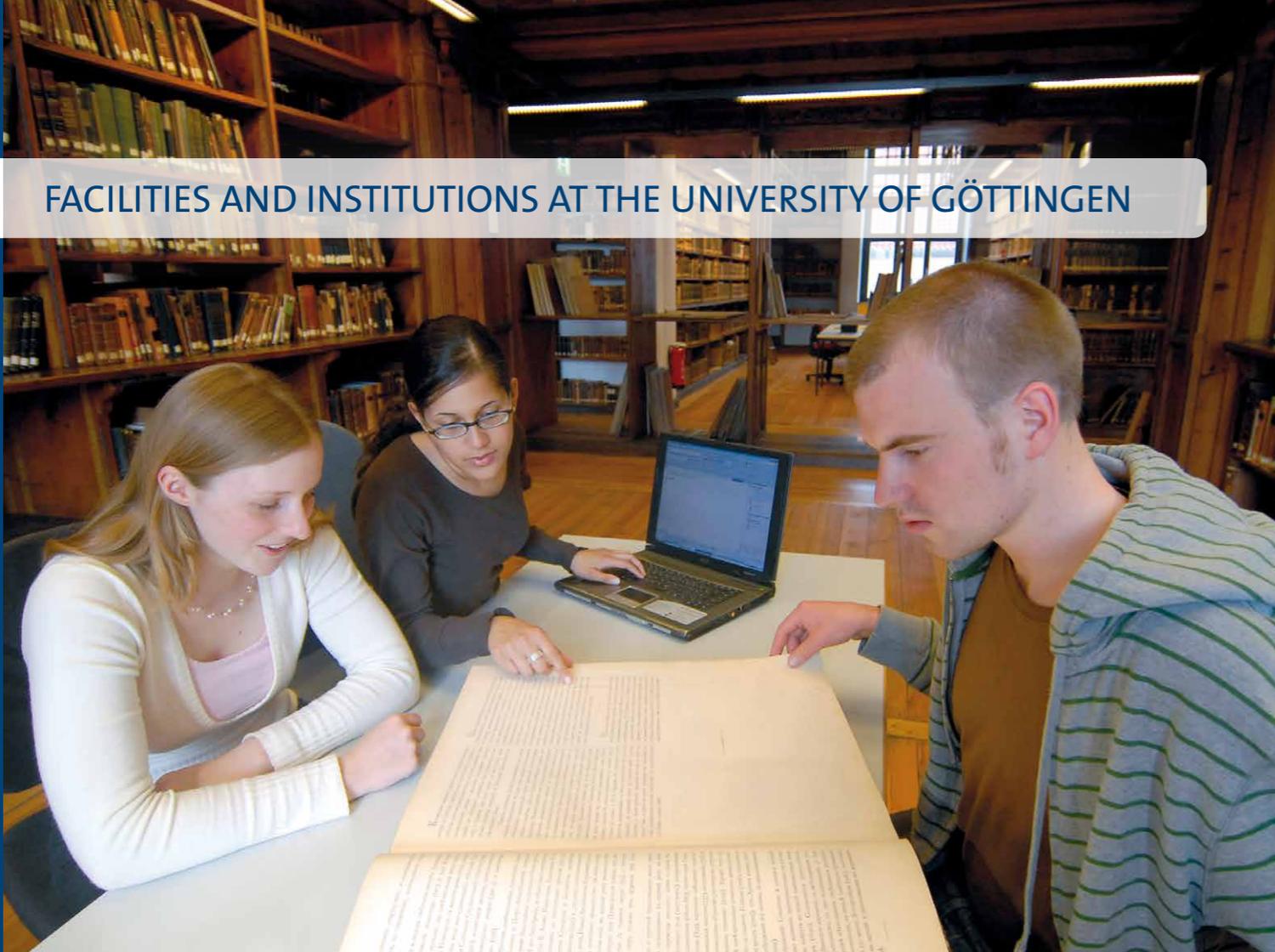
2.5 SURROUNDINGS

As mentioned above, Göttingen's location at the cross of two ICE train lines makes it easy to reach most other major German cities. Apart from local recreation areas like lakes (*Kiessee*, *Wendebachstausee*, *Rosdorfer See*), the huge city forest and several parks (*Schillerwiesen*, *Cheltenham Park*), there is also a number of smaller towns that are worth a visit. Most of them can be seen on a day trip from Göttingen. These are a few examples of the places which you can reach within 2 hours, using local trains or car:

- **Goslar** is a UNESCO World Heritage Site, famous for its magnificent gates and ramparts, the medieval Imperial Palace, Romanesque churches and half-timbered guild houses.



- **Hannoversch Münden** is a small charming town, situated at the confluence of the Fulda and Werra rivers, and an important example of the so called Weserrenaissance architecture.
- **Hameln** is famous for the pied piper legend and has weekly reenactments of the tale on summer Sundays.
- **Eisenach** is the birthplace of baroque composer Johann Sebastian Bach, as well as the city where Martin Luther lived as a child.
- **Einbeck**, a small town with a fine timber frame townscape, is famous for its 600 year old brewery and the PS.SPEICHER museum, where you can discover how the ingenious inventors of the past advanced our personal mobility.
- **The Harz Mountains** make up an easy to reach location for a hike in summer or skiing in winter.
- Among the countless castles and fortresses in the surrounding area of Göttingen are the *Plesseburg* (near Bovenden), the *Burg Hanstein* (near Bornhagen), the *Marienburg* (near Nordstemmen), and the *Löwenburg*, (located in the UNESCO World Heritage Site of the Mountain Park of Kassel).



3.1 LANGUAGE COURSES

Learning German

The University provides courses free of charge in order to help you to learn or improve your German.

The Language Centre for German as a Foreign Language (*Lektorat Deutsch als Fremdsprache*) offers over app. 70 different German courses for foreign students, PhD students, guest academics and staff of Göttingen University. The prerequisite for attending the courses is the German Language Placement Test, which can be taken at the start of the semester.

Contact:

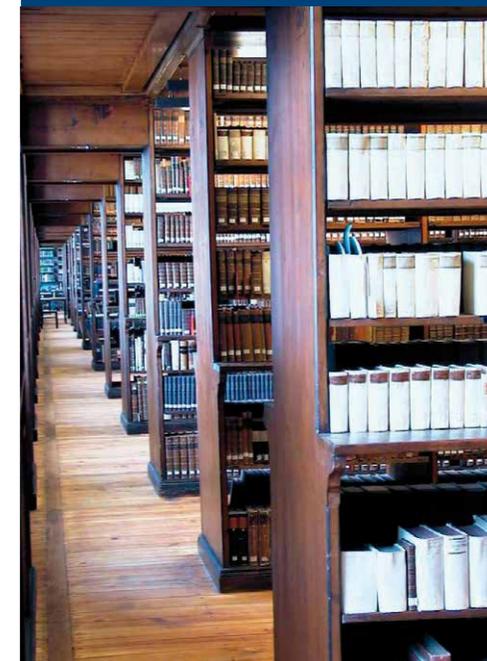
lektorat.daf@phil.uni-goettingen.de

In addition, the Institute for Intercultural Communication e.V. offers a number of German courses, including summer and vacation courses as well as crash courses in preparation for examinations. For more information please refer to the website of the Institute

www.iik-goettingen.de

Learning other foreign languages

The Central Office for Languages and Key Qualifications (ZESS) offers instruction for Arabic, (Brazilian) Portuguese, Chinese, English, French, Italian, Japanese, Russian, Swedish, Spanish, Turkish and Norwegian. For more information please refer to the webpage of the ZESS: www.zess.uni-goettingen.de/homepage/index.php





3.2 LIBRARIES

The State and University Library of Lower Saxony (SUB)

The State and University Library of Lower Saxony – named »Library of the Year 2002« - is one of the five largest libraries in Germany. It is accessible on a free-of-charge basis to all students and academics.

The library's collection includes 5.7 million volumes, 318 000 maps, 11 000 current subscriptions, 14 000 manuscripts, more than 3100 incunabula, 350 collections of unpublished works, 150 CD-ROM databases and 1.6 million microforms.

The main building on the central campus is open from 7 a.m. till 1 a.m. during the week and from 9 a.m. till 10 p.m. during the week-end, and has individual and group workstations.

In addition to the Central State and University Library, the University has 143 independent subject libraries throughout the University's institutes and seminars.

For more information about the library please refer to www.sub.uni-goettingen.de.

Max Planck Institutes libraries

The libraries of the Max Planck Institute (MPI) are primarily intended for employees of the MPI. However, guests can use the inventory of books during working hours and copy or view them on-site (the library does not offer material on loan).

For more information about the library please refer to:

www.mpibpc.mpg.de/groups/ohb

City library

The city's public library, the Stadtbibliothek, offers the citizens of Göttingen a wide range of fiction works and many other materials. [Look into it, the library even has CDs on loan] It also has a small inventory of books in English. A library pass costs €20 (€10 for students with a Heimvorteil stamp on their student identity card) per year.

For more information about the library please refer to:

www.stadtbibliothek.goettingen.de

3.3 REFECTORIES AND CAFETERIAS

University canteen (Mensa)

The *Studentenwerk Göttingen* offers several student refectories and cafeterias which sell lunch meals and drinks at very reasonable prices. For lunch, typical *Mensa* opening hours are from 11:30 am to 02:00 pm or 02:15 pm.

However, the *Zentralmensa* on the main campus is open until the evening (06:00 pm).

Canteens' Addresses

Zentralmensa

Platz der Göttinger Sieben 4
Monday to Friday: 11:30 am – 06:00 pm
Saturday: 11:45 am – 02:30 pm

This is the largest dining facility at the University, with 23 theme stations, front cooking, a wok station, vegetarian meals, soups, stews, salad and dessert buffet.

Mensa am Turm

Goßlerstraße 12 b
Monday to Friday: 11:30 am – 02:30 pm

Here you can choose between 3 menus with a wide selection of side dishes, a stew on Mondays, and a daily vegan menu, a salad buffet, and sweet specialties. In addition, they offer a dessert buffet.

Nordmensa

Grisebachstraße 10
Monday to Friday: 11:15 am – 2:00 pm
Here you have the choice of 3 dishes, a salad or vegetarian dish.

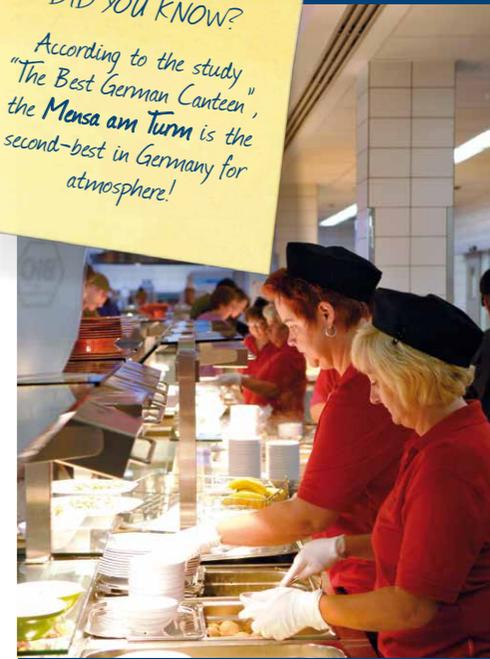
Mensa Italia

Roedererstraße 15 a, 37073 Göttingen
Monday to Friday: 11:00 am – 02:00 pm
The *Mensa Italia* offers Italian specialties every day, and also a stew, a menu with side dishes, a vegetarian dish and a salad buffet.

Kantine MPI

Already at 7:30 a.m. you have your choice of an extensive breakfast buffet. For lunch, two specials of the day with a selection of side dishes, or an additional specialty dish, are offered.

DID YOU KNOW?
According to the study
"The Best German Canteen",
the *Mensa am Turm* is the
second-best in Germany for
atmosphere!





Cafeterias

There are a lot of cafeterias throughout the institutes of the university. They all offer coffee, tea, water and snacks at a low price. Eight of the cafeterias are run by the *Studentenwerk*, (have you described this term elsewhere?) and in some of them you can also find warm meals.

Café Central

The building of the Zentralmensa, Platz der Göttinger Sieben 5

Cafe Central is the Studentenwerk's largest cafeteria and the only one that offers delicious warm dishes from 11:30 am until 03:30 pm. Would like to have breakfast instead? No problem, from 09:00 am on they provide you with some great breakfast offers.

Café Campus

Main Campus, Platz der Göttinger Sieben 5

Cafe Campus offers 60 seats as well as a terrace with 44 seats. their staff will serve coffee specialties of all sorts in addition to their self-service offers.

Cafeteria SUB

SUB building, Platz der Göttinger Sieben 1

There are 120 window seats at this cafeteria, on different floors of the rotunda. You have a beautiful view on the campus.

Theocafete

Theologicum, Platz der Göttinger Sieben 2

Small and cozy cafeteria located in the Theologicum, which also offers vegan and vegetarian snacks and a selection of cakes.

Bistro am Turm

The Mensa am Turm building, Goßlerstraße 12

The cafeteria has 160 seats available and in addition, a terrace with 48 seats. Located in a historical washhouse, its special atmosphere is fascinating.

CaPhy

Friedrich-Hund-Platz 1

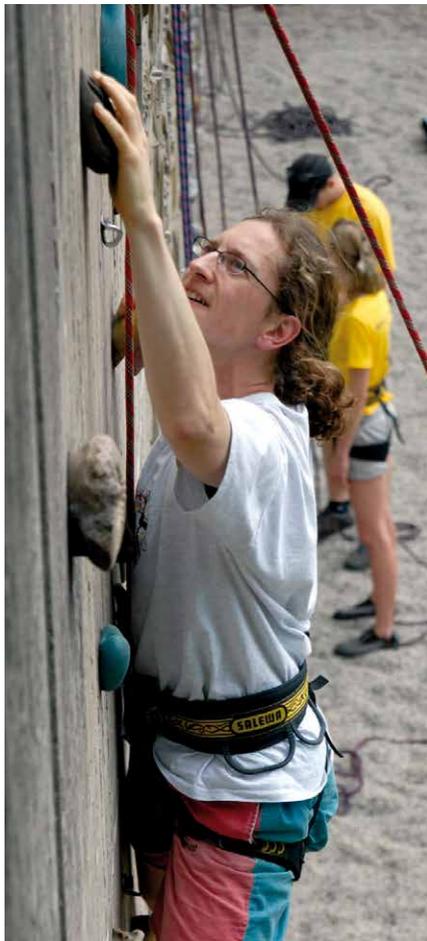
It offers 90 seats as well as a terrace with 60 seats. The modern winter garden invites you to take a long break.

Cafeteria HAWK

Büsgenweg 1a

Located in the northern part of town this café offers 80 seats and a terrace with 36 seats. It is recommended for those who seek rest and relaxation away from the hectic university life.

*DID YOU KNOW?
You can pay with your
university/guest card in
all canteens and cafeterias
of the University.*



3.4 COMPUTER AND NETWORK ACCESS

The Learning Resources Centre in the University Library offers a wide array of IT-services to all guests of the library. The equipment there is at your disposal for printing, scanning, editing files, and videoconferences. Furthermore, you are advised and technically supported by the

Centre staff. It is open from 7 a.m. to 10 p.m. during the week and from 9 a.m. to 10 p.m. during the weekend.

All employees and visiting scholars can apply for an Internet account, which also allows use of the University's wireless access.

3.5 UNIVERSITY SPORT: "KEEP MOVING"

For those looking for a break from the research, there are several facilities and opportunities available within and outside the University. The *Hochschulsport Göttingen* (University Sport) is one of the biggest in Germany and offers a wide range of disciplines and gyms for students and employees of the University and the May Planck Institutes. More than 80 different sports with an indoor pool, climbing centre, fitness-studio and several outdoor sports fields are offered for an extremely reasonable price. Outside of the University there are several Sporting Clubs and recreational areas – for insight information feel free to ask at the helpdesk at the University Sports.

For more information, please refer to: www.hochschulsport.uni-goettingen.de

Those who enjoy a team sport might consider joining one of the football teams, playing in amateur leagues, an American football team (www.generals.de), a baseball team or a cricket club. In addition, the city of Göttingen administers swimming pools, tennis courts and other sports facilities which can be used by private individuals as well as by clubs and schools.

Many kinds of sports are organised in clubs. Sports clubs usually charge a monthly fee and make membership over a specified amount of time mandatory.

For more information, please refer to page 133.

3.6 INTERNATIONAL COMMUNITIES

In Göttingen there are different national communities which bring together representatives of the respective countries, whether they are students, scientists or working professionals, and their families. These communities organise numerous social activities and offer support to those who are planning their stay in Göttingen.

Brazilian community:
www.facebook.com/groups/443000875757610

Chinese community:
www.uni-goettingen.de/de/305763.html

Colombian community:
www.facebook.com/groups/197216963644015

Indian community:
www.uni-goettingen.de/de/132691.html

Indonesian community:
www.ppi-goettingen.de

Ghanaian community:
www.facebook.com/groups/397297837095246

Mexican community:
www.mexgoe.de

Nepalese community:
www.nepaleseingoettingen.blogspot.com

Peruvian community:
www.facebook.com/groups/148800771976302

Spanish community:
erasmusgottingen.wordpress.com;
www.facebook.com/groups/1414028722163228





4.1 CHECKLIST

Before leaving home

The following checklist should help you with your travel preparations:

- Decide when you are going to start work and discuss the date with your (host) institute well in advance
- Compile the most important documents (cf. chapter 4.2)
- Arrange health insurance cover (for yourself, your marital partner, and children)
- Find out about accommodation in your new place of residence
- Apply for your visa (and those of any members of your family accompanying you)
- If required, enquire about local childcare/schools well in advance

INSIDER INFO:

Contact the Welcome Centre at the earliest opportunity!

Upon arrival

These are the first steps you will need to take as soon as you arrive:

- Visit your department/institute
- Sign your lease agreement
- Register (yourself and your family) at the local *Einwohnermeldeamt* (Residents' Registration Office) and if you are going to be employed apply for a "*Führungszeugnis*" (certificate of good conduct)
- Open a bank account
- Sign up for health insurance (for yourself and your family)
- Sign your employment contract, if applicable and get your tax identification number and electronic "*Lohnsteuerkarte*" (electronic income tax card) at the local tax office (*Finanzamt*)
- Register your child/children at kindergarten or school
- Extend your visa by applying for a residence permit (for yourself, your marital partner and children)
- Set up your workplace (Internet access, university/guest card for access to library and canteen etc.)
- Gather information on any potential tax obligations and pension rights which may ensue from your employment status





Passport photograph requirements laid down by the German Foreign Office:
www.epass.de

4.2 IMPORTANT DOCUMENTS

You will need the following documents in order to enter the country:

- Passports or equivalent identity documents (valid for the entire duration of your stay in Germany) for yourself and any member of your family accompanying you
- A visa for yourself and any member of your family accompanying you (see chapter 5.1)
- Letter of invitation from the University or fellowship award letter
- Biometrical passport photo for your residence permit; possibly other passport photos for the various ID cards you will need during your stay (please observe the requirements for passport photos laid down by the German Foreign Office)

In many cases you will also need the following documents:

- Birth certificates for yourself and any member of your family accompanying you (in German or English translation)

- Marriage certificate (certified translation in German or English)
- Certified copies of your doctoral certificate or any other certificates awarded for academic degrees (preferably in German or English translation)
- Health insurance and vaccination certificate
- A declaration referring to particular or previous illness (possibly recent x-rays) and any current medication
- If you intend to drive while in Germany: an international driving licence or foreign driving licence including translation (depending on country of issue); if you wish to take your car with you to Germany you will need additional documents (see chapter 11.6)
- If you sign an employment contract with the university – depending on the type of contract – you will need additional documents; please ascertain which documents are necessary in your particular case prior to entering the country





5.1 VISA AND ENTRY

In order to enter Germany you need a visa if you are coming from a country with visa requirements for Germany. You should apply for it at the German Embassy or a German Consulate in your own country or current country of residence at the earliest possible opportunity.

Depending on the duration and purpose of your stay you will need a Schengen Visa (research visit lasting up to three months within Europe), a Tourist Visa (research visit lasting up to three months but only in Germany, which cannot be extended) or a National Visa (D-Visa, research visit lasting more than three months).

For a longer stay, you need to extend your visa by applying for a residence permit (visa extension) in Germany.

If your marital partner or children are intending to accompany you it is recommended that everyone should apply for a visa at the same time even if they are going to join you in Germany at a later date. Please note that many consular offices only accept applications if you have made an appointment in advance, and that processing applications can take several weeks. So do make an appointment as

soon as possible and enquire about which documents you have to bring with you.

Depending on your country of origin and the length of your stay the entry regulations differ. In this chapter we have bundled the information relating to specific countries to make it easier for you to follow. If in doubt, however, be sure to approach a German diplomatic mission to find out whether you need a visa or not. This is the only place where you will be able to obtain legally binding information.

Nationals of the European Union, the European Economic Area, and Switzerland

Citizens of the European Union, the European Economic Area and Switzerland neither require an entry visa nor a permit for stays of a longer duration. If you intend to stay in Germany for more than three months you must register at the *Einwohnermeldeamt* (Residents' Registration Office).

Visit the website of the Federal Foreign Office for the addresses of diplomatic missions and information on entry requirements:
www.auswaertiges-amt.de/EN

Nationals of Australia, Brasilia, Canada, Chile, El Salvador, Honduras, Israel, Japan, New Zealand, Panama, the Republic of Korea, San Marino and the USA

If you are a national of any one of these states you do not need a visa to enter Germany. However, for visits lasting more than three months you will require a residence permit for which you can apply once you have entered Germany (see chapter 5.2 and 5.3).

Nationals of all other non-EU States

Short visits lasting up to three months

If your research stay in Germany is not scheduled to last longer than 90 days in a sixth month period, a Schengen Visa will usually be all you need to enter the country (C-Visa). However, you should bear in mind that Schengen Visas cannot be extended beyond the three month period, nor can they be redesignated for other purposes. You will have to leave Germany at the end of three months at the latest.

In order to obtain a Schengen Visa you will have to prove that you will be able to support yourself financially during your stay in Germany. For all Schengen States you will also be obliged to provide evidence of travel health insurance cover amounting to at least € 30,000. When completing the

application for the Schengen Visa please be sure to state “scientific work” or “research” as the purpose of your stay.

The Schengen Visa entitles you to move freely between and stay in any of the so-called Schengen States, i.e. the states that have signed the Schengen Agreement.

The Schengen States

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

Visa exemptions for short visits

Nationals of some countries are allowed to enter Germany for visits of up to three months without a visa. You can find a list of these states (table of countries whose citizens require/do not require visas to enter Germany) on the website of the Federal Foreign Office. Please note, however, that on that kind of visa you will not be able to apply for a residence title for a longer stay once you have entered Germany, and that you will have to leave the country after three months at the latest. If you are planning a longer stay you must apply for a German visa, while you are still in your country or current country of

residence, which will allow you to remain in Germany for a longer period of time.

Visits on a “Visitor’s or Tourist Visa”

This type of visa cannot be extended and only entitles you to stay in Germany for a maximum of three months. You would then have to return to your own country at your own expense and apply for the right visa there. The same applies to members of your family. The National or D-Visa only entitles you to stay in Germany. If you intend to travel to other Schengen States during the first three months of your stay, to attend a conference, for example, you should state this in your visa application. In this case you may be issued with a so-called hybrid visa (Category C+D Visa).

Visits lasting more than three months

If you are planning to stay and also work in Germany for more than three months, you must apply for a National or D-Visa for Germany while you are still in your own country or current country of residence **if you are coming from a country with visa requirements for Germany**. Please note that this applies even if you are already staying in another European Union country. Shortly after your arrival in Germany you need to apply for the extension of your visa (residence permit). The same applies for

those coming from countries with no visa requirements to enter Germany.

You are not allowed to stay longer than three months if you entered the country on a Visitor’s or Tourist Visa.

To apply for a D-Visa you will usually require the following documents:

- Passport (valid for the entire duration of your stay)
- Proof of your intended activity (e.g. fellowship, employment contract, letter of invitation, or hosting agreement from the University)
- Proof that you will be able to support yourself financially if this is not evidenced by the documentation above
- Adequate health insurance cover

- Details of proposed accommodation in Germany
- Marriage and birth certificates of family members
- Application form (available from diplomatic missions)

Depending on the individual Embassy the documents required may differ. Please contact the relevant diplomatic mission at the earliest opportunity in order to ascertain which documents you will need for your visa application. National or D-Visas are usually issued for a period of three months. Once you have entered Germany you must present this visa to your local *Ausländerbehörde* (Foreigners’ Office) to apply for a residence permit (see chapter 5.3).

Table of countries whose citizens require a visa (short visits)

www.auswaertiges-amt.de
> Welcome to Germany > Coming to or staying in Germany > Visa regulations



5.2 REGISTERING AT THE RESIDENTS' REGISTRATION OFFICE

Any individual moving into a house or flat in Germany, and who stays longer than 3 months, or who needs to register to open a German bank account or to apply for a residence permit, or who has a working contract, must register.

Therefore, within two weeks of entering the country, you and any family member accompanying you will have to register at the *Einwohnermeldeamt* (Residents' Registration Office) corresponding to the area in which you live.

One of the questions at the Residents' Registration Office refers to your religious faith. Religious communities are entitled to use the services of the tax office to collect "Church Tax" (see chapter 9.5) and the Residents' Registration Office will transmit your tax-related data to the tax authorities. In Göttingen you can declare tax-relevant membership in the Roman Catholic, the Lutheran, or the Reformed Presbyterian Church. Any other religious faith will not affect your registration.

At the Residents' Registration Office you will be given the *Meldebescheinigung*: this is a paper confirming that you have

registered. You will need official proof of registration if you wish to extend your visa, to open a bank account or to get a mobile phone contract.

If you need a Certificate of Good Conduct (*Führungszeugnis*), please request it at the local Residents' Registration Office. It will cost € 13. The Welcome Centre can provide you with the application form.

Transferring/cancelling registration

The Göttingen Residents' Registration Office is located in the *Neues Rathaus*, the New Town Hall.

In order to register, change or cancel your residence in Göttingen you need to have your national passport and a confirmation of housing ("Wohnungsgeberbescheinigung") from your landlord or provider of housing. If applicable, you will be asked to show your marriage certificate and birth certificate(s) of your child(ren).

CONTACT:

Residents' Registration Office
(Einwohnermeldeamt)
New Town Hall
Hiroshimaplatz 1-4
37083 Göttingen
Phone +49 (0)551/400-4044

Opening hours:
Mon, Tue: 08:00 am – 03:00 pm
Wed, Fri: 08:00 am – 12:00 pm
Thu: 08:00 am – 06:30 pm

5.3 EXTENDING A VISA IN APPLYING FOR A RESIDENCE PERMIT

Nationals of Australia, Brasilia, Canada, Chile, El Salvador, Honduras, Israel, Japan, New Zealand, Panama, the Republic of Korea, San Marino and the USA

Right after your arrival in Germany, before your entry visa runs out, you must apply for a residence permit at your local *Ausländerbehörde* (Foreigners' Office).

If you are a national of one of these states, or of any other countries without visa requirements for Germany, and you entered the country without a visa but intend to stay in Germany for a longer period of time, you must apply for a residence permit within three months of entering the country.

We recommend submitting your application as soon as possible. You will usually have to present the following documents to the Foreigners' Office:

- Completed application for a residence permit (available at the Welcome Centre)
- Valid passport (please note that it must be valid for the entire duration of your stay)
- One Biometric passport photo for each family member (please observe the requirements set out by the Federal Foreign Office: www.epass.de)

- Fellowship award letter or employment contract or other documents stating the amount of the monthly fellowship or salary you receive, as proof that you have the means to support yourself financially

- Proof of health insurance cover equivalent to German insurance

- Rental contract of your accommodation in Germany

- For your marital partner/children: along with a copy of the original certificates you need certified German or English translations of marriage and birth certificates (the latter only for children), and also a school certificate for each child who attends a school during your stay in Germany

- *Anmeldebescheinigung* (proof of registration) from the Residents' Registration Office

- Fees: a maximum of € 110 for the initial permit, € 80 for extensions (children pay half the standard fees)

To get an application or extension of your residence permit you need to make an appointment at the Foreigners' Office. Please contact the person responsible for your case by phone or email to arrange

an appointment. The Welcome Centre will gladly assist you in finding the relevant person and making the appointment.

Nationals of all other states

See chapter 5.1.

EU Blue Card (§ 19a Residence Act)

This permit is intended for academically qualified foreign people. The EU Blue Card is granted on condition that the individual has a university degree as well as an employment contract with a certain income. After 33 months, and provided that the employment contract is ongoing, holders of the EU Blue Card can be eligible for (indefinite) leave to remain. If language skills are proven to be level B1 then (indefinite) leave to remain can be granted after just 21 months. The local Foreigners' Office will give you further information and examines if you are qualified to receive an EU Blue Card.

Settlement permit

A settlement permit is an unlimited residence permit which allows the holder to pursue gainful employment. In certain special cases, a foreigner coming to Germany may be issued with a settlement permit if the applicant is highly qualified. As a rule, however, foreigners are only entitled to a settlement permit if they have spent a minimum of five years in the country. The Foreigners' Office is the authority responsible. According to German immigration law the following people are defined as "highly qualified":

- Academics who are especially highly qualified or possess knowledge in a field of particular importance
- Academic teaching staff in leading positions (e.g. institute directors and chairs)
- Researchers in leading positions (e.g. leaders of scientific projects or independent research groups)

If you fall in any of these categories you can apply for a settlement permit. There are no special forms, but you should submit the same documents as those required for a residence permit. In addition, you

will require a statement by the University confirming that you are a highly qualified academic, a copy of your rental agreement, and proof of your current rent paid. You will also have to demonstrate that you are able to communicate in German by attending an informal interview at the Foreigners' Office. If a settlement permit is issued, your marital partner will be given a residence permit which allows him/her to have unrestricted employment opportunities. It is issued without recourse to the Federal Employment Agency, which means that it will not be necessary to check whether other people should be given priority over you on the employment market.

CONTACT:

Foreigners' Office (Ausländerbehörde)
New Town Hall
Hiroshimaplatz 1-4
37083 Göttingen

5.4 EMPLOYMENT LAW REGULATIONS

As a foreigner, if you want to work in Germany, you usually require a residence permit which allows you to pursue gainful employment. You have to apply for it at the Foreigners' Office. In many cases the Foreigners' Office itself then has to seek the approval of the Federal Employment Agency; however, this does not apply to academic personnel at universities and research institutes, guest researchers, or technical staff employed in a guest researcher's research team. These positions do not require the approval of the Federal Employment Agency. The Foreigners' Office itself is entitled to issue authorisation allowing you to pursue academic activity and can enter this authorisation in your residence permit. If you come from a country with visa requirements to enter Germany make sure you have the right visa to work in Germany.

Academic activity during a short visit

If you work at the University of Göttingen in an academic capacity for no more than three months in a twelve-month period this does not count as employment in terms of the residence law. This usually

means that you have no obligation to seek the approval of the Foreigners' Office for this activity. If you are coming from a country with visa requirements in order to enter Germany you need to have a valid visa for the entire stay from the German Embassy or German Consulate in your own country or country of residence, stating the right purpose of activity in Germany.

Employment for marital partners

If your husband or wife would like to work in Germany you will have to apply for a residence permit at the Foreigners' Office. Researchers' husbands or wives are also allowed to work without the approval of the Federal Employment Agency, if the visa from the Embassy, when coming from a country with visa requirements, or their residence permit from the Foreigners' Office, states the purpose of "Re-uniting family" (§30: Ehegattennachzug).

Nationals of the EU, EEA, and Switzerland

If you are a citizen of the EU, the EEA, or Switzerland you enjoy the right to freedom of movement for workers. You do not

need approval in order to pursue gainful employment. Citizens of the new EU Member States (with the exception of Cyprus and Malta) still do not enjoy full freedom of movement rights and, just like nationals of third countries, still require permission to work in Germany. Since 1 January 2009, special regulations have been in place for academics (with a degree from a university or university of applied science). They have opened up the German employment market by waiving the issue of priority.





6.1 EMPLOYMENT CONTRACT OR APPOINTMENT

Academic employees at universities close employment contracts with the university which state the salary scale and conditions of employment. In Germany, however, many professors and academic staff are public servants, and they are appointed. Public servants' salaries are laid down by the *Bundesbesoldungsgesetz* (the law regulating the salaries of public servants) and the corresponding regulations of the respective Federal State. The salary scale for professors is called *W-Besoldung*. In most Federal States academic staff is paid according to a collective pay agreement known as *TV-L*.

You will have to sign your employment contract or you will have to be appointed before you officially start working. Your institute or the Human Resources Department will tell you in advance which forms and documents have to be submitted in order to draw up the contract. As an employee you will usually be required to pay tax and social security contributions. This is dealt with in chapters 8 and 9. Please read them carefully.

Human Resources Department

The Human Resources Department is responsible for the entire employment/ appointment procedure. The hosting institute and the Human Resources Department prepare the future employment jointly. The Welcome Centre is generally not involved in this procedure.

The Human Resources Department takes care of all administrative measures related to employees; from the hiring of new employees to the termination of their employment/appointment.

These measures include the issuing and conclusion of employment contracts, issuing and handing over of appointment certificates, determination of the fee or salary classification, salary classification upgrades and promotions, just to name a few of the most essential services.

In addition, for employees there is the payment of salary and fees as well as child benefits. Teams are responsible for this core business, they are assigned to 'your' faculty or institute respectively.

CONTACT:

Georg-August Universität Göttingen
Stiftung Öffentlichen Rechts
Abteilung Personaladministration
und -entwicklung

Human Resources Department
Goßlerstraße 5-7
37073 Göttingen

Phone + 49 (0)551/39-4932
Fax + 49 (0)551/39-1822280

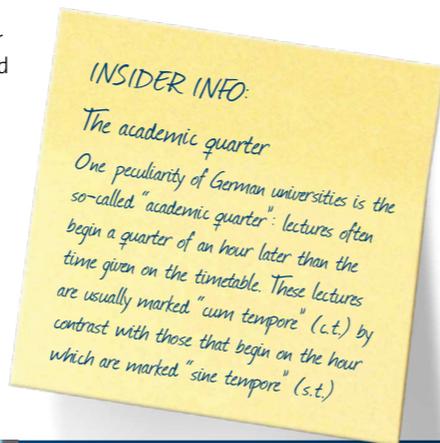
personalabteilung@zvw.uni-goettingen.de

You will find your personal contact by asking at your host institute.

An important service is offered by the Personnel Development division, which concentrates on the direct advancement of the University's employees to improve their potential at the workplace, using, among other things, qualification profiles as a basis. For this purpose, they organize development seminars, continuing education and coaching, as well as counselling for hiring procedures in individual cases. They would like to point out the internal job placement market, with which the University aims to promote cost-cutting conditions in Germany on one hand, and the vocational and qualified mobility of its employees on the other.

Safety and environmental protection

Safety and environmental protection is a major issue at the University of Göttingen. If you have any questions relating to health and safety you should approach your immediate superior who is responsible for implementing and observing the rules and legal regulations governing your safety in the workplace.



The Personnel Development division at the University of Göttingen regularly organises Seminars for new staff and continuing education series for academic and non-academic personnel.

Please visit the homepage of the *Personalentwicklung* for details.



6.2 VISITING FELLOWSHIPS

If an institute invites you to work at the University as a fellow you will become a member of the University for the duration of your stay and will be entitled to make use of the facilities and opportunities offered by the University. As such, you will be subject to the terms and regulations applicable at your host institute. We recommend to clarify issues with your academic host like the use of equipment and laboratories and how cooperation with other members of the academic and (where applicable) technical staff at the institute is supposed to work in practice at the earliest opportunity.

Please note that fellows and visiting researchers are not insured by the University. You must arrange for health insurance cover yourself. In addition, we recommend to take out accident and third-party liability insurance cover. Many insurance companies offer appropriate insurance packages (see chapter 8).

Finance and funding for research visits to Germany

There are a number of funding programmes for foreign researchers who want to conduct research in Germany as well as for

German researchers who want to return to Germany after spending an extended period abroad. If you are interested in these programmes, EURAXESS Germany maintains a comprehensive database containing more than 80 programmes offered by funding organisations in Germany. The website of the Alexander-von-Humboldt Foundation offers information on sponsorship programmes for postdoctoral scientists and scholars. You can also find funding programmes for students, post-graduates, and post-docs in the scholarship database run by the German Academic Exchange Service (DAAD).

EURAXESS Funding Database
www.euraxess.de/en/in_foerderdatenbank.php

Alexander von Humboldt-Foundation
www.humboldt-foundation.de/web/home.html

DAAD funding programmes
www.daad.de/deutschland/stipendium/en/

ELFI – searching for research funding

ELFI is a service point for electronic research funding information in German-speaking countries. ELFI maintains a database that collates and organises information on research funding which is then made available to academics, research officers, students, and companies online.

www.elfi.info

CONTACT:

Zentrale Kartenstelle
Käte-Hamburger-Weg 1
Phone +49 (0)551/39-12475
kartenstelle@zvw.uni-goettingen.de

GUEST CARD

A guest card (Gästekarte) is issued for persons doing research at the University of Göttingen for a limited time without having a contract with the University. If you need a guest card, please contact your institute to get in touch with the card office (Kartenstelle).

6.3 INTELLECTUAL PROPERTY

In principle, you should ask your host or employer about the handling of intellectual property, patents, and inventions at an early stage. When doing so, you should bear in mind that since 2002, the law on employees' inventions (*Arbeitnehmererfindungsgesetz*) has changed significantly: all inventions by members of institutions of higher education have to be reported to the employer.

At universities and research institutes there is nearly always an office responsible for the transfer of research and technology. This should be the first place to go to in order to get advice on handling intellectual property and to register patents and licences. Here you will be able to get information on the necessary procedures and regulations at the respective institution and also to get support in carrying out the steps required to complete registration.

Where a patent is to be registered depends on the type of protection desired. If the German market suffices, you can approach the German Patent and Trade Mark Office. Protection at European level can be sought at the European Patent Office, while the World Intellectual Property Organisation (WIPO) offers international protection of patents.

For all issues relating to intellectual property rights, patents, and inventions you should turn to *MBM ScienceBridge*.

Intellectual property rights

German Patent and Trade-Mark Office:
www.dpma.de/english

European Patent Office:
www.epo.org

World Intellectual Property Organisation (WIPO): www.wipo.int

German Research Foundation:
www.dfg.de/en

IP rights in EU projects
www.iprhelpdesk.eu

Recommendations of the German Research Foundation on Professional Self Regulation in Science

At institutions of higher education and research institutes in Germany it is usual to comply with the German Research Foundation's (DFG) 'Recommendations on Professional Self Regulation in Science', which seek to safeguard good scientific practice.
www.dfg.de/en

CONTACT:

MBM ScienceBridge GmbH
Hans-Adolf-Krebs-Weg 1
37077 Göttingen
Phone +49 (0)551/30724-151
Fax +49 (0)551/30724-155
info@sciencebridge.de

6.4 RESEARCHERS WITH SPECIAL NEEDS

The University of Göttingen provides services for students, employees, and scholars with special needs.

Barrier-free buildings

Many of the new buildings on the central campus and on the north campus are barrier-free and wheelchair-accessible. However, some of the old buildings in downtown locations are accessible only by stairs. Details will be provided by the representative for employees with special needs.

Special computer work stations at the State and University Library

The State and University Library (SUB) provides two specially-equipped computer work stations which enable blind or visually disabled persons to compose texts on a PC, use the Internet, and all the services of the library. A member of the library's staff can provide orientation and explanation of the system according to the user's special needs.

If you have any further questions and need help please contact the representative for employees with special needs:

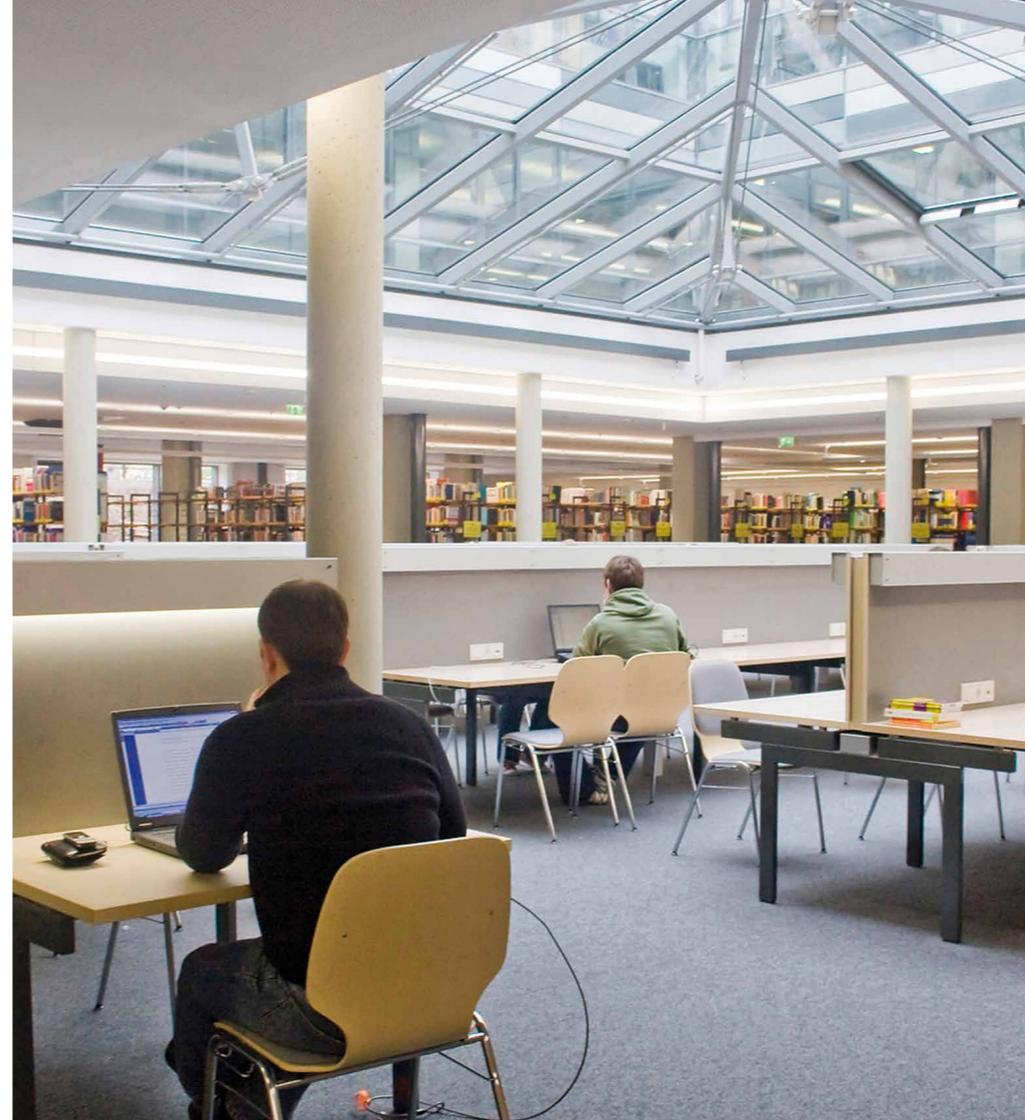
Schwerbehindertenvertretung
an der Universität Göttingen

Humboldtallee 15
37073 Göttingen

Phone +49 (0)551/39-22725

Fax +49 (0)551/39-22185

sbv@zvw.uni-goettingen.de





7.1 THE HOUSING MARKET IN GÖTTINGEN

There is a shortage of housing in German cities and especially in Göttingen, which means that accommodation is rather expensive. You may have to spend 40 % of your monthly salary/fellowship on rent. This is particularly true for the kind of accommodation visiting researchers usually require: furnished or at least partly furnished, readily available, and on a short lease. The relationship between supply and demand, particularly in cities where there are large numbers of students, changes

radically in the course of the year. At the beginning of the semester the demand for accommodation is particularly high.

We urgently recommend that you start looking for accommodation for yourself and your family in Germany as soon as possible; preferably several months before you begin your stay. As an international guest researcher or newly appointed professor you may turn to the Welcome Centre for help in these matters.

7.2 SEARCHING FOR ACCOMMODATION

Guest Houses

Guest house of the University of Göttingen

The guest house of the University is run by the *Studentenwerk*. It opened its doors for the first time in 1997 and offers accommodation to German and international guests of the University. There are 35 single apartments and 15 double apartments

with different equipment available, and all are furnished. They have a fully equipped kitchen, shower and toilet, linens and towels. All rooms are equipped with a phone, cable TV, and Internet connection. The guest house is located in the centre of the North campus on Justus-von-Liebig-Weg.

For further information please contact:

Servicebüro Nord
Studentenwerk Göttingen

Grisebachstr. 10
37077 Göttingen

Phone +49 (0)551/39 338 49
Fax +49 (0)551/12878

sbnord@studentenwerk-goettingen.de
www.studentenwerk-goettingen.de/1/gaestehaus.html

IBZ – Internationales Begegnungszentrum e. V.

The *Internationale Begegnungszentrum Göttingen e. V.* (IBZ) (international scientific meeting place) provides 31 apartments for foreign guest scientists of the University and the Max-Planck-Institutes in a quiet neighbourhood. There are many university facility buildings and Max-Planck-Institutes within walking distance.

In the ample outdoor area there is a spacious playground for families. The university sports centre, with a wide array of leisure activities on offer, is just around the corner. The nearest bus stop is a two-minute walk away. The IBZ is also located close to the forest, which has nice walkways.

All apartments are bright and fully furnished, and bed-linen, towels and tableware are provided. The caretaker and the centre administrator are accessible on location.

As there is huge demand for accommodation in these guest houses you should make enquires at the earliest opportunity.

Private accommodation

If you want to search for accommodation privately, you can consult the following websites:

- www.wohnung-mieten.de
- www.studenten-wohnung.de (German only)
- www.immobilienscout24.de (German only)
- www.immowelt.de (German only)
- www.zwischenmiete.de (German only)

It is worth reading the advertisements in the local newspaper and checking the notice boards at the University for offers. You can also post your own advertisement on the websites mentioned above, for example, or in the local newspaper, and on notice

boards. Furthermore, you can enlist the help of an agency to find accommodation. A list of estate agents from Göttingen is available at the Welcome Centre.

Property advertisements for the Göttingen area can be found in the local daily newspaper *Göttinger Tageblatt*. Some are available online via the following link: immo.goettinger-tageblatt.de (German only)

Advertisements appear in the printed edition on Wednesdays and Saturdays. The Welcome Centre at the University of Göttingen has a pool of reliable private landlords. We will be pleased to assist you in finding accommodation in Göttingen. Please inform us about your needs as early as possible using our questionnaire. Please note that furnished apartments in Göttingen are rare and often expensive. We kindly ask you to let us know your requirements at least three months before your arrival in Göttingen. Please note that we cannot guarantee to find an appropriate offer for you. Moving during your stay might be necessary if you stay for a longer period.



INSIDER INFO:
If an advertisement does not mention that the accommodation is furnished or partly furnished, you must assume that it will contain neither equipment nor furniture.

IBZ Göttingen e. V.
Zimmermannstr. 32
37075 Göttingen
Phone +49 (0)551/-36458
Fax +49 (0)551/-33806
ibz@gwdg.de
www.ibz.gwdg.de



Tourist Office

Central Reservation Service
Phone +49 (0)551/49980-0
zimmerreservierung@goettingen.de

The tourist office is offering an Online-Booking-System to reserve hotels, inns and also holiday apartments for short term stays:

www.goettingen-tourismus.de/accommodation

Short term accommodation

For stays which are shorter than one month you should book a hotel or boarding room. Here is a list of hotels with special rates for guests and visitors of the University of Göttingen.

Please ask for those when making your reservations.

Address	Phone / Fax / Internet	Options
Hotel Astoria Hannoversche Str. 51-53 37075 Göttingen	Phone +49 (0)551/30500 Fax +49 (0)551/3050100 info@astoria-goettingen.de www.astoria-goettingen.de	Single Room Double Room Boarding House Apartment
Leine-Hotel Groner Landstraße 55 37081 Göttingen	Phone +49 (0)551/50510 Fax +49 (0)551/5051170 info@leinehotel-goe.de www.leinehotel-goe.de	Single Room Double Room Triple Room Boarding House
Hotel Stadt Hannover Goethe-Allee 21 37073 Göttingen	Phone +49 (0)551/547960 Fax +49 (0)551/45470 info@hotelstadthannover.de www.hotelstadthannover.de	Single Room Double Room Triple Room
InterCityHotel Bahnhofsallee 1a 37081 Göttingen	Phone +49 (0)551/52110 Fax +49 (0)551/5211500 goettingen@intercityhotel.de www.goettingen.intercityhotel.de	Standard Room Business Rooms Junior Suite
Hotel Central Jüdenstraße 12 37073 Göttingen	Phone +49 (0)551/57157 Fax +49 (0)551/57105 info@hotel-central.com www.hotel-central.com	Single Room Double Room Triple ssRoom Junior Suite
Hotel Weender Hof Hannoversche Str. 150 37077 Göttingen	Phone +49 (0)551/503750 Fax +49 (0)551/5037555 mail@weender-hof.de www.weenderhof.de	Single Room Double Room

Address	Phone / Fax / Internet	Options
Romantik Hotel Gebhards Goethe-Allee 25 c 37073 Göttingen	Phone +49 (0)551/49688-0 Fax +49 (0)551/49688-110 gebhards@romantikhotels.de www.gebhardshotel.com	Single Room Double Room Suite
Novostar Hotel Kasseler Landstr. 25d 37081 Göttingen	Phone +49 (0)551/99770 Fax +49 (0)551/9977400 info@novostar.de www.novostar.de	Komfort-Room Star-Room Boardingroom
Hotel Beckmann Ulrideshuser Str. 40 37077 Göttingen	Phone +49 (0)551/209080 Fax +49 (0)551/2090810 mail@hotel-beckmann.de www.hotel-beckmann.de	Single Room Double Room Family Room Boardingroom
Best Western Hotel am Papenberg Hermann-Rein-Str. 2 37075 Göttingen	Phone +49 (0)551/30550 Fax +49 (0)551/3055400 info@papenberg.bestwestern.de www.papenberg.bestwestern.de	Standard Room Double Room Suite
Freizeit In GmbH Dransfelder Str. 3 37079 Göttingen	Phone +49 (0)551/9001-0 Fax +49 (0)551/9001-100 reservierung@freizeit-in.de www.freizeit-in.de	Single Room Double Room Family Room
Eden Hotel Göttingen Reinhäuser Landstr. 22a 37083 Göttingen	Phone +49 (0)551/507200 Fax +49 (0)551/5072111 info@eden-hotel.de www.eden-hotel.de	Single Room Double Room Triple Room Quadruple Room
Park Inn by Radisson Kasseler Landstr. 25 c 37081 Göttingen	Phone +49 (0)551/270 707-560 Fax +49 (0)551/270 707-555 verkauf.goettingen@provenhotels.com http://www.parkinn-goettingen.de	Standard Room Business Room Family Room

For general information on accommodation in Germany (search criteria, lease, advertisements, deposits, handing over property) visit the EURAXESS Germany website:

www.euraxess.de/en

Shared accommodation

Here you will find *WGs* (shared accommodation) and apartments, some of which are furnished:

<http://www.wg-gesucht.de/en/>
www.studenten-wg.de (German only)

Common abbreviations in housing advertisements

If you want to search for accommodation in Germany privately you will discover that advertisements contain a lot of abbreviations. To help you search more efficiently we have compiled a list of abbreviations with English translations:

1-ZKB	1 Zimmer, Küche, Bad: 1-room-apartment, kitchen, bathroom
2-Zi-Whg	2 Zimmer, Küche, Bad: 2-room-apartment (one bedroom)
3 ZKBB	3 Zimmer, Küche, Bad, Balkon: 3 rooms, kitchen, bathroom, balcony (two bedrooms)
WG	<i>Wohngemeinschaft</i> : flat-share
EFH	<i>Einfamilienhaus</i> : one family house
EG	<i>Erdgeschoss</i> : ground floor
2. OG	<i>2. Obergeschoss</i> : second floor
DG	<i>Dachgeschoss</i> : attic floor
m²	<i>Quadratmeter</i> : Square metres
Wfl.	<i>Wohnfläche</i> : living space
KM	<i>Kaltmiete</i> : monthly rent without extra / running costs, e.g. heating, electricity, rubbish removal
WM	<i>Warmmiete</i> : monthly rent incl. all extra costs
NK	<i>Nebenkosten</i> : extra costs, difference of WM and KM
HK	<i>Heizkosten</i> : Heating costs
ZH	<i>Zentralheizung</i> : Central heating
DU	<i>Dusche</i> : Shower
EBK	<i>Einbauküche</i> : fitted kitchen
NR	<i>Nichtraucher</i> : Non-smoker
Stellpl.	<i>Stellplatz / Parklplatz</i> : Parking space
TG	<i>Tiefgarage</i> : underground car park
Kaution	Deposit



8.1 A BRIEF INTRODUCTION

German *Sozialversicherung* (social security) is a statutory insurance system providing cover for potential risks such as illness, unemployment, old age, accidents at work, and dependency on nursing care.

It comprises five areas:

- Health insurance
- Pension scheme
- Unemployment insurance
- Accident insurance
- Nursing care insurance

Research visit based on a fellowship

Fellowships are usually exempt from statutory social security payments, with the exception of health insurance which even fellows are required to have (see chapter 8.2). Please note that you will not be insured through the university and are required to arrange all insurance matters yourself. Apart from health insurance, which is essential, it is also recommendable to take out insurance against accidents and third-party liability claims.

The information on pension schemes, unemployment, accident, and nursing care insurance contained in chapters

8.3 to 8.6 is essentially of importance to those employed by a university and not of relevance to fellows.

Research visit based on an employment contract

If you conduct your research in Germany on the basis of an employment contract you are required to pay fixed statutory social security contributions. The employer and the employee each pay part of the contributions (approximately 20 % of your gross salary each). Accident insurance contributions are paid entirely by the employer.

As soon as you take up your position. You will need to register with the *Krankenkasse* (health insurance provider) of your choice which will inform the other social security providers. Once registration has been completed you will receive a *Sozialversicherungsnummer* (social insurance number) and a *Sozialversicherungsausweis* (social insurance card) from the pension scheme provider. The employer is responsible for paying the contributions and will deduct the sum at source.

INSIDER INFO:

For detailed information on many different aspects of social security in Germany visit:
www.deutsche-sozialversicherung.de/en

8.2 HEALTH INSURANCE

Transfer of rights

Citizens of EU Member States, EEA States, and Switzerland are covered by an EU regulation on the rights and transferability of social security entitlements within the European Union. The EEC regulations stipulate two basic principles:

1. You are insured in the country you work in
2. You are only subject to the legislation of one Member State



Germany has one of the best health care systems in the world, providing its residents with comprehensive health insurance coverage. Health insurance (*Krankenversicherung*) is mandatory by federal law for all researchers and their families accompanying them. You will need proof that you are insured in order to obtain a residence permit and conclude an employment contract. It is advisable to contact the insurance provider of your choice before entering Germany so that any problems can be dealt with in advance, and so that you are insured from the very first day. It may be worth taking out travel insurance for the first few days in Germany, too.

For **short-term stays** (less than three months), as a rule a travel health insurance valid for the entire Schengen area (with a minimum coverage of € 30,000) is required. Where possible, this should be taken out in the applicant's own country, although it may also be purchased by the host.

For **long-term stays** (longer than three months) comprehensive health insurance is required. The insurance must cover all costs for medical treatment in the event of serious illness and accidents in Germany. It must not have a maximum plan limit, and

it may not exclude certain treatments like pregnancy and childbirth.

First of all, you should check whether your insurance at home covers medical and hospital costs incurred during your stay in Germany. If this insurance cover is not adequate you will have to take out an additional insurance policy.

If your stay in Germany is scheduled to last so long that you are required to become resident in Germany, you are required to possess health insurance cover from an insurance provider licenced in Germany if you are not insured by statutory health insurance or entitled to allowances for members of the public service.

What type of health insurance to choose?

There are two kinds of health insurance in Germany: statutory health insurance and private health insurance. Which one you can choose depends on whether you will be working in Germany on the basis of a fellowship or an employment contract.

Research stay based on a fellowship

If you have a fellowship you can only opt for private insurance cover – either via

an insurance company in Germany or an insurance company in your own country. Within the European Union you might be able to use your European Health Insurance. You should ask the insurance provider in your country, the organisation awarding the fellowship or contact us at the Welcome Centre.

Research visit based on an employment contract

If you work on the basis of an employment contract then as a matter of principle you are subject to statutory German health insurance.

Up to a gross salary of € 50,850 (upper income limit 2016) you must be insured by a statutory health insurance company. If your gross annual salary regularly exceeds € 50,850, you are free to choose between a statutory health insurance provider and a private health insurance company. This means that you may opt either for a statutory or for a private health scheme. You must inform your employer which health insurance company you have chosen. The insurance company forwards the registration to the other social security providers.

Statutory health insurance

Contributions for health insurance cover are deducted from your gross salary at source. The total amount is split into parts. One paid by the employee and the other by the employer.

The benefits of statutory health insurance are, for the most part, also standardised. There are differences in customer service, additional benefits and optional premiums. You are free to choose your statutory health insurance company. A comparison of the different insurance benefits is therefore still worthwhile.

General features of statutory health insurance:

- Covers visits to physicians, prescribed medicines and outpatient therapies, in-patient hospital treatment (no coverage for private doctors)
- Covers all the costs for treatment except for dental prosthetics and glasses
- € 10 a day for the first 28 days in hospital per calendar year
- Prescriptions can be filled out only in pharmacies



DISCLAIMER

The insurance providers cited in this chapter are known to the Welcome Centre. However, the Welcome Centre can accept no responsibility for the quality or completeness of the information.

If your marital partner or children are accompanying you to Germany it may be possible under certain circumstances to insure them on the same policy at no additional cost (family insurance). In order to benefit from this offer, the family members must be registered in Germany as their main residence.

In contrast to private insurance companies, statutory insurance providers pay the costs to the doctor or hospital directly. You merely have to present your insurance card before treatment.

Travelling abroad in Europe if you are a statutory health insurance user

Every statutory health insurance provider is required to issue its members with a European Health Insurance Card (EHIC). This facilitates your path to treatment during a temporary visit abroad in Europe. Statutory health insurance users are entitled to medical treatment in case of injury or acute illness in the EU Member States as well as in Iceland, Liechtenstein, Norway, and Switzerland. This means

you have a right to the treatment that is medically necessary during your stay.

You are entitled to the same medical treatment in the host country as the residents of that country themselves. The costs are covered by your statutory health insurance provider and will be paid at the

same rate as they would if they had been incurred at home; any excess costs must be paid by you, the patient.

We therefore urgently advise you, whether you are travelling privately or officially, to always take your European Health Insurance Card or a provisional insurance certificate with you when you travel to countries in the European Economic Area (EEA) or Switzerland. It may be advisable to take out additional, private travel insurance to cover the costs of return transportation and potential price differences between the cost of treatment in the host country and in Germany.

Private health insurance

In contrast to statutory health insurance cover, private health insurance premiums are not income-related but dependent on various criteria that influence risk, such as age, gender, profession, state of health, and on the particular kind of health insurance cover you want. The more comprehensive the package, the more expensive it becomes. Private patients receive personal invoices; you must pay them yourself and then submit them to your insurance company for refund.

If you are suffering from an illness or condition prior to coming to Germany

you should stock up with the necessary medication in your own country because illnesses predating the visit to Germany are not usually covered by the German insurance company, and you would have to pay for any ensuing costs yourself. Pre-natal care and childbirth are also excluded from private health insurance policies if the expectant mother has become pregnant before entering Germany. Study the premiums and benefits carefully. If in doubt, speak to your insurance company before you start treatment, particularly if this involves a stay in hospital, to check exactly what costs will be refunded.

Special case: EU citizens

The following information applies to citizens of EU States, as well as citizens of Iceland, Liechtenstein, Norway, and Switzerland, who are spending time abroad.

Health insurance during short visits

If you are insured privately or by statutory insurance you may make use of the health services in other EU States, as well as in Iceland, Liechtenstein, Norway, and Switzerland, and have the costs reimbursed by your health insurance provider. In cases of out-patient treatment, you can choose

Private Health Insurance Companies

For a list of private insurance companies visit:

www.pkv.de/verband/mitgliedsunternehmen

Or contact the Welcome Centre for a list of independent insurance brokers and agencies.

STATUTORY HEALTH INSURANCE PROVIDERS IN GÖTTINGEN (SELECTION)

AOK – Die Gesundheitskasse für Niedersachsen

Godehardstr. 24, 37081 Göttingen
Phone +49 (0)551/52170-325 15
www.aok.de

BKK – Technoform

Weender Landstraße 94-108, 37075 Göttingen
Phone +49 (0)551/63425210
or +49 (0)551/308 31 12
www.bkk-technoform.de

BARMER GEK

Wiesenstr. 1, 37073 Göttingen
Phone +49 (0)800/332060 55 1719
or +49 (0)800/332060 55 1721
www.barmer-gek.de

KKH – Allianz Servicezentrum

Weender Landstr. 6, 37073 Göttingen
Phone +49 (0)1803/554103
www.kkh-allianz.de

Techniker Krankenkasse

Bürgerstr. 42, 37073 Göttingen
Phone +49 (0)40/46 06 51 11-401
www.tk-online.de

A complete list of all the statutory health insurance providers can be found at: www.gkv-spitzenverband.de > GKV

The insurance providers cited in this chapter are known to the Welcome Centre. However, the Welcome Centre can accept no responsibility for the quality or completeness of the information.

whether you wish to be treated in Germany or in another Member State. If you consult a doctor or use other medical services within the European Union you will initially have to pay the costs of the treatment on the spot and then submit the receipts to your insurance provider in your own country. The costs will then be reimbursed at the same level as they would if they had been incurred for treatment at home; any excess costs must be borne by patients themselves.

In the case of hospital treatment in another Member State, the agreement of the health insurance scheme must be obtained in advance. This may only be refused if you could obtain the same or equally effective treatment at the same general standard of medical knowledge in good time at a hospital in Germany.

Extended health insurance cover comes into force if you are covered by statutory health insurance and you and your family

are only staying in another country on a temporary basis – on holiday or business. In case of illness you are eligible for services that are necessary medically, including hospital treatment.



EU LISSES AND INFORMATION ON SOCIAL SECURITY
European Commission
Internet Portal
ec.europa.eu/index_en.htm

HEALTH INSURANCE FOR GUEST SCIENTISTS (SELECTION)

Some companies offer special product packages for foreign researchers and fellows staying in Germany only for a certain period of time. You can usually purchase these packages online while you are still at home.

HanseMerkur Versicherungsgruppe

Siegfried-Wedells-Platz 1
20354 Hamburg
Phone +49 (0)40/41190
info@hansemerkur.de
www.hansemerkur.de

Educare 24

Dr. Walter GmbH
Schwanenweg 10
53819 Neunkirchen Seelscheid
Hotline +49 (0)800/6782222 (free of charge)
Phone +49 (0)2247/9194-0
Fax +49 (0)2247/9194-40
info@educare24.com
www.educare24.com

MAWISTA nord GmbH

Albstraße 26
73240 Wendlingen
Phone +49 (0)7024/46951-10
Fax +49 (0)7024/46951-20
t.bezler@mawista.com
www.mawista.com

DAAD

Phone +49 (0)228/882-400, -505, -630
(Mon-Fri: 09:00 am – 12:30 pm)
Phone +49 (0)228/882-8644
(Mon-Thu: 01:00 pm – 04:00 pm)
versicherungsstelle@daad.de
www.daad.de/versicherung/en

The European Health Insurance Card (EHIC)

To facilitate treatment during temporary visits abroad, every health insurance scheme is obliged to issue its members with a European Health Insurance Card. In case of illness in another EU country, or in Iceland, Liechtenstein, Norway, and Switzerland, medical services are provided according to the laws of the host country and reimbursed according to the charges applying there: by presenting the card,

patients are eligible both for services which are free of charge in the host country as well as for free medical treatment. Costs for services which usually incur charges in the host country will be covered by the health insurance scheme on presentation of the insurance card.

However, the EHIC only has limited scope. It is valid:

- for temporary visits abroad
- for necessary medical services
- not for trips abroad specifically for the purpose of treatment
- not for the costs incurred in transporting an invalid home



EU Citizens: extended visits abroad

An extended visit abroad is one that lasts longer than a holiday or business trip or attending a conference, such as a guest professorship or research visit for a semester or a year. If you are staying abroad within the European Union, or in Iceland, Liechtenstein, Norway and Switzerland, instead of the European Health Insurance Card, the following applies:

If you are entitled to statutory health insurance at home, then your domestic health insurance provider will issue Form E106 on request. Form E106 entitles you and your family members to register with a German health insurance scheme. The German health insurance scheme will then provide all the services to which a German user would also be entitled. The German health insurance scheme will subsequently invoice your domestic health insurance provider for their costs.

8.3 PENSION SCHEME

Contributions to *Rentenversicherung*, the German pension scheme, are part of the statutory social security payments. The scheme protects those insured and their families if their employment capacity is endangered or reduced and when it ends due to age or death. It covers medical rehabilitation measures, professional rehabilitation, pensions due to diminished employment capacity, old-age pensions, and dependents' pensions.

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

Advice on pension schemes Statutory pension scheme

We urgently recommend that you contact the *Deutsche Rentenversicherung* for advice on the pension rights you have accrued in Germany and on potential refunds of contributions before you leave Germany.

Deutsche Rentenversicherung Service Centre Göttingen

Robert-Gernhardt-Platz 1, 37073 Göttingen
Phone +49 (0)551/70705-0
Beratung.in.goettingen@drv-bsh.de
www.deutsche-rentenversicherung.de

Occupational pension VBL - Versorgungsanstalt des Bundes und der Länder

Hans-Thoma-Straße 19, 76133 Karlsruhe
Phone +49 (0)721/9398931
kundenservice@vbl.de

For special information for academics on fixed-term contracts visit:

www.vbl.de
> English > Products > Download:
VBLspezial for employees with a short-term scientific position in academia or research

Recognition of pension rights

When examining the prerequisites for entitlement, Member States of the EU or Partners to the Agreement have to recognise periods during which pension rights have been accrued in Germany. Periods during which pension rights have been accrued in countries which do not have a *Sozialversicherungsabkommen* (social security agreement) with Germany may not be added to the German periods in order to fulfill the prerequisites for entitlement. It is definitely worth informing yourself beforehand about the regulations valid in your country.

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

On principle, it is not foreseen that a single pension, comprising all the periods covered, should be paid by any one country. There are just a few exceptions aimed at avoiding mini-pensions.

Your pension scheme contributions will remain valid in every country in which you have been part of the pension scheme and have paid contributions until you have reached pensionable age according to the laws of the respective country. All social security providers award pensions on the basis of their own national legislation. This could mean that you might receive various different pensions.

Pension contribution refunds

If you return to a country which does not have a social security agreement with Germany you can apply for a refund of the pension contributions you have paid in Germany. After a waiting period of two years, you may apply to the *Deutsche Rentenversicherung* (German statutory pension insurance scheme) for a refund. Visit their website for more information on which contributions can be refunded.

Occupational pensions

If you are classified as a public service employee according to your employment contract you will usually be included in the statutory *Versorgungsanstalt des Bundes*

und der Länder (Pension Institution of the Federal Republic and the Länder, VBL). VBL provides occupational pensions. The contributions paid by employees under the statutory scheme are fixed at a certain percentage.

If you are employed at the University on a short-term academic contract you can be exempted from the VBL's statutory insurance scheme. However, your employer will have to register you for the VBL's voluntary insurance scheme. In this case, it is only the employer who pays into the scheme, at a reduced rate. You can apply for exemption at the Human Resources Department within two months of starting work.

ADVICE FOR EU CITIZENS:
The Citizens' Signpost Services (CSS) provides free legal advice for EU citizens on topics like residence law, social security, taxation etc.:
www.ec.europa.eu

8.4 UNEMPLOYMENT INSURANCE



8
Agentur für Arbeit Göttingen
Bahnhofsallee 5
37081 Göttingen
Phone +49 (0)1801/555111
(for employees)
Goettingen@arbeitsagentur.de
www.arbeitsagentur.de

Unemployment insurance (*Arbeitslosenversicherung*) contributions are part of the statutory social security payments. This insurance provides cover for jobless people. Those who fulfil the preconditions for entitlement, i.e., those who worked in Germany immediately before becoming unemployed, were subject to statutory social security for at least 12 months in the last 2 years, are in possession of a valid residence permit, and are available without restrictions for job recruitment here, are entitled to the German unemployment benefit. Previous periods of employment in member states of the EU/EEA and Switzerland can be taken into account.

Unemployment insurance is deducted from salaries at source. The employee does not have to worry about them. As a rule, the employer is responsible for paying half of the contribution towards unemployment insurance and the employee the other half. The employer registers his employee with the respective health insurance provider who then automatically forwards the registration to all the other social security providers.

Fellowships are usually exempt from compulsory social security payments. To what extent benefits accrued in Germany will be recognised by unemployment insurance companies in other countries must be ascertained in the respective country. If you are returning to a country which does not have a social security agreement with Germany you will not be entitled to receive German unemployment benefits there.

While drawing unemployment benefits (*Arbeitslosengeld*), recipients' contributions towards health insurance and nursing care insurance are paid by the Employment Agency (*Agentur für Arbeit*). Statutory pension scheme contributions will also be paid. The unemployment insurance provider is the German Federal Employment Agency (*Bundesagentur für Arbeit*), represented by its local employment agencies.

8.5 ACCIDENT INSURANCE

Accident insurance (*Unfallversicherung*) is another pillar of the statutory social security contributions. The most important object of accident insurance is to cover potential accidents at work; it does not apply to private accidents.

Statutory accident insurance contributions are paid by the employer who registers all employees with the respective employer's liability insurance association.

Fellowships are usually exempt from compulsory social security payments.

Special case: private accident insurance

Statutory accident insurance does not cover private accidents. Depending on your country of origin and type of research activity, the statutory accident insurance from your own country may not be valid for the duration of your stay in Germany. Under certain circumstances, you might not qualify for German statutory accident insurance, for example if you are not an employee, but a fellowship holder.

In order to close these gaps between private and occupational accident insurance coverage, we recommend that you obtain private accident insurance

in Germany or your own country. As a matter of principle, obtaining private accident insurance is the researcher's own responsibility. A research institution or the organisation granting a fellowship may opt to provide accident insurance for the researcher.

When obtaining private accident insurance, please pay special attention to the following aspects:

- Coverage of accidents in Germany
- Coverage of accidents while travelling to your own country or third countries
- Coverage valid for the specific type and duration of your research stay (use caution with traditional travel insurance!)
- Coverage of work accidents if they are not covered by statutory accident insurance
- Coverage of accidents that might occur under the specific circumstances or your research activity (e.g. lab accidents)
- Exclusions of liability, e.g. for dangerous activities or sports

ACCIDENTS AT WORK

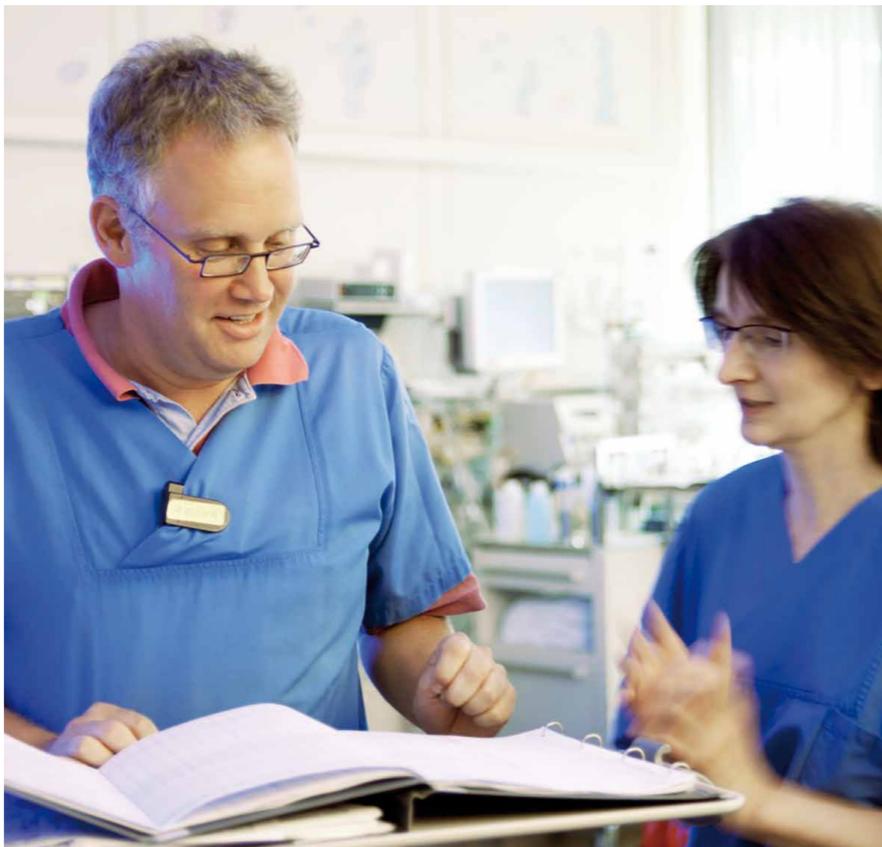
If you have an accident at work or on the way there or back you should inform your superior immediately. He or she will have to report the accident and forward the information to the HR-Department.

Please find more information on how to proceed after an accident at work here: www.uni-goettingen.de/en/1437.html

Statutory accident insurance for public employees in Göttingen is provided by: Landesunfallkasse Niedersachsen www.lukn.de

8.6 NURSING CARE INSURANCE

Another element of statutory social security is *Pflegeversicherung* (nursing care insurance). It is directly linked to health insurance and automatically taken out with it. Nursing care insurance is designed for people who are in need of care and dependent on the assistance of others. It provides for domestic and in-patient care. Contributions to nursing care insurance are deducted at source from the employee's gross salary. As a rule, the employer pays half the contributions, the employee the other half. Childless employees pay a surcharge of 0.25 % of their gross salary on top of this. The employer registers his employee with the respective health insurance provider who then automatically forwards the registration to all the other social security providers.



8.7 OTHER BRANCHES OF INSURANCE

Besides the aforementioned branches of insurance, private companies offer additional insurance schemes. Depending on individual circumstances, it is worth carefully considering whether such schemes are necessary and should be purchased, for instance:

- Disability insurance
- Third party liability insurance
- Household contents insurance
- Motor vehicle insurance
- Life insurance
- Legal costs insurance

In particular, on the subject of third party liability please consider the following:

- In Germany all motor vehicle owners are legally required to possess motor vehicle insurance with third party liability cover. Anyone who owns a motor vehicle and does not possess sufficient third party liability insurance is criminally liable.
- In Germany everyone is liable for damages inflicted on a third party. Parents are liable for the actions of their children. It is, therefore, common to purchase a private

third party liability insurance policy (for families) in order to be insured for claims in respect of accidental damages.

- In Germany every pet/animal owner is liable for damages caused by their pet/animal. This applies especially to dogs and horses. It is therefore common for dog and horse owners to purchase a private animal-owner third party liability insurance policy.

Already existing insurance schemes

If you already have insurance schemes in place in your own country the following questions should be considered in respect of each policy:

- Does the insurance policy cover the stay in Germany?
- Is there a need for an alternative or additional insurance policy for the duration of the stay in Germany?
- Does it make sense to cancel, suspend, or switch the existing policy to the entitlement rate in your own country for the duration of the stay in Germany?

The German tax system is complex. Income tax is deducted from your gross salary at source. There are certain deductions, like special exemptions, tax breaks for families, and much more. How much tax you are charged, or whether you will be asked to pay taxes in your home country depends on whether Germany has a tax agreement with your home country. If possible, you

should try to clarify these matters in advance to avoid paying unnecessary tax. Taxation of an individual's income is progressive, the higher the rate of tax payable. Single taxpayers are liable to pay tax if they earn more than € 8,652 (2016) per year and the amount is doubled for married taxpayers. Tax rates for an individual vary between 14 % and 42 % depending on income.

9.1 RESEARCH VISIT BASED ON A FELLOWSHIP

If your research visit to Germany is supposed to take place within the framework of a fellowship you may, under certain circumstances, be exempt from taxation under German income tax law. It is certainly worth consulting the organisation which has awarded the fellowship about this point. Furthermore, you should find out whether the fellowship paid in Germany is subject to taxation in your own country.

The preconditions for tax exemption on fellowships in Germany are:

- They should be paid from public funds or via a public or non-profit agency (recognised under German law)
- They should sponsor research or academic or artistic training or continuing education
- They should be no higher than the amount required to fulfil the research task or to cover living and training needs
- They should be granted according to the regulations of the donor
- There should be no quid pro quo requirement or employment of the recipient

9.2 RESEARCH VISIT BASED ON AN EMPLOYMENT CONTRACT

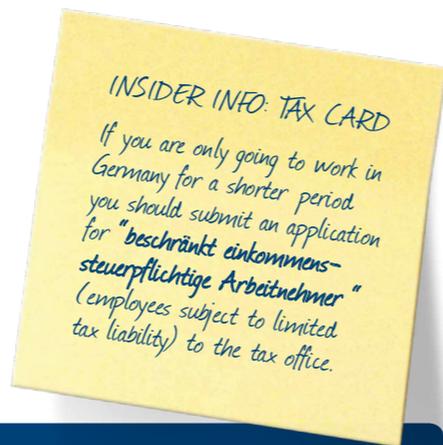
If your research visit is based on an employment contract in Germany (and will last more than 6 months) you will effectively be liable for taxation in Germany on your globally-earned income and assets.

Income tax

Income tax is deducted from your salary at source and paid to the state directly by your employer. The amount of taxation depends on income, personal status and tax bracket. Every person registered at the Residents' Registration Office will be asked to give details that are relevant for taxation. Those

details will be forwarded to the tax office and you will be issued with an ID number valid throughout your lifetime. The tax ID number will be usually sent by post a few days after registering at the Residents' Registration Office. As the process will take a while, please go to the tax office in Göttingen to get your tax number soon after your arrival. This will ensure you don't have to pay more tax.

When you first start work and at the beginning of every subsequent calendar year, you will have to give the ID number to your employer.



CONTACT:

Finanzamt Göttingen
Godehardstr. 6
37073 Göttingen
Phone +49 (0)551/407-0
Fax +49 (0)551/407-449

Opening hours:
Mon-Fri 08:00 am – 12:00 pm
Thu 02:00 pm – 05:00 pm

9.3 DOUBLE TAXATION AGREEMENTS

In order to avoid a situation in which foreigners are liable to pay tax both in Germany and in their own countries, double taxation agreements have been signed with many countries. They regulate in which country you have to pay tax.

If you stay in Germany for less than 6 months, your income will be taxed in your own country provided that you work for a foreign employer and that the double taxation agreement assigns the right of

taxation to your own country. If one of these conditions is not met, your salary will be taxed in Germany. Agreements exist with some countries stating that university teachers and researchers who come to Germany for paid research at a public research institution may pay their taxes in their own countries for a limited space of time. Details can be found in the double taxation agreements between the member states of the EU and other countries.

Visit the website of the Federal Ministry of Finance for a list of the countries that have signed double taxation agreements with Germany:

www.bundesfinanzministerium.de > Themen > Steuern > Internationales Steuerrecht > Staatenbezogene Informationen

For further useful information, forms, and leaflets on the topic of taxation and double taxation in Lower Saxony visit the website of the *Oberfinanzdirektion* (regional tax office):

www.ofd.niedersachsen.de

9.4 TAX RETURN

At the end of each calendar year you may apply to the tax office at your place of residence for a *Lohnsteuerjahresausgleich* (annual income tax adjustment).

This may entitle you to a partial refund of tax paid. The necessary documents can be obtained from the tax office or online.

You can also submit a tax return from your own country if you have already returned

home. It must reach the local tax office by May of the following year. If a tax accountant is doing the tax return for you it can be handed in at the very latest by 31 December of the following year. When the tax office has processed the tax return you will receive a *Steuerbescheid* (tax statement) informing you whether and to what extent tax will be refunded.



It may be worth paying a *Steuerberater* (tax accountant) to help you complete your tax return.

For matters relating to double taxation the tax office is responsible for staff at the University of Göttingen. It is here that the applications are examined and the respective tax bracket allocated. If you have any other questions you can get advice at the Göttingen tax office.

Advice, though only for members, is also available from the *Lohn- und Einkommensteuer Hilfe-Ring* (income tax advisory service):

www.lhrd.com

Please ask the Welcome Centre for a list of English-speaking tax accountants in Göttingen.



*INSIDER INFO:
You will find a database of
tax accountants online:
www.dstv.de/en/dstv-en*

CONTACT:

Finanzamt Göttingen

Godehardstr. 6
37073 Göttingen

Phone +49 (0)551/407-0

9.5 CHURCH TAX AND SOLIDARITY SURCHARGE

An unusual feature of taxation in Germany is state-collected *Kirchensteuer* (church tax). Under certain circumstances, churches can have their tax collected for them by the tax office. In the case of the major churches, church tax (roughly 9 % of income tax) is collected by the state together with income tax and automatically deducted from your monthly salary. This is the reason why you are asked to state your religion when you register at the Residents' Registration Office.

The religious communities levying tax in Göttingen are the Roman Catholic Church, the Lutheran Church, and the Reformed Presbyterian Church. Jewish Communities and certain Protestant Free Churches levy

tax in some parts of Germany but not in Göttingen. Any other church membership (e.g. Anglican Church or Orthodox Church) or religious faith will not be tax-relevant. If in doubt, ask for advice at the Residents' Registration Office.

The merging of the two Germanies was and is in part financed by the solidarity tax, which is a surcharge of 5,5 % of the normal income tax paid by all employees in Germany.

10.1 ENTRY REGULATIONS FOR FAMILY MEMBERS

According to German law, international academics may bring their spouses and children with them to Germany in order to establish and preserve the long term relationship of the family (§ 29 Laws Pertaining to Foreigners Living in Germany; Article 6 GG).

Non EU/EEA-Citizens must prove that they have sufficient financial means at their disposal and adequate accommodation for the family, and that all family members are protected by an adequate health insurance.

Please check the pages of the German mission in your country about what requirements you have to meet when applying for a visa and inform the Welcome Centre in good time if your family will be coming with you, so that we can help you with the formalities. Depending on the circumstances, the issuing of a visa can take up to 12 weeks.

Generally, spouses of international academics are allowed to work in Germany in accordance with the current laws pertaining to foreigners living in Germany.

10.2 CHILDCARE

If you are bringing your children with you to Germany you should look for childcare at the earliest opportunity and take steps to find a place for your children while you are still at home. As a first step you may

contact the Welcome Centre. Basically, there are three different types of childcare: *Kindergarten* (kindergarten), *Krippe* (crèche) and *Tagesmütter/-väter* (child minders).

Kindergarten

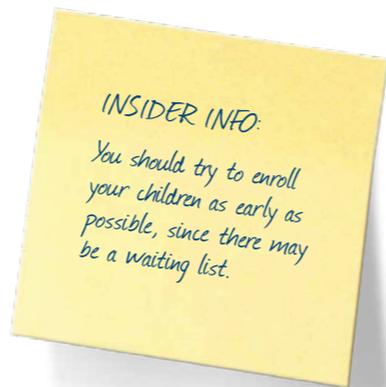
Attendance at kindergarten is voluntary in Germany, but all children have a legal right to a place from the age of three years on (until age six). Parents are required to pay a fee during the first two years. In Lower Saxony the last year prior to school is exempt from fees. Kindergartens are run by churches, social organizations, or private providers. They are usually open from 7:30 am or 8:00 am and are either limited to morning care (until 12:00 pm) or provide day care (until 2:00 pm or 4:30/5:00 pm). Day care includes lunch, which needs to be paid for separately.

Krippe

Children aged between 1 and 3 are looked after in *Krippen* (crèches). Both, *Krippen* and *Kindergarten*, are often parts of child care facilities. However, in Göttingen as in many German towns there is a severe shortage of places. The costs of childcare vary according to the services provided, the age of the child and the income of the parents.

Tagesmütter/-väter

Child minders, in German *Tagesmütter* or *-väter*, provide individualised care and have more flexible hours. They usually look after several children at a time in their own homes.



Child minders are trained and must have an official license from the local child and youth welfare services. The *Kindertagespflegebörse Göttingen* helps you to find a child minder. The option of child minders is supported by the city of Göttingen in case you do not find a place in a nursery.

The best way of finding babysitters to look after your children for a few hours during the day or in the evenings, is to ask the *Kindertagespflegebörse* or to ask colleagues, neighbours or have a look at the students' notice boards.

THE FAMILY SERVICE OF THE UNIVERSITY OF GÖTTINGEN (EXCLUDING THE MEDICAL FACULTY)

The Family Service gives advice on questions concerning the combining of academic life with family situations. It offers information on family situations. It offers information on family-friendly working arrangements, e.g. telework, and specialized childcare services like

- Emergency childcare
- Childcare during business trips
- Childcare during events

CONTACT:

Renate Putschbach
Goßlerstr. 9, 37073 Göttingen
Phone +49(0)551/39-12490
familienservice@zvw.uni-goettingen.de
www.uni-goettingen.de/en/124435.html

CHILDCARE OFFERS OF THE UNIVERSITY AND ASSOCIATED INSTITUTIONS

Studentenwerk

www.studentenwerk-goettingen.de
> Kindertagesstätten

ASC Kinderbewegungshaus (children's movement house)

www.kitasport.de/kinderbewegungshaus

SportKinderGarten

www.sportkindergarten-goettingen.de

Kindertagesstätte der Universitätsmedizin (day care of the University Medical Centre Göttingen)

www.med.uni-goettingen.de > Service
> Einrichtungen > Kindertagesstätte

Kindertagespflegebörse Göttingen

Waageplatz 8, 37073 Göttingen
Phone +49(0)551/384385-0

www.kindertagespflege-goe.de

Opening hours:

Tue: 09:30 am – 12:00 pm

Thu: 03:00 pm – 6:00 pm

and daily by appointment

10.3 SCHOOLS

School attendance is mandatory for all children in Germany between 6 and 15 years of age. Home schooling is not permitted.

The German school year usually starts in August or early September and ends in June or July. The actual dates vary from year to year and from state to state. Summer break lasts about six weeks, with further holiday periods of varying length in autumn, around

Christmas, and in spring. Most primary schools are half-day schools and offer classes in the morning only, but a growing number of Göttingen primary schools nowadays provide after-school care. Some secondary schools are full time schools and even in those that aren't: the higher the grade, the more afternoon classes will be held. The vast majority of schools are public schools,

run by the government and do not charge tuition fees. You do, however, have to pay for books and teaching material, as well as for excursions. The same goes for the two Roman Catholic schools. The private *Montessori* school and a *Waldorf* school are co-funded by public funds and charge moderate income-related fees.

The general language of instruction is German. English language classes already start in primary school. Later, pupils have the opportunity to learn further foreign languages, such as Latin, French, or other languages.

After four years of primary school (*Grundschule*), pupils are streamed to different types of secondary schooling (*Hauptschule*, *Realschule*, *Gymnasium*, *Gesamtschule*).

PRIMARY SCHOOL

Children start primary school (*Grundschule*) between the ages of five-and-a-half and six-and-a-half, depending on the month your child was born. The number of weekly hours of lessons at primary school varies from 20 to 30, depending on the class and the age of the child.

Primary school lasts for four years. In the final year the child and the parents receive a recommendation from the teachers concerning the type of schools most appropriate for her/his continuing education in secondary school. This recommendation is based on the teacher's evaluation of the child's performance, abilities, and interests.

SECONDARY SCHOOL

Hauptschule

A secondary education in German is the general school (*Hauptschule*), which goes through to the 9th or 10th grade. It prepares pupils for vocational education and ends with a *Hauptschulabschluss*. Graduates generally enter an apprenticeship (*Lehre*) in a manual trade, sometimes combined with some part-time studies at a vocational school (*Berufsschule*).

Realschule

A *Realschule* is more advanced than the *Hauptschule* and goes through to 10th grade. It offers a broader range of emphasis for intermediary students and ends with a *Realschulabschluss/Mittlere*

Reife. The *Realschule* is designed for those who will be entering an apprenticeship in a commercial trade or medical profession such as nursing. The emphasis is more on mathematics and language skills than on manual activities. If pupils have performed well in *Realschule*, they can transfer to the *Gymnasium*.

Gymnasium

This school is the highest level of secondary education and ends with the *Abitur* and prepares pupils to enter university. It goes through to the 12th or 13th grade. This is the most demanding type of schooling, with 32 to 40 hours of lessons per week and lots of homework.

Gesamtschule

The comprehensive school (*Gesamtschule*) combines the *Gymnasium*, *Realschule* and *Hauptschule*. This school type allows pupils to switch between the different tracks without changing schools.

INSIDER INFO:

Holiday programmes:
www.ferien.goettingen.de

For information about childcare programmes during the holidays visit the website:

www.goettingerland.de/ferienbetreuung

ADDITIONAL INFORMATION ON THE GERMAN SCHOOL SYSTEM:

Deutscher Bildungsserver
(The German Education Server):

www.bildungsserver.de/start_e.html

Kultusministerkonferenz
(Conference of Ministers of Education and Cultural Affairs):

www.kmk.org/kmk/information-in-english.html

EURAXESS Germany:

www.euraxess.de/en

Services > Incoming > Research stay with a family > Childcare and Schools

RESEARCH VISIT WITH A FAMILY

SCHOOLS IN GÖTTINGEN

The local *Schulamt* (education authority) can provide information on the school situation in Göttingen. You usually decide which school to choose after a visit and an interview with the head teacher.

The Welcome Centre can provide you with lists of schools including addresses, contact person, and further details.

Schulamt der Stadt Göttingen
(local education authority)

www.goettingen.de
> Bildung & Wissenschaft

Official Göttingen schools' website including addresses of all schools in Göttingen:

www.goettingen.de > Schulen

SCHOOLS THAT OFFER INSTRUCTION IN ENGLISH (PARTLY):

Felix-Klein-Gymnasium
www.fkg.goettingen.de

Hainberg-Gymnasium
www.hainberg-gymnasium.de

Theodor-Heuss-Gymnasium
www.thg-goettingen.de

10.4 BENEFITS FOR FAMILIES

CONTACTS FOR QUESTIONS RELATING TO AND APPLICATIONS FOR CHILD ALLOWANCE

For staff of the University of Göttingen:

Familienkasse at the University
Reiner König (First Letter A-K)

Phone +49 (0)551/39-4243
Fax +49 (0)551/39-184243

reiner.koenig@zvw.uni-goettingen.de

Gesa Sangmeister-Grotzke
(First Letter L-Z)

Phone +49 (0)551/39-4242
Fax +49 (0)551/39-184242

gesa.sangmeister-grotzke@zvw.uni-goettingen.de

For EU citizens

Familienkasse Göttingen
Bahnhofsallee 5
37081 Göttingen

Familienkasse-Goettingen@
arbeitsagentur.de

Opening hours:
Mon-Tue, Thu-Fri 08:00 am – 12:00 pm
Thu 02:00 pm – 06:00 pm

Child allowance – Kindergeld

Parents are eligible to apply for *Kindergeld* (child allowance) for children up to a maximum age of 18 or, alternatively, up to the age of 25 if the dependent is undergoing schooling or training or higher education. Under certain circumstances foreign parents are also entitled to child allowance. Child allowance is usually paid when the applicant is domiciled or normally resident in Germany. In addition, the child must be domiciled or normally resident in Germany or another EU member state. Applicants whose residence is abroad may become eligible for child allowance if they are unlimited income tax payers in Germany. There are certain circumstances under which applicants may be eligible although they are normally resident abroad or their income is earned abroad – constellations of this kind can usually only be clarified when applications are submitted to the Family Office of the Federal Employment Agency.

Child allowance is currently (2016) € 190 per month for the first and second child, € 196 for the third child and € 221 for each additional child.

If you apply for child allowance at the Family Office (Familienkasse) please present your and your child's tax identification number.

EU / EEA citizens

If you are a citizen of a member state of the EU, the EEA States, or Switzerland you may receive child allowance regardless of whether you have a settlement permit or a residence permit. The same applies if you are a national of Serbia and Montenegro, Bosnia-Herzegovina, Morocco, Tunisia, or Turkey on the basis of the respective bilateral agreements, provided that you are liable to pay contributions for unemployment benefit under the terms of your employment in Germany.

If you are working on the basis of a service contract or have been sent to Germany on temporary assignments by employers resident abroad you are not eligible for child allowance even if you have a settlement permit or residence permit for the purpose of gainful employment.

Non-EU citizens

Foreigners living permanently in Germany are eligible to receive child allowance if they have a valid settlement permit or residence permit for specific purposes. One of these purposes is to pursue research according to §20. Foreigners who have a residence permit for the purpose of study or doctoral study (§16) are not entitled to receive child allowance.

Parental allowance – Elterngeld

Parental allowance compensates for loss of income following the birth of a child. After deducting taxes, social security payments, and tax allowances, it amounts to 65-67 % of the average monthly income available prior to birth, or a maximum of € 1,800, or a minimum of € 300. Non-working parents receive the minimum amount in addition to the family income. Parental allowance is paid to the father and mother for a maximum of 14 months. They are eligible to split the period between them. Neither parent may claim for more than 12 months. A further 2 months may be paid if income is lost during this period and the partner is involved in caring for the child. Single

parents drawing parental allowance to compensate for loss of income are eligible for the full 14 months parental allowance due to the lack of a partner.

With the separate “parental allowance PLUS” benefit the government has revised its regulations on claiming halved parental allowance over a longer period: it allows parents to receive a reduced parental allowance of 50 % beyond the period of 14 months if they continue to meet the basic eligibility requirements for parental allowance. Parents can apply regardless of whether they have additional income and it can be claimed for a maximum of 24 months in total.

The third form of allowance, known as “partnership bonus months”, is only available if both parents each work part-time for 25 to 30 hours a week concurrently over a period of four months. It can be claimed for up to 28 months.

Parents whose children are born in Germany on or after 01.07.2015 will be able to claim and combine these three forms of allowance.

We recommend that you contact the appropriate public authorities for advice



RESEARCH VISIT WITH A FAMILY

on which form of parental allowance is the most suitable for your personal circumstances before making your application.

Eligibility

Mothers and fathers are eligible for parental allowance if:

- they care for and educate their children themselves after birth
- they are not employed for more than 30 hours per week
- they live together with their children in one abode
- they are resident or have their habitual place of residence in Germany

Under certain circumstances, parental allowance may also be paid in respect of employment abroad.

Application for parental allowance must be made in writing to the office responsible for parental allowance in the federal states. Each parent may apply for parental allowance for him- or herself.

The application does not necessarily have to be submitted immediately after birth. Retrospective payments are, however, only made for the last 3 months prior to the month in which the application for parental allowance was made.

Citizens of the EU/EEA

Citizens of the European Union (EU), the European Economic Area (EEA) and Switzerland are usually eligible for parental allowance if they are employed in Germany or if they are not employed but live in Germany.

Other foreigners

Other foreigners are eligible for parental allowance if their residence in Germany is deemed permanent according to the type of residence title they possess and their access to the employment market. Those holding

a settlement permit automatically fulfil this requirement. Those holding a residence permit only fulfil the requirements if they are also entitled to take up employment in Germany or have already worked here

legally. Foreign parents who hold a residence permit for the purpose of studying or only in connection with a work permit for a specified maximum period are not eligible to receive parental allowance.

10.5 EMPLOYMENT OPPORTUNITIES FOR PARTNERS

Employment law regulations

If you are accompanying your husband or wife to Germany and intend to search for a job, please take note of the employment law regulations (see chapter 5.4). Enquire at the German foreign mission or your local *Ausländerbehörde* (Foreigners' Office) whether your marital partner is eligible to engage in gainful employment and what documents may be required to do so.

Job offers

You will find job offers in the weekend editions of newspapers, online, on notice boards, or through the employment agencies belonging to the *Bundesagentur für Arbeit* (Federal Employment Agency). Job offers and useful information for anyone wishing to take advantage of the free movement of labour can be found at EURES – The European Job Mobility Portal. EURES staff work at the job centres in the local employment agencies in Germany.

INFORMATION AND ADVICE:

EURES – The European Job Mobility Portal:

ec.europa.eu/eures

Bundesagentur für Arbeit
(Federal Employment Agency)

www.arbeitsagentur.de

Useful online job portals:

ec.europa.eu/euraxess/index.cfm/jobs/index

www.zeit.de/jobs

www.academics.com

www.monster.de

In Göttingen:
Arbeitsagentur Göttingen
(Employment Agency)

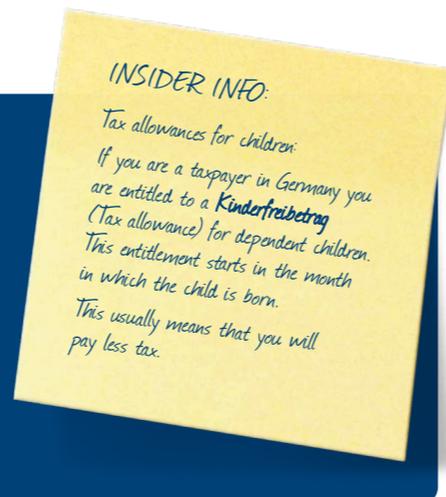
Bahnhofsallee 5, 37081 Göttingen

Phone +49 (0)1801/555111

goettingen@arbeitsagentur.de

www.arbeitsagentur.de

RESEARCH VISIT WITH A FAMILY



10.6 DUAL CAREER SERVICE

CONTACT:

Welcome Centre
Dual Career Service
Nadine Dreyer
Von-Siebold-Straße 2
37075 Göttingen

Phone +49 (0)551/39-21352
Fax +49 (0)551/39-1821352

nadine.dreyer@zvw.uni-goettingen.de

www.uni-goettingen.de/welcome
> Dual Career Service

The Dual Career Service of the Welcome Centre assists newly appointed professors and their families in achieving professional as well as family-related goals, prior to and during their new stage of life and work. Benefitting from an extensive network of regional co-operation partners from science, education, economy, social services, and administration, the Welcome Centre coaches occupational mobility decisions and develops individual solutions.

The Dual Career Service offers:

- Information on employment opportunities within the University of Göttingen
- Information on employment opportunities with the University's co-operation partners
- Establishing and procuring contacts
- Information on further education opportunities
- Coaching for job applicants

We would like to point out that the University of Göttingen cannot warrant employment.

INSIDER INFO:

Job offers of the University of Göttingen
and the university hospitals:

www.uni-goettingen.de/de/2794.html

[www.sub.uni-goettingen.de/en/about-us/
job-openings-training/](http://www.sub.uni-goettingen.de/en/about-us/job-openings-training/)

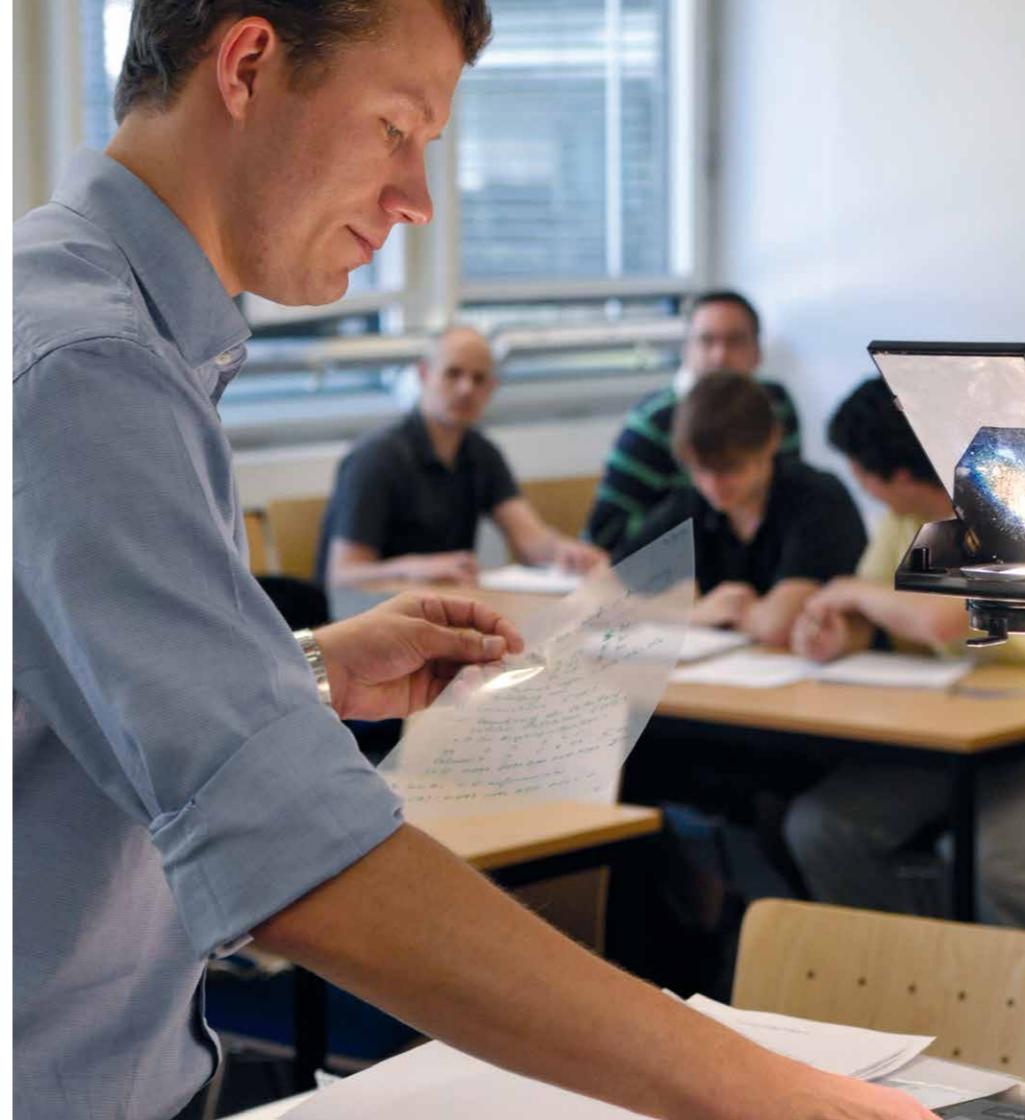
www.med.uni-goettingen.de/app/jobs

www.uni-goettingen.de/en/305406.html



DCND

Dual Career Netzwerk Deutschland





11.1 DOCTORS AND HEALTH

If you need to consult a doctor in Germany you can ask your colleagues or acquaintances for a recommendation. You will find a list of all the doctors, listed according to field of specialization, in your local classified directory, *Gelbe Seiten* (Yellow Pages). It is often advisable to consult a general practitioner, known as a *Hausarzt*, who will transfer you to a specialist if necessary.

You should always ring the doctors' office in advance to make an appointment. In case of accident or emergency you will be given an appointment immediately or on the same day. Otherwise you will probably have to wait a couple of days or even weeks for an appointment, particularly with dentists or specialists.

Opening hours at doctors' offices vary considerably. At night or during weekends doctors' offices are usually closed but emergency and stand-by services are available at all times.

Emergency services

If you urgently need a doctor at night, during the weekend, or on a public holiday, you will have to turn to the *ärztlicher Notdienst* or *ärztlicher Bereitschaftsdienst* (emergency services).

You can find the telephone numbers in the next chapter or on the Internet. You may also ring a doctor: usually the answering machine will contain a message (in German) telling you where to get help.

Pharmacy service

In Germany medicine, including painkillers, can be purchased at pharmacies (*Apotheken*) only, no matter whether you have a prescription (*Rezept*) or you are looking for over the counter drugs.

The law on prescriptions is very strict in Germany. Many medicines that you may be able to buy over the counter in your own country, such as antibiotics, must be prescribed by a doctor in Germany. However, some painkillers, such as headache tablets, are available at pharmacies without a prescription.

With statutory health insurance, the majority of the costs of prescription medicines are paid for directly by your insurance company. You do pay a small nominal fee for each drug (*Zuzahlungspflicht*).



IN GÖTTINGEN

Official health portal:

www.gesund-durch.de

All-night pharmacies:

www.apotheken.de
> Notdienstapotheken > search for your postal code

Opening hours of pharmacies are similar to other shops: Mon-Fri: 08:00 am – 06:30 pm, Sat: 08:00 am – 01:00 pm; in busy areas some have longer opening hours.

For emergencies, there is always at least one pharmacy open in every area day and night (Notdienst). You can find this information on the window of each pharmacy, in the daily newspaper, or on the Internet at www.apotheken.de (you need to enter the postal code on the left, under “Notdienstapotheken”).

Costs of medical treatment Statutory health insurance

If you are not a private patient your doctor will invoice your statutory health insurance provider directly. All you need to do is to present your health insurance card at the surgery. However, for some treatment and services, such as certain dental fillings, dentures, spectacles, contact lenses, and particular medications, you have to pay an additional fee even if you are not a private patient.

Private health insurance

If you have a contract with a private health insurance provider you will usually have to pay the costs for treatment and medication yourself and then submit the invoices to the insurance provider for reimbursement. Take careful note of the conditions of your health insurance which stipulate whether the provider will reimburse your costs and at what level. Depending on your insurance premium certain treatment may be excluded, or you may be required to pay part of the costs yourself.



Hospitals

All hospitals, except for some private clinics, are open to all insured patients. Normally doctors transfer patients to a hospital and control of treatment is then managed by a doctor there. When going to a hospital or clinic, take proof of your health insurance with you (although you're unlikely to be refused in case of emergencies). If you are admitted to hospital, your health insurance will cover the costs of that stay.

However, state insured patients pay € 10 each day, but only for a maximum of 28 days per calendar year for their stay. The room you get depends on your health insurance scheme. If privately insured, you will probably get a single or double room. If you have a state insurance, you will probably share with two or three others. Bring a night-dress or pyjamas, towels, and toiletries to the hospital as these are not provided.

HOSPITALS AND CLINICS IN GÖTTINGEN (SELECTION)

Universitätsmedizin Göttingen

Georg-August-Universität,
Robert-Koch-Straße 40, 37075 Göttingen
Phone +49 (0)551/39-0
www.med.uni-goettingen.de

Krankenhaus Neu-Mariahilf

Waldweg 9, 37073 Göttingen
Phone +49 (0)551/5034-0
www.neumariahilf.de

Evangelisches Krankenhaus Göttingen-Weende gGmbH

An der Lutter 24, 37075 Göttingen
Phone +49 (0)551/5034-0
www.ekweende.de

Neu-Bethlehem gGmbH

Humboldtallee 8, 37073 Göttingen
Phone +49 (0)551/494-0
www.neubethlehem.de



Selection of foreign-language speaking doctors in Göttingen

Doctors	Languages	Address	Phone +49 (0)551/
General Practitioners (Allgemeinmediziner)			
(Mr.) Andreas Fricke	English, Spanish	Obere Karspüle 33	57236
(Ms.) Dr. Kruppa, (Ms.) Dr. Behroznia	Polish, Russian, Persian, Turkish	Solling Str. 2B	94029
(Mr.) Dr. med. Koch	English	Königsallee 66	61700
(Ms.) Dr. med. Hähnel	English	Bürgerstr. 42	42990
Ophthalmologists (Augenärzte)			
(Ms.) Dr. Schröder, (Mr.) Prof. Dr. Hoerauf	English	Theaterplatz 7	548930
(Ms.) Dr. Winter-Buerke, (Ms.) Dr. Ammermann	English	Waldweg 5	58550
(Mr.) Dr. Egbert, (Ms.) Dr. Oelhafen	English	Henneberg 18A	3070722
Gynaecologists (Frauenärzte)			
(Mr.) Dr. med. Blaschke	English, French, Spanish, Italian, Polish, Croatian	Bühlstr. 16	45988
(Ms.) Dr. Suren	English	Nikolaistr. 28	48060
(Mr.) Dr. med. Dr. rer. nat. Martin	English, French	Nikolausberger Weg 56	43121

Doctors	Languages	Address	Phone +49 (0)551/
Dermatologists (Hautärzte)			
(Ms.) Dr. Finger, Dr. Vente	English	Zindelstr. 3	47778
(Ms.) Dr. Thoms	English	Prinzenstr. 3	45911
(Mr.) Dr. Bartels, (Ms.) Dr. Cleffmann, (Ms.) Dr. Ranke-Greve	English	Groner-Tor-Str. 25	45220, 48877866, 45911
Childrens Doctor (Kinderärzte)			
(Mr.) Dr. med. Rosenboom	English, French	Herzberger Landstr. 43	484101
(Mr.) Dr. med. Hulpke-Wette	English, French	Nikolaistr. 29	77555
(Mr.) Dr. med. Meyer	English, French	Kurze Str. 2	42623
Dentists (Zahnärzte)			
(Mr.) Dr. Chirivi	Italian, French, English	Weender Str. 75	7977736
(Mr.) Dr. Möller	English	Herzberger Landstr. 25A	5888944491
(Ms.) Dr. Kremer	English	Alfred-Delp-Weg 6	795323
(Mr.) Dr. Hoch	English, Russian, Persian, Turkish	Prinzenstr. 14	57509
Internal Specialists (Internisten)			
Praxis am Gauss Wall (several doctors)	English	Hospitalstr. 5	900369-0
(Mr.) Dr. Zänker	English, French & Dutch (limited)	Groner-Tor-Str. 3	484055

11.2 EMERGENCY TELEPHONE NUMBERS

Important emergency telephone numbers

Fire department, emergency calls 112
Police 110

The numbers 110 and 112 can be dialled free of charge from any regular phone, payphone, or mobile. It is even possible to dial the emergency numbers without the SIM card or without knowing the mobile's PIN number. These numbers are valid for the emergency services throughout Germany.

Important information in emergency situations:

- **Who are you?**
- **Where has the emergency occurred (address, floor, building...)?**
- **What has happened?**
- **How many people are involved?**
- **What are the injuries / what is the illness?**
- **Wait for answers!**

Emergency ward, University Hospital

Phone: +49 (0)551/39-8605
Universitätsklinikum Göttingen
Robert-Koch-Straße 40, 37075 Göttingen
Mon-Sun: 00:00 am – 12:00 pm

Emergency ward, Weende Hospital

Phone: +40 (0) 551/5034-1255
Weender Krankenhaus
An der Lutter 24, 37075 Göttingen
Mon-Sun: 00:00 am – 12:00 pm

Emergency walk-in clinic when doctor's offices are closed

Phone +49 116117
Universitätsklinikum Göttingen
Robert-Koch-Straße 40, level 01
37075 Göttingen
Mon, Tue, Thu: 06:30 am – 10:00 pm
Wed, Fri: 01:30 am – 11:00 pm
Sat, Sun, public holidays:
08:30 am – 11:00 pm

Emergency medical home visit service (by doctors), covered by statutory health insurance

Phone +49 116117
Mon, Tue, Thu:
06:00 pm – 08:00 am (of the following day)
Wed, Fri:
01:00 pm – 08:00 am (of the following day)
Sat, Sun, public holidays:
08:00 am – 08:00 am (of the following day)

Emergency medical home visit service (by doctors), not covered by statutory health insurance:

Phone +49 (0)551/19257
Mon-Sun, public holidays:
00:00 am – 12:00 pm

Emergency medical service for children when doctor's offices are closed

Call any paediatrician and the answering machine will tell you which paediatrician is in charge.

Emergency service for small animals

Phone +49 (0)551/3933387

Frauen-Notruf e.V., Emergency help for women

Counselling and professional centre for sexual abuse and domestic violence
Phone +49 (0)551/44684
Kurze Geismarstr. 43, 37073 Göttingen
Frauen-Notruf.goe@t-online.de

Poison Emergency Service:

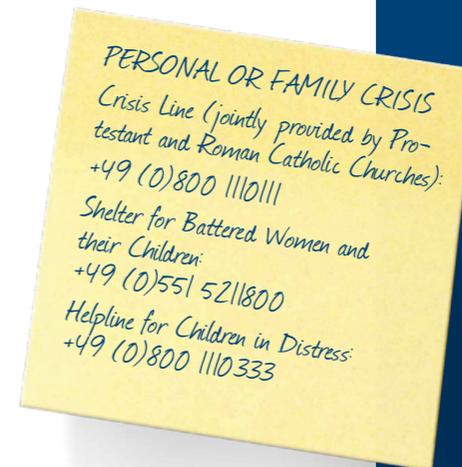
Giftinformationszentrum Nord,
Pharmakol. u. toxikol. Zentrum der
Universität Göttingen
Robert-Koch-Str. 40, 37075 Göttingen
Phone +49 (0)551/19240
Fax +49 (0)551/3831881
giznord@giz-nord.de
www.giz-nord.de/cms/index.php/englisch.htm

Vehicle breakdown

Allgemeiner Deutscher Automobil-Club
(ADAC): +49 (0)180/2222222
Auto Club Europa (ACE): +49 (0)711/530343536

Lost or stolen credit card?

Central blocking number
for all cards +49 116 116
Visa +49 (0)800/8118440
MasterCard +49 (0)800/8191040
American Express +49 (0)69/9797
Eurocard +49 (0)69/79331910
Diners Club +49 (0)69/900150135 or -136



11.3 BANKS AND SPARKASSEN

If you are staying in Germany for an extended period, are receiving a regular salary or fellowship and have to pay rent, it is a good idea to open a current account at a bank at the earliest opportunity. You can open a current account at a bank or *Sparkasse* (savings bank). To do so, you will need to present your passport or identity card and confirmation from the *Einwohnermeldeamt* (Residents' Registration Office) that you are registered. There are hardly any differences between the banks in respect of the services they offer, but there are differences in the charges you have to pay, so you should be sure to check in advance. You will be issued with a debit card called a *EuroCheque-Karte* (EC card) for your current account which will allow you to draw cash from a cashpoint (ATM). This service is free if you use cashpoints belonging to your own bank but incurs charges if the cashpoints are maintained by other banks. Most banks are open from Monday to Friday between 09:00 am and 04:00 pm.

Transferring money abroad can be expensive. You should enquire about the conditions at your own bank at home in advance and possibly choose a bank in Germany that

cooperates with your bank at home.

Apart from cash, most shops, restaurants, and firms accept debit and credit cards. Smaller sums, in cafés and bakeries for example, are usually paid in cash.

The cheque account

The most common and convenient account is the cheque account (*Girokonto*), which allows you to deposit and withdraw money as you need it. The banks will even extend you a credit line, which can amount to thousands of euros, depending on your regular monthly income.

Most banks charge you a monthly maintenance fee for your current account. While the maintenance fees are not that high, these fees and additional charges differ from bank to bank. Some consumer-oriented banks and most direct banks now offer free current accounts if you have a certain minimum income (this varies from bank to bank).

Most payments in Germany are made via direct transfer from one account to another. Cheques are very unusual in Germany. You can use transfer forms (many banks charge a fee), use the terminal of

your home bank or you can do the transfers via online banking. When you want to make a transfer payment, you need to fill out the name of the recipient (*Empfänger*), his/her international account number (*IBAN*) and the bank sorting code of the recipient's bank (*BIC – Bank Identify Code*).

For payments of recurrent bills, such as rent, utilities and telephone, it is very common (and convenient) to set up a standing order. There are two types: direct debit (*Einzugsermächtigung*), which gives your billing party the right to debit your account directly at regular intervals; or standing order (*Dauerauftrag*), which specifies a set amount to be transferred to the billing party at a frequency you determine. The advantage with these systems is that you never have to worry about missing a payment. A standing order can save you from a penalty fee for late payment. Of course, the direct debit (*Einzugsermächtigung*), by giving the billing party the right to draw from your account, is also dangerous if misused by irresponsible parties. You should therefore be extremely cautious when granting this power. Reputable, established companies are fine, as are all government agencies and utilities.

Selection of banks in Göttingen

Bank	Opening / Closing hours	
Deutsche Bank AG Zindelstr. 3-5, 37073 Göttingen Phone +49 (0)551/401-1 www.deutsche-bank.de	Mon, Tue, Thu Wed Fri	09:00 am – 06:00 pm 09:00 am – 01:00 pm 09:00 am – 02:00 pm
Volksbank Göttingen eG Kurze-Geismar-Str. 2, 37073 Göttingen Phone +49 (0)551/4040-100 www.volksbank-goettingen.de	Mon, Wed, Fri Tue, Thu	08:30 am – 04:00 pm 08:30 am – 06:00 pm
Sparda-Bank Hannover eG Groner Str. 24, 37073 Göttingen Phone +49 (0)551/5113018-0 www.sparda-h.de	Mon, Tue, Thu Wed, Fri	08:30 am – 06:00 pm 08:30 am – 01:00 pm
Commerzbank AG Prinzenstr. 2, 37073 Göttingen Phone +49 (0)551/408-0 www.commerzbank.de	Mon, Tue, Thu Wed Fri	09:30 am – 06:00 pm 09:30 am – 04:00 pm 09:30 am – 02:00 pm
Postbank Göttingen Groner Str. 15-17, 37073 Göttingen Phone +49 (0)180/3040500 www.postbank.de	Mon-Fri Sat	09:00 am – 06:00 pm 10:00 am – 01:00 pm
PSD Bank Braunschweig eG Jüdenstr. 1-2, 37073 Göttingen Phone +49 (0)551/999533-0 www.psd-goettingen.de	Mon-Fri Tue, Thu	09:00 am – 01:00 pm 02:00 pm – 04:30 pm 02:00 pm – 06:00 pm





Bank

Santander Consumer Bank AG

Barfüßerstr. 7, 37073 Göttingen
Phone +49 (0)551/4951-34
www.santander.de

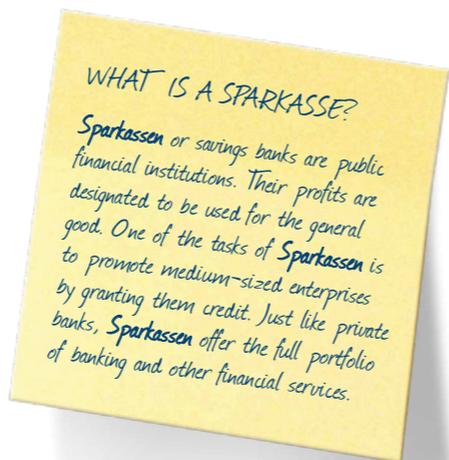
Sparkasse Göttingen

Weender Str. 13-15, 37073 Göttingen
Phone +49 (0)551/405-0
banking.spk-goettingen.de

Opening / Closing hours

Mon-Fri	09:30 am – 01:00 pm
Mon, Tue, Thu	02:00 pm – 06:00 pm
Wed, Fri	02:00 pm – 04:00 pm

Mon, Thu	09:00 am – 06:00 pm
Tue, Wed, Fri	09:00 am – 04:00 pm



11.4 PUBLIC LIBRARY

Most places in Germany have a *Stadtbibliothek* or *Stadtbücherei*, a municipal library. These are public libraries which are usually operated by the municipal or local authorities. They serve a general educational purpose, provide information and are a cultural facility for local residents. As a result, they cover a very broad spectrum of interest. Apart from specialist and non-fiction works they usually have a comprehensive collection of light reading as well as books for children and young people. They often also stock light reading in foreign languages. Most libraries lend films, CDs, DVDs, and games, as well as books and magazines. In order to use the library and borrow books and other media you will need a library card. You can register at the library by presenting your passport and proof that you are registered in the locality. Registration itself is free of charge; libraries often charge a modest fee for borrowing books and other media.

The *Stadtbibliothek* in Göttingen offers a wide range of books, films, games, and other media. In addition, language courses with CDs are offered which can be borrowed up to 4 weeks. There are novels in English, French, Spanish, as well as a number of further languages.

In addition to many events for children, the *Stadtbibliothek* hosts a project called *Deutschstunde* where people who want to practice and improve their German can meet in small circles and talk about everyday life in German.

These courses are offered free of charge:
Mon-Tue, Fri 10:00 am – 11:00 am
Mon 02:00 pm – 03:00 pm
Tue 04:30 pm – 05:30 pm
Thu 11:00 am – 12:00 pm and
04:00 pm – 05:00 pm

The times may change. Please see the current timetable at the *Stadtbibliothek*.

Information:

Büro für Integration
(Integration Office of Göttingen)
Phone +49 (0)551/4002782

Stadtbibliothek Göttingen
Central public library

Thomas-Buergethal-Haus
Gotmarstr. 8, 37073 Göttingen

Phone +49 (0)551/400-2830
Fax +49 (0)551/400-2760

stabigoe@goettingen.de
www.stadtbibliothek.goettingen.de

Opening hours:
Mon-Tue, Thu-Fri 10:00 am – 07:00 pm
Sa 10:00 – 04:00 pm

11.5 PUBLIC TRANSPORT

Germany has a good public transport system. You can easily get almost everywhere you want to go by train or bus, tram or underground.

Many cities also have a sophisticated network of bicycle lanes – if you enjoy cycling it can be a useful alternative to public transport.

Deutsche Bahn

The *Deutsche Bahn* (German Rail) connects all larger and many of the smaller cities locally, regionally, and long-distance.

The *Deutsche Bahn* has many special offers and deals. With the *BahnCard 50* and the *BahnCard 25* you can save 50 % or 25 % respectively on the standard price of any ticket for a whole year. Furthermore, there are special discounts for groups and advance bookings.

Buy your ticket before you get on the train. You can purchase tickets online, or from ticket machines, or ticket offices at the station. Make sure you always have a valid ticket. There are ticket inspections on trains and buses, and travelling without a valid ticket (*Schwarzfahren* – fare dodging) might prove expensive.

If you are embarking on a longer journey, particularly at the weekend, you should reserve a seat. On some routes the trains tend to be rather crowded.

Local transport system

Public transport within Göttingen is served by the Göttinger Verkehrsbetriebe (GöVB) with nineteen bus lines running by day and eight by night. Numbers 21 and 22 connect the train station and the town centre with the north campus. The town is well-connected to the urban hinterland as well as to neighbouring cities by a bus network of 16 local bus companies, integrated in the Verkehrsverbund Süd-Niedersachsen GmbH (VSN). Single tickets, 4- and 8-trips-tickets, and 24-hour-tickets, group- and family tickets, weekly-, and monthly-passes can be purchased on every bus (except 8-trips-tickets), at a number of shops and tobacconists, or at the GöVB Service Centre (Kundenzentrum der GöVB) at Markt 3, near the medieval town hall.

www.goevb.de
www.vsninfo.de

Ticket selling points:
www.goevb.de/service/vorverkaufsstellen

University of Göttingen job ticket

Employees at the University of Göttingen are able to apply for a so-called job ticket. The only prerequisite is that you have a contract for the whole year starting from the 1st January until 31st December. You pay a reduced monthly rate for this ticket, which entitles you to use the entire VSN (Verkehrsverbundes Süd-Niedersachsen) regional public transport network as often and as long as you like, even in your spare time.

Information on the job ticket:

www.uni-goettingen.de/en/104966.html
www.vsninfo.de

Human Resources Department
(Göttingen University)
Goßlerstr. 5 - 7, 37073 Göttingen
Phone + 49 (0)551/39-4239 or -4240
Fax + 49 (0)551/39-184239
marion.lehmann@zvw.uni-goettingen.de
ines.wellhausen@zvw.uni-goettingen.de

Taxis

Although generally taxis in Germany are relatively expensive and many people only use them in special situations – at night, for example, or when they have a lot of luggage – in Göttingen, due to the short distances to cover, they are rather affordable. Prices

are regulated and passengers are charged a basic price plus a charge per kilometer. All taxis have a taxi meter which runs during the entire journey and registers the price at the end. It is common to give the taxi driver a tip by rounding up the amount.

Taxis in Göttingen (selection):

+49 (0)551/69300 Göttinger-Funk-Taxi-Zentrale
+49 (0)551/57444 Taxi Blitz GmbH
+49 (0)551/34034 Hallo Taxi
+49 (0)551/484848 PUK Mini Car GmbH
www.dasoertliche.de/Themen/Taxis/Gottingen.html

Mitfahrzentrale

One alternative to public transport, especially for long journeys, is the *Mitfahrzentrale* (car sharing agency). Drivers who are going on long journeys often register their journeys at car sharing agencies and offer to take passengers.

These offers are sorted according to destination and date, and you can find out about them online or by telephone. You pay a fixed sum based on distance to the driver directly. Please note that you use car sharing agencies at your own risk. The agencies themselves can-not usually guarantee the quality or reliability of the arrangement or accept liability.

Mitfahrzentralen

www.blablacar.de
www.mifaz.de

Air travel

Some airlines offer special rates on certain routes. You may well be able to fly to other European countries at very reasonable prices, and even within Germany air travel may be cheaper than rail travel. However, on domestic routes you may not save time if you add the time spent getting to the airport and waiting for the flight. Most cities have good connections to the nearest airports by public transport.

From Göttingen to the airport by public transport

www.airport.de/en/27.php
(Airport Hamburg)
www.frankfurt-airport.com/content/frankfurt_airport/en/services_at_the_airport.html (Airport Frankfurt)
www.hannover-airport.de/en/passengers-visitors/traveling-parking/anreise
(Airport Hannover)
www.bahn.com/i/view/GBR/en/index.shtml
(by train / to all destinations)



11.6 YOUR OWN VEHICLE AND DRIVING LICENCE

Having your own car guarantees you maximum freedom and flexibility despite the heavy traffic and frequent traffic jams in cities, on the motorways, during rush hour, at weekends, and during holiday times. Many researchers bring their cars with them from home or buy one in Germany. If you are only staying up to six months this is relatively easy. There are no problems with the validity of your driving licence, or with whether you have a foreign number plate and car papers, or even with vehicle tax and third-party liability insurance.

However, many researchers stay longer and then have to face costly, time-consuming bureaucratic challenges in order to comply with the regulations on driving licences and registration. One also has to deal with vehicle taxation and insurance. Do think carefully about whether it is really worth your while to bring your own car with you to Germany.

Registration of your car

If your stay in Germany is longer than 1 year, your car must be registered at the Motor Vehicle Registration Office

(Kraftfahrzeug-Zulassungsstelle).

Kfz-Zulassungsstelle Göttingen

Kfz-Zulassungsstelle Göttingen
Straßenverkehrsamt Kfz-Zulassung
Hiroshimaplatz 1-4, 37083 Göttingen

Phone +49 (0)551/400-2147, -2739, -2148,
-2005, -2789, -2745

Fax +49 (0)551/400-272-3

Opening hours

Mon-Tue 08:00 am – 03:00 pm

Wed, Fri 08:00 am – 12:00 pm

Thu 08:00 am – 05:00 pm

Motor vehicle tax

A foreign-registered car is not subject to taxation provided the driver is a foreign national residing in Germany for less than one year, and that the car has been imported and is used for personal needs. Otherwise you must pay motor vehicle tax.

Car insurance

For a stay of up to one year you are not required to take out a German car insurance policy if you possess an

international “green insurance certificate” or if your car has a registration number from one of the following countries: the Czech Republic, Greenland, Liechtenstein, Monaco, Norway, San Marino, Slovakia, Switzerland, the Vatican.

For stays exceeding one year, your car must be registered in Germany and you must take out a third-party insurance policy with an insurance company in Germany. Visit the EURAXESS website for more information on taxation and insurance, the validity of your driving licence and how you can get a German driving licence.

If you bring your own vehicle with you, you should not forget the following documents:

- International driving licence or a licence issued abroad depending on the country it should include a German translation (after 6 months at the latest you will have to apply for a German driving licence)
- green insurance card (confirming German insurance cover)
- confirmation from your third-party liability insurance provider at home that you have not had any accidents (this should entitle you to a rebate on your German insurance policy)

EURAXESS

www.europa.eu/european-union/life/driving_en

Automobile associations

The *Allgemeine Deutsche Automobil-Club (ADAC)* is the largest automobile association in Germany. You can also join the *Auto Club Europa (ACE)* or the *Automobilclub von Deutschland (AvD)*. They provide services in case of breakdown. You can call them for help if you get stuck on the road somewhere. This service is usually free for members; non-members have to pay. For emergency phone numbers see chapter 11.2.

Driving licence (*)

Valid according to validity date, without further restrictions

- German driving licences, national driving licences, issued in EU countries, Iceland, Liechtenstein, and Norway (no German translation required)

Valid for six month after entering Germany for the first time

- international driving licences

- driving licences issued in Andorra, Hong Kong, Monaco, New Zealand, San Marino, Switzerland, and Senegal (no German translation required)
- driving licences accompanied by a certified German translation by either a sworn translator, a German automobile club, a German diplomatic mission, a captain of a German seagoing vessel or an internationally-accredited automobile club of the issuing country

Six months after arriving in Germany, all drivers with licences as listed above must be in possession of a German driving licence.

In case of a stay longer than 6 months, but definitively less than 1 year, one can apply for an extension of the 6-month time limit at the Driving Licence Office. Foreign driving licences as listed in the paragraph above can be exchanged for German licences at the Driving Licence Office. Your original licence will be stored at the Office and can be swapped back at the end of your sojourn in Germany. Please bring your passport, registration form, and driving licence. If your licence is written in Latin characters, a certified translation may or

DRIVING LICENCE OFFICE:

Neues Rathaus
(New Townhall), room 023
FD Straßenverkehr
Führerscheinstelle
Hiroshima Platz 1-4
37073 Göttingen

Phone +49 (0)551/400-2761
+49 (0)551/400-2228

Opening hours:

Mon, Tue, Wed, Fri: 08:00 am – 12:00 pm

Thu: 08:00 am – 05:00 pm

() – driving licence for motor vehicles with max. 9 seats, max. 3,500kg (7,700 lb). Different rules apply to licences for motor vehicles with more seats or a permissible maximum weight exceeding 3,500 kg (7,700 lb), motorcycles, tractor engines, combination of vehicles, etc. Please check individually with the Driving Licence Office.*

may not be requested; please contact the Office to find out.

Holders of licences issued in some non-EU countries may be asked to pass additional written or driving tests. The regulations vary from state to state and are subject to frequent change.

Ask at the Driving Licence Office, or contact us if you need assistance with comprehending the German information.



Car sharing in Göttingen

Grünes Auto

Bahnhofsplatz 1, 37073 Göttingen
Phone +49 (0)551/5311110
Fax +49 (0)551/5311112
info@gruenes-auto.de
www.gruenes-auto.de

Opening hours:

Mon-Fri 08:00 am – 01:00 pm and
03:00 pm – 06:00 pm
Sat 10:00 am – 02:00 pm

Stadt-teil-Auto

Groner-Tor-Str. 1, 37073 Göttingen
Phone +49 (0)551/57769
info@stadt-teil-auto-goettingen.de
www.stadt-teil-auto-goettingen.de

Car Hire

Please find below a selection of car rental companies in Göttingen. Check their websites for the current rates and conditions.

Avis

Im Kaufpark
Kasseler Landstr. 26, 37081 Göttingen
Phone +49 (0)551/97555
www.avis.de/Autovermietung/Europa/
Deutschland/Goettingen

Europcar

Groner Landstr. 27, 37081 Göttingen
Phone +49 (0)551/547190
www.europcar.de

Meyer's Miet Mich

Hannoversche Str. 64A, 37075 Göttingen
Phone +49 (0)551/300013
www.meyers-miet-mich.de

Sixt

Groner Landstr. 33, 37081 Göttingen
Phone +49 (0)551/547570
www.sixt.de

Bicycle hire

Most people in Göttingen prefer to travel by bike, because it is very convenient in a small university town. It might be useful to have a bike already on your very first day in Göttingen. If you prefer to check prices and buy calmly, you can hire a bike at some of the following places until you buy:

Shop / Internet	Address / Phone	Opening hours	Prices for rental
Radelaktiv www.radelaktiv.de	Friedrichstr. 1 37073 Göttingen +49 (0)551/5085866	Mon-Fri 09:30 am – 06:30 pm Sat 10:00 am – 02:30 pm	€ 7 for the first day (24 hours) € 5 for every next day
marcobike. www.marco-bikes.de	Bahnhofplatz 3 37073 Göttingen +49 (0)551/791010	Mon-Sat 10:00 am – 06:00 pm	€ 6.90 up to 12 hours € 9.90 up to 24 hours € 24 per weekend € 4 per day (from 4 weeks onwards)
Fahrrad-Doc www.fahrrad-doc.de	Petrikirchstr. 18 37077 Göttingen +49 (0)551/20013848	Mon-Fri 10:00 am – 06:00 pm Sat 10:00 am – 02:00 pm	€ 5 per day € 25 for one week € 70 for three weeks € 80 for four weeks
Radomat www.radomat.de	Weender Landstraße 41 37075 Göttingen +49 (0)551/34533	Mon 12:00 pm – 06:00 pm Tue-Fri 10:00 pm – 06:00 pm	€ 6 Euro per day € 36 Euro per week € 15.50 Euro weekend € 50 Euro / 100 Euro deposit (will be returned)

11.7 RADIO, TELEVISION, TELEPHONE, AND INTERNET

Licence Fee – AZDBS (ARD ZDF German country radio service for fees)

Anyone who stays longer than three months in Germany must register and pay charges for the public radio and television programme to AZDBS.

A simple rule applies for all citizens since 2013: one residence – one fee. The licence fee is not linked to broadcasting device. It is irrelevant how many TVs, radios or computers there are at a residence. The licence fee is € 17.50 per month and is only paid once per residence.

Registration

Registration is simple and can be done online. Changing addresses, account details and names can also be done online. If you wish to inform AZDBS of any changes in writing, please use the forms available from the local authorities as well as from banks. The corresponding forms can be also downloaded and printed at

ARD ZDF Deutschlandradio Beitragsservice

www.rundfunkbeitrag.de

Telephone and Internet

The *Deutsche Telekom* operates the telephone service in Germany. Apart from Deutsche Telekom there are now numerous other providers which might be more convenient. Most firms offer various options and services, for example, different telephone and Internet packages. It is well worth it to take your time to compare. You can register or cancel a Telekom landline at *T-Punkte* (telephone shops), which can be found in nearly every town.

Charges for telephone calls vary significantly according to the provider, time of day, and distance. You can use cheaper providers on a call-by-call basis (by pre-dialling a specific code) from private telephones. The differences may be substantial if you are phoning abroad. There are also a number of mobile providers offering different options and services. Check the entire contract before you sign it.

Comparing charges

Using the following links you can compare the current charges levied by the various providers. As the charges change constantly, it is worth taking a look regularly.

www.billigertelefonieren.de
www.billiger-surfen.de

Searching for telephone numbers

Telephone Book
www.dastelefonbuch.de

Anyone who is registered in the Telephone Book can also be found online. Alternatively, you can ring directory enquiries (This service incurs charges and can be expensive.):

For domestic telephone numbers: 11 8 33

For domestic telephone numbers in English: 11 8 37

For foreign telephone numbers: 11 8 34

In the classified directory or so-called *Gelbe Seiten* (Yellow Pages) you will find the telephone numbers of doctors, pharmacies, shops, restaurants, plumbers, electricians, and many others.

Yellow Pages
www.gelbe-seiten.de



11.8 RELIGION

Article 4 of the *German Grundgesetz* (Basic Law/Constitution) guarantees the freedom of belief: every person is free to choose and practise his or her own religion. Equally, every person has the freedom not to choose or practice a religion, to leave a religious community, or to join another religious community.

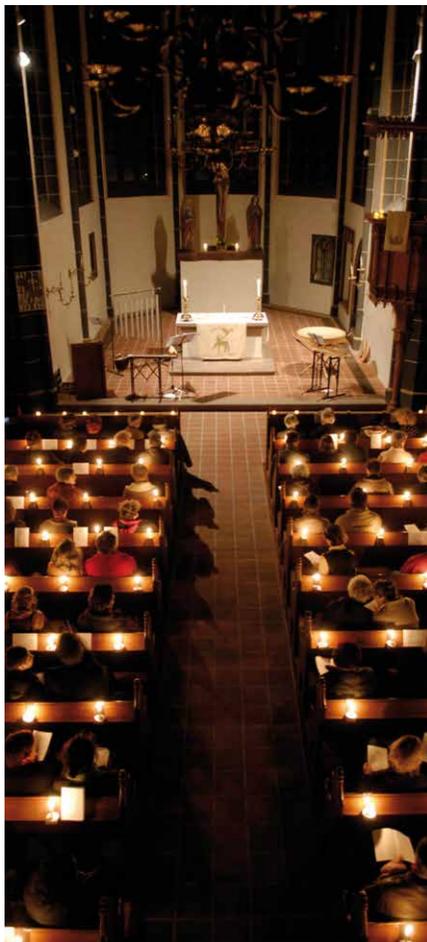
There is no state church in Germany. The state and the churches or religious communities are not allowed to enter into institutional association; they are, however, allowed to cooperate provided that the principles of neutrality and non-discrimination are upheld. This means that churches are expected to make statements on social issues and be involved in bodies and commissions like ethics councils. The state and the churches have also come to agreements on religious instruction in state schools and the collection of church tax by state financial authorities (see chapter 9.5). As a result, there is not a strict division of church and state in the secular sense in Germany.

Today, about 30 percent of the population in Germany are Roman Catholics, another 30 percent are Protestants. Roughly five percent of the population are Muslim, about three percent belong to other religious communities and roughly 32 percent are not

affiliated to any religious group. Altogether, there are more than 160 different religious communities in Germany, which contribute to the religious diversity of the country.

The largest proportion of Göttingen parishes are Lutheran, fewer are Catholic, one Reformed Presbyterian. Some of these parishes offer church services in languages other than German and provide room for groups who maintain country-specific forms of worship. Please contact the Lutheran Superintendent's, the Catholic Dean's or the Presbyterian parish's office for further details. Other Protestant parishes, such as the baptists have rooms of worship and contact people in Göttingen.

The Islamic community offers a forum for Muslims in Germany. In Göttingen the Islamic communities are the Islamische Gemeinschaft Al-Iman e. V., the DITIB Moschee, and the Al Taqwa-Verein Göttingen. There are two Jewish congregations in Göttingen, the Goettingen Jewish Community and the Jewish Religious Community for Goettingen and Southern Lower Saxony. Their activities are supplemented by a Jewish house of learning. Its doors are open to all interested people. The Buddhist centre offers a wide range of events and seminars.



Churches and religious communities in Göttingen:

Christian

University Services:
The weekly University Services on Sunday are celebrated as preaching services. Once a month the Eucharist is celebrated. The place of worship is the University Church of St. Nikolai and the service commences – until otherwise stated – at 11:30 am.

Universitätskirche St. Nikolai
Nikolaikirchhof 9, 37073 Göttingen
www.uni-goettingen.de/en/305799.html

Catholic churches
www.katholische-kirche-goettingen.de/bho/dcms/sites/bistum/pfarreien/goettingen/index.html (German only)

Reformed Presbyterian Church of Göttingen
www.refo-goettingen.de/eng.htm

Lutheran parishes and Lutheran superintendent
www.kirchenkreis-goettingen.de (German only)

Evangelische Freikirche Ecclesia
www.ecclesia-goettingen.de (German only)

Freie Evangelische Gemeinde
www.goettingen.feg.de (German only)

Advent community
goettingen.adventist.eu (German only)

Baptist Community
www.baptisten-goettingen.de/startseite.html (German only)

New Apostolic Church
www.nak-mitteldeutschland.de/gemeinde/goettingen (German only)

Church of Jesus Christ of Latter Day Saints
www.lds.org/pages/kontakt/gemeindesuche?lang=deu&country=de (different languages)

Islam

Turkish Islamic community
www.ditib.de/default.php?id=13&lang=de&13&filter=alphabet&abc=G (German only)

Al-Taqwa Mosque
www.moscheesuche.de/moschee/Göttingen/Al-Taqwa+Moschee/13871 (German only)

Islamic community Al-Iman
www.moscheesuche.de/moschee/Göttingen/Al-Taqwa+Moschee/13872 (German only)

Jewish

Jewish congregations
www.juedische-gemeinde-goettingen.de (German only)

jkg-goettingen.org (German only)

Jewish House of Learning
www.juedisches-lehrhaus-goettingen.de (German only)

Buddism

Buddhist centre
www.buddhismus-mitte.de/goettingen (German only)

Information on churches and religion in Germany
www.bmi.bund.de/EN
> Society and the Constitution
> Religion and the State

11.9 PUBLIC HOLIDAYS

The following days are statutory public holidays in Lower Saxony:

New Year's Day (*Neujahr*) on January, 1

Good Friday and Easter Monday (*Karfreitag* and *Ostermontag*, movable Holiday)

Labor Day (*Tag der Arbeit*) on May, 1

Ascension Day (*Christi Himmelfahrt*, movable Holiday)

Pentecost Monday (*Pfingstmontag*, movable Holiday)

Day of German Unification (*Tag der Deutschen Einheit*) on October, 3

Christmas Eve (*Heiliger Abend*, Half-Holiday) on December, 24

Christmas Day (*1. Weihnachtstag*) on December, 25

Boxing Day (*2. Weihnachtstag*) on December, 26

New Year's Eve (*Silvester*, Half-Holiday) on December, 31

Visit the following websites for an overview of the current public holiday dates and school holiday dates organised according to Federal State:

www.feiertage.net

www.ferienkalender.com



11.10 GOOD TO KNOW – A TO Z OF USEFUL INFORMATION

Addressing people: “Du” and “Sie”

The polite form “Sie” plus surname is the way to address people you do not know in Germany – usually all those over the age of 15. Many Germans who work together in offices every day still use this form. In order to move on to the more personal “Du” you usually wait for a suitable occasion. The “Du” is “offered” by one person to another. Traditionally, the older or more senior person makes the offer. However, younger people (up to about the age of 30) are less formal. They often use the “Du” plus first name from the very first meeting. If you are unsure, we recommend to wait until the person you are talking to has addressed you and react accordingly.

Cinema

In Germany foreign films and television series are often dubbed. If there is no reference to the language in the programme you can assume that the film will be in German. However, quite a few of the smaller independent cinemas show films in their original language (OV) or in the original language with subtitles (OmU).

CinemaxX Göttingen

Bahnhofsallee 3, 37081 Göttingen
Phone +49 (0)1805/24636299
+49 (0)551/5212200

www.cinemaxX.de

Lumière

(most movies in original language)

Geismar Landstr. 19, 37083 Göttingen

Phone +49 (0)551/484523

info@lumiere.de

www.lumiere.de

Clubkino

Platz der Göttinger Sieben 4, 37073 Göttingen

Phone +49 (0)551/395101

info@studentenwerk-goettingen.de

www.studentenwerk-goettingen.de/clubkino.html

Dry Cleaning

Fasson

Kurze-Geismar-Str. 25, 37073 Göttingen
Phone +49 (0)551/487168

Opening hours:

Mon – Fri: 07:00 am – 07:00 pm

Sat: 08:00 am – 04:00 pm

Am Kaufpark 2, 37079 Göttingen

Phone +49 (0)551/5099076

(in the real market)

Opening hours:

Mon – Fri: 08:30 am – 07:30 pm

Sat: 08:30 am – 06:00 pm

Königsallee 249, 37079 Göttingen

Phone +49 (0)551/67311

(in the Edeka market)

Opening hours:

Mon – Fri: 08:00 am – 06:00 pm

Sat: 08:00 am – 02:00 pm

www.fasson-textilpflege.de

Hauck Roland Reinigung

Reinhäuser Landstr. 150, 37083 Göttingen

Phone +49 (0)551/73714

Räuschel-Textilpflege

Weender Landstraße 76 or
Annstr. 13, 37075 Göttingen,
37075 Göttingen
(in the REWE market)

Opening hours:

Mon-Fri: 08:00 am – 07:00 pm;

Sat: 08:00 am – 02:00 pm

Karl-Methe-Straße 1, 37083 Göttingen
(in the REWE market)

Opening hours:

Mon-Fri: 08:00 am – 06:00 pm;

Sat: 08:00 am – 01:00 pm

www.raeuschel-textilpflege.de

Launderettes in Göttingen (Selection)

Wäscherei Frieda Kaser

Nikolaistraße 17, 37073 Göttingen

Phone +49 (0)551/41123

Mon-Fri: 08:30 am – 01:00 pm

02:00 pm – 06:00 pm

Mc Clean GmbH

Annstr. 5, 37075 Göttingen

Phone +49 (0)5509/383660

Opening hours:

Mon-Sat: 06:00 am – 10:00 pm

www.mcclean-gmbh.de/index.php/waschsalons/goe-annastrasse.html

Der Waschsalon

Reinhäuser Landstraße 150, 37083 Göttingen

Phone +49 (0)5509/3934735

Opening hours:

Mon-Sat: 06:00 am – 10:00 pm

Ritterplan 3, 37073 Göttingen

Phone +49 (0)5509/3934735

Opening hours:

Mon-Sat: 06:00 am – 10:00 pm

www.derwaschsalon.de

SB Waschsalon GmbH

Weender Landstraße 76, 37075 Göttingen

(also reachable through: Annstr. 13),

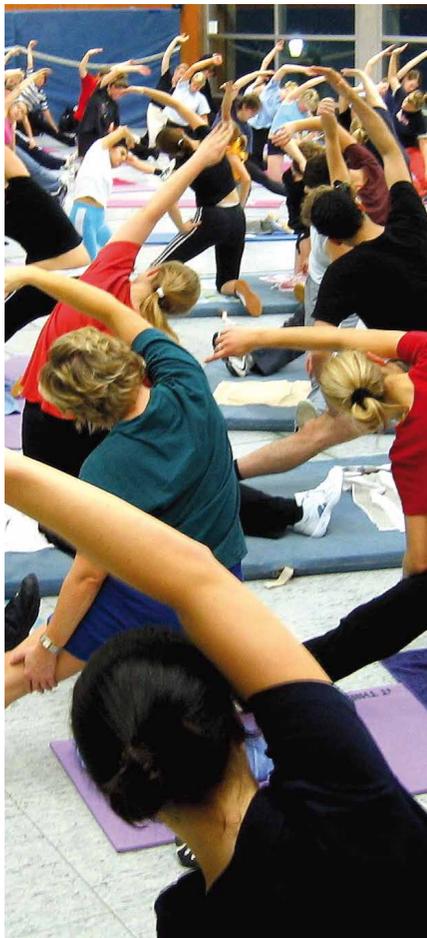
Phone +49 (0)551/300784

Opening hours:

Mon-Sat: 06:00 am – 10:00 pm

Electricity

German electrical power points use 220V and 50 Hz alternating current. Euronorm plugs fit all power points. Depending on where you come from you may have to use an adapter or transformer.



Fitness clubs in Göttingen (Selection)

Name / Address / Opening hours	Phone / Internet / E-Mail	Offers
FIZ of the Universität Göttingen Sprangerweg 2 37075 Göttingen Mon-Thu: 08:00 am – 10:30 pm Fri: 08:00 am – 10:00 pm Sat: 09:00 am – 06:00 pm Sun: 09:00 am – 08:00 pm	+49 (0)551/395652 www.hochschulsport.uni-goettingen.de/fiz fitness@sport.uni-goettingen.de	850 m² training area, complete fitness facilities, more than 100 sport activities, climbing hall, swimming pool, sauna
FITNESSLOFT Weender Str. 75 37073 Göttingen Mon-Fri: 09:00 am – 10:00 pm Sat, Sun: 10:00 am – 10:00 pm	+49 (0)551/5053777 www.fitnessloft.de goettingen@fitnessloft.de	fitness / company courses, personal training, functional training, weight- and cardio training, rehabilitation sports, prevention courses
FEMME VITALE Benzstr. 1a 37083 Göttingen Mon: 07:30 am – 10:00 pm Tue, Thu: 10:00 am – 10:00 pm Wed: 08:00 am – 10:00 pm Fri: 08:00 am – 09:00 pm Sat: 01:00 am – 07:00 pm Sun: 09:00 am – 03:00 pm	+49 (0)551/507771 www.femme-vitale-fitness.de femme-vitale-fitness@web.de	fitness courses, sauna, solarium, massages

Name / Address / Opening hours	Phone / Internet / E-Mail	Offers
FEMALE FITNESS Kurze-Geismar-Str. 16-18 37073 Göttingen Mon-Thu: 10:00 am – 09:30 pm Fri: 10:00 am – 09:00 pm Sat, Sun: 11:00 am – 04:00 pm	+49 (0)551/44855 www.female-fitness.de info@female-fitness.de	fitness courses, prevention courses, sauna, solarium, vibration training
FITNESS FIRST Weender Landstr. 8 37073 Göttingen Mon, Wed, Fri: 07:00 am – 10:30 pm Tue, Thu: 09:00 am – 10:30 pm Sat, Sun: 10:00 am – 08:00 pm	+49 (0)551/505530 www.fitnessfirst.de/lifestyle-club/goettingen.html	fitness courses, personal training, cycling room, child care, massage room, sauna, dynamic yoga, wellness area
CALIFORNIA FITNESS Reinhard-Rube-Str. 10a 37077 Göttingen Mon-Fri: 09:00 am – 10:00 pm Sat, Sun: 11:00 am – 06:00 pm	+49 (0)551/377599 www.california-fitness-goettingen.de info@california-fitness-goettingen.de	750 m² training area, sauna, weight training
FITNESS FUTURE Hannoversche Str. 40 37075 Göttingen Mon-Fri: 07:00 am – 11:00 pm Sat, Sun: 08:00 am – 10:00 pm	+49 (0)551/50088267 www.fitness-future-goettingen.de/ info@fitness-future-goettingen.de	fitness courses, sauna, solarium, cardio cinema

Music schools in Göttingen

Freie Musikschule am Wall e. V.

Kurze-Geismar-Str. 16-18, 37073 Göttingen
Phone +49 (0)551/484402
www.freie-musikschule-am-wall.de

Piano, drums, saxophone, guitar, bass, singing, flute, clarinet, cello, violin, trombone, trumpet, and accordion

Technics Musikschule "Auftakt"

Groner-Tor-Straße 16, 37073 Göttingen
Phone +49 (0)551/5314550
www.musikschule-auftakt.de

Acoustic and electric guitar, electric bass, keyboard, piano, singing, flute, saxophone, and drums

Musi-Kuss Musizierschule e. V.

Reinhäuser Landstr. 55, 37083 Göttingen
Phone +49 (0)551/704973

Hennebergstr. 13, 37077 Göttingen
Phone +49 (0)551/3056314
www.musi-kuss.de

Accordion, viola, cello, electric bass, electric guitar, bassoon, violin, guitar, harp, horn, keyboard, clarinet, piano, bass, oboe, flute, saxophone, drums, and trumpet

Musikschule für den Landkreis Göttingen

Reinhäuser Landstraße 4, 37083 Göttingen
Phone +49 (0)551/525500
<http://musikschulen-niedersachsen.de/index.php?id=205>

Piano, keyboard, accordion, harmonica, drums, violin, viola, cello, gamba, bass, guitar, mandolin, harp, flute, clarinet, saxophone, bassoon, horn, trumpet, trombone, and singing

No smoking

In Germany, smoking is prohibited in all official buildings under the authority of the state, such as stations, airports, and public transport, as well as cultural, leisure, and sports facilities. An exception is made for separate areas and rooms which are specifically designated. You are usually not allowed to smoke in restaurants and bars but they often have separate rooms for smokers.

Purchase tax

Purchase tax, often referred to as *Mehrwertsteuer* (value added tax), has to be paid to the financial authorities on the sale of goods or services. In Germany, the rate is 19 percent; the reduced rate is 7 percent. The reduced rate is valid for food, magazines, and books, as well as for artistic services. Value added tax (*MWSt.*) is included in all stated prices and invoices.

Separating waste / recycling

Environmental consciousness in Germany is comparatively acute. One of the ways it expresses itself is in the separation and recycling of waste. In most cities you have individual, colour-coded dustbins, or skips for paper (blue), plastics/composites (yellow) compost/garden waste (green) and landfill (grey). In addition, there are also public containers for glass, batteries (at supermarkets) and electrical waste. Most drink bottles are refundable: if you take the bottles back to the supermarket you will be given a refund. Non-refundable bottles, like wine bottles, belong in the glass container.

Recycling – Let's sort this out together!

Service number
400 5 400

Residual waste

e. g.
Vacuum cleaner bags
Street sweepings
Ashes
Diapers/Cotton wool
Hygienic paper
Meat/Fish waste (raw)
Bones (raw)
Cigarette butts
Cat litter
China
Earthenware
Ceramics
Lightbulbs
Baking parchment
Wallpaper remnants
Emulsion paint, hardened
Soiled paper
Photos/Slides
Pots/Pans
Toys
Video cassettes



Organic wastes

e. g.
Fruit and vegetable waste
Food waste
Bones/Fish bones (not raw)
Tea and coffee filters
Residual contents of tinned goods
Meat and fish waste (not raw)
Bread waste
Citrus fruit
Egg and nut shells
Lawn cuttings
Leaves, moss
Wilted flowers
Pot plants (without pot)
Paper towels
Paper napkins
Paper bags
Twigs, branches

No organic waste in plastic bags!



Used paper

e. g. newspapers, magazines, cardboard, cardboard boxes, brochures



Yellow sack

e. g. plastic packaging, tins, composite materials (e.g. Tetra Paks)



Used glass

Only hollow glassware and container glass
e. g. preserving jars, bottles, sorted according to colour



Shoes/Textiles

e. g. shoes, textiles, textile remnants, curtains, feather beds



Bulk trash**

e. g. cabinets, sofas, beds, mattresses, carpets, bicycles, washing machines, electric ranges, refrigeration units, etc.



Hazardous substances*

e. g. batteries, paints, oils, car batteries, energy-saving bulbs, fluorescent tubes, hobby chemicals, pesticides, etc.



RECYCLINGHOF

** Application for collection with the "Collection Request Card" or via the Internet or via direct delivery to the recycling yard

* Delivery to the recycling yard: Rudolf-Wissell-Str. 5 • 37079 Göttingen
Opening hours: Mon.-Thurs. 8:00 am - 5:00 pm - Fri. 8:00 am - 2:00 pm

Shopping

Generally, shops are open in Germany from Monday to Saturday from 09:00 am to 08:00 pm. Supermarkets and large shopping centres sometimes have longer opening hours. Smaller shops, on the other hand, often shut during the week between 06:00 pm and 07:00 pm and around lunchtime on Saturdays. All shops are shut on Sundays and public holidays. Bakeries are an exception. They often open in the mornings on these days.

At petrol stations and kiosks you can usually find a modest selection of groceries and other articles during the night and the entire weekend

Speciality shops in Göttingen (Selection)

Name / Adress / Phone	Opening hours
Phuong Lan, Asian Food, Goetheallee 14, 37073 Göttingen, +49 (0)551/531072	Mon-Fri: 10:00 am – 06:30 pm Sat: 10:00 am – 04:00 pm
Poorana's Asia Center, Nikolaistraße 6, 37073 Göttingen, +49 (0)551/4978954	Mon-Sat: 10:00 am – 07:00 pm
Aliman Market, Arndstraße 23, 37075 Göttingen, +49 (0)551/371513	Mon-Sat: 09:00 am – 08:00 pm
Family Store Nermin Akar, Vegetarian Specialities, Johannisstraße 5, 37073 Göttingen, +49 (0)551/42896	Mon-Sat: 08:00 am – 07:00 pm
Turkish Bakery Karadeniz, Angerstraße 5, 37073 Göttingen, +49 (0)551/4886668	Mon-Sat: 06:00 am – 08:00 pm Sun: 8:30 am – 03:00 pm
Turkish Bakery Dilay, Lange-Geismar-Str. 26, 37073 Göttingen, +49 (0)551/4886762	Mon-Sat: 07:00 am – 08:00 pm Sun: 09:00 am – 05:00 pm
Sinem Supermarket, Turkish Specialities, Rudolf-Winkel-Str. 13, 37079 Göttingen, +49 (0)551/9003584	Mon-Sat: 08:00 am – 07:00 pm
Fair Trade Shop „Contigo“, Lange-Geismar-Str. 51, 37073 Göttingen, +49 (0)551/485371	Mon-Fri: 09:30 am – 06:30 pm Sun: 09:30 am – 06:00 pm
ALNATURA, Lange-Geismar-Str. 61-64, 37073 Göttingen, www.alnatura.de , +49 (0)551/3894071	Mon-Sat: 08:00 am – 08:00 pm
BioMarkt, Weender Landstraße 59, 37075 Göttingen, www.biomarkt.de , +49 (0)551/2053765	Mon-Sat: 08:00 am – 08:00 pm
Naturkost, Burgstr. 18, 37073 Göttingen, www.naturkost-goettingen.de , +49 (0)551/485735	Mon-Fri: 08:00 am – 08:00 pm Sat: 08:00 am – 06:00 pm
Cron & Lanz, Weender Str. 25, 37073 Göttingen, www.cronundlanz.de , +49 (0)551/50088710	Mon-Fri: 08:30 am – 07:00 pm Sat: 08:30 am – 06:30 pm Sun+holiday: 01:00 pm – 06:30 pm

Name / Address / Internet

KAUFLAND www.kaufland.de
Kurze-Geismar-Str. 26, 37073 Göttingen
Robert-Bosch-Breite 8, 37079 Göttingen

Opening hours

Mon-Sat: 07:00 am – 10:00 pm

REAL www.real.de
Große Breite 6, 37077 Göttingen
Am Kauf Park, 37079 Göttingen

Mon-Sat: 08:00 am – 10:00 pm
Mon-Sat: 08:00 am – 09:00 pm

PENNY www.penny.de
Theodor-Heuss-Str. 66, 37075 Göttingen
Leibnizstraße 8, 37083 Göttingen

Mon-Sat: 08:00 am – 10:00 pm

LIDL www.lidl.de
Industriestr. 4a, 37079 Göttingen
Maschmühlenweg 64, 37081 Göttingen
Annistr. 36, 37075 Göttingen

Mon-Sat: 08:00 am – 09:00 pm
Mon-Sat: 08:00 am – 09:00 pm

EDEKA www.edeka.de
Düstere-Eichen-Weg 21, 37073 Göttingen
Weender Landstraße 59, 37075 Göttingen
Königsallee 249, 37079 Göttingen
Resedaweg 2-4, 37077 Göttingen

Mon-Sat: 07:00 am – 07:00 pm
Mon-Sat: 08:00 am – 10:00 pm
Mon-Sat: 06:00 am – 08:00 pm
Mon-Fri: 07:00 am – 07:00 pm
(closed 01:00 pm – 03:00 pm)
Sat: 07:00 am – 01:00 pm
Mon-Sat: 07:00 am – 09:00 pm

Salinenweg 1, 37081 Göttingen

TEGUT www.tegut.com
Weender Str. 75, 37073 Göttingen
An der Lutter 22, 37075 Göttingen
Am Kaufpark 1, 37081 Göttingen
Alfred-Delp-Weg 7, 37085 Göttingen

Mon-Sat: 08:00 am – 10:00 pm
Mon-Sat: 07:00 am – 10:00 pm
Mon-Sat: 07:00 am – 09:00 pm
Mon-Sat: 07:00 am – 09:00 pm



Name / Address / Internet

NETTO www.netto-online.de
Güterbahnhofstr. 4, 37073 Göttingen
Prinzenstr. 13, 37073 Göttingen
Königsallee 243, 37079 Göttingen

NAHKAUF www.nahkauf.de
Rosdorfer Weg 12, 37073 Göttingen
Hauptstr.46, 37083 Göttingen
Geismar Landstr. 63 A, 37083 Göttingen
Allerstr. 31, 37081 Göttingen

Genfstr. 1, 37079 Göttingen

Ludwig-Prandtl-Str. 26, 37077 Göttingen

REWE www.rewe.de
Reinhäuser Landstr.177,37083 Göttingen
Weender Landstr. 76 **or:** Annastr. 13,
37075 Göttingen
Lange-Geismar-Str. 56, 37073 Göttingen
Groner Str. 54-56, 37073 Göttingen
Sollingstraße 2, 37081 Göttingen
Karl-Methe-Straße 1, 37083 Göttingen

ALDI www.aldi-nord.de
Weender Landstr. 59, 37075 Göttingen
Werner-von-Siemens-Str. 5, 37077 Göttingen
Leinestr. 49, 37073 Göttingen
Reinhäuser Landstr. 177, 37083 Göttingen
Alfred-Delp-Weg 5, 37085 Göttingen
Am Kaufpark 2, 37079 Göttingen
Rudolph-Winkel-Str. 13, 37079 Göttingen

Opening hours

for all Netto stores:
Mon-Sat: 07:00 am – 10:00 pm

Mon-Sat: 07:00 am – 12:00 am
Mon-Sat: 07:00 am – 10:00 pm
Mon-Sat: 07:00 am – 09:00 pm
Mon-Fri: 08:00 am – 06:30 pm
Sat: 07:30 am – 02:00 pm
Mon-Fri: 07:00 am – 08:30 pm
Sat: 07:00 am – 04:00 pm
Mon-Sat: 07:00 am – 08:00 pm

Mon-Sat: 07:00 am – 10:00 pm

Mon-Fri: 08:00 am – 08:00 pm
Sat: 08:00 am – 06:00 pm

Sports activities in Göttingen

ASSOCIATIONS

WASPO o8 / TWG 1861

Sandweg 11, 37083 Göttingen
+49 (0)551/705508
www.twg1861.de, info@twg1861.de

fitness, triathlon, badminton, dart, juggling,
ping-pong, handball, canoe, swimming,
diving, dance, underwater rugby

SVG GÖTTINGEN o7 e. V.

Sandweg 3, 37083 Göttingen
+49 (0)551/72272
www.svg-goettingen.de
info@svg-goettingen.de

football

ASC

Danziger Str. 21, 37083 Göttingen
+49 (0)551/5174645
www.asc46.de
info@asc46.de

asian fight sports, baby/children
massages/sports, ballet, badminton,
boxing, fencing, ball sports, rehabilitation
sports, prevention course, inline hockey,
bowling, children's sports, modern dance,
wheelchair sports, table soccer sports,
hiking, water sports, and more

SCW Göttingen

Am Weendenspring 3, 37077 Göttingen
+49 (0)551/376259
www.scwgoettingen.de
info@scwgoettingne.de

badminton, ball sports, dance,
cardiovascular sport groups, karate,
gymnastics, bowling, children's sports,
seniors sports, tennis, table tennis,
volleyball, hiking

MTV GEISMAR e. V.

Am Kalten Born 39a, 37085 Göttingen
+49 (0)551/794362
www.mtvgeismar.de
geschaeftsstelle@mtvgeismar.de

badminton, fitness & health sports,
basketball, gymnastics, jazz dance,
handball, judo, dancing, senior's sports,
tennis, table tennis, volleyball, hiking



RSV GÖTTINGEN 05 e. V.

Ottostrasse 14a, 37083 Göttingen
+49 (0)551/76509

www.rsvo5.de
webmaster@rsvo5-jugend.de

BG 74 GÖTTINGEN e.V.

Hardenbergweg 42, 37083 Göttingen
+49 (0)551/795819

www.bg74.net/
wessel.luecke@arcor.de

TENNIS

TENNIS UND SKI CLUB e. V. GÖTTINGEN

Calsowstrasse 70, 37085 Göttingen
+49 (0)551/484461

www.tsc-goettingen.com
tsc.goettingen@t-online.de

GÖTTINGER TENNISCLUB e. V.

Bismarckstr. 111, 37085 Göttingen
+49 (0)551/72881

www.goettinger-tennisschule.de

HORSE RIDING

REITVEREIN HAINHOLZHOF am Kehr

Borheckstr. 66, 37085 Göttingen
+49 (0)551/72483

www.reitverein-hainholzhof.de
kontakt@reitverein-hainholzhof.de

football, rugby, tennis, badminton,
cycling, Prellball

basketball, baseball, American football,
cheerleading, cricket, ultimate frisbee,
gymnastics (40 – 75 years)

3 indoor courts, 11 outdoor courts, 6 sand
courts

7 sand courts
playground for children

70 boxes, 2 riding halls, paddocks

BOWLING

BOWLING CENTER GÖTTINGEN

Werner-von-Siemens-Str. 10, 37077 Göttingen
+49 (0)551/34848

Mon-Sat: from 15:00
Sun: from 11:00

www.bowlingcentergoettingen.de

bowling, slot machines like: air hockey,
basketball, billiards, darts, flipper, kicker
(over 18 years)

YOGA

SHIVAYOGA AM WALL

Calsowstr. 7, 37085 Göttingen
+49 (0)551/7701393

www.shivayoga-goettingen.de
info@shivayoga-goettingen.de

yoga, ayurveda, reiki, shiatsu

YOGASTUDIO GÖTTINGEN

Lange-Geismar-Str. 72, 37073 Göttingen
+49 (0)551/703599

www.yogastudio-goettingen.de
Sabin.schmitt@t-online.de

hatha yoga, ashtanga yoga, vinyasa flow
power yoga, individual lessons

KUNDALINI YOGA GÖTTINGEN

Weenderstr. 102, 37073 Göttingen
+49 (0)551/20190177

www.kundaliniyoga-goettingen.de
info@kundaliniyoga-goettingen.de

yoga courses, individual lessons



SWIMMING

BADEPARADIES EISWIESE

Windausweg 6, 37073 Göttingen
+49 (0)551/507090

Mon-Fri: 10:00 am – 10:30 pm
Sat, Sun: 09:00 am – 10:30 pm

www.badeparadies.de
info@goesf.de

total area of 8.400 m², swimming attractions, thermalsole-hall, swimming for schools and clubs, sauna, diving, shiatsu, jahara, children birthdays celebration, aqua fitness

FREIBAD AM BRAUWEG

Brauweg 60, 37073 Göttingen
+49 (0)551/50709190

Mon-Fri: 06:30 am – 08:00 pm
Sat, Sun: 08:00 am – 07:00 pm

www.goesf.de/index.php?id=19
info@goesf.de

1 swimmingpool 20 x 43,1 m with 10 m diving platform, 1 swimmingpool 20 x 50 m, 2 non-swimmerpools 18,5 x 25 m, a total area of 13.900 m², 80 m long water slide, children's play area

NATURERLEBNISBAD GRONE

Greitweg, 37081 Göttingen
+49 (0)551/61742

Mon-Fri: 09:00 am – 08:00 pm
Sat, Sun: 09:00 am – 07:00 pm

www.goesf.de/index.php?id=20
info@goesf.de

sandy beaches, sports, natural adventure, paddling pool, chlorine-free water

DANCING

ART LA DANSE - Die Göttinger Balletschule

Geiststrasse 6, 37073 Göttingen
+49 (0)551/42582

www.artladanse.de

children's ballet, ballet, modern dance

STEP BY STEP

Düstere-Eichen-Weg 1a, 37073 Göttingen
+49 (0)551/5313453

www.step-by-step-goettingen.de
email@step-by-step-goettingen.de

courses for children and adults: modern ballet, jazz dance, hip-hop, dancing early education, jazz funk, salsa, aerobics and fitness, pilates, bodystyling, power yoga, wedding dances

HIPPOCRITZ SCHOOL GÖTTINGEN

Attiogbe's African Music & Art School
Nikolaistrasse 1b, 37075 Göttingen
+49 (0)551/4997865

www.hippocritz-school.com
pepper@hippocritz.com

courses for children and adults: workshops for schools, african jogging, body-drumming, african dance

TANZSCHULE KREBS

Leibnizstr. 1a, 37083 Göttingen
+49 (0)551/74614

www.ts-krebs.de
info@ts-krebs.de

courses for children and adults: hip hop, salsa / latino, wedding dances, jump style, swing, zumba

ADTV Tanzschule Rynkar

Bachstr. 2, 37081 Göttingen
+49 (0)551/9899222

www.ts-rynkard.de
info@ts-rynkard.de

courses for children and adults, classic and modern dance



HIP HOP DANCE ACADEMY

Groner Landstr. 21, 37081 Göttingen
+49 (0)551/99951675

www.hip-hop-dance-academy.de
info@hip-hop-dance-academy.de

hip hop, RnB, latin, ragga, dancehall,
electric boogaloo, breakdance

TANZSCHULE SWING

Schützenanger 20, 37081 Göttingen
+49 (0)551/5317401

www.tanzschule-swing.de
info@tanzschule-swing.deo

dance 4 fans, kiddy dance club, wedding
dances, children and adult courses,
wedding dances

GOLF

Hardenberg GolfResort Golf Club Hardenberg e.V.

Gut Levershausen, 37154 Northeim
+49 (0)5551/90838-0

www.gchardenberg.de
info@gchardenberg.de

different golf courses (early morning,
after work, public courses)

WELLNESS

VITAL SPA

Dransfelderstr. 3, 37079 Göttingen
+49 (0)551/9001700

www.vitalspa.de
tobias.gross@vitalspa.de

health, fitness, sauna, massages,
fatburner/sensitive cycling, total body
workout, fitness boxing

SELF-DEFENCE

BUJINKAN ARASHI DOJO

Shihan: Oliver Piskurek
Postfach 1529, 37005 Göttingen

+49 (0)551/25021809
www.arashi-dojo.de
info@arashi-dojo.de

Bujinkan Ninpo, Budo Taijutsu

SHOTOKAN GÖTTINGEN e. V.

Maschmühlenweg 109, 37081 Göttingen
+49 (0)551/371774

www.shotokan-goe.de
info@shotokan.goe.de

karate, capoeira, self-defence courses

Tipping

It is common to leave a tip (*Trinkgeld*) in restaurants and cafés. Hairdressers and taxi drivers as well as others who provide a service usually receive a tip, too, in recognition of good service. The standard sum is about 10 percent; usually you round up the sum owed. If you pay in cash and do not have the right amount plus tip it is quite normal to ask the waiter or taxi driver to round the sum up to the amount you wish to pay. You can either state the amount or say how much change you'd like to receive. When you go out to restaurants or cafés with friends or acquaintances it is quite customary to ask for separate bills in Germany.

Weather

The weather is often changeable. You have to be prepared for cold spells and rain even in summer. We therefore recommend that you bring at least some warm clothes with you.



11.11 SMALL LANGUAGE GUIDE FOR GERMANY

Basic words:

ENGLISH	GERMAN	ENGLISH	GERMAN
Yes.	Ja.	Excuse me.	Entschuldigung.
No.	Nein.	Just a minute, please.	Einen Augenblick, bitte.
Please.	Bitte.	Help!	Hilfe!
Thank you.	Danke.	I'd like...	Ich möchte...
Thanks a lot.	Vielen Dank.	I'm from...	Ich komme aus...
You're welcome! / Not at all!	Bitte!/Gern geschehen!	Where are you from?	Woher kommen Sie?
Not at all!	Nichts zu danken!	My name is...	Ich heiße...
Excuse me?	Wie bitte?	What's your name?	Wie heißen Sie?
Of course.	Selbstverständlich.	How are you?	Wie geht es Ihnen?
Agreed!	Einverstanden!		

ENGLISH	GERMAN	ENGLISH	GERMAN
Asking questions:		The days of the week:	
Who?	Wer?	Monday	Montag
What?	Was?	Tuesday	Dienstag
Which?	Welcher? Welches?	Wednesday	Mittwoch
Where?	Wo?	Thursday	Donnerstag
Why?	Warum?	Friday	Freitag
How long?	Wie lange?	Saturday	Samstag
When?	Wann?	Sunday	Sonntag
Is there? /Are there?	Gibt es?	The seasons:	
		Spring	der Frühling
		Summer	der Sommer
		Autumn	der Herbst
		Winter	der Winter



ENGLISH	GERMAN
The months:	
January	Januar
February	Februar
March	März
April	April
May	Mai
June	Juni
July	Juli
August	August
September	September
October	Oktober
November	November
December	Dezember

ENGLISH	GERMAN
What time is it? – Wieviel Uhr ist es?	
The clock shows: 09:00.	Es ist (Punkt) neun.
The clock shows: 09:10.	Es ist zehn nach neun.
The clock shows: 09:15.	Es ist Viertel nach neun.
The clock shows: 09:30.	Es ist halb zehn.
The clock shows: 09:45.	Es ist Viertel vor zehn.
The clock shows: 09:55.	Es ist fünf vor zehn.
The clock shows: 04:30.	Es ist halb fünf.
The clock shows: 12:00 pm.	Es ist zwölf Uhr.
The clock shows: 12:00 am.	Es ist Mitternacht.

Numbers:

0	Null	17	Siebzehn
1	Eins	18	Achtzehn
2	Zwei	19	Neunzehn
3	Drei	20	Zwanzig
4	Vier	21	Einundzwanzig
5	Fünf	22	Zweiundzwanzig
6	Sechs	23	Dreiundzwanzig
7	Sieben	24	Vierundzwanzig
8	Acht	30	Dreißig
9	Neun	40	Vierzig
10	Zehn	50	Fünfzig
11	Elf	60	Sechzig
12	Zwölf	70	Siebzig
13	Dreizehn	80	Achtzig
14	Vierzehn	90	Neunzig
15	Fünfzehn	100	Hundert
16	Sechzehn	101	Hundert(und)eins

200	Zweihundert
300	Dreihundert
1000	Tausend
2000	Zweitausend
10,000	Zehntausend
100,000	Hunderttausend
1,000,000	Eine Millionen
3.5 %	3,5 Prozent
1/2, 1/3	Ein halb, ein Drittel

Units of measure

1 km = 1000 m
 km = Kilometer, m = Meter
 1 m = 10 dm = 100 cm = 1000 mm
 dm = Dezimeter, cm = Zentimeter,
 mm = Millimeter
 1 l = 1000 ml
 l = Liter, ml = Milliliter
 1 kg = 1000 g
 kg = Kilogramm, g = Gramm

Formalities

It is customary to say "bitte" (Please/here you are) and "danke" (thank you) a lot. The German language, like most continental European languages, makes a clear distinction between "Sie" (formal you, usually coinciding with use of the surname) and "Du" (familiar you, used with the first name). People tend to use the formal mode of address more extensively than speakers of English might assume, and you need to be aware of this in order to avoid embarrassing yourself and others. When in doubt, use the formal "Sie" and wait for your German counterpart to initiate the use of "Du".

Greeting people

When meeting a person for the first time, it is customary to shake his/her hand and state one's name either in full or just the surname.

The most common greeting is "Guten Morgen" (morning till midday), "Guten Tag" (morning till late afternoon), "Guten Abend" (evening only), or, less formally, "Hallo". Greeting by hugging and kissing on the cheek has become popular to some extent, especially for women, but requires an appropriate level of familiarity. The most common phrase saying good bye



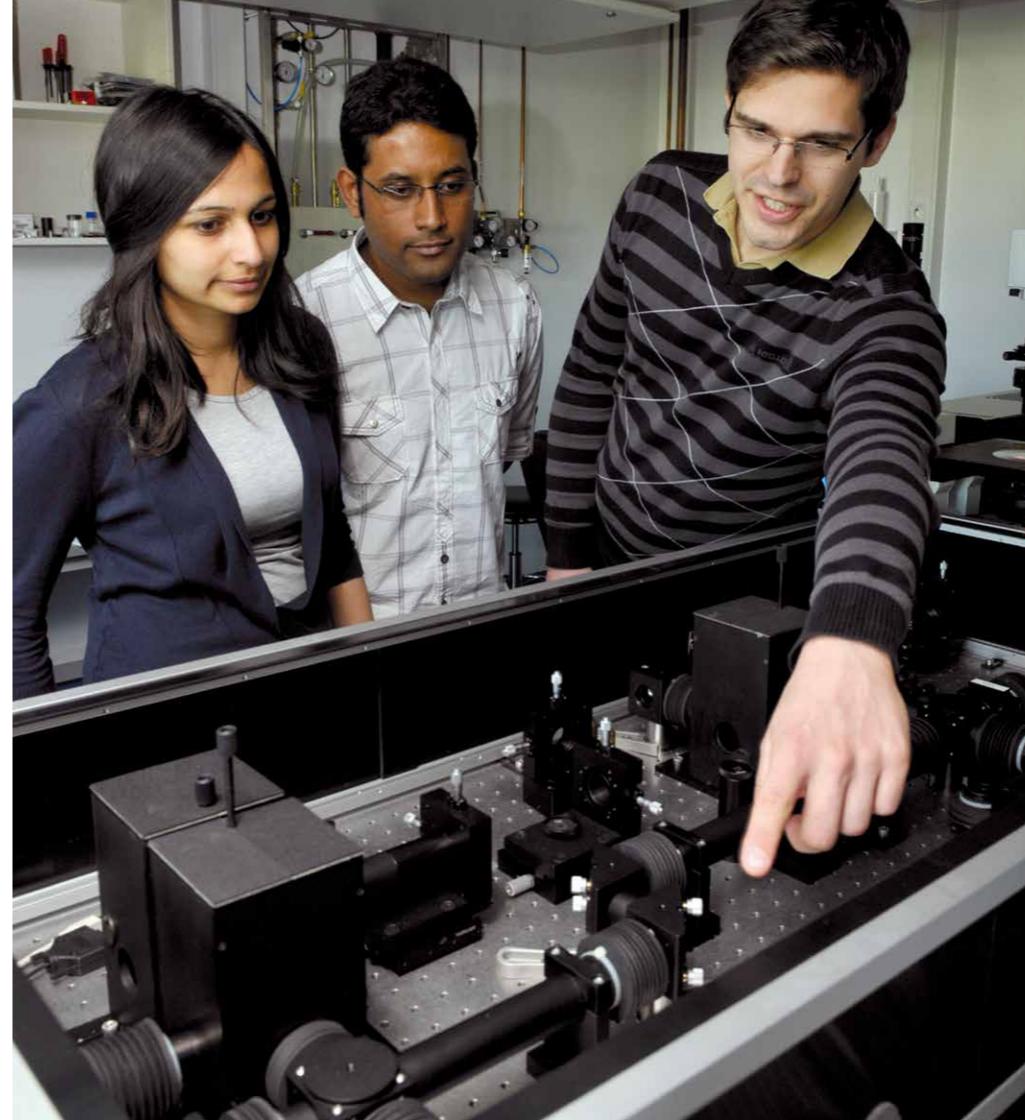
to someone is "Auf Wiedersehen" or, less formally, "Tschüss"

Mealtimes

Before starting to eat it's conventional to bid people sharing the meal "Guten Appetit!", the appropriate response being "Danke, gleichfalls". The most common toast would be "Prost" or "Zum Wohl!"

Answering the phone:

When answering the phone it is customary to state one's name, so that the caller knows who is on the line.





12.1 CHECKLIST

Please bear in mind that you will have to deal with some organisational matters before you leave the country. It is usually advisable to start planning your move about three months in advance. The following timetable will help you to save time and energy.

Three months to go

- Cancel your tenancy agreement in good time.
- Cancel your contracts with local utility providers (electricity, gas, water).
- Talk with your landlord about whether you have to do any maintenance before leaving your accommodation.
- It may be advisable to consult a tax accountant about completing your tax declaration.
- If you have been drawing a salary from the university and have paid social security contributions, arrange an appointment with an adviser at the *Rentenversicherungsanstalt* (Pensions Service) to discuss your pension entitlements.

- Check with the Human Resources Department/your fellowship provider well in advance to see whether you will receive your final salary/fellowship payment before you leave the country. The move and the final payment often cross.
- Cancel your public transport season ticket.
- Cancel any subscriptions to newspapers or journals.
- Cancel your membership in any societies, associations, clubs etc.
- If you are moving to another European country we recommend that you contact one of the EURAXESS Service Centres located there – they will be able to help you organise your research stay in your new target country.
EURAXESS Service Centres
www.euraxess.eu

One month to go

- If you have children, inform the school or kindergarten that you are leaving.
- Inform your insurance companies that you are leaving.

Residents' Registration Office,
Göttingen

New Town Hall
Hiroshimaplatz 1-4

Opening hours:
Mon, Tue: 08:00 am – 03:00 pm
Wed, Fri: 08:00 am – 12:00 pm
Thu: 08:00 am – 06:30 pm

- If you want to sell your car in Germany or take it to your own country, you must inform the *Kraftfahrzeugzulassungsstelle* (vehicle licensing authority) and the company providing your third-party liability insurance. Please take note of the formalities necessary to export a vehicle purchased in Germany (export declaration).
- Inform your telephone provider.
- Arrange for the rent deposit to be reimbursed including the interest and any compound interest accrued during the rental period.
- If required, complete a *Nachsendeantrag* (forwarding request) at the post office so that your post can be forwarded to you. www.efiliale.de
> [Nachsendeservice](#)
- If you have paid radio and television licencing fees inform the *ARD ZDF German country radio service* (AZDBS) that you are leaving www.rundfunkbeitrag.de.
- Take borrowed books and journals back to the university library or departmental libraries.
- If you want to send luggage home by freight service arrange an appointment with the freight carrier to pick up the parcels.

- As you will probably need to use your bank account right up to the last minute, we recommend not to cancel it until shortly before the move.
- Please leave your new address at the Welcome Centre (welcome@uni-goettingen.de).
- Join Alumni Göttingen e. V. so that you can keep in touch with the University in the future.
- Cancel your registration at the *Einwohnermeldeamt* (Residents' Registration Office).
It will be necessary to present the confirmation of housing ("Wohnungsgeberbestätigung nach §19 des Bundesmeldegesetzes") in order to cancel your registration a few days before your move.

Einwohnermeldeamt der Stadt Göttingen

Neues Rathaus
Hiroshimaplatz 1-4

Opening hours:

Mon, Tue: 08:00 am – 03:00 pm
Wed, Fri: 08:00 am – 12:00 pm
Thu: 08:00 am – 06:30 pm

Moving day

- Note down the meter readings for electricity, gas, and water in the handover report and get your landlord to sign it.
- Check your accommodation and the staircase for damage.
- Depending on what you have arranged with your landlord, clean your accommodation.
- Hand over the accommodation empty and return the keys to the landlord/ property manager.

We hope that you had a pleasant stay in Göttingen and that you will visit us again!

Your Welcome Centre Team

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