



Guide for International Students

1.	Welcome Address by the President	6
2.	History and Structure of the IPU Berlin	7
3.	Studying at the IPU Berlin	9
3.1	Studies	10
3.1.1	Some Practical Tips.....	10
3.1.2	Teaching Formats	10
3.1.3	Study Course Achievements.....	11
3.1.4	Grading System	12
3.1.5	Courses of Study.....	12
3.1.6	Library	28
3.2	Study Advice and Applications	29
3.2.1	Study Advice	29
3.2.2	Study Applications.....	32
3.2.3	Welcome Money	34
3.3	Before Arrival	35
3.3.1	Visa Formalities Required for Studying in Germany.....	35
3.3.2	Applying for a Visa.....	35
3.3.3	Student Residence Permit	36
3.3.4	Confirmation of Application/Applicant's Visa	38
3.3.5	Health Insurance Cover	39
3.3.6	Accommodation in Berlin.....	39
3.3.7	Student Hotels.....	39
3.3.8	Student Halls of Residence.....	40
3.3.9	Private Accommodation Market	42
3.4	On Arrival	43
3.4.1	Registering at the Local Registration Office (<i>Bürgeramt</i>).....	43
3.4.2	Health Insurance Cover	43
3.4.3	Opening a Bank Account	45
3.5	Student Life	46
3.5.1	The International Student ID Card (ISIC)	46
3.5.2	Language Exchange Services	46
3.5.3	Clubs and Community or Neighbourhood Initiatives	47
3.5.4	Getting Around Berlin by Public Transport	48

3.5.5	Berlin by Bike.....	48
3.5.6	Shopping in Berlin	49
3.5.7	Post Offices.....	50
3.5.8	Telephone Providers	50
3.5.9	Broadcasting Licence Fee	51
3.5.10	Housing Benefit	51
3.5.11	Household Contents and Personal Liability Insurance	52
3.5.12	Cinemas, Theatres and Opera Houses in Berlin	52
3.5.13	Student Travel Agencies.....	54
3.5.14	Student Jobs	54
3.5.15	The " <i>Heizelmännchen</i> " Student Employment Service.....	55
3.6	On Completion of Studies.....	57
3.6.1	Re-integration Assistance.....	57
3.6.2	Seeking Employment in Germany after Graduation	58
3.7	Scholarships and Stipends	59
3.8	Important Contacts at the IPU Berlin	60

The following guide was compiled with the kind support of the **Humboldt University International Office**.

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1. Welcome Address by the President

With this guide, the International Psychoanalytic University Berlin is providing its first ever brochure that presents the university as a place of learning, teaching and research to international interested parties and people. The range of study, teaching and research options available at the IPU Berlin are based on fundamental psychoanalytical principles and thus on the knowledge about the importance of the unconscious for the individual, as well as for groups and organisations.

Unconscious conflicts are the basis of mental illnesses which are treated psychotherapeutically with methods derived from psychoanalysis. Findings from developmental psychology grounded in psychoanalysis teach us that infants are already capable of differentiating between the known and the unknown at a very early age. When the infant has internalised sufficiently secure relationship experiences and formed bonds, they can follow their curiosity and turn their attention to that which is alien and unfamiliar. The contact, comparison and engagement with the unknown and the alien represent bases for further development and growth. Where the unknown is avoided, no progress is possible. Such knowledge and findings are the basis for the international focus and alignment of the IPU Berlin. Encountering students, lecturers and researchers from other countries broadens our horizon and is elementary for our further development.

Against the background of German history, in which immeasurable suffering was caused by our country and it itself was divided for decades, we are especially aware of recognising and appreciating when foreign students and lecturers show an interest in cooperating and working with our university in Berlin. We have compiled the following guide as a means of inviting interest people and other parties to join us at the IPU Berlin, encourage their interest in our campus and faculties, and become familiar with our circumstances and capabilities. We would be delighted to have an opportunity to welcome you soon to the IPU Berlin in Germany's fascinating and pulsating capital, and we would be grateful and proud to be allowed to be your host.

A handwritten signature in black ink, appearing to read 'M. Teising', with a long vertical stroke extending downwards from the end of the signature.

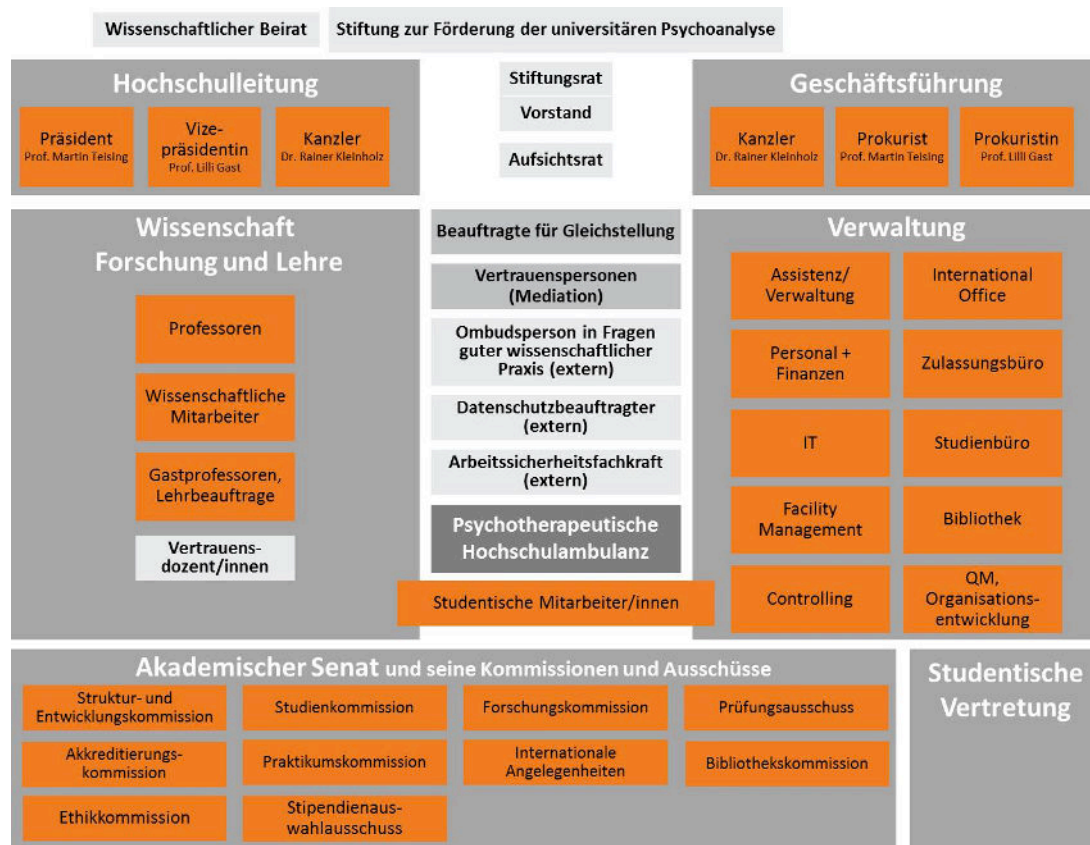
Prof. Dr. Martin Teising

2. History and Structure of the IPU Berlin

The IPU Berlin was granted official state recognition on 17.04.2009 by the responsible Berlin Senate Administration. On 27.11.2014, the university was awarded its institutional accreditation by the German Council of Science and Humanities.

Lecturing first commenced in the 2009-10 winter semester with 71 students in total taking the full- and part-time Master of Arts (MA) Psychology study courses. The BA Psychology study course has been taken at the IPU since the 2010-11 winter semester. A total of 75 students attended the Bachelor course of studies (first specialist semester and enrolments in higher semesters). In the autumn of 2012, the Master of Arts (MA) Psychoanalytical Cultural Studies course as well as the Doctoral (PhD) study course in collaboration with Humboldt University were added to the range of studies. These were followed by the Master of Arts (MA) Integrated Care of Psychotically Ill Persons study course in summer 2013 as well as the Master of Arts (MA) Organisational Studies course in summer 2015. The IPU Berlin currently has approximately 600 students.

Structure of the IPU Berlin:



The IPU employs a total of 30 professors and research associates in teaching and research. These are in addition to a further 40 lecturers and 16 persons on average working in administrative or technical areas for the IPU.

Since it was founded, professors and lecturers at the IPU Berlin have received numerous rewards:

Professor Dr. Benigna Gerisch received the "German Psychoanalysis Association (DPV) Young Talent Award" in 2000 for her work on the psychoanalytical understanding of suicidal tendencies in women.

Professor Dr. Tiesling received the "Hans Rost Award" from the German Association for Suicide Prevention (DGS) in 2010.

Professor Dr. Dr. Dorothea Huber was awarded the "2013 Heigl Prize" together with Dr. Günther Klug. The Heigl Prize is endowed with € 10,000, thus making it the largest award of its kind in the field of German psychotherapy research.

The "**Foundation to Promote University Psychoanalysis**" together with its Chairwoman **Professor Dr. Christa Rohde-Dachser** received the "2014 Science Foundation" award from the German University Foundation (DUS)

Professor Dr. Annette Streeck-Fischer received the "2014 Heigl Prize" together with Dr. Salzer from Göttingen for the study they conducted on "Psychodynamic therapy for adolescents suffering from comorbid disorders of conduct and emotion in an inpatient setting: a randomised controlled trial".

Professor Dr. Dr. Horst Kächele was the winner of the "Distinguished Research Career Award 2014" from the Society for Psychotherapy Research (SPR). Professor Kächele became the second person ever from a non-Anglo-American country to receive this distinction after Adolph-Ernst Meyer in 1992.

Professor Dr. Dr. Horst Kächele is to receive the "2015 Dr. Margrit Egnér Foundation Award". The prize money of €20,000 is awarded for special achievements in the field of anthropological and humanistic psychology, influenced by philosophy and medicine. Horst Kächele is being honoured for his life's work, which focuses on the human with their psychological needs and has contributed to a more humane world.

3. Studying at the IPU Berlin

The IPU Berlin is a state-recognised private university with its campus and administration in Berlin. Since the commencement of lectures in 2009 focusing on psychoanalytically based study courses, a gap has been closed that had arisen in the one-sided, primarily natural sciences direction of the academic psychology study courses.

In the BA and MA Psychology, the MA Psychoanalytical Cultural Studies, the MA Educational Studies, the MA Integrated Care of Psychotically Ill Persons and the MA Organisational Studies courses, the students learn how human individuals develop themselves in social and societal contexts, how they structure their surroundings, how they become mentally ill under unfavourable conditions, and how they can become healthy again in a conducive relationship bond using psychological means. The intention with the courses is to reflect the interdependence between theory formation on the one hand and application on the other: The students learn, in close contact with practice, how psychological concepts emerge from the practical resolution of concrete problems and impact on them in turn.

In the field of research, the IPU makes a contribution to the further study of intraindividual and interpersonal psychic processes and thus contributes to an improvement in the interaction between people in our society. Doing so, it is necessary to apply differing research methods and avail of national and international research networks. The intention is to research psychological, psychotherapeutic as indeed cultural sciences conditions of unconscious processes in particular. The research results are closely linked to the teaching activities, with the students also integrated into the research work where possible.

The IPU Berlin provides structured and certified advanced studies which are related on a professional level to the study courses and augment them.

The Psychotherapeutic University and Research Outpatient Service offers diagnostic and psychotherapeutic services with different forms of therapy to patients especially with personality disorders. Students at the IPU Berlin are able to gain their first impressions and experience in this fields of practice by being attached to such clinical services or participating in diagnostic procedures.

The activities and subject areas of importance to the IPU are presented at public events, such as the university's Public Lecture Series and conferences. Numerous specialist congresses facilitate such scientific exchanges.

Organisations and other interested parties in the local area or which have similar thematic environments can use the rooms at the IPU Berlin for their own events.

The study courses at the IPU Berlin consist of 180 ECTS credits per course in a prescribed period of study over 3 years (e.g. BA Psychology) and 120 ECTS credits in a prescribed period of study over 2 years (e.g. MA Psychology). The studies can also be completed parallel to working, in which case they are divided into 8 semester or 4 years with 120 ECTS credits (e.g. MA Psychoanalytical Cultural Studies).

3.1 Studies

3.1.1 Some Practical Tips

Semester Week Hour (*Semesterwochenstunde – SWS*)

Semesterwochenstunde or *SWS* for short is a term often heard in the context of the students' time planning. One *SWS* is one 45-minute teaching unit per week over one semester or, more specifically, during the lecturing period (*Vorlesungszeit*) in a semester. Usually, a course has two teaching units per week (2 *SWS*).

Academic Quarter (*Akademisches Viertel – c.t.*)

In accordance with German academic custom, the beginning of a lecture, class, etc., is announced or understood as "*cum tempore*" or *c.t.* for short. This means the session may actually begin a quarter of an hour later (the so-called "*akademisches Viertel*"), which gives students sufficient time to move from one room or location to the next.

3.1.2 Teaching Formats

The Bachelor and Master courses consist of various modules. Generally, the modules comprise lectures (*Vorlesungen – VL*), seminars (*Seminare – SE*), group work (*Übungen – UE*), tutorials (*Tutorien – TU*) and/or practical seminars (Praxisseminar – PS).

Lectures (*Vorlesungen*)

During a lecture, the classic teaching format at university, a professor or lecturer presents the subject matter, students take notes and elaborate through private study on the topic addressed in the lecture.

Often, group work (*Übungen – UE*) related to a course of lectures is offered, which gives students an opportunity for in-depth study of the subject matter presented in the lectures. In many subjects, the content of lectures is discussed in tutorials (*Tutorien – TU*). The aim is to give students an opportunity to apply and deepen acquired knowledge in practical exercises and try out methodological features of academic work.

Seminars (*Seminare*)

In seminars, students and lecturers jointly elaborate on the subject matter to be acquired. During the seminars, students are expected to acquire basic academic knowledge and the methodology of academic work by dealing with selected topics. It is quite common for students to give presentations in seminars, which are subsequently discussed.

3.1.3 Study Course Achievements

The IPU's CampusNet (see 3.2.2) provides descriptions of the modules, together with the marks/grades as well as the ECTS credits which can be gained. Modules are self-contained study units, both thematically and in terms of the study time required, which are provided with ECTS credit points.

The study course achievements consist of term papers, seminar presentations or written examinations per module.

Term Papers (*Hausarbeiten*)

Hausarbeiten are explorations of a topic which both students and staff agreed on. Generally, *Hausarbeiten* at Bachelor level comprise between 15 and 20 A4 pages, at the Master level they can well consist of up to 25 or 30 pages. Formal standards for *Hausarbeiten*, e.g. from Humboldt University Berlin, can be viewed at this [link](#).

Seminar Presentations (*Referate*)

Referate are oral presentations in a seminar given by students on an agreed topic. The length and scope of the presentation are specified by the lecturer. Frequently, presentation topics are allocated to students in the first few weeks of the lectures.

Written Examinations (*Klausuren*)

Klausuren, or written examinations are usually taken at the end of a set of lectures. Depending on the course or subject, the duration varies between thirty minutes and 2 hours.

Attendance Obligations

In order to attend lectures, the students must apply to the university in good time and, in cases where compulsory attendance at lectures is required as part of their study course achievements, they must attend such lectures regularly. Regular attendance is deemed to be at least 80% attendance of the lecture hours in a given course. In the event that students miss lectures more frequently than this, the responsible lecturer can agree an appropriate substitute lecture or other activity with the student relative to the workload missed.

3.1.4 Grading System

Academic achievements are assessed using grades/marks on a scale from 1.0 to 5.0. Additionally, each course carries a certain weight, which is expressed in study credit points (*Studienpunkte*). The more credit points a course or subject carries, the more influence it has on a student's average grade. Grading scale:

ECTS- Grade	German Equivalent	ECTS Definition	German Denotation
A	1.0 – 1.5	Excellent	Hervorragend
B	1.6 – 2.0	Very Good	Sehr gut
C	2.1 – 3.0	Good	Gut
D	3.1 – 3.5	Satisfactory	Befriedigend
E	3.6 – 4.0	Sufficient	Ausreichend
F	4.1 – 5.0	Fail	Nicht bestanden

In order to have a differentiated assessment basis, a grading scale with the following grades is utilised: 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0. Examination results below 4.0 are assessed as "failed". The overall grade for the respective degree is calculated from all of the graded module examinations. With this calculation, the module grades are weighted by the respective ECTS credits. The average grade is rounded off to the first decimal point, with the points after that being ignored.

Degrees

The preconditions for being awarded degree are that 1) the achievements required in the respective study and examination regulations are proven and evidenced, 2) the thesis or final paper has been provided to the IPU Berlin or an associate university with a corresponding cooperation agreement. The graduates receive a report, a certificate and a diploma supplement (with the latter in English, or in German on application) on the basis of the examination passed.

3.1.5 Courses of Study

I. Course of Study: BA Psychology

The BA Psychology at the IPU Berlin imparts psychology as a science which maps the human as a social and cultural being. Students learn how human individuals develop themselves in social and societal contexts, how they shape and structure their surroundings, how they

become mentally ill under unfavourable conditions, and how they can become healthy again in a conducive relationship bond using psychological means.

Psychoanalytical psychology has been developed in practice and it has to prove itself in real applications. The intention with the course is to reflect the interdependence between theory formation on the one hand and application on the other: The students learn, in close contact with practice, how psychological concepts emerge from the practical resolution of concrete problems and impact on them in turn. One essential aspect here is that the graduates from this study course become capable of working independently in the field of psychology; to this extent, the BA Psychology at the IPU Berlin is intended to provide a long-term qualification for a professional career in psychology. The study course has been approved and officially accredited until 2017 by the Berlin Senate.

Course Structure and Organisation

The BA Psychology is structured as a full-time course of studies over 6 semesters comprising 180 ECTS credits. The syllabus covers the "classic" subjects of psychology, such as general psychology, developmental psychology, social psychology and empirical research methods, as well as biopsychology and neurocognitive psychology, in addition to work and organisational psychology. The "clinical" subjects with differential psychology and diagnostics as well as theories and methods of psychological intervention form one focus of this study course, because experience shows that most of the graduates from psychology courses work in the counselling or psychotherapy fields. In addition, there is an "affine" area with courses offered from neighbouring disciplines. Furthermore, the students gain work experience by completing practical, work-placement professional training.

Aims

BA Psychology graduates are capable of working competently and independently in numerous fields of applied psychology. The intention is for them to become capable of analysing the results of scientific research and use them in their work. The graduates of this course can subsequently undertake a Master of Arts degree (MA) in psychology studies. The graduates from the BA Psychology study course fulfil the requirements for subsequent admission to the training to become a psychological psychotherapist in accordance with German law.

Applicant Entry Requirements

The BA Psychology study course can be taken commencing in each winter semester. Applications can be submitted from 20 April 2015. In order to apply for the study course, applicants must have a general qualification for university entrance (such as the A-levels in Great Britain or the *Abitur* in Germany) or a subject-specific certificate of access to higher education in accordance with Sec. 11 Berlin Higher Education Act (*BerlHG*).

The IPU Berlin strives to ensure that a personal selection process with an interview is conducted with each applicant for this course. Enrolment into a later semester in accordance with Sec. 23a Berlin Higher Education Act (*BerlHG*) is possible provided previous course achievements can be evidenced which are sufficiently similar to the IPU's BA Psychology study course with respect to their scope and thematic focus. Likewise, competencies which have been gained outside higher education can be taken into account. Recognition of prior knowledge or qualifications achieved is undertaken by the Examination Committee (chairman: Prof. Dr. Stürmer). Enrolment into a later semester can be conditional on taking bridging courses in general psychology, developmental psychology or methodology, including the successful conclusion of an entry exam. When processing applications, the university management reserves the right to defer or reject an application. With such a decision, the management takes into consideration the overall impression gained from the application: The secondary school results, the motivation for choosing the profession, the applicant's interests and their prior experience or social commitment as the case may be. The majority of the applicants are invited to a personal interview. The minutes of the interview are recorded and result in a recommendation to the university management to accept or reject the applicant.

"Psychodynamic Communication Skills" Certificate

In addition to the undergraduate subject areas in the BA study course, students can also receive a "Psychodynamic Communication Skills" Certificate which is awarded for completing a full course week of supervised communication skills, which are being offered for the first time in March 2016, and the student have already completed the following regular subject areas in the study course:

- "Practice of Clinical Psychology" exercises in "Module 7 Principles of Clinical Psychology"
- Attend the "Introduction to Intervention" lecture in Module 9
- The "Basic Competencies for Psychological Intervention and Counselling" practical seminar in Module 9
- The "Introduction to Scientific Work, Presenting and Communicating" seminar in Module 12
- Completion of English course in which specialist psychological-psychoanalytical English is taught by a qualified native speaker

The "Psychodynamic Communication Skills" Certificate and the acquisition of the specialist English terminology are free of charge and in addition to the study components which have to be completed. The intention with them is to further improve the students' career prospects already gained with their BA degree.

Study Costs (as of: 2015 summer semester; prices subject to annual adjustments)

In order to pay the study fees for studies commencing in the 2015 summer semester, students can choose between three different payment options.

- Monthly: € 820
- Per semester: € 4,750
- Complete course study fees payment in advance: € 26,400

In addition, a contribution of € 279.10 per semester is levied on all full-time students, for which they can avail of the Student Union services. These also include the semester travel ticket, with which the students are entitled to use the local public transport network in Berlin. Please note that per semester, changes can occur to the semester fee.

Sample Study Plan

The sample study plan of the BA Psychology (in German) can be found at the following [link](#).

Study Guide and Description of Modules

A detailed study guide and description of modules (in German) can be found at the following [link](#).

Extra-curricular Courses

At present, there are two extra-curricular courses offered at the IPU Berlin: Module 15 (seminar) "Cultural Transformation" and Module 15 (lecture) "Phantasms/Affects". Detailed descriptions of the content can be read in the [study guide](#).

II. Course of Study: MA Psychology

While its curriculum is based on the recommendations of the German Psychological Society (DGP), one focus of the studies is on learning to apply fundamental diagnostic, counselling and therapeutic competencies. The course's psychoanalytical direction is reflected in the fact that, in addition to behavioural therapy, gestalt therapy, systemic and other methods, psychoanalytical methods represent the focus here.

Furthermore, the conveying of empirical and statistical methods is intended to also include those methods which are especially suited to record and map the processes and the results of any psychoanalytical treatment. Ultimately, the psychoanalytical direction is also reflected in the fact that the students not only become familiar with psychoanalysis as a psychotherapeutic method, but also as a cultural theory and applied social science. The study course has been approved and officially accredited until 2017 by the Berlin Senate.

Course Structure and Organisation

The course comprises 120 credit points which can be earned in four full-time study semesters or eight part-time study semesters. The credit points are spread to a similar extent across the semesters, with the Master thesis to be written in the final semester. With the part-time study course, external students and those working full-time are expected to personally attend lectures one week and four weekends per semester.

The course is arranged in five areas of study. In addition, there is a compulsory elective subject which is intended to give the students the opportunity to focus on a scientific or academic field in line with their own interests. Furthermore, the students should gain work experience by completing practical, work-placement professional training.

Aims

The intention with the MA Psychology course of studies is to enable the students to work independently as clinical psychologists, to further their scientific or academic studies and to pursue a university or higher education career as the case may be. The graduates can apply to train as psychological psychotherapists in accordance with the German Psychotherapy Act (*PThG*). In this regard, they can select a psychotherapeutic direction of their own choice (behavioural therapy, depth psychology, psychoanalysis) in accordance with the *PThG*.

However it is expected that due to their experience in application-related courses (initial interview seminars, case presentations, casuistic seminars), they are especially well prepared for the content and aims of psychoanalytical training in accordance with the German Psychotherapy Act (*PThG*). A guarantee that the graduates will be accepted onto the training course for psychological psychotherapists can however not be given. As per the current

opinion of the German federal state examination boards, those graduates especially who do not commence their MA Psychology course of studies at the IPU after completing their BA Psychology studies, but rather as a result of a career change from a completely different area, cannot expect to be accepted onto the training course for psychological psychotherapists.

Applicant Entry Requirements

A precondition for being accepted onto the study course is to hold a BA Psychology degree from a university or third level institute. Graduates from other social science study courses (such as for instance medicine, education studies, theology or sociology) must be able to evidence at least 60 credit points in psychology, earned in a prior third level institute. Recognition of prior knowledge or qualifications achieved is undertaken by the Examination Committee. In addition, the commission can require that up to a maximum of 4 bridging courses, each earning 5 ECTS credits, must be completed (in general psychology, developmental psychology, clinical psychology and psychology methods).

As per the current legal opinion of the German federal state examination boards known by us (which in Berlin is the Federal Office for Health and Social Affairs Berlin), graduates from the MA Psychology study course are only permitted to apply for training as a psychological psychotherapist when they have already graduated from a BA Psychology course prior to this.

When processing the applications, the university management reserves the right to defer or reject an application. With such a decision, the management takes into consideration the overall impression gained from the application: The motivation for choosing the profession, the applicant's interests and their prior experience or social commitment as the case may be. The majority of the applicants are invited to a personal interview. The minutes of the interview are recorded and result in a recommendation to the university management to accept or reject the applicant.

Study costs (as of: 2015 summer semester; prices subject to annual adjustments)

In order to pay the study fees for studies commencing in the 2015-16 winter semester, students can choose between three different payment options:

Fulltime

- Monthly: € 970
- Per semester: € 5,600
- Complete course study fees payment in advance: € 21,400

In addition, a contribution of € 279.10 per semester is levied on all full-time students, for which they can avail of the Student Union services. These also include the semester travel ticket, with which the students are entitled to use the local public transport network in Berlin. Please note that per semester, changes can occur to the semester fee.

Part-time

- Monthly: € 540

- Per semester: € 3,100

- Complete course study fees payment in advance: € 22,200

The fees for the two-month bridging courses for career changers without a previous academic qualification or degree in psychology amount to a maximum of € 2,000. Where applicants are able to evidence appropriate prior knowledge or qualifications achieved, this amount is reduced correspondingly.

Sample Study Plan

The sample study plan of the MA Psychology can be found at the following links: [Fulltime](#); [Part-time](#).

Study Guide and Description of Modules

A detailed study guide and description of modules (in German) can be found at the following [link](#).

III. Course of Study: MA Integrated Care of Psychotically Ill Persons

The topical, care policy-related MA Integrated Care of Psychotically Ill Persons study course, intended to be taken parallel to working full-time, has been offered since the 2013 summer semester jointly by the IPU Berlin (primary responsibility) and three further universities, the Charité University Medical Department in Berlin, the Catholic University for Applied Sciences Berlin and the UKE Hamburg Eppendorf University Hospital.

This cooperative effort by these four universities permits the integration in a highly unique manner of different professional competencies, all of which are required when working with psychotically ill people. These include social work, social psychiatric, pharmacological, psychodynamic and somatic therapeutic competencies.

Lecturers from all of the participating universities are involved in the structure and design of the study programme. They supervise and support the students during their studies, which not only convey specialist knowledge and expertise to them, but also encourage them to understand the psychodynamics of the therapeutic relationship in concrete work situations with psychotically ill people and to reflect on their own participation in this relationship. The study course has been accredited by ACQUIN® (Accreditation, Certification and Quality Assurance Institute).

Organisation and Structure

The MA Integrated Care of Psychotically Ill Persons course is an eight-semester advance study course to be taken parallel to working full-time. The study course is intended for psychologists, doctors, social workers, pedagogues and members of other professions who have already gained professional experience and completed their first university degree qualifying them for their profession.

The Berlin Higher Education Act specifically permits the option with advanced study courses to credit evidence of prior professional experience to the planned study time. In order to be able to have the first two "basic studies" credited in this manner, the IPU Berlin offers oral examinations (duration of max. 60 minutes) at which the applicants can demonstrate that they have already gained the knowledge through their practical experience which they would have received in the basic studies course. The IPU Berlin provides literature recommendations in advance for these examinations.

Thus, the students are enrolled directly in their third specialist semester. The study course then covers the four-semester core subject studies and concludes with the awarding of a certificate. Interested students can progress to a two-semester postgraduate course, during which they write a Master thesis in order to be awarded their Master of Arts academic

degree and become qualified to fulfil managerial tasks in therapeutic and psychosocial facilities. Together with the two semesters credited at the start (30 ECTS credits), as well as the core subject studies (4 semesters, 60 ECTS credits) and the postgraduate studies (2 semesters, 30 ECTS credits), the graduates earn a total number of 120 ECTS credits.

Study costs (as of: 2015 summer semester; prices subject to annual adjustments)

In order to pay the study fees for studies commencing in the 2015 summer semester, students can choose between three different payment options:

- Monthly: € 320
- Per semester: € 1,800
- Complete course study fees payment in advance: € 10,900 (for the six semesters)

This study course is only offered in the summer semester. It is permitted to attend individual seminars and lectures on the course.

Sample Study Plan

The sample study plan of this MA Psychology (in German) can be found at the following [link](#).

Study Guide and Description of Modules

A detailed study guide and description of modules (in German) can be found at the following [link](#).

IV. Course of Study: MA Psychoanalytical Cultural Studies

What makes this course so unique is the double approach it takes: The psychoanalysis/culture interface is studied from both sides. On the one hand, cultural issues are an original element of psychoanalytical object formation, while on the other hand, psychoanalytical approaches are an essential element of cultural studies.

This study course, with its decidedly inter- and trans-disciplinary focus, provides a multi-layered and illustrative approach to a wide spectrum of cultural phenomena and their unconscious dimensions. Doing so, the students become familiar with and process e.g. artistic and medial creations and products, as indeed everyday occurrences, cultures of knowledge and remembrance, social relationships and their transformations.

By altering the perspectives between the various approaches and levels, new views are developed and professional, cultural and social competencies gained. Through the examination and analysis of concrete subjects, the understanding for social dynamics and mechanisms, productions and problem areas is deepened and differentiated.

The course of studies is intended for cultural scientists, humanities scholars, humanists and social scientists who would like to broaden their scientific and psychoanalytic expertise, as well as for psychoanalysts, those working in therapeutic counselling and medical fields, or artists who would like to gain a cultural studies qualification.

Organisation and Structure

The MA Psychoanalytical Cultural Studies course is offered as a part-time course to be taken parallel to working full-time.* The course is held on campus over three weekends (of which two run from Friday midday to Sunday midday, and one to late Saturday afternoon) together with one full week of lectures. The full week of lectures is usually recognised and accepted as educational leave from work (*Bildungsurlaub*), subject to the regulations in the various German federal states. When studied in its entirety, the course consists of eight semesters in total (120 ECTS credits), and is organised in two consecutive study phases:

- Core subject studies (6 semesters, 90 ECTS credits)
- Postgraduate studies/Master thesis (2 semesters, 30 ECTS credits)

It is possible to complete the MA Psychoanalytic Cultural Studies course as a Master degree programme with 120 ECTS, or optionally as an advanced course of study at 60 or 90 ECTS, or to study individual study sections as a certified further training with 30 ECTS.

(*The study course has been approved by the Berlin Senate Department for Education, Youth and Science.)

Applicant Entry Requirements

A third level or university degree (Master, graduate degree, State examination, Bachelor) in a cultural, humanities, social, health sciences or artistic course of studies is a fundamental prerequisite for applying. Any exceptions to this are determined by the IPU Berlin's Admissions Committee. A selection interview is conducted personally with each applicant.

Study Costs (as of: 2015 summer semester; prices subject to annual adjustments)

In order to pay the study fees for the MA Psychoanalytical Cultural Studies course (extending over eight semesters and including the thesis work) intended to be taken parallel to work, students can choose between three different payment options:

- Monthly: € 320
- Per semester: € 1,800
- Complete course study fees payment in advance: € 12,900

Sample Study Plan

The sample study plan of the MA Psychoanalytical Cultural Studies (in German) can be found at the following [link](#).

Study Guide and Description of Modules

A detailed study guide and description of modules (in German) can be found at the following [link](#).

V. Course of Study: MA Organisational Studies

The MA Organisational Studies course, intended to be taken parallel to work, conveys over a three-year period sound scientific knowledge and skills for the leadership and consultation requirements of organisations and companies. With psychoanalysis forming its fundamental referential theory, the MA Organisational Studies course provides access to an understanding of unconscious conflicting dynamics which have a sustained influence on everyday working processes beyond rational steering intentions and plans. The course focuses specifically on reception theory, casework and self awareness.

The study course familiarises the participants with psychoanalytical, social psychology and science-based consultation viewpoints and perspectives. Doing so, it enables the participants to initiate, steer and accompany change processes in their positions as executive managers or consultants, coaches or supervisors, permitting them to make their own contributions to an elastic organisation capable of adjustment and change.

Organisation and Structure

The study course covers a core curriculum consisting of 12 modules overall with a combined total of 120 ECTS credit points spread over six semesters. This includes one semester for writing the Master thesis. The campus lecture time per semester amounts to four weekends (e.g. from midday Friday to Saturday evening) as well as a full week of intensive lectures. Over the course of the studies, continuous practical activities are rendered in the form of independently conducted consulting processes or change projects in companies or organisations. The practical activities are accompanied by individual and group instruction supervision. Furthermore, participation in a mentoring programme is available for those interested. Individual modules in the MA study course can also be booked by guest students as advanced studies.

The MA Organisational Studies course provides:

- Understanding of psychosocial dynamics in organisations and undertakings
- Acquisition of essential psychodynamically founded consultation competencies
- Understanding of differing corporate cultures, together with competencies for fostering and promoting them
- Acquisition of well founded, responsibility oriented leadership competencies
- Strengthening of one's self awareness and awareness of others
- Security in the insecure field of leadership and consulting in differing working environments and contexts

Course Applicants

The study course is intended for everyone who would like to gain a comprehensive understanding of organisations and who are interested in analysing and discussing psychosocial dynamics, including a reflection on leadership and consultation processes, as well as concepts for sustainable steering. In order to attend the course, it is necessary to have already graduated from a first third-level study course leading to a professional qualification, such as a degree in psychology, sociology, pedagogy, economics, law or medicine, as well as to have one year of professional experience. In addition to completing the formal preconditions and application steps, the IPU Berlin places value on conducting personal interviews with potential course candidates during the application process. This permits the IPU Berlin to support the students in their decision as to whether the MA Organisational Studies course is the appropriate programme for them in their specific situation, while ensuring that the required care and attention is accorded to the composition of the subsequent study groups.

Degree/Qualification

The successful conclusion of the MA Organisational Studies courses leads to the following qualifications:

- Master of Arts (MA)
- Supervisor in accordance with the terms of reference of the German Association for Supervision (*DGSv*) (with at least three years of professional experience and following recognition of the study course by the *DGSv*)
- IPU Berlin Certified Coach

Study Costs (as of: 2015 summer semester; prices subject to annual adjustments)

In order to pay the study fees for studies commencing in the 2015 summer semester, students can choose between three different payment options:

- Monthly: € 700
- Per semester: € 4,000
- Complete course study fees payment in advance: € 22,000

This includes all costs for the lectures, study material, use of the IPU library and study advice, as well as for participation in several events organised by the IPU. It does not include the costs for the instruction supervision, accommodation and meals, as well as the travel costs. Several of the participants may receive financial support from or the assumption of their costs by their employer or the undertaking where they work.

Based on the experience to date, this can include the complete or partial financing of the course fees, and especially leave of absence from work to attend the lectures at the IPU. There are various support options available for those students paying the fees by

themselves. The study fees can also be recognised by the tax authorities as an advanced training tax deduction.

Sample Study Plan

The sample study plan of the MA Organisational Studies course can be viewed at the following [link](#).

Study Guide and Description of Modules

A detailed study guide and description of modules (in German) can be found at the following [link](#).

VI. Postgraduate Study Programme to Accompany Individual Doctoral Dissertations (PSAID)

The PSAID programme is conducted in the English language completely in order to enable foreign students to participate. Discussions are in English, while dissertations can be written in both languages, English and German.

The newly created Postgraduate Study Programme to Accompany Individual Doctoral dissertations (PSAID) at the IPU Berlin is founded on the basic conviction that human action articulates unconscious meaning that is ordinarily beyond the reach of everyday observation and attendance. To conduct psychoanalytic research means to develop instruments and methods that enable us to perceive these unconscious meanings. To perceive unconscious meaning, to understand it and, ultimately, to use this understanding for the improvement of treatments utilising the knowledge gained in this way requires us to be able to know its utterances and forms. The dissertation projects undertaken parallel to this programme should be oriented to the expansion of this kind of knowledge in order to gain new horizons of action and treatment in clinical and cultural perspectives. Methods of empirical psychotherapy research that have withstood testing in numerous international studies are used and applied over the course of the programme. Intervention studies and outcome studies aimed at measuring effectiveness are linked to studies of the psychotherapeutic process, in which what happens is primarily rendered through talk-in-interaction.

How people talk in the consulting room, the forms of their utterances, their use of certain rhetorical forms of speech, as well as the multimodal expansion of their conversation through mimic and gesture as understood in process research is accorded special attention. The methods used include (micro-)analysis of narrative content, especially conversation analysis, the analysis of metaphors, investigations into the influence of the media on self-representation and the representation of emotion, as well as the analysis of biographical narratives.

These methods, which are traditionally labelled "qualitative", have immensely refined their methodological approaches. They are not only applied in the analysis of clinical conversation, but also to that of other forms of institutional talking. To investigate unconscious meanings in interactions between, say, doctor and patient, between marital partners or at court, in friendship dialogues, at the office, while gossiping or drinking at the bar – these examples are outlined here in order to stimulate ideas for the participants' projects. Furthermore, considerations of how to analyse media events, how politicians place their utterances – how, and in which metaphors, do politicians explain the "crisis of the euro"? – dialogues in talk shows, how laughter is produced or people applaud by appealing to unconscious meanings, etc. Psychoanalysis should not be restricted to the treatment

room, it can take large steps towards all kinds of human affairs. Clearly, these are cultural topics too.

Priorities of the Postgraduate Study Program PSAID

The priorities can be reviewed on the website of the IPU Berlin.

Organisation and Structure

Participants in the PSAID programme meet on two to three weekends per semester over a complete period of six semesters. Doing so, professors from the university instruct and train them in methods, and are also available for discussions on the various individual research plans. The intention is to invite experts for specific methods to the lectures, in order to give the participants the opportunity for their part to discuss their contextual and methodological questions. The aim with several of the sessions is to invite guests, to whom the doctoral projects can be presented and who for their part can provide inspiration and suggestions.

Aims

The overall aim is the production of an academic dissertation in order to attain the degree of a German Dr. phil. As the IPU Berlin does not yet have the right to award Doctoral degrees, cooperative arrangements with other universities have been established to serve this aim. A cooperation agreement with representatives of Humboldt University Berlin (HU) is already in place. With other universities, options for dissertations in cooperation with them are being arranged too. A second aim is to create a body of well trained researchers who can enrich clinical psychology as well as the cultural sciences and further develop psychoanalytic knowledge on an advanced academic level.

Study Costs

The IPU Berlin raises an administrative fee of € 650 per semester (2015-16 winter semester). Participants are offered the opportunity to participate in one further course without additional fees and to participate in all other courses at widely reduced guest fees.

3.1.6 Library

The library service and resources are aligned to the requirements for teaching, studying and researching at the IPU Berlin.

The following areas represent the focus of this specialised library's stock:

- Psychology/ clinical psychology
- Psychoanalysis in its clinical and non-clinical areas of application
- Cultural studies
- Psychological prevention and intervention
- Psychotherapy research
- Educational studies, focusing on delinquency prevention, early intervention/early education and psychodynamic counselling
- Neurosciences, as well as
- Various related disciplines, such as sociology, philosophy, medicine, etc.
- Information on library use

Information on Use of Library

The library is a reference and open access library; its books and other items may not be borrowed. All of the staff and students at the IPU Berlin are entitled to use the library. Individuals from outside the university may use the library after obtaining permission to do so from the library management. Two computers are available in the library rooms for online research work, together with a modern book scanner.

The Online Catalogue is available at the following [link](#).

Contact:

Dr. phil. Bernhard Bolech

Stromstr. 2

Email: bibliothek@ipu-berlin.de

Opening Hours

Mon. – Fri. 10.00 – 20.00

Sat. 10.00 – 15.00

3.2 Study Advice and Applications

3.2.1 Study Advice

Depending on the specific concern, various contact persons are available for the students.

Admissions/Matriculation Office

Areas of Responsibility:

- Advice to prospective students regarding questions about study applications, study courses and admission requirements by telephone, email or in personal meetings
- Coordination of the applications and organisation of the selection interviews with lecturers of the IPU Berlin
- Preparation and sending of the study contracts and admissions
- Preparation and sending of the matriculation and exmatriculation notices
- Preparation and issuing of student cards, guest cards and employee ID cards
- Processing of applications to attend lectures as guest students/students enrolled in another third level institution
- Specific advice in cases of illness, maternity leave, foreign stays, etc.

Contact:

Marius Digel

Stromstr. 3

Email: marius.digel@ipu-berlin.de

Opening Hours:

By appointment

Student Office – BA

Areas of Responsibility:

- Advice service for students of the IPU Berlin (study orientation and study progress advice)
- Examination management, preparation of grade certifications, reports and certificates
- Study course planning and lecture/seminar management, guest lecturer support
- Advice to interested persons and participation in information fairs and events
- Member of the Study Commission and Placements Commission
- Advisory function on the Examination Committee

Contact:

Iris Petzschmann

Stromstr. 3b

Email: iris.petzschmann@ipu-berlin.de

Opening Hours (without appointment):

Wed. 10.00 – 12.00

Thurs. 15.00 – 17.00

Student Office – MA

Areas of Responsibility:

- Advice service for students of the MA study courses at the IPU Berlin, including guest students (study orientation and study progress advice)
- Examination management, preparation of grade certifications, reports and certificates
- Lecture/seminar management and lecturer support
- Advice to interested persons and participation in information fairs and events
- Member of the Study Commission and Placements Commission
- Advisory function on the Examination Committee
- Participation in quality development programmes (e.g. study day event and student mentoring programme)

Contact:

Susanne Kott

Stromstr. 3b

Email: susanne.kott@ipu-berlin.de

Opening Hours (walk-in):

Tues. 10.00 – 13.00

Opening Hours (by telephone):

Wed. 14.00 – 16.00

Thurs. 10.00 – 13.00

Liaison Lecturers

Liaison lecturers are able to assume an advisory role for students in difficult situations or with questions. Such issues can be study-specific or personal, for which no other contact person is available to handle them.

Contact:

Benigna Gerisch

Professor Dr. phil., Clinical Psychology, Psychoanalysis, Intervention and Psychodynamic Counselling

Stromstr. 3b

Email: benigna.gerisch@ipu-berlin.de

Lutz Wittmann

Professor Dr. phil., Psychodynamic Psychotherapy and Psychotherapy Research

Stromstr. 2a

Email: lutz.wittmann@ipu-berlin.de

Student Council of the IPU Berlin

The Student Council (StuRa) is the decision-making and executive body of the students.

Areas of Responsibility:

Information about the Student Council's areas of responsibility, together with its statutes can be accessed at the following [link](#).

Responsible (Function):

Chairpersons

Name:

Aniko Zeisler
André Bulhoes

Contact:

aniko.zeisler@ipu-berlin.de
andre.bulhoes@ipu-berlin.de

Treasurer

Philippe Witzmann

philippe.witzmann@ipu-berlin.de

BA Representative

Nora Martinkat
Nima Kianzad
Yaroslav Scheftner
Benjamin Segert

nora.martinkat@ipu-berlin.de
nima.kianzad@ipu-berlin.de
yaroslav.scheftner@ipu-berlin.de
benjamin.segert@ipu-berlin.de

MA Representative

Sabina Hoth
Maximiliane v. Eicke
Erik Schlobinski

sabina.hoth@ipu-berlin.de
maximiliane.voneicke@ipu-berlin.de
erik.schlobinski@ipu-berlin.de

3.2.2 Study Applications

The IPU Berlin selects the students itself for study here. Taking each individual's selection process as a basis, we ensure that our students are right for us – and we are for them. In this respect, we do not regard the secondary school results (*Abitur* in Germany) achieved by the applicants as the primary criterion for a successful course of studies. For this reason we also do not apply any *numerus clausus* (NC) limitation to our study courses.

All study applicants who apply online and fulfil the formal requirements are invited to personal selection interviews. The university management decides whether a study application is accepted, taking into consideration the certificates and documents submitted, as well as the impression gained at the selection interview. As a rule, the Admissions/Matriculation Office informs the applicant within a week about the decision.

I. Applications by the Internet Portal and Notice Periods

In order to apply for one of our study courses, a new user account has to be set up in the Campus Management System. Following registration, the candidate receive their access details to their personal user account by email, with which they can log in and fill out the application form.

Non-German Higher Education or University Entrance Qualification (*HZB*)/Certificates

In the even that a higher education or university entrance qualification (A-levels, *Abitur* in Germany) or comparable secondary school leaving certificate, Bachelor, Master equivalent, State exam) was not gained at a German secondary school or third level institute or has now been gained for the first, applicants have to apply directly via the uni-assist online service.

Applications by International Students via the uni-assist Service

- i. To register via the uni-assist service, please use the following [link](#)
- ii. uni-assist sends you an email in order to activate your registration. Click on the activation link, and you are successfully registered
- iii. Now answer the "Basis Questions" from uni-assist
- iv. Select the required semester to study, the required study course and specialist area (psychology) in addition to the "International Psychoanalytic University" from the list of third-level institutes provided
- v. Click on the window provided in order to set up your application
- vi. Answer the "General Questions" and "Questions on University" sections and upload your documents utilising the upload option provided. After that, you can submit your application electronically

- vii. Now you only have to wait for an invitation from the IPU Berlin to attend a selection interview, or – in the event of a formal lack of qualifications for a study place – for the study place rejection from the IPU Berlin.

Postgraduate Study Programme to Accompany Individual Doctoral Dissertations – PSAID

If you are interested in the PSAID postgraduate study programme, please contact us by email to info@ipu-berlin.de. The current notice periods/deadlines for the next semester are available on the IPU Berlin website.

II. Instructions on Using the CampusNet and Registering for Events

For a detailed description on using the CampusNet and in order to register for lectures/seminars, applicants can access and view the following [link](#).

III. Certificates, Papers and Documents to be Submitted

After an account has been set up via CampusNet, the application documents have to be uploaded by scan. Only officially certified/authenticated copies of the original certificates, etc. (in their original language) and the translations of same (in German or English) together with the language proficiency proof are accepted. Tips and information on certifying/authenticating and translating documents are available in uni-assist.

The following application documents must be submitted in all cases:

- Copies of certificates, etc., of prior education (secondary school certificate with grades, higher education entrance exam where applicable, overview of subjects and grades in studies taken to date, together with any degree(s), qualifications awarded)
- Matriculation certificate if the applicant is already studying at another German or European higher education institute when the application is submitted, or
- Proof of exmatriculation with details of the subjects studied in the event that the applicant has already studied in Germany, or another EU Member State, or in Iceland, Liechtenstein, Norway or Switzerland
- Proof of German language skills at least at the B2/C1 level for the specialist studies (certificate) in accordance with the Common European Framework of Reference of Languages (CEFR) (exception: Differing proof of language proficiency as the case may be for Master applications)
- Translations of all certificates, reports, etc., into German (exception: Documents, etc., in English)
- Copy of passport
- Current passport photo

IV. Required Language Skills for Applicants

Good knowledge of the German language is a precondition for applying and enrolling at the IPU Berlin. Thus, knowledge of German at a minimum level must be provided with the application.

The IPU Berlin accepts B2/C1 (CEFR) certifications and certificates from the Goethe Institute, the TestDaf examination centres, as well as "German Language University Entrance Test" (DSH) certificates.

3.2.3 Welcome Money

The German Federal State (Land) of Berlin pays welcome money at an amount of € 50 to students enrolled at a higher education institute in Berlin, provided they have been registered in Berlin as their main place of residence at the earliest six months prior to their first matriculation for a study course in Berlin. Please access the following [link](#) in order to see the application form (to be filled out online) together with a detailed description of the formalities.

Further Information:

Please consult our "Study Financing Options" online information.

3.3 Before Arrival

3.2.1 Visa Formalities Required for Studying in Germany

German embassies and consular representations provide information on current entry and residence requirements for Germany.

Applicants for university studies from the following countries do not require a visa to enter Germany:

European Union Member States

Other EEA states: Iceland, Liechtenstein, Norway

as well as

Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, South Korea, Switzerland, the USA

Applicants from all other countries need a visa for studies in the Federal Republic of Germany. A tourist visa does not entitle the holder to register as a student. Information on current entry regulations and the application forms are available from the [German Foreign Ministry](#) (*Auswärtiges Amt*).

3.3.2 Applying for a Visa

After prospective students have received their letter of admission (*Zulassungsbescheid*) or confirmation of admission on the basis of an exchange programme (*Bestätigung zum Programmstudium ohne Abschluss*), a visa application should be made without delay as the processing takes time. The visa section of a consulate or embassy normally issues a visa after a prescribed period of three weeks and two days (*Schweigefrist*), provided no objection has been received from the Berlin Foreigners Registration Office. However this is the minimum period of time required for processing the application.

Issuing a visa may take less time for students who receive a scholarship funded by German sources (e. g. a DAAD scholarship or a fully fledged scholarship as part of inter-university arrangements). In such cases the visa can be issued without any further checks.

Please note: If you are staying in Germany no longer than 12 months, the German visa department may be asked to issue a D-Visa valid for all Schengen States for the entire

intended (!) period of your stay in accordance with Sec. 18 Para. 2 Schengen Convention. In that case, no residence permit (*Aufenthaltserlaubnis*) is required during your stay in Berlin.

Arrival in Berlin

Travel to Berlin in good time (at least two to three weeks prior to the commencement of studies) in order to have enough time to find accommodation, as well as for the matriculation and to prepare for the studies. The orientation events in the faculties and institutes are usually held prior to the commencement of the lecturing period.

Generally, after entering Germany, you have to apply for a student residence permit (see next subsection).

3.3.3 Student Residence Permit

Permission to stay in the Federal Republic of Germany for foreigners is regulated by Section 1, Residence Legislation of the German Immigration Act dated 30 July 2004.

EU citizens and students from Iceland, Norway, and Liechtenstein do not have to apply for a residence permit, as they enjoy the right of free movement. Due to a change in the Freedom of Movement Law, the local Registration Offices do not issue Certificates of Free Movement anymore. Thus it is no longer necessary to obtain this certificate.

Swiss citizens enjoy a similar right of free movement, but need to apply for a residence permit – Switzerland (*Aufenthaltserlaubnis-Schweiz*) from the Foreigners Registration Office.

All other international students, including those allowed to enter Germany without a visa, have to apply for a residence permit at the Berlin Foreigners Registration Office shortly after entering Germany.

The Foreigners Registration Office issues the student residence permit on the basis of evidence submitted either for the pre-university course (*Studienkolleg*) or for admission to a university course. The student residence permit is no longer restricted to the course or the university the applicant has chosen.

Since 1 September 2011, the electronic residence permit (*eAT*) has been issued in card-sized format, including biometric information (passport photograph and two finger prints), auxiliary conditions and personal data. All EU Member States are required to introduce the *eAT*.

Students should apply for their residence permit as soon as possible after their matriculation as, due to changed procedures, long processing times at the Berlin Foreigners Registration Office may occur (up to 8 weeks).

Exception: Exchange students, scholars with scholarships funded by official (German) means; students not staying longer than 12 months in Germany and students allowed to enter Germany without a visa in accordance Sec. 41 Para. 1 German Residence Regulation (*AufenthV*), i.e. nationals from Australia, Canada, Israel, Japan, New Zealand, Republic of Korea and the USA, get an adhesive label in their passport as before.

The residence permit is generally valid for about two years (up to a maximum of four years), or for exchange students until the scholarship or the proposed period of studies expires. Applications for extensions are thoroughly scrutinised with regard to the reasons why the permit was granted and if they still apply.

Specific conditions must be fulfilled in the event of a change in the higher education institution being attended, with stays abroad, on the ending of the studies, or the commencement of a Doctoral programme. Please contact the responsible Foreigners Registration Office (see below) for more information in this regard.

Landesamt für Bürger- und Ordnungsangelegenheiten (LABO)

Foreigners' Registration Office (*Ausländerbehörde*)

- Abteilung (Dept.) IV -

Friedrich-Krause-Ufer 24

13353 Berlin

Phone: (+49 30) 902690

Website: www.berlin.de/lab0/abh

Public transport:

U9 (to Amrumer Straße station)

S 41, 42 (to Westhafen station)

Bus 123, M27

Office Hours:

Mon., Tues. 7.00 – 14.00

Thurs. 10.00 – 18.00

The following documents are required to apply for a residence permit:

- Admission to undergraduate or graduate studies or confirmation of admission to an exchange programme at IPU Berlin
- Passport
- 1 current biometric passport photograph
- Evidence of registration at the local **Registration Office** (*Bürgeramt*; see **form**)
- Evidence of health insurance cover (see 3.3.5)
- Evidence of financial means and possibly proof of proficiency in German or English
- Application form for a residence permit, obtainable from the internet in several languages: "*Antrag auf Erteilung eines Aufenthaltstitels*". The document must be filled out in black ink (see **form**).

For a personal visit to the Foreigners Registration Office, an **eAppointment** can be made in advance on the internet. In exceptional cases however, the Foreigners Registration Office is prepared to receive foreign citizens without a prior appointment.

Issuing a residence permit carries a mandatory fee. The basic rule is that a student pays € 50 for a residence permit lasting one year and € 60 for a permit with a longer validity. Students funded through German public financial resources (scholarships or grants) are exempted from these charges. The electronic residence permit (*eAT*) costs up to € 110.

3.3.4 Confirmation of Application/Applicant's Visa

If a complete application has been submitted to the uni-assist certification office on time, the applicant is notified that their application has been received. The receipt of the application (*Bewerberbestätigung*) is sufficient to apply for a visa (*Bewerbervisum*) at a German embassy or consular representation. Later on, the applicant's visa can be converted into a student residence permit in Berlin.

Applicants already staying in Germany as au pairs or on pre-university German language courses must have their residence permit converted into a residence permit for university studies within one year. Reapplication for a visa is not necessary.

3.3.5 Health Insurance Cover

Sometimes, you are already requested to submit health insurance cover in your home country when applying for a visa. Contact can already be made with a German health insurance company at this point in time, so that the future student is insured for the intended time period in German (see 3.4.2).

In the event that the future student is insured by a private health insurance policy in their home country, this policy must be recognised by one of the public health insurance companies in Germany in order to be exempt from the obligatory statutory health insurance in Germany. It is important to ensure that sufficient insurance cover is provided.

If the country of origin has reciprocal arrangements with the Federal Republic of Germany (EU and EEA countries, Bosnia and Herzegovina, Croatia, Macedonia, Montenegro, Serbia, Switzerland, Tunisia, Turkey), the applicant's national health insurance provider should be asked about the best insurance cover. Meanwhile, a European Health Insurance Card (EHIC) guarantees provision in the event of medical emergencies or when urgent medical treatment is required abroad. Holders of the EHIC card are exempt from the German requirement to be insured with a recognised statutory health insurance provider in Germany. Sometimes taking out additional insurance cover is advisable. Advice on this should be sought in the applicant's home country.

3.3.6 Accommodation in Berlin

It is important for prospective students to find accommodation in Berlin as quickly as possible, because all other steps in connection with matriculation depend on having an address and the associated registration document (see 3.4.1).

3.3.7 Student Hotels

Reasonably priced accommodation for a few days is available in student hotels or backpackers' hostels, usually in shared rooms. These addresses could be helpful:

<http://www.berlin.de/en/accommodation>

<http://www.hostelbookers.com>

3.3.8 Student Halls of Residence

In Berlin, student halls of residence or dormitories are run mainly by the *Studentenwerk*, the student welfare organisation, rather than by the university. Halls of residence (*Wohnheime*) are located in various parts of the city and vary in standard and price from € 150 to € 380 per month.

In addition, the brochure "[Budenzauber](#)", issued by the *Studentenwerk*, has information on private rooms, flats and apartments for students in Berlin.

You can find more information on halls of residence (see above) and other housing opportunities as well as information on rent and waiting lists on the website of the *Studentenwerk*.

If you have paid the semester fees you can then directly apply with your semester matriculation notice and your ID/ passport to the halls of residence portal [Wohnheimportal](#).

Help can also be provided by the:

- [Info Point of the Studentenwerk Berlin](#) student welfare organisation
Hardenbergstraße 34
(near U/S-Bahn Zoologischer Garten)
10623 Berlin

Phone: (+49 30) 9393970 (switchboard)

Email: info@studentenwerk-berlin.de

Office Hours:

Mon. – Fri. 8.00 – 18.00

- Info Point of the Studentenwerk Berlin
Behrenstraße 40/ 41
(near main Humboldt University building)
10117 Berlin

Phone: (+49 30) 9393970 (switchboard)

Email: infopoint@studentenwerk-berlin.de

Office Hours:

Mon. – Wed. 8.00 – 16.00

Thurs. 10.00 – 18.00

Fri. 8.00 – 15.00

- Info Point of the Studentenwerk Berlin
Franz-Mehring-Platz 2/3
10243 Berlin

Phone: (+49 30) 9393970 (switchboard)

Email: info@studentenwerk-berlin.de

Office Hours:

Mon. – Fri. 10.00 – 16.00

3.3.9 Private Accommodation Market

Although rents have risen in Berlin over the last few years, they are still low compared to other European capitals. Shared accommodation in apartments (*Wohngemeinschaften/WGs*) where each person has a room of their own are very popular especially in the inner city districts of Prenzlauer Berg/Pankow, Friedrichshain/Kreuzberg and Neukölln. Rooms in shared accommodation are advertised on the internet or posted in the university.

If a particular room or a flat is decided on, it is strongly advisable to conclude a written tenancy agreement (*Mietvertrag*). The vast majority of adverts are genuine, but please be aware of scams and avoid transferring money in advance. The rent deposit may not exceed three times the monthly rent. Further deposit/security information is available at this [link](#). If someone rents a flat or an apartment, they are normally the main tenant and as such have more rights, but also more responsibilities. If however just one room is rented, the person living in it has the status of a sub-tenant. Tenancy agreements should always be read very carefully. There should be no signing of the contract before every detail is quite clear to the prospective tenant or sub-tenant.

Housing association accommodation is provided at www.studi-wohnen-berlin.de. This accommodation is targeted at students.

There are also other websites which are aimed at students:

www.studentenwerk-berlin.de/en/wohnen

www.studenten-wg.de

www.berlin.studenten-wohnung.de

www.wgcompany.de

www.easy-living4u.de/en

Further accommodation websites are available, such as:

www.housinganywhere.com

www.dreamflat.de

www.immowelt.de

Shared accommodation in flats is also advertised in various Berlin newspapers and in Berlin's city listings magazines such as *Zitty* and *Tip*:

www.zitty.de

www.tip-berlin.de

3.4 On Arrival

3.4.1 Registering at the Local Registration Office (*Bürgeramt*)

On arrival in Berlin, international students are required to register at a [Local Registration Office](#), preferably at one not far from the new home, within 7 days after moving into an apartment or hall of residence. The necessary forms are available from the office or downloadable as [PDF file](#). Appointments can also be made online – see [link](#).

Office closest to the IPU Berlin:

Bezirksamt Mitte
Bürgeramt Rathaus Tiergarten
Mathilde-Jacob-Platz 1
10551 Berlin

Phone: (+49 30) 901820

Email: buergeramt@ba-mitte.berlin.de

Office Hours:

Mon., Tues. 8.00 – 15.00 – by appointment only

Wed., Fri. 7.00 – 14.00 – by appointment only

Thurs. 11.00 – 18.00 – by appointment only

Overview of the Saturday opening hours at the Local Registration Office – see [link](#)

3.4.2 Health Insurance Cover

All students are required to provide proof of health insurance cover when matriculating (see 3.3.5).

Every student on a course up to the 14th semester or up to the age of 30 is entitled to obtain health insurance cover from one of the recognised mandatory health insurance companies in Germany at a special student rate. The current premium for health and nursing care is about € 80 per month (for a student over 23 years without children). Monthly health insurance premiums rise moderately at regular intervals and vary between the different insurance providers.

If a student has private health insurance cover, a German mandatory insurance company may grant an exemption from compulsory insurance cover in Germany.

A selection of statutory German health insurance companies:

AOK Nordost - die Gesundheitskasse

Peter Kurowski – Student Advisor

Hegelplatz 1

10117 Berlin

Phone: (+49 800) 26508024633

Office Hours:

Mon. – Thurs. 9.00 – 16.00

Fri. 9.00 – 14.00

DAK

Jana Howe – Student Advisor

Schlosstr. 20

12163 Berlin

Phone: (+49 30) 99289091924

TK Berlin

Lutz Matuschke – Student Advisor

Phone: (+49 30) 400448660

Furthermore, information in a number of languages for international students on health insurance in Germany is available at the [1A Verbraucherportal](#) website or at [Deutsche Insurance](#).

Whenever a doctor is consulted, the health card (chip or smartcard) must be presented, or the European Health Insurance Card (EHIC) by programme/exchange students from other EU Member States.

If a doctor prescribes medication, 10 per cent of the costs have to be paid by the patient, i.e. at least € 5 and up to € 10 must be paid. However, the additional costs may never exceed the actual cost of the drug or medication. Every insured person is expected to pay a certain amount towards medication and similar services of up to 2 per cent of their gross annual income, with additional payments for medication and hospital care. If over 2 per cent of the annual gross income has been paid, the patient may apply to the health insurance company for an exemption from further costs. For further information, the individual's health insurance company should be contacted.

Free choice of medical care is guaranteed for insured students. Details of physicians and medical specialists are available from classified telephone directories online.

3.4.3 Opening a Bank Account

It is advisable to open a current account at a bank because only bank account holders can make transfers to other accounts with no additional charge. If the amount to be transferred is paid in cash, an extra charge of up to € 6 may be due. If a matriculation certificate and the registration certificate from the Local Registration Office are presented, most banks will open a student account. Students are not charged a monthly account fee.

Banks close to the IPU Berlin:

Berliner Sparkasse

Turmstraße 29,

10551 Berlin

Phone: (+49 30) 86986969

Targobank

Turmstraße 65,

10551 Berlin

Phone: (+49 30) 3933025

Postbank Finanzcenter

Lübecker Str. 1-2

10559 Berlin

Phone: (+49 1802) 3333

Commerzbank Berlin

Turmstr. 32

10551 Berlin

Phone: (+49 30) 397 477 90

Deutsche Apotheker-und Ärztebank eG

Kantstraße 129

10625 Berlin

Phone: (+49 30) 315120

3.5 Student Life

3.5.1 The International Student ID Card (ISIC)

The International Student Identity Card (ISIC) is the only student identity card which is valid all over the world. It entitles the holder to buy tickets at special student rates and get reductions for airlines, on trains and buses, for accommodation, in museums, theatres, cinemas and other cultural events. The ISIC is valid for 16 months, from September to December of the year following the date of issue. The card may be obtained for € 12 in all student travel agencies, [online](#), as well as from the student welfare organisation (*Studentenwerk*).

Documents required to apply for an ISIC:

- Passport
- Passport photograph
- Student ID card

Further information and practical advice on insurance cover for travel, studies and internships abroad may be found on [the website of ISIC](#) and in the booklet entitled "ISIC World Travel Handbook", which is obtainable at all student travel agencies.

3.5.2 Language Exchange Services

Language partnerships provide an excellent opportunity for international students to meet German fellow-students and improve their knowledge of German. In return, many German students are interested in learning the language their international "tandem" partner speaks.

[Language and Culture Exchange at the Technical University Berlin \(TU\)](#)

Franklinstraße 29, room 1503

10587 Berlin

(Ernst-Reuter-Platz underground station)

Phone: (+49 30) 31422730 (answerphone)

Email: skb@daf.tu-berlin.de

Opening Hours:

Tues. 11.00 – 14.00

Thurs 14.30 – 17.30

Tandem Berlin e.V.

Bötzowstr. 26
10407 Berlin

Phone: (+49 30) 4413003

Email: info@tandem-berlin.de

Opening Hours:

Mon. – Thurs. 11.00 – 17.00

Fri. 11.00 – 17.00

3.5.3 Clubs and Community or Neighbourhood Initiatives

A selection of various, clubs, associations and initiatives is provided below. Furthermore, a look through the "[Wegweiser für die Ausländerarbeit bei Behörden und Verbänden in Berlin](#)" (*Guide to Immigrant Support in Authorities and Association in Berlin*), published by the Berlin Senate Commissioner for Integration and Migration, is recommended.

AESEE Berlin e. V.

Forum of European Students

Email: info@aegee-berlin.org

African Student Union – Berlin/Brandenburg (ASU)

Straße des 17. Juni 135, H 2129

10623 Berlin

Phone: (+49 30) 3142-3961/ -5683

Email: asu_bb11@yahoo.de

Club Dialog e. V.

Friedrichstraße 176-178

D-10117 Berlin (Französische Straße U-Bahn station)

Phone: (+49 30) 2 04 48 59

Email: info@club-dialog.de

Evangelische Studierendengemeinde Berlin

Borsigstraße 5

10115 Berlin (near Nordbahnhof S-Bahn station)

Phone: (+49 30) 28388223

Email buero@esgberlin.de

Katholische Studierendengemeinde Edith Stein

Dänenstraße 17-18

10439 Berlin

Phone: (+49 30) 44674960

Email: mail@ksg-berlin.de

Most-Brücke von Berlin nach Mittel- und Osteuropa e. V.

Propststraße 1

10178 Berlin

Phone: (+49 30) 24631988

Email: info@most-bruecke.de

3.5.4 Getting Around Berlin by Public Transport

The student ID card is generally recognised as a valid semester ticket on public transport in connection with the student's personal ID card or passport. The semester ticket can be used in the ABC local transport zones operated by the Berlin-Brandenburg Public Transport Company (VBB) for an unlimited number of journeys. In addition, a passenger may take along children up to the age of six, luggage, a dog, a baby buggy or pram and a bicycle without any additional charge.

The fees are to be paid when matriculating or re-matriculating.

3.5.5 Berlin by Bike

Cycling through Berlin represents a good alternative to using public transport. Instead of buying a new bike, renting or buying second hand are less expensive alternatives. Second-hand bicycles can be found online on zweitehand.de.

Bicycles for hire are available from:

Fit Fahrradladen

Stromstraße 65-66

10555 Berlin

Phone: (+49 30) 39887810

fahrradstation

Friedrichstraße 95

Dorotheenstraße 30 entrance (IHZ Parkhaus)

10117 Berlin

Phone: (+49 30) 28384848

3.5.6 Shopping in Berlin

Many of the supermarkets and shops in the centre of Berlin are open from Monday to Saturday from 9.00 to 20.00. At the same time, many supermarkets are open until 22.00 or even midnight.

Late night shops (*Spätverkaufsstellen*), also known as "*Spätis*", are open 24 hours a day, usually even on Sundays. Their sortiment ranges from basic products to a supermarket-level range of items.

A reasonable and ecological alternative are the many neighbourhood markets which often offer locally sourced products. There are also many flea markets held throughout the city on weekends.

Weekly Markets (per District)

Friedrichshain

Market at Boxhagner Platz

Sat. 8.00 – 13.30

Flea Market

Sun. 10.00 – 18.00

Kreuzberg

Markthalle 9 at Eisenbahnstraße 42/43

Fri., Sat. 10.00 – 18.00

Streetfood Thursday

Thurs. 17.00 – 22.00

Mitte

Weekly Market at Hackescher Markt

Thurs. 9.00 – 18.00

Sat. 10.00 – 18.00

Neukölln

Turkish Market at Maybachufer

Tues., Fri. 11.00 – 18.30

Textile Market
Sat. 11.00 – 17.00

Prenzlauer Berg
Eco-market at Kollwitzplatz
Thurs. 12.00 – 19.00

3.5.7 Post Offices

All information is available on the internet at Deutsche Post.

Post office near the IPU Berlin:
Deutsche Post AG
Lübecker Str. 1-2
10559 Berlin
Phone: (+49 1802) 3333

Opening Hours:
Mon. – Fri. 9.00 – 18.30
Sat. 9.00 – 13.30

3.5.8 Telephone Providers

Generally, there are two different options to make phone calls – either using a landline or a mobile phone.

Students often prefer mobile phones, as many providers offer lower student rates on pay-as-you-go SIM cards or fixed-term contracts with monthly rates.

For international students staying abroad for a shorter amount of time, it is advisable to use the pay-as-you-go option, because you are not bound to a fixed-term contract, which makes it easier to control expenses. Should students wish to use a SIM card from their home country, it is very important to check the phone charges for using the SIM card in Germany beforehand, as it is possible that high user fees may be charged. Usually, it is cheaper to use a German SIM card.

There are many helpful sites online where you can compare landline as well as mobile phone providers. You can find further information at www.telefontarife.de, www.billiger-telefonieren.de or www.check24.de. Callback agents can also be found there, which provide prefix numbers for reasonably priced international calls.

If you have internet access, the [Skype](#) program offers a good alternative for international calls.

3.5.9 Broadcasting Licence Fee

As of 1 January 2013 the "new broadcasting licence fee" (*Neuer Rundfunkbeitrag*) was introduced. According to the new regulation, a fixed amount of € 17.50 per residential unit (not per person and device as before) has to be paid monthly, irrespective of the number of residents. People with disabilities (classified "RF" in their disability pass) only have to pay one third of the licence fee (€ 5.99). Deaf-blind and blind people may apply for an exemption from the charge. Also people who receive social benefits or *BAföG* study loans may request an exemption with the relevant evidence.

Contact:

ARD ZDF Deutschlandradio
Beitragsservice
50656 Köln
www.rundfunkbeitrag.de

Forms see [link](#).

3.5.10 Housing Benefit

International students have the right to apply for housing benefit (*Wohngeld*). The period of time for which the benefit may be granted depends on the number of semesters for which the applicant is enrolled or given a residence permit. To be eligible for housing benefit, the following criteria must be met:

- The student applying must be a tenant paying rent to a landlord (evidence required)
- The student is required to provide evidence that they are not merely "temporarily absent" from their parents' home
- The nomination, for all eventualities, of a guarantor living in Germany, who, if need be, would be required to pay the benefit back to the local welfare department.

Decisions concerning housing benefit to be granted to private persons, as well as their amount, are made on a case-by-case basis. It is advisable to gather information before an application is made. Assistance is offered by the local housing offices of the local administration (*Bezirksamt*). Using this [link](#) you can find information on housing benefits granted by the City of Berlin (in German).

The following documents must be presented together with an application:

- Passport with valid residence permit

- Tenancy contract
- Receipts of rent payments, including amounts paid, names of beneficiary of the payment and payee
- Evidence of income (e.g. money received for maintenance, grants or scholarships; documentation of foreign scholarships to be presented with authenticated German translations).

3.5.11 Household Contents and Personal Liability Insurance

Having a household contents insurance (*Hausratversicherung*) can be extremely helpful in cases of theft, fire or water damage, which may occur in a student's apartment or flat. Students renting a room may sometimes be required to have household contents insurance. Incidentally, a bicycle is also covered by this insurance.

A liability insurance (*Haftpflichtversicherung*) covers the holder if they cause an accident either just walking or riding a bicycle, or if they accidentally damage someone else's property or belongings. If a person has taken out liability insurance in their home country, the policy will possibly provide cover in Germany too.

3.5.12 Cinemas, Theatres and Opera Houses in Berlin

Berlin is well-known for its wide cultural diversity. Theatres, opera houses or cinemas are particularly popular among students. What is on and where is advertised in listings magazines such as *Zitty*, *Tip* and the English language magazine *Exberliner*. They also have interesting websites.

Going to the cinema is cheaper on Tuesdays and Wednesdays, which are known as cinema days (*Kinotage*). Cinema tickets for all screenings cost only between € 4 and € 6, whereas on other days € 8 to € 11 is common. Often, students can also buy tickets at a reduced price if they produce their student ID.

The *ClassicCard* enables young persons up to 30 years old to obtain tickets at very reasonable prices for performances, e.g. at the *Deutsche Oper* opera house in Berlin-Charlottenburg and the *Konzerthaus at the Gendarmenmarkt* concert hall.

In many other theatres and opera houses, tickets are available at reduced student rates. In addition, tickets at reduced prices may also be bought from the box office on the day of the performance (*Abendkasse*).

Theatre and Concert Tickets (at reduced prices up to 50%):

HEKTICKET at Alexanderplatz

Karl-Liebknechtstraße 13
10178 Berlin
Phone: (+49 30) 2309930

Opening Hours:

Mon. – Sat. 12.00 – 20.00

HECKTICKET at the Zoo

(Zoologischer Garten)
Hardenbergstraße 29 d (across from the U-Bahn station)
10623 Berlin

Opening Hours:

Mon. – Sat. 12.00 – 20.00
Sun. 14.00 – 18.00

Inexpensive Concert Tickets (or for young people up to 21):

JugendKultur Service

Obentrautstraße 55 (near Anklamer Straße)
10963 Berlin (Kreuzberg)
Phone: (+49 30) 2355620

Opening Hours:

Mon. – Wed. 9.00 – 16.00
Thurs. 9.00 – 18.00
Fri. 9.00 – 14.00

3.5.13 Student Travel Agencies

Student travel agencies offer holiday bookings at reduced student rates and can be found locally as well as online. Usually you can also purchase the ISIC International Student Identity Card there too. For instance, STA Travel offers student holidays online, but their offices can also be found at several locations in Berlin. One branch is located in Mitte, for example:

STA Travel

Dorotheenstraße 30
10117 Berlin

Phone: (+49 30) 20165063

Website: http://www.statravel.com/?from_US=true

A selection of online travel agencies:

www.studentenreisebuero.de

www.goatlantis.de

3.5.14 Student Jobs

Paid employment for students is subject to strict regulations because it may not prolong the period of study. If and how long international students are permitted to be employed in Germany depends on the type of residence permit the individual student holds (see entry in passport).

Students from EU countries, including Croatia from 30 June 2015, as well as from Liechtenstein, Norway or Iceland are on equal footing with German students and permitted to take up part-time or temporary student jobs with no further restrictions. However, as studying must remain priority, working hours may not a maximum of 80 hours per month.

Other international students and students from Croatia are required to observe certain restrictions. They may work for a maximum of 120 "full" days (8 hours per day), or 240 "half" days (4 hours per day) in one year. Part-time employment of this kind does not require a work permit.

Internships for which payment is received are deemed to be student-type jobs and are part of the 120 full or 240 half day totals.

Student assistants (*studentische Hilfskräfte*) employed at university are considered to be of special status. Since what the students do here in their tasks is closely linked to academic work, the time restrictions mentioned above do not apply. Contracts allowing for paid work up to 80 hours per month can be concluded.

For all part-time student jobs, you need a wage tax deduction certificate (*Bescheinigung über den Lohnsteuerabzug*). You receive this certification from your Local Tax Office (*Finanzamt*) after showing them your national ID and your personal ID number which you receive after registration at your Local Registration Office (see 3.4.1).

Generally, international students are not allowed to work on a self-employed basis (*selbstständige Tätigkeit*). However this restriction does not apply to students from EU Member States (and for Croatia only from 30 June 2015).

3.5.15 The "Heinzelmännchen" Student Employment Service

Students may find jobs by reading the job advertisements in daily newspapers (*Berliner Zeitung, Tagesspiegel, Berliner Morgenpost*), in magazines with listings (*Zitty, Tip*), on websites such as *Zweite Hand* (specialising in free private advertisements), on notice boards in university building, or by making personal enquiries at companies. Student assistant jobs, normally for two years, are advertised on notice boards in departments or institutes.

More commonly, the student job service is used.

The "Heinzelmännchen" employment service is run by the student welfare organisation (*Studentenwerk*) in Berlin. It helps Berlin students in higher education find jobs for up to twenty hours per week. In order to be eligible for the service, students must register in advance with the "Heinzelmännchen" employment service:

Contact:

"Heinzelmännchen" job placement (Charlottenburg branch)
Hardenbergstr. 34 (Studentenhaus am Steinplatz)
10623 Berlin

Phone: (+49 30) 939399033

Website: www.studentenwerk-berlin.de/jobs

Opening Hours:

Mon. – Fri. 8.30 – 15.45

Thurs. 8.30 – 17.45

Documents to be presented when first registering with the service:

- Valid full-size matriculation certificate
- Personal ID card or passport with certificate of registration (see 3.4.1)
- Personal ID number
- Passport photograph or colour photocopy
- Bank account details including cheque card or account statement
- Proof of social insurance (*Sozialversicherungsausweis*)
- Details of health insurance (smartcard)
- If applicable, valid residence and work permit
- Registration fee of € 12

Optional documents:

- Certificates of previous employment (not the secondary school results/*Abiturzeugnis*)
- Documentation of completed vocational/professional training
- Certificates of internships completed
- Certificates received for periods spent abroad, etc., (copies)

3.6 On Completion of Studies

3.6.1 Re-integration Assistance

Re-integration programmes are offered to provide international students, academic staff and other qualified professional personnel with useful general facts, as well as information on points of contact and on financial support prior to or after returning to their home country.

A variety of societies, associations and institutions offer re-integration programmes in order to support the integration of graduates and other professional personnel especially from developing countries.

Centre for International Migration and Development (CIM) – Returning Experts Programme

CIM runs a programme in support of the professional integration of experts from developing countries following completion of training measures.

Eligibility criteria:

- Citizenship of a developing country
- Minimum of two years vocational or expert training in Germany, or
- Minimum of two years further education or training in Germany
- Residence permit for Germany
- Person is clearly wishing to return to home country
- Person is willing to take up a specific career on departure from Germany

Financial support can be given towards:

- Travelling expenses to home country
- Transport allowance
- Income subsidy for a maximum of 24 months if proof of regular employment is given

Contact:

Centre for International Migration and Development (CIM)

Returning Experts Programme

Mendelssohnstr. 75-77

60325 Frankfurt am Main

Phone: (+49 69) 719121153

Email: return@cimonline.de

Website: <http://www.cimoline.de/en/index.asp>

3.6.2 Seeking Employment in Germany after Graduation

Many international students want to seek employment in Germany after graduation. However after the successful completion of studies their residence permit expires, even if it was originally issued for a longer period of time. It is thus necessary to apply to the Foreigners Registration Office for the residence permit to be extended.

In accordance with the current legislation of the German Residency Act (Sec. 16, IV *AufenthG*) a residence permit may be extended for up to 18 months, in order to seek employment appropriate for a university graduate or for setting up a business and provided the position may be filled by a foreigner in accordance with Sec. 18-21 *AufenthG*.

To be granted an extension, evidence of appropriate employment-seeking efforts (applications, etc.,) must be submitted to the Foreigners Registration Office. While the job search continues, foreigners may take up any employed or self-employed work.

More information on work opportunities in Germany is available on the portal [Make it in Germany](#).

3.7 Scholarships and Stipends

There are numerous study support and funding programmes available, together with foundations which offer students support both financially and otherwise. When students intend to apply for a scholarship or stipend, they should be aware of the following:

As a rule, an application form or questionnaire has to be filled out and a letter of motivation written. As it may take several weeks to arrange these documents, it is recommended that students inform themselves in good time about the required documents and deadlines on the internet homepages of the specific programmes and foundations. It is essential to examine and assess the aims and principles of the various support bodies. While some of the support bodies do not differentiate between the various applicants, others restrict their support solely to students taking Master or PhD studies for instance, or to international students only.

Depending on the application requirements of the various scholarship providers, education reports, examination results and certificates, together with a current résumé in either tabular form or as a written text may have to be submitted.

It is generally required that the applicants undertake social voluntary activities, which can be detailed in the letter of motivation or also verified by means of relevant reports or references.

Further Information

Please consult our online information brochure "Study Financing Options" ([Link zu „Möglichkeiten zur Studienfinanzierung“](#)). This contains information among others about: Welcome money; child allowance; the German Professional Education Support Act (*Bafög*); study support via the IPU Berlin, i.e. the Germany Scholarship, support for stays abroad (ERASMUS+ and PROMOS) as well as the scholarship and assistance programme (STIBET); stipends; special stipend/scholarship programmes for specific target groups, i.e. upgrading scholarships, DAAD foreign scholarships for students from Germany, DAAD scholarships for students from abroad, support for disabled and chronically ill students, support for women, as well as the *#ichmachwasanderes* stipend programme; study loans, educational loans and educational funds; and student jobs.

3.8 Important Contacts at the IPU Berlin

General Administration

Zippel, Christine

Stromstr. 1

Email: christine.zippel@ipu-berlin.de

General University Office/Assistance

Thiele, Katja

Stromstr. 3b

Email: katja.thiele@ipu-berlin.de

Admissions/Matriculation Office

Digel, Marius

Stromstr. 3b

Email: marius.digel@ipu-berlin.de

Library

Dr. phil. Bolech, Bernhard

Stromstr. 2

Email: bibliothek@ipu-berlin.de

Student Office – BA

Petzschmann, Iris

Stromstr. 3b

Email: iris.petzschmann@ipu-berlin.de

Student Office – MA

Kott, Susanne

Stromstr. 3b

Email: susanne.kott@ipu-berlin.de

University Psychotherapeutic Outpatient Clinic

Grundmann, Uta

Psychotherapeutische Hochschulambulanz

Stromstr. 2a

Email: secretariat@ha.ipu-berlin.de