



GEORG-AUGUST-UNIVERSITÄT  
GÖTTINGEN



# WELCOME TO THE UNIVERSITY OF GÖTTINGEN

GUIDE FOR  
INTERNATIONAL  
RESEARCHERS



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UNIVERSITÄT GÖTTINGEN

WELCOME TO GÖTTINGEN

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# WELCOME TO GÖTTINGEN!



On behalf of our entire town I am very happy to welcome you to Göttingen. Göttingen calls itself “the City of Science”, and not without reason.

There is hardly any other German town of comparable size with so many institutes of higher education and notable academic facilities. Almost 50,000 people here are engaged in research and teaching on a daily basis.

You are a guest of the Georg-August-Universität. In this way, you are also a guest of our town. I hope not only that you are able to carry out your academic work successfully in Göttingen, but also that you enjoy life here, where academics and, of course, students from all over the world have been guests for 275 years.

You can look forward to a rich cultural life, and you can make use of the many opportunities for leisure activity we have to offer. Discover a small friendly German town full of vitality and situated within charming surroundings between the Harz and the Solling mountains.

I would like you to feel at home among us. We would also like to have your family to have pleasant memories of their stay in Göttingen. We will contribute to this in every way we can, in our best traditions of hospitality. Childcare in our town enjoys an outstanding reputation. The possibilities for schooling are excellent. I am sure everything will be done to ensure that you live well and happily in Göttingen.

Therefore: welcome to Göttingen! We are honoured by your visit. I wish you a successful stay in our town in every possible way,

A handwritten signature in black ink that reads "Wolfgang Meyer". The signature is written in a cursive style.

Wolfgang Meyer  
Mayor

# WELCOME TO THE GÖTTINGEN RESEARCH CAMPUS

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

From the very beginning the University of Göttingen was committed to academic freedom and creativity in research and teaching. Established in the age of Enlightenment, Göttingen University was one of Europe's first universities to abandon the supremacy of theology, achieve equality of all faculties, and establish freedom from censorship.


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

We highly value the scientific input and critical thinking which you bring to our University. The academic world constantly needs new talents, new ideas, and international intellectual exchange.

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

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

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



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



GEORG-AUGUST-UNIVERSITÄT  
GÖTTINGEN

# EURAXESS – THE NETWORK OF EUROPEAN MOBILITY CENTRES

## What is EURAXESS (Germany)?

EURAXESS is an EU-wide network providing information and advice for internationally mobile researchers.

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

## What services are on offer to mobile researchers?

- Website [www.euraxess.de/en](http://www.euraxess.de/en) and a helpdesk
- Information, initial advice, and mediation services for mobile researchers and those responsible for them (incoming, outgoing, returning), dealing with entry, working, social security, taxation, and practical issues, as well as frequently asked questions and answers

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

## Interplay between Welcome Centres at local level and EURAXESS Germany

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

## EURAXESS Germany at the Alexander von Humboldt Foundation

- Initial guidance for researchers on the themes mentioned above

- Mediating contacts to individual universities and research institutions in Germany
- Mediating contacts to partners in the EURAXESS network in other countries
- Networking and continuing education events for “researcher advisers” at universities and research institutions in Germany (up to twice a year)
- Networking between local service points and the Europe-wide EURAXESS network

## Local service points in the EURAXESS network

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



# WELCOME CENTRE

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

We provide research, information, and targeted assistance regarding all areas and topics of importance for your stay in Göttingen.

Our portfolio of services include:

- Internet information platform in German and English
- General advice and support
- Helping you find accommodation
- Support in visa and residence permit issues
- Checklists to help prepare your stay and to help you during the first few days after arrival
- Advisory service on legal matters
- Companion service to visit local authorities
- Helping you find a kindergarten or school for your children
- Info meetings on different topics, e.g. on taxes and insurance

- Town, campus, and library tours, excursions and events for international researchers and their families
- Dual Career Service for newly appointed professors.

On our website you will find regularly updated information and links which should help you organise your stay and which could also be helpful in everyday life. We also post information on current events and offers.

Please do not hesitate to turn to the Welcome Centre team if you have any questions, problems, wishes, or suggestions. You can reach us by email, phone or in person.

We are here to help you – Your Welcome Centre team



## WELCOME CENTRE

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# WELCOME TO THE GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN





## 1.1 THE UNIVERSITY OF GÖTTINGEN – COMMITTED TO EXCELLENCE

Founded in 1737, the University of Göttingen is a research university of international renown, with a strong focus on research-led teaching. The University is distinguished by the rich diversity of its subject spectrum, particularly in the humanities, its excellent facilities for the pursuit of scientific research, and the outstanding quality of the areas that define its profile.

In 2007 the University of Göttingen achieved success in the Excellence Initiative of the German Federal and State Governments with its institutional strategy for the future, entitled “Göttingen. Tradition – Innovation – Autonomy”. This distinguishes Göttingen as one of the nine German universities officially rated as having the potential for global visibility and a place amongst the foremost institutions of higher education.

Although the funding of the institutional strategy within the Excellence Initiative ends in 2012, the University will continue the successfully established measures and plans to realise additional projects to enhance the University’s positive developments.

The University has a sound international reputation and was ranked number one in Germany, number nine in Europe and number 43 in the world in 2010 by the Times Higher Education World University Ranking.

More details about the University profile can be found at:

[www.uni-goettingen.de/en/53162.html](http://www.uni-goettingen.de/en/53162.html)





## 1.2 A UNIVERSITY WITH TRADITION

In 1734, King George II of Great Britain and the Elector of Hanover gave the order to establish a university in Göttingen in order to propagate the ideas of academic freedom and enlightenment. In affinity with the spirit of the Enlightenment, Göttingen abandoned the supremacy of theology and set its faculties on an equal footing.

From the very beginning of its history the University of Göttingen was in the top rank of German universities, with its free spirit and atmosphere of scientific exploration and research. In less than one century the University of Göttingen became an

internationally acknowledged modern university, and home to international students and scholars.

As an academic location Göttingen was long regarded as the hub of the mathematical world – a position lost, however, in 1933, when under Nazi rule more than 50 professors and lecturers were forced to leave the University, among them several of the 44 Nobel laureates whose names are associated with the town.

After the end of World War II, the University of Göttingen was the first in Germany to resume teaching in 1945. The subsequent decades were marked by a steady increase in the number of students and the expansion of both the courses of study and research capacities.

In recent years, the University has focused on initiating far-reaching reforms. Measures to promote excellence in research and teaching, steps to optimise the use of valuable resources and, finally, the internationalisation of the University and its programs, are all reforms which have been carried out within the past few years.



*A. v. H. v. Göttingen*

## 1.3 LOOKING INTO THE FUTURE

On the basis of funds in the first programme phase of the Excellence Initiative (2007-2012) for its Institutional Strategy, the University has enhanced its research profile, created new research entities, intensified cooperation on the Göttingen Research Campus, attracted and retained outstanding academics and supported the recruitment of excellent students and young academics from abroad. Now, the University and its partners on the Göttingen Research Campus continue

their innovative approach to attracting outstanding young scientists and scholars to Göttingen and open up a secure career path for them, enhance research profiles and support creative cooperation in interdisciplinary research projects, graduate training and university teaching. In addition, the University seeks to make yet more intensive use of Göttingen's remarkable research infrastructure.

## 1.4 THE UNIVERSITY OF GÖTTINGEN – A GLOBAL PLAYER

The University of Göttingen is well known as an international research university which emphasises international cooperation. Active agreements with 432 institutions of higher education in 90 countries, a wide variety of scholarship opportunities for international students and scholars, and an increasing number of English-taught Bachelor, Master, and Ph.D. programs provide proof of the University's international status. The University of Göttingen aims to promote the recruitment of international

students and researchers through cooperation with selected research institutions worldwide. This can be achieved by establishing on-site representation at these locations, while at the same time initiating or intensifying research cooperation. In setting up these representations at partner universities, the University of Göttingen relies on existing alumni networks or establishes networks that showcase the University and promote exchange.







## 1.5 GÖTTINGEN RESEARCH CAMPUS



The University of Göttingen profits from steadily expanding collaborative networks with local non-university research institutions. These networks include the Max Planck Institutes for Biophysical Chemistry, for Dynamics and Self-Organization, for Experimental Medicine, for Solar System Research, and for the Study of Religious and Ethnic Diversity, Göttingen Academy of Sciences, German Primate Centre, German Aerospace Centre, the Laser Laboratorium Göttingen, and, located at a somewhat greater distance, the Herzog August Library in Wolfenbüttel.

These on-site partners form an exceptionally vital cooperative alliance in research and teaching, unique in Germany for its breadth and depth. Examples of collaboration that have already proved successful include joint Collaborative Research Centres (CRC), Research Training Groups, joint professorial appointments, and jointly run facilities.

For more information about the Research Campus please visit:

[www.goettingen-research-campus.de](http://www.goettingen-research-campus.de)

## The Göttingen Academy of Sciences and Humanities

„Fecundat et ornat“ – it brings forth and it adorns – this was the central idea under which the Göttingen Academy of Sciences and Humanities was founded in 1751 by the monarch King George II. August of Great Britain, Elector of Hannover. As the oldest continuously existing institution of its kind in Germany, the Göttingen Academy can look back on a long tradition, with famous members such as the brothers Jacob and Wilhelm Grimm, David Hilbert and Werner Heisenberg.

Presently, the Göttingen Academy runs more than 20 projects in the Academies' Programme for the funding of long term

research projects in the humanities and natural sciences, financed by the Federation and the federal states. With its participation in this programme the Göttingen Academy is the most prominent non-university institution in Lower Saxony in the field of basic research in the humanities. As a partner of the ‚Göttingen Centre for Digital Humanities‘, the Göttingen Academy opens up new ways for electronic knowledge transfer. Research is also being done in nine scientific committees that publish proceedings of their colloquia and symposia. With its about 400 Ordinary and Corresponding Members, the Göttingen

Academy has at its disposal a unique network of competence – regional and worldwide. The Academy regularly addresses policy makers and the public at large with open lecture series, during the annual Göttingen Academy Week and in lecture evenings at both the State Parliament of Lower Saxony in Hannover and the State Representation of Lower Saxony at the Federation in Berlin. The Academy gives out several awards on a regular basis, thereby promoting outstanding scientific achievement with special attention to young scientists.

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## German Primate Center

The German Primate Center (DPZ, approximately 400 employees) is a national and international center for basic research on and with primates. Its studies are focused on infection research, neuroscience and primate biology. In addition to its headquarters in Göttingen, it maintains four field stations in Peru, Senegal, Madagascar and Indonesia in order to study free-ranging primates. Moreover, the DPZ offers scientific service, like breeding and import of non-human primates, providing biological material as well as primate related training and consulting. As part of the Göttingen Research Campus, the DPZ closely cooperates with the university and non-university research institutions. The DPZ is one of the 86 research and infrastructure institutions within the Leibniz Association.

### The ten research units of the DPZ are organized in three sections

The section Infection Research investigates human immunodeficiency viruses, respiratory and emerging viruses as well as infections caused by prion proteins. The researchers aim at understanding the transmission and pathogenesis of infectious diseases in order to foster the development of new prophylactic and therapeutic measures.



© Margrit Hampe / German Primate Center

The section Neuroscience investigates the basic principles underlying higher cognitive abilities, visual perception and motor control, employing neurophysiological, psychophysical, computational and imaging techniques.

The research of the section Organismic Primate Biology focuses on understanding the behavior, evolution and reproduction of primates at the individual and population level, combining field research with laboratory techniques.

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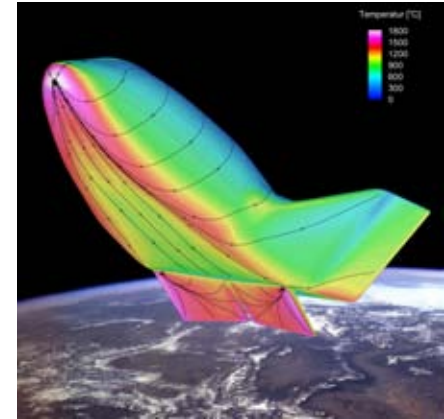


## DLR Goettingen – the cradle of modern aerodynamics

DLR is Germany's national research centre for aeronautics and space. Its extensive research and development work in Aero-nautics, Space, Energy, Transport and Security is integrated into national and international cooperative ventures. As Germany's space agency, DLR has been given responsibility for the forward planning and the implementation of the German space programme by the German federal government as well as for the international representation of German interests. Furthermore, Germany's largest project management agency is also part of DLR.

Goettingen is the cradle of modern aerodynamics. In 1907 the first state-run research centre for aviation was founded here. It was the forerunner of present day DLR. Important principles of modern aviation were researched in Goettingen.

Approximately 7000 people are employed at 16 locations in Germany: Cologne (headquarters), Augsburg, Berlin, Bonn, Braunschweig, Bremen, Goettingen (450), Hamburg, Juelich, Lampoldshausen, Neustrelitz, Oberpfaffenhofen, Stade, Stuttgart, Trauen, and Weilheim. DLR also operates offices in Brussels, Paris, and Washington D.C.



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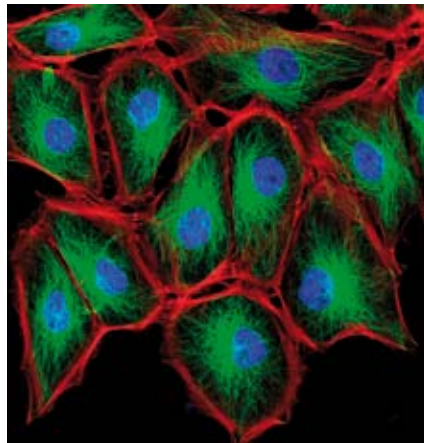


## Max Planck Institute for Biophysical Chemistry

The Max Planck Institute for Biophysical Chemistry (MPIbpc) with about 850 employees is one of the largest institutes of the Max Planck Society. It pursues a strong interdisciplinary approach by combining the classical natural sciences – biology, chemistry, and physics. The eleven scientific departments and 31 independent research groups complement each other in terms of their methodology and focus and collaborate closely with one another as well as with colleagues worldwide.

Research at the MPIbpc focuses on the fundamental mechanisms that regulate and control life processes: How is genetic information correctly translated into proteins? How do nerve cells communicate with each other? How is cellular logistics controlled? On the organismal level, researchers at the institute study the circadian rhythms of the vertebrate, or differentiation and development in multicellular organisms.

To obtain even deeper insights into the nanocosmos of living cells, scientists at the institute employ ultra-high resolution microscopy, nuclear magnetic resonance spectroscopy and tomography, mass spectrometry, optical spectroscopy, or atomistic computer simulations. At the same time the MPIbpc concentrates on developing novel measurement and analysis methods to provide a closer look into the world of molecules. The institute also accommodates the independent Biomedical NMR Research GmbH.



© Max Planck Institute for Biophysical Chemistry

### CONTACT:

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## Max Planck Institute for Dynamics and Self-Organization

Founded in 1925 as Kaiser Wilhelm Institute for Flow Research by the pioneer of fluid dynamics, Ludwig Prandtl, today the Max Planck Institute for Dynamics and Self-Organization is devoted to the study of self-organizing processes – both in physical and biological complex systems.

In complex systems many components interact to create a functioning entity without an overarching regulatory body. Instead, it is the cooperative interaction of

the individual components that determines the emergent functionalities. Scientists call this type of behaviour “self-organized”. Many of these self-organized phenomena are governed by the same underlying principles – and can therefore be studied using similar concepts.

Scientists at the Max Planck Institute for Dynamics and Self-Organization focus on the experimental and theoretical study of such self-organizing processes in

nature. For example, the institute explores the basic mechanisms underlying the spatio-temporal dynamics of fluids and neuronal systems from very small to very large scales, of granular systems, and of cell-biological processes. The research is strongly interdisciplinary bringing together topics from geophysics, meteorology, astrophysics, biophysics, neurosciences and cardiology.

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© Max Planck Institute for Experimental Medicine

## Max Planck Institute of Experimental Medicine

Scientists at the Max Planck Institute of Experimental Medicine in Göttingen conduct basic medical research in the neurosciences and oncology. There are 3 departments and 10 independent research groups (1 guest group; collaboration with the university). In line with the Institute's mission, "from the lab bench to the hospital bed", fundamental work in the neurosciences and clinical studies on new therapeutic approaches are combined. The scientists' objective is to understand molecular and cellular processes in the nervous system and other organs, as well as their pathological disorders. The

corresponding findings form the basis for new diagnostic and therapeutic approaches that can be applied to a range of psychiatric diseases such as autism and schizophrenia, to neurological disorders like multiple sclerosis and stroke, or to cancer. For example, scientists of the Institute study the development of the brain and the molecular basis of signal transmission between nerve cells. Other research focuses on the function of channel proteins in cell membranes and their role in the development of cancer. Numerous research groups at the Institute work on turning their findings into clinical applications.

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## Max Planck Institute for the Study of Religious and Ethnic Diversity

The Max Planck Institute for the Study of Religious and Ethnic Diversity was established in November 2007. The Institute is dedicated to the multi-disciplinary study of diversity in historical and contemporary societies, particularly concerning ethnic and religious forms and dynamics. Such work entails basic empirical research aimed at theoretical development. Projects investigate multiple forms of diversity, how these have been shaped and defined, how they have been or could be governed, how different processes of inter-ethnic or inter-

religious encounter unfold, how patterns and images of diversity change, and how relations between concepts of ethnicity and religion develop.

The institute has two departments. Director of the Department of Religious Diversity is Professor Dr. Peter van der Veer. Religious diversity is a regular feature of modern, complex society. One leading question is how religious institutions and movements are given a place within secular arrangements. A second leading question is how globalization has affected

both secular governance and religious movements and networks. Professor Dr. Steven Vertovec is Director of the Department of Socio-Cultural Diversity. The department is devoted to empirical investigation and theoretical development surrounding various modes and manifestations of diversity. Underpinning numerous multi-disciplinary projects, the department utilizes a research framework concerning three domains: configurations, representations and encounters of diversity.

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## Max Planck Institute for Solar System Research

Located in Katlenburg-Lindau approximately 30 kilometres outside of Göttingen, the Max-Planck-Institute for Solar System Research (MPS) is the most remote member of the Göttingen Research Campus. In 2014 however, the institute, that is internationally noted for its contributions to important space missions, will move to a new location directly adjoining the University's Northern Campus in Göttingen.

Scientists from MPS focus on our cosmic neighbourhood: the solar system with its planets and moons, with its comets and asteroids, and – of course – with the Sun.

The researchers not only aim to describe these bodies in physical models and numerical simulations. MPS-scientists and -engineers also develop and build scientific instruments that study these objects from close up: The institute is involved in several space missions, such as ESA's Solar Orbiter, that will be launched in 2017 and will travel closer to the Sun than any previous mission, and NASA's space probe Dawn, that is currently exploring the asteroid belt.

The institute is organized in three departments. The department "Planets and Comets" studies the surfaces and interiors of planets and comets as well as the magnetospheres surrounding them. The two other departments, "Sun and Heliosphere" and "Physics of the Interior of the Sun and Sun-like Stars", take a close look at the central body of our solar system: the Sun with its flows of hot plasma inside, its complex magnetic fields, and the charged particles and radiation it emits into space.

Together with the University of Göttingen and the Technical University of Braunschweig the institute is home to the International Max Planck Research School on Physical Processes in the Solar System and Beyond offering PhD-students a broad education in this field.

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## WELCOME TO GÖTTINGEN

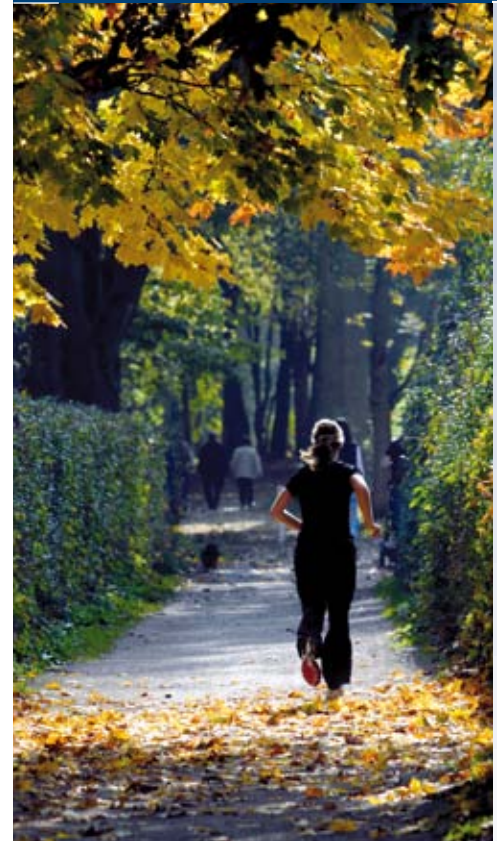
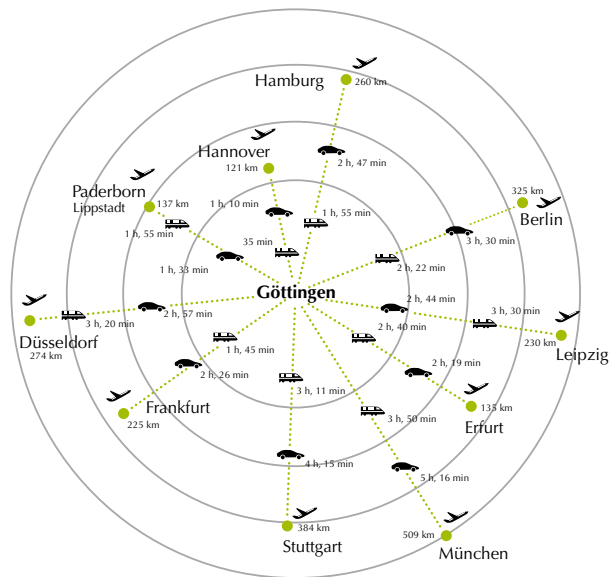


## 2.1 A TOWN IN THE HEART OF EUROPE

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

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

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





## 2.2 A VIBRANT UNIVERSITY TOWN WITH INTERNATIONAL FLAIR

The town dates back to the Middle Ages and still boasts a historic town centre with magnificent churches and excellently preserved half-timbered houses, enclosed by the remains of the medieval town wall. Göttingen's 130,000 inhabitants are known to be open-minded and have truly diverse backgrounds, which is reflected in the town's cultural, historic, and economic offerings. The University of Göttingen, with its 25,500 students, forms an integral part

of the town and contributes considerably to the lively atmosphere of the town.

Göttingen offers myriad possibilities for recreational activities. The town has three theatres, a symphony orchestra, and several cinemas. Popular annual events include the International Händel Festival, the Jazz Festival, the Puppet Theatre Festival, and the International Literature Festival.

Explore the cosy back streets, the pedestrian zone or stroll around the sidewalk cafés,

restaurants, and pubs. Circle the town along the old town wall, the earthen rampart that rings the inner town, by foot or by bike, and enjoy the magnificent view over the town. Be sure to catch a glimpse of the *Gänselesel*, a very special fountain and the town's landmark. This bronze statue is the darling of all graduating doctoral students, who kiss her after having passed their exams. This makes her "the most-kissed girl in the world".



## 2.3 GÖTTINGEN – TOWN OF CULTURE

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

### Music

Göttingen offers much variety to those who appreciate classical and modern music. Its symphony orchestra, founded in 1862, plays an ambitious programme which guarantees first-class concerts. Every year at the end of May, the Händel Festival takes place in Göttingen and attracts artists and audiences from all over the world. The Göttingen Chamber Music Ensemble (*Kammermusikensemble*) holds concerts in the University's classical *Aula* building – another highlight of the yearly classical music cycle. Major pop concerts take place in the *Lokhalle*, a converted former engine shed next to the

train station. In August the well-known *Kaiser Wilhelm Park* festival attracts national audiences and autumn is brightened by the *Göttingen Jazz Festival*. In addition, many student pubs and bars regularly host live bands.

### For those who want to sing or make music themselves

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



## Theatre

The *Deutsches Theater* (German Theatre) is the oldest theatre in Göttingen. It focuses on classics as well as on contemporary plays. Every September, the *Deutsches Theater* hosts a *Theater im Innenhof* (Theatre in the Courtyard), festival during which well-known actors from all over Germany come to perform. Another venue, the *Junges Theater* (Young Theatre), was founded in the sixties and presents contemporary plays.

There are also performances at the unique *ThOP (Theater im OP)* – the theatre in the former operation theatre. The plays are produced and performed mostly by students. For those who like to write plays there is



a contest each September. In addition, the *English Drama Workshop*, a student theatre group from the English Department, performs a play in English every semester.

Another famous theatre group in town is the *Göttinger Comedy Company*, an improvisational group which competes once a month in improvisation shows and competitions. The performances are held mostly in German, but sometimes English-speaking improvisational groups are invited as well.

Further highlights include the annual Puppet Theatre Festival in January and February, cabaret and vaudeville shows, and performances of several amateur theatre groups in and around Göttingen.

## Cinema

Göttingen, which in the 1950th and early 60th was a 'film-city', offers a wide variety of options to cinema and film aficionados: at the new Multiplex *CinemaxX* in the *Lokhalle* on the west side of the railway station or in one of the student screenings, called *Club-Kino*, *Campusfilm*, *Memo*, and *Oscar*.

An alternative to commercial cinema, the cinema *Lumière* has existed since 1986, with the backing of the *Film- und*

*Kinoinitiative (FKI) e.V.* (Film and Movie Theatre Initiative, a registered society). Its aim is to show *alternative*, commercially non-profitable and thereby rarely shown films in an *alternative* fashion, for example works on a specific topic, accompanied by lectures, discussion, and other information. Unlike commercial cinemas, *Lumière* shows most films in original versions and with subtitles.

## Literature

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

### DID YOU KNOW?

In Germany all movies are dubbed before being shown on TV or at a cinema. Some TV stations offer a second channel, where you can choose to watch the movie in the original language.



Worth mentioning are also the events of the *Göttinger Literarische Gesellschaft* (Göttingen Literary Society) and of the *Literarisches Zentrum* (Literary Centre), a respected and very renowned institution in Germany, or the readings at bookshops like *Deuerlich*, *Calvör*, *Roter Buchladen*, *Eulenspiegel*, *Laura*, etc.

### Museums and exhibitions

The Göttingen Town Museum (*Städtisches Museum Göttingen*) has permanent and temporary exhibitions of historical and artistic materials.

Some of the University of Göttingen's impressive academic collections are

accessible to the public at certain times, for instance the Collection of Plaster Casts of Antique Sculptures, the Art Collection, and the Zoological Collection. The *Ethnographic Collection* includes as its highlights an internationally significant South Seas exhibition (Cook/Forster collection) and mostly 19th-century material from the Arctic polar region (Baron von Asch collection) as well as major displays on Africa.

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

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





## 2.4 SURROUNDINGS

As mentioned above, Göttingen's location at the cross of two ICE train lines makes it easy to reach most other major German cities. There are also a number of smaller towns that are worth a visit, which could be visited on a day trip from Göttingen. These are a few examples of the places which you can reach within 2 hours, using local trains:

- Goslar is a UNESCO World Heritage Site, famous for its magnificent gates and ramparts, the medieval Imperial Palace, Romanesque churches, and half-timbered guild houses.
- Hannoversch Münden is a small charming town, situated at the confluence of the Fulda and Werra rivers.
- Hameln is famous for the pied piper tale and has weekly reenactments of the tale on summer Sundays.
- Eisenach is the birthplace of baroque composer Johann Sebastian Bach, as well as the town where Martin Luther lived as a child. In the nearby Wartburg castle he worked on his famous translation of the bible.
- Einbeck, a small town with a fine timber-frame townscape, is famous for its 600 year old beer brewery.
- The Harz Mountains are within easy reach for a hike in summer or skiing in winter.



## FACILITIES AND INSTITUTIONS AT THE UNIVERSITY OF GÖTTINGEN



## 3.1 LANGUAGE COURSES

### Learning German

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

The Language Centre for German as a Foreign Language (*Lektorat Deutsch als Fremdsprache*) offers a vast number of German courses for foreign students, Ph.D. students, guest academics, and staff of Göttingen University. The German Language Proficiency Test for Higher Education Entry for Foreign Students (DSH) as well as the Test in German as a Foreign Language (TestDaF) can also be taken at the Language Centre. The prerequisite for attending the courses is the German Language Placement Test, which can be taken at the start of the semester.

Contact:

[lektorat.daf@phil.uni-goettingen.de](mailto:lektorat.daf@phil.uni-goettingen.de)

In addition, the Institute for Intercultural Communication e. V. offers a number of German courses, including summer and vacation courses as well as crash courses in preparation for examinations.

For more information please refer to the website of the Institute:

[www.uni-goettingen.de/iik](http://www.uni-goettingen.de/iik)

### Learning other foreign languages

The Central Office for Languages and Key Qualifications (ZESS) offers student courses in Arabic, (Brazilian) Portuguese, Chinese, English, French, Italian, Japanese, Russian, Swedish, Spanish, Turkish, and Norwegian. Non-student members of the university may participate in the courses for a fee, provided a space is available.

For more information please refer to the webpage of the ZESS:

[www.zess.uni-goettingen.de](http://www.zess.uni-goettingen.de)

FACILITIES AND  
INSTITUTIONS AT THE  
UNIVERSITY OF GÖTTINGEN

3







## 3.2 RESEARCH LIBRARIES

### **Göttingen State and University Library (SUB)**

Göttingen State and University Library – named “Library of the Year 2002” – is one of the five largest libraries in Germany. It is accessible on a free-of-charge basis to all students and academics.

The library’s holdings include 4.3 million volumes, 313,000 maps, 11,000 current printed journal subscriptions, 14,000 manuscripts, 3,100 incunabula, 390 scientists’ estates, and 1.5 million microforms.

The main building on the central campus is open from 07:00 am till 01:00 am of the next morning during the week and from 09:00 am till 10:00 pm at the weekend, and has individual and group workstations.

In addition to the Göttingen State and University Library, the University has 174 specialised academic libraries throughout the University’s institutes and seminars.

For more information about the library please refer to:

[www.sub.uni-goettingen.de](http://www.sub.uni-goettingen.de)

### **Max Planck Institutes libraries**

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

For more information about the libraries please refer to:

[www.mpibpc.mpg.de/groups/ohb](http://www.mpibpc.mpg.de/groups/ohb)

[www.em.mpg.de/index.php](http://www.em.mpg.de/index.php)

[www.mmg.mpg.de/library/](http://www.mmg.mpg.de/library/)

[www.mps.mpg.de/en/services/bibliothek/](http://www.mps.mpg.de/en/services/bibliothek/)

## 3.3 CANTEENS AND CAFETERIAS

### University canteen (Mensa)

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

However, the *Zentralmensa* on the main campus is open until the evening (08:00 pm).

### Canteens (selection)

#### Zentralmensa

Platz der Göttinger Sieben 4, 37073 Göttingen  
Monday to Friday: 11:30 am – 06:00 pm  
Saturday: 11:45 am – 02:30 pm

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

#### Canteens of the MPI for Biophysical Chemistry

Am Faßberg 11, 37077 Göttingen

Already at 07:30 am you have your choice of an extensive breakfast buffet. For lunch, two specials of the day with a selection of side dishes, or an additional specialty dish, are offered.

#### Mensa am Turm

Goßlerstraße 12 b, 37073 Göttingen  
Monday to Friday: 11:30 am – 02:15 pm

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

#### Nordmensa

Grisebachstraße 10, 37077 Göttingen  
Monday to Friday: 11:15 am – 2:00 pm

Here you have the choice of 3 main courses, a salad bar, and a pasta bar dish.

#### Mensa Italia

Roedererstraße 15 a, 37073 Göttingen  
Monday to Friday: 08:00 am – 02:00 pm

The *Mensa Italia* offers Italian specialties every day, and also a stew, a menu with side dishes, a vegetarian dish, and a salad buffet.

DID YOU KNOW?

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





## Cafeterias (selection)

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

### Café Central

The building of the Zentralmensa, Platz der Göttinger Sieben 5

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

### Café Campus

Main Campus, Platz der Göttinger Sieben 5  
Café Campus offers 60 seats as well as a terrace with 44 seats. Their staff will serve coffee specialties of all sorts in addition to their self-service offers.

### Cafeteria SUB

SUB building, Platz der Göttinger Sieben 1  
There are 120 window seats at this cafeteria, on different floors of the rotunda. You have a beautiful view on the campus.

### Bistro am Turm

The Mensa am Turm building, Goßlerstraße 12

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

### CaPhy

Friedrich-Hund-Platz 1

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

### Cafeteria HAWK

Büsgenweg 1a

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

### Coffeebar ins Grüne

Grisebachstraße 10

It offers 99 seats as well as a terrace with 60 seats.

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



## 3.4 COMPUTER AND NETWORK ACCESS

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

Centre staff. It is open from 07:00 am to 10:00 pm during the week and from 09:00 am to 10:00 pm at the weekend. All employees and visiting scholars can apply for an Internet account, which also allows use of the University's wireless access.

## 3.5 UNIVERSITY SPORT: “KEEP MOVING”

For those looking for a break from the research, there are several sports facilities available within and outside the University. The Hochschulsport Göttingen (University Sport) offers a wide range of disciplines for students and employees of the University and the Max Planck Institutes. Information and programs are available in a booklet called *Seitenwechsel* and on the Internet. For more information please refer to:

[www.hochschulsport.uni-goettingen.de/news/index.php](http://www.hochschulsport.uni-goettingen.de/news/index.php)

Those who enjoy a team sport might consider joining one of the football teams, playing in amateur leagues, an American

football team ([www.generals.de](http://www.generals.de)), a baseball team, or a cricket club. In addition, the town of Göttingen administers swimming pools, tennis courts, and other sports facilities which can be used by private individuals as well as by clubs and schools.

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

The list of different sport clubs can be found in chapter 11.10 and here:

[www.goettingen.city-map.de/01010000/vereine/sportvereine](http://www.goettingen.city-map.de/01010000/vereine/sportvereine)



## 3.6 INTERNATIONAL COMMUNITIES

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

Indian community:

[www.uni-goettingen.de/nirmiti](http://www.uni-goettingen.de/nirmiti)

Indonesian community:

[www.ppi-goettingen.de](http://www.ppi-goettingen.de)

Nepalese community:

[www.nepaleseingoettingen.blogspot.com](http://www.nepaleseingoettingen.blogspot.com)

Thai community:

[www.thaistudent-goettingen.de](http://www.thaistudent-goettingen.de)

## 3.7 GÖTTINGEN ALUMNI NETWORK – A PARTNERSHIP FOR LIFE

As a member of the Alumni Network you will continue to be part of the international “Göttingen University family” even after your stay has come to an end.

Alumni Göttingen, which was founded in 2001, constitutes a network of former students, researchers, staff, friends, and supporters of the University of Göttingen. The alumni network maintains its own Internet portal, offering the students, alumni, professors, and staff of the University of Göttingen the opportunity to

stay in contact with one another and with the University.

In our 10th year of existence we have now united more than 13,000 alumni from all over the world who are involved in the development of our University in many different ways. Alumni Göttingen offers its members the opportunity to maintain their friendships and to cultivate their contacts with other people of different ages and nationalities who have been involved with the University of Göttingen.



## A ROAD MAP FOR YOUR RESEARCH VISIT

### To Do List

1. Call the  
Welcome Centre
2. Visa !!
3. Apply |

# 4.1 CHECKLIST

## Before leaving home

The following checklist should help you with your travel preparations:

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



## Upon arrival

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

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





Passport photograph requirements laid down by the German Foreign Office:  
[www.epass.de](http://www.epass.de)

## 4.2 IMPORTANT DOCUMENTS

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

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

### In many cases you will also need the following documents

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

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



A ROAD MAP  
FOR YOUR RESEARCH VISIT



5

## ENTRY AND RESIDENCE IN GERMANY



## 5.1 VISA AND ENTRY

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

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

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

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

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

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

### **Nationals of EU States, the European Economic Area, and Switzerland**

If you are an EU national or come from Iceland, Liechtenstein, Norway, or Switzerland you will not normally need a visa. You may enter Germany on your national identity card. If you intend to stay in Germany for more than three months you must register at the *Einwohnermeldeamt* (Residents' Registration Office) and obtain a *Freizügigkeitsbescheinigung* (EU-Freedom-of-Movement-for-Workers-Certificate) or a residence permit, if you are a national of the Swiss Confederation (see chapters 5.2 and 5.3).

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

## Nationals of Australia, Canada, Israel, Japan, New Zealand, Republic of Korea, and the USA

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

## Nationals of all other non-EU States

### Short visits lasting up to three months

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

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

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

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

### The Schengen States

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

### Visa exemptions for short visits

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

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

### Visits on a “Visitor’s or Tourist Visa”

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

### Visits lasting more than three months

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

Shortly after your arrival in Germany you need to apply for the extension of your visa (residence permit). The same applies for

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

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

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

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

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

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



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

[www.auswaertiges-amt.de](http://www.auswaertiges-amt.de)

> Welcome to Germany > Coming to or  
staying in Germany > Visa regulations







## 5.2 REGISTERING AT THE RESIDENTS' REGISTRATION OFFICE

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

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

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

At the Residents' Registration Office you will be given the *Meldebescheinigung*:

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

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

### Transferring/cancelling registration

If you move house during your stay, you will have to notify the Residents' Registration Office of your change of address. When you leave Germany at the end of your research visit you must cancel your registration at the Residents' Registration Office.

The Göttingen Residents' Registration Office is located in the *Neues Rathaus*, the New Town Hall. To avoid long waiting times we advise to go there early in the morning.

In order to register you need to have your national passport and to know your address in Göttingen. If applicable, you will be asked about your date of marriage.

### CONTACT:

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

### Opening hours:

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

## 5.3 EXTENDING A VISA IN APPLYING FOR A RESIDENCE PERMIT

### Nationals of Australia, Canada, Israel, Japan, New Zealand, Republic of Korea, and the USA

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

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

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

- Completed application for a residence permit (available at the Welcome Centre)
- Valid passport (please note that it must be valid for the entire duration of your stay)
- One Biometric passport photo for each family member (please observe the requirements set out by the Federal Foreign Office: [www.epass.de](http://www.epass.de))
- Fellowship award letter or employment contract or other documents stating the

amount of the monthly fellowship or salary you receive, as proof that you have the means to support yourself financially

- Proof of health insurance cover valid in Germany
- Rental contract of your accommodation in Germany
- For your marital partner/children: along with a copy of the original certificates you need certified German or English translations of marriage and birth certificates (the latter only for children), and also a school certificate for each child who attends a school during your stay in Germany.
- *Anmeldebescheinigung* (proof of registration) from the Residents' Registration Office
- Fees: a maximum of € 110 for the initial permit, € 80 for extensions (children pay half the standard fees)

To get an application or extension of your residence permit you need to make an appointment at the Foreigners' Office. Please contact the person responsible for your case by phone or email to arrange an appointment. The Welcome Centre will gladly assist you in finding the relevant person and making the appointment.

### Nationals of EU States, the European Economic Area, and Switzerland

EU-Freedom-of-Movement-for-Workers-Certificate

If you are a national of the EU, the EEA, or Switzerland, and intend to pursue gainful employment or spend more than three months in Germany you will need a Certificate of a Residence Permit-EU, issued by the Foreigners' Office. In order to obtain a *Freizügigkeitsbescheinigung* you will need the following documents:

- Completed application form *Aufenthaltsanzeige für Staatsangehörige der EU und der EWR-Staaten* form (available at the Welcome Centre)
- Passport or identity card
- *Anmeldebestätigung* (proof of registration) from the Residents' Registration Office
- Proof of activity (e.g. employment contract, fellowship award letter, certificate from the host institute)
- Proof of health insurance cover
- Rental contract
- For family members: marriage certificate, birth certificate, also a school certificate

for each child who attends a school during your stay in Germany.

- Biometric passport photo (please observe the requirements set out by the Federal Foreign Office: [www.epass.de](http://www.epass.de))

### Nationals of all other states

See chapter 5.1.

### Settlement permit

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

- Academics who are especially highly qualified or possess knowledge in a field of particular importance

- Academic teaching staff in leading positions (e.g. institute directors and chairs)
- Researchers in leading positions (e.g. leaders of scientific projects or independent research groups)

If you fall in any of these categories you can apply for a settlement permit. There are no special forms, but you should submit the same documents as those required for a residence permit. In addition, you will require a statement by the University confirming that you are a highly qualified academic, a copy of your rental agreement, and proof of your current rent paid. You will also have to demonstrate that you are able to communicate in German by attending an informal interview at the Foreigners' Office. If a settlement permit is issued, your marital partner will be given a residence permit which allows him/her to have unrestricted employment opportunities. It is issued without recourse to the Federal Employment Agency, which means that it will not be necessary to check whether other people should be given priority over you on the employment market.

#### CONTACT:

Foreigner's Office (Ausländerbehörde)  
New Town Hall  
Hiroshimaplatz 1-4

Opening hours:  
Mon, Tue, Thu, Fri: 08:00 am – 12:00 pm  
closed on Wed, extended opening hours on  
Thu: 02:00 pm – 05:00 pm

## 5.4 EMPLOYMENT LAW REGULATIONS

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

### **Academic activity during a short visit**

If you work at the University of Göttingen in an academic capacity for no more than three months in a twelve-month period

this does not count as employment in terms of the residence law. This usually means that you have no obligation to seek the approval of the Foreigners' Office for this activity. If your husband or wife is not an academic but would like to work in Germany, he or she will require the approval of the Federal Employment Agency. You will have to apply at the Foreigners' Office for the type of residence permit that allows the holder to pursue gainful employment and you will also have to present a concrete job offer. The Foreigners' Office will forward the application internally to the Employment Agency which will check whether there are German nationals or other EU citizens who should be given priority. This can take several weeks or even months. In some cases, researchers' husbands or wives are also eligible for a residence permit which allows them to work without the approval of the Employment Agency. This can be obtained if the researcher has been issued a settlement permit according to § 9 or §19 of the Residence Act. If you have been issued a residence permit according to § 20 of the Residence Act it is also easier for your

marital partner to obtain a work permit: he or she is entitled to take up employment once the Federal Employment Agency has checked that he or she will not be employed under less favourable conditions than a comparable German employee. However, it will not be necessary to check whether other employees should be given priority on the employment market.

### **Nationals of the EU, EEA, and Switzerland**

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





## WORK AND RESEARCH AT UNIVERSITY



## 6.1 EMPLOYMENT CONTRACT OR APPOINTMENT

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

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

### Human Resources Department

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

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

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

In addition, for the over 7,000 employees there is the payment of salary and fees as well as child benefits. Teams are responsible for this core business, which are assigned to 'your' faculty or institute respectively.

WORK AND RESEARCH  
AT UNIVERSITY

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### CONTACT:

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

Human Resources Department

Goßlerstraße 5-7  
37073 Göttingen

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

[personalabteilung@zvw.uni-goettingen.de](mailto:personalabteilung@zvw.uni-goettingen.de)

You will find your personnel contact in the team responsible for your institution.

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

### Safety and environmental protection

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

#### INSIDER INFO:

##### The academic quarter

One peculiarity of German universities is the so-called "academic quarter": lectures often begin a quarter of an hour later than the time given on the timetable. These lectures are usually marked "cum tempore" (c.t.) by contrast with those that begin on the hour which are marked "sine tempore" (s.t.)



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

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



WORK AND RESEARCH  
AT UNIVERSITY

## 6.2 VISITING FELLOWSHIPS

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

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

### Finance and funding for research visits to Germany

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

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

EURAXESS Funding Database

[www.euraxess.de/en](http://www.euraxess.de/en)  
> Funding database

Alexander von Humboldt-Foundation

[www.humboldt-foundation.de/web/sponsorship.html](http://www.humboldt-foundation.de/web/sponsorship.html)

DAAD funding programmes

[www.daad.de/en](http://www.daad.de/en)  
> Information for Foreigners > Support > Scholarship Database

ELFI – searching for research funding

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

[www.elfi.info](http://www.elfi.info)

#### CONTACT:

Zentrale Kartenstelle  
Sabine Backhaus  
Käte-Hamburger-Weg 1  
Phone +49 (0)551/39-12475  
[sabine.backhaus@zvw.uni-goettingen.de](mailto:sabine.backhaus@zvw.uni-goettingen.de)

#### GUEST CARD

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



## 6.3 INTELLECTUAL PROPERTY

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

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

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

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

### Intellectual property rights

German Patent and Trade-Mark Office:  
[www.dpma.de/english](http://www.dpma.de/english)

European Patent Office:  
[www.epo.org](http://www.epo.org)

World Intellectual Property Organisation (WIPO): [www.wipo.int](http://www.wipo.int)

German Research Foundation:  
[www.dfg.de/en](http://www.dfg.de/en)

IP rights in EU projects  
[www.ipr-helpdesk.org](http://www.ipr-helpdesk.org)

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

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

#### CONTACT:

MBM ScienceBridge GmbH  
Hans-Adolf-Krebs-Weg 1  
37077 Göttingen

Phone +49 (0)551/30724-151  
Fax +49 (0)551/30724-155  
[info@sciencebridge.de](mailto:info@sciencebridge.de)



## 6.4 RESEARCHERS WITH SPECIAL NEEDS

The Georg-August-Universität provides services for students, employees, and scholars with special needs.

### Barrier-free buildings

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

### Special computer work stations at the State and University Library

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

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

Schwerbehindertenvertretung  
an der Universität Göttingen

Egon Cichos  
Humboldtallee 15  
37073 Göttingen

Phone +49 (0)551/39-22725

Fax +49 (0)551/39-22185

sbv@zvw.uni-goettingen.de



WORK AND RESEARCH  
AT UNIVERSITY

## ACCOMMODATION IN GERMANY



## 7.1 THE HOUSING MARKET IN GÖTTINGEN

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

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

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

## 7.2 SEARCHING FOR ACCOMMODATION

### Guest Houses

#### Guest house of the University of Göttingen

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

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

### ACCOMMODATION IN GERMANY

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For further information please contact *Wohnheimverwaltung* (accommodation office) 7 of the *Studentenwerk Göttingen*:  
University Guest House  
Justus-von-Liebig-Weg 10,  
37077 Göttingen  
Phone +49 (0)551/39-3849  
or +49 (0)551/39-13948  
Fax +49 (0)551/371835  
whv7@studentenwerk-goettingen.de  
www.studentenwerk-goettingen.de  
> accommodation > guest house



## IBZ – Internationales Begegnungszentrum e. V.

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

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

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

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

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

### Private accommodation

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

- [www.wohnung-mieten.de](http://www.wohnung-mieten.de)  
(German only)
- [www.studenten-wohnung.de](http://www.studenten-wohnung.de)  
(German only)
- [www.immobilienscout24.de](http://www.immobilienscout24.de)  
(German only)
- [www.immowelt.de](http://www.immowelt.de)  
(German only)

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

of an agency to find accommodation. You should note, however, that in Germany it is usually the tenant/purchaser who pays the agent's commission. A list of estate agents from Göttingen is available at the Welcome Centre.

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

Advertisements appear in the print edition on Wednesdays and Saturdays.

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

1-Zimmerwohnung sucht 1-2 ZKB, zent.  
früher, mögl. Blk., (0163) 9 29 31 01  
Studentin sucht 1Zi. Küche, Bad  
☎ 0 17 13 86 70 30

## 2-Zimmer-Wohnungen

1-2 ZKB, zentrumsnah, z. 01.08.  
früher, mögl. Blk., (0163) 9 29 31 01

### Göttingen Ostviertel

Ärztin, 46 J. NR, sucht ab sofort oder  
später eine 2-3 Zimmerwohnung mit  
Balkon / Garten im Ostviertel oder  
nahe Innenstadt ☎ (01 72) 8 64 92 6

Professor sucht Wohnung in Bhf-N  
bzw. Innenstadt; Wfl. ca 65 m<sup>2</sup>, K  
- € ☎ (01 63) 6 00 05 98

n sucht 2-4 ZimmerWohnung in

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



#### Tourist Office

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

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

[www.goettingen-tourismus.de](http://www.goettingen-tourismus.de)  
> accommodation

### Short term accommodation

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

Please ask for those when making your reservations.

Address	Phone / Fax / Internet	Options
<b>Hotel Astoria</b> Hannoversche Str. 51-53 37075 Göttingen	Phone +49 (0)551/30500 Fax +49 (0)551/3050100 info@astoria-goettingen.de <a href="http://www.astoria-goettingen.de">www.astoria-goettingen.de</a>	single room double room
<b>Leinehotel</b> Gröner Landstraße 55 37081 Göttingen	Phone +49 (0)551/50510 Fax +49 (0)551/5051170 info@leinehotel-goe.de <a href="http://www.leinehotel-goe.de">www.leinehotel-goe.de</a>	single room double room boarding room
<b>Hotel Stadt Hannover</b> Goethe Alle 21 37073 Göttingen	Phone +49 (0)551/547960 Fax +49 (0)551/45470 info@hotelstadthannover.de <a href="http://www.hotelstadthannover.de">www.hotelstadthannover.de</a>	single room double room triple room
<b>InterCityHotel</b> Bahnhofsallee 1a 37081 Göttingen	Phone +49 (0)551/52110 Fax +49 (0)551/5211500 goettingen@intercityhotel.de <a href="http://www.goettingen.intercityhotel.de">www.goettingen.intercityhotel.de</a>	single room business room junior suite
<b>Hotel Central</b> Jüdenstraße 12 37073 Göttingen	Phone +49 (0)551/57157 Fax +49 (0)551/57105 info@hotel-central.com <a href="http://www.hotel.central.com">www.hotel.central.com</a>	single room double room triple room junior suite
<b>Hotel Weender Hof</b> Hannoversche Str. 150 37077 Göttingen	Phone +49 (0)551/503750 Fax +49 (0)551/5037555 mail@weender-hof.de <a href="http://www.weender-hof.de">www.weender-hof.de</a>	single room double room

Address	Phone / Fax / Internet	Options
<b>Hotel Kasseler Hof</b> Rosdorfer Weg 26 37073 Göttingen	Phone +49 (0)551/720812 Fax +49 (0)551/7703429 info@kasselerhof.de <a href="http://www.kasselerhof.de">www.kasselerhof.de</a>	single room double room triple room
<b>Novostar Hotel</b> Kasseler Landstr. 25d 37081 Göttingen	Phone +49 (0)551/99770 Fax +49 (0)551/9977400 info@novostar.de <a href="http://www.novostar.de">www.novostar.de</a>	comfort room star room boarding room
<b>Hotel Beckmann</b> Ulrideshuser Str. 40 37077 Göttingen	Phone +49 (0)551/209080 Fax +49 (0)551/2090810 mail@hotel-beckmann.de <a href="http://www.hotel-beckmann.de">www.hotel-beckmann.de</a>	single room double room family room boarding room
<b>Best Western Hotel am Papenberg</b> Hermann-Rein-Str. 2 37075 Göttingen	Phone +49 (0)551/30550 Fax +49 (0)551/3055400 info@papenberg.bestwestern.de <a href="http://www.papenberg.bestwestern.de">www.papenberg.bestwestern.de</a>	single room double room twin room suite room for physically challenged
<b>Best Western Parkhotel</b> Kassler Landstr. 45 37081 Göttingen	Phone +49 (0)551/9020 Fax +49 (0)551/902166 info@parkhotel-ropeter.bestwestern.de <a href="http://www.bestwestern.de/hotels/Goettingen/BEST-WESTERN-Parkhotel-Ropeter">www.bestwestern.de/hotels/Goettingen/BEST-WESTERN-Parkhotel-Ropeter</a>	single room double room suite
<b>Eden Hotel Göttingen</b> Reinhäuser Landstr. 22a 37083 Göttingen	Phone +49 (0)551/507200 Fax +49 (0)551/5072111 info@eden-hotel.de <a href="http://www.eden-hotel.de">www.eden-hotel.de</a>	single room double room triple room quadruple room

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

[www.euraxess.de/en](http://www.euraxess.de/en)

ACCOMMODATION IN GERMANY

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## Shared accommodation

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

[www.wg-gesucht.de/en](http://www.wg-gesucht.de/en)

[www.studenten-wg.de](http://www.studenten-wg.de) (German only)

## Common abbreviations in housing advertisements

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

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



SOCIAL SECURITY IN GERMANY



## 8.1 A BRIEF INTRODUCTION

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

It comprises five areas:

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

### Research visit based on a fellowship

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

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

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

### Research visit based on an employment contract

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

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

#### INSIDER INFO:

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

## 8.2 HEALTH INSURANCE

### Transfer of rights

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

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



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

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

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

it may not exclude certain treatments like pregnancy and childbirth.

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

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

### What type of health insurance to choose?

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

### Research stay based on a fellowship

If you have a fellowship you can only opt



for private insurance cover – either via an insurance company in Germany or an insurance company in your own country. You should ask the organisation awarding the fellowship for a recommendation or contact us at the Welcome Centre.

### Research visit based on an employment contract

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

However, where there is a *Sozialversicherungsabkommen* (Social Security Agreement) in place between Germany and your own country the health insurance regulations of that country may continue to be applicable. Your health insurance provider or social security authority at home will confirm this for you by issuing a form headed E 101. On the basis of Form E 101 you will continue to be subject to your national health insurance regulations and not to compulsory German health insurance.

As an employed person, if you do not possess Form E 101 then you will be subject to compulsory German health insurance. Your level of income will determine whether you must obtain private or

statutory health insurance.

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

### Statutory health insurance

The level of contributions to statutory health insurance providers has been standardised. The standard rate is 15.5 % (in some cases reduced to 14.9 %), of which the employer pays 7.3 % and the employee 8.2 %. Contributions for health insurance cover are deducted from your gross salary at source.

The benefits of statutory health insurance are, for the most part, also standardised. There are differences in customer service,



## SOCIAL SECURITY IN GERMANY

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### DISCLAIMER

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

additional benefits, and optional premiums. You are free to choose your statutory health insurance company. A comparison of the different insurance benefits is therefore still worthwhile.

General features of statutory health insurance:

- Covers visits to physicians, prescribed medicines and outpatient therapies, inpatient hospital treatment (no coverage for private doctors)
- Covers all the costs for treatment except

for dental prosthetics and glasses

- Office fee of € 10 must be paid each quarter to the first doctor and dentist
- € 10 a day for the first 28 days in hospital
- Prescriptions can be filled out only in pharmacies

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

as their main residence.

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

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

#### STATUTORY HEALTH INSURANCE PROVIDERS IN GÖTTINGEN (SELECTION)

##### AOK – Die Gesundheitskasse für Niedersachsen

Codehardstr. 24, 37081 Göttingen  
Phone +49 (0)551/52170  
www.aok.de  
aok.goettingen@nds.aok.de

##### BARMER GEK

Wiesenstr. 1, 37073 Göttingen  
Phone +49 (0)800/332060550  
www.barmer-gek.de  
goettingen@barmer-gek.de

##### BKK – 24 Servicecenter

Theaterplatz 9, 37073 Göttingen  
Phone +49 (0)551/3894514  
www.bkk.de

##### DAK – Unternehmen Leben

Heinrich-von-Stephan-Str. 1-5,  
37073 Göttingen  
Phone +49 (0)551/3072720  
www.dak.de

##### KKH – Allianz Servicezentrum

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

##### Techniker Krankenkasse

Bürgerstr. 42, 37073 Göttingen  
Phone +49 (0)800/2858585  
www.tk-online.de

A complete list of all the statutory health insurance providers can be found at: [www.gkv-spitzenverband.de](http://www.gkv-spitzenverband.de) > GKV

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

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

You are entitled to the same medical treatment in the host country as the residents of that country themselves. The costs are covered by your statutory health insurance provider and will be paid at the same rate as they would if they had been incurred at home; any excess costs must be paid by you, the patient.

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

and potential price differences between the cost of treatment in the host country and in Germany.

## Private health insurance

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

If you are suffering from an illness or condition prior to coming to Germany you should stock up with the necessary medication in your own country because illnesses predating the visit to Germany are not usually covered by the German insurance company, and you would have to pay for any ensuing costs yourself. Prenatal care and childbirth are also excluded from private health insurance policies if the expectant mother has become pregnant before entering Germany. Study the premiums and benefits carefully. If in doubt, speak to your insurance company

Private Health Insurance Companies

For a list of private insurance companies visit:

[www.pkv.de](http://www.pkv.de)

> verband > mitgliedsunternehmen

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

before you start treatment, particularly if this involves a stay in hospital, to check exactly what costs will be refunded.

### Special case: EU citizens

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

### Health insurance during short visits

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

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

#### HEALTH INSURANCE FOR GUEST SCIENTISTS (SELECTION)

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

#### HanseMerkur Versicherungsgruppe

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

#### Educare 24

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

#### MAWISTA nord GmbH

Kirchstraße 9  
42103 Wuppertal  
Phone +49 (0)202/47866920  
Fax +49 (0)202/47866929  
info.nord@mawista.com  
www.mawista.com/kide/

#### DAAD

Phone +49 (0)228/882-400, -505, -630  
(Mon-Fri: 09:00 am – 12:30 am)  
Phone +49 (0)228/882-8644  
(Mon-Thu: 13:00 am-04:00 pm)  
versicherungsstelle@daad.de  
www.daad.de/deutschland/service/  
versicherungen/04703.de.html



EU LINKS AND  
INFORMATION ON  
SOCIAL SECURITY

European Commission  
Internet Portal  
[ec.europa.eu/social](http://ec.europa.eu/social)

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

Extended health insurance cover comes into force if you are covered by statutory health insurance and you and your family are only staying in another country on a

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

### **The European Health Insurance Card (EHIC)**

To facilitate treatment during temporary visits abroad, every health insurance scheme is obliged to issue its members with a European Health Insurance Card. In case of illness in another EU country,

or in Iceland, Liechtenstein, Norway, and Switzerland, medical services are provided according to the laws of the host country and reimbursed according to the charges applying there: by presenting the card, patients are eligible both for services which are free of charge in the host country as well as for free medical treatment. Costs for services which usually incur charges in the host country will be covered by the health insurance scheme on presentation of the insurance card.



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

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

### **EU citizens: extended visits abroad**

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

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

If you are entitled to statutory health insurance in Germany and some members of your family have remained in your own country then the German health insurance provider will issue Form E109 on request. Form E109 allows those members of your family who have stayed at home to make use of the services of the statutory health insurance scheme without having to pay contributions. The domestic health insurance provider will subsequently invoice the German health insurance scheme for their costs.

## 8.3 PENSION SCHEME

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

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

### Recognition of pension rights

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

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

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

#### Advice on pension schemes Statutory pension scheme

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

#### Deutsche Rentenversicherung Service Centre Göttingen

Elbinger Straße 10, 37083 Göttingen  
Phone +49 (0)551/70705-0  
[www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)

#### Occupational pension VBL Versorgungsanstalt des Bundes und der Länder

Hans-Thoma-Straße 19, 76133 Karlsruhe  
Phone +49 (0)180/5677710  
[kundenservice@vbl.de](mailto:kundenservice@vbl.de)

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

[www.vbl.de](http://www.vbl.de)  
> English > Products > Download:  
VBLspezial for employees with a  
short-term scientific position in  
academia or research

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

### Pension contribution refunds

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

### Occupational pensions

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

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

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



## 8.4 UNEMPLOYMENT INSURANCE



Agentur für Arbeit Göttingen

37097 Göttingen

For visitors:

Bahnhofsallee 5  
37081 Göttingen

Phone +49 (0)1801/555111  
(for employees)

Goettingen@arbeitsagentur.de  
www.arbeitsagentur.de

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

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

Fellowships are usually exempt from compulsory social security payments.

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

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



## 8.5 ACCIDENT INSURANCE

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

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

Fellowships are usually exempt from compulsory social security payments.

### Special case: private accident insurance

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

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

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

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

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

### ACCIDENTS AT WORK

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

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

Statutory accident insurance for public employees in Göttingen is provided by: Landesunfallkasse Niedersachsen: [www.lukn.de](http://www.lukn.de)

## 8.6 NURSING CARE INSURANCE

Another element of statutory social security is *Pflegeversicherung* (nursing care insurance). It is directly linked to health insurance and automatically taken out with it. Nursing care insurance is designed for people who are in need of care and dependent on the assistance of others. It provides for domestic and in-patient care.

Contributions to nursing care insurance are deducted at source from the employee's gross salary. As a rule, the employer pays half the contributions, the employee the other half. Childless employees pay a surcharge of 0.25 % of their gross salary on top of this. The employer registers his employee with the respective health insurance provider who then automatically forwards the registration to all the other social security providers.



## 8.7 OTHER BRANCHES OF INSURANCE

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

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

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

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

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

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

### Already existing insurance schemes

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

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



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

should try to clarify these matters in advance to avoid paying unnecessary tax.

Taxation of an individual's income is progressive, the higher the rate of tax payable. Single taxpayers are liable to pay tax if they earn more than € 8,004 per year and the amount is doubled for married taxpayers. Tax rates for an individual vary between 14 % and 42 % depending on income.

## 9.1 RESEARCH VISIT BASED ON A FELLOWSHIP

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

### **The preconditions for tax exemption on fellowships in Germany are:**

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



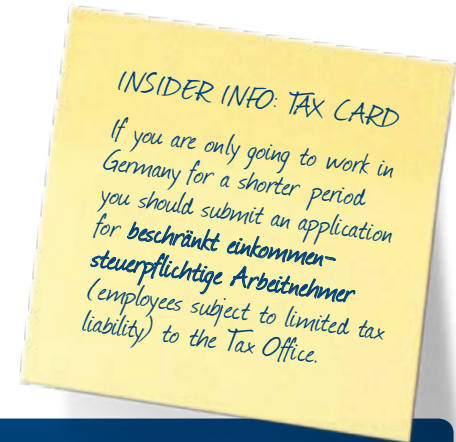
## 9.2 RESEARCH VISIT BASED ON AN EMPLOYMENT CONTRACT

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

### Income tax

Income tax is deducted from your salary at source and paid to the state directly by your employer, i.e. the University. The amount of taxation depends on income, personal status, and tax bracket. Every person registered at the Residents' Registration Office will be issued with a ID

number valid throughout your lifetime. You will usually be sent this number by post a few days after registering at the Residents' Registration Office. When you first start work and at the beginning of every subsequent calendar year, you will have to hand the ID number and the data of your *elektronische Lohnsteuerkarte* (electronic tax card) in to your employer. It contains personal details that are relevant for taxation, such as whether you are married and have children. You can obtain the necessary documents for your electronic card from the *Finanzamt* (Tax Office) in your place of residence.



### CONTACT:

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

Opening hours:  
Mon, Tue, Wed and  
Fri 08:00 am – 12:00 am  
Thu 08:00 am – 05:00 pm

## 9.3 DOUBLE TAXATION AGREEMENTS

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

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

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

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

[www.bundesfinanzministerium.de](http://www.bundesfinanzministerium.de)  
> Wirtschaft und Verwaltung  
> Steuern > Internationales Steuerrecht  
> Staatenbezogene Informationen

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

[www.ofd.niedersachsen.de](http://www.ofd.niedersachsen.de)

## 9.4 TAX RETURN

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

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

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

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

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

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

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

[www.lhrd.com](http://www.lhrd.com)

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



*INSIDER INFO:*

*You will find a database of  
tax accountants online:  
[www.dstv.de/suchservice](http://www.dstv.de/suchservice)*

**CONTACT:**

Finanzamt Göttingen

Godehardstr. 6  
37073 Göttingen

Phone +49 (0)551/407-0

## 9.5 CHURCH TAX AND SOLIDARITY SURCHARGE

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

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

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

The merging of the two Germanies was and is in part financed by the solidarity tax, which is a surcharge of 5.5 % of the normal income tax paid by all employees in Germany.



## RESEARCH VISIT WITH A FAMILY





## 10.1 ENTRY REGULATIONS FOR FAMILY MEMBERS

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

Non EU/EEA-Citizens must prove that they have sufficient financial means at their disposal and adequate accommodation for the family, and that all family members are protected by an adequate health insurance. Please check the pages of the German mission in your country about what requirements you have to meet when applying for a visa and inform the Welcome Centre in good time if your family will be coming with you, so that we can help you with the formalities in time. Depending on the circumstances, the issue of a visa can take up to 12 weeks.

Generally, spouses of international academics are not allowed to work in Germany in accordance with the current laws pertaining to foreigners living in Germany. An exception applies to holders of an unlimited residence permit (the so-called *Niederlassungserlaubnis*): their spouses will be granted the right to take up work if they hold a valid residence permit.

This restriction will be included as a part of the residence permit, which will be pasted into your spouse's passport by the German foreign authorities (Ziff.29.4.6 AuslG-VwV).

In accordance with German employment regulations (§ 1 Abs. 2 ArGV), foreigners living in Germany with a valid residence permit may apply for a German work permit after a year-long wait period.

## 10.2 CHILDCARE

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

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

### Kindergarten

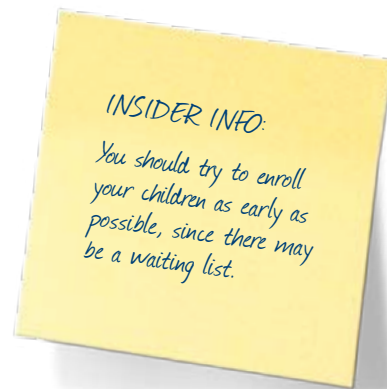
Attendance at kindergarten is voluntary in Germany, but all children have a legal right to a place from the age of three years on (until age six). Parents are required to pay a fee during the first two years. In

Lower Saxony the last year prior to school is exempt from fees. Kindergartens are run municipally or by churches, social organizations, or private providers. They are usually open from 07:30 am or 08:00 am and are either limited to morning care (until 12:00) or provide day care (until 14:00 pm or 16:30/17:00 pm). Day care includes a lunch, which needs to be paid for separately.

### Krippe

Children aged between 1 and 3 are looked after in *Krippen* (nursery). Both, *Krippen* and *Kindergarten*, are often parts of child care facilities. However, in Göttingen as in many German cities there is a severe shortage of

places in *Krippen*. The costs of childcare vary according to the services provided, the age of the child and the income of the parents.



### CHILDCARE OFFERS OF THE UNIVERSITY AND ASSOCIATED INSTITUTIONS

#### Studentenwerk

[www.studentenwerk-goettingen.de](http://www.studentenwerk-goettingen.de)  
> Kinderbetreuung

#### ASC Kinderbewegungshaus

[www.kitasport.de/kinderbewegungshaus](http://www.kitasport.de/kinderbewegungshaus)

#### SportKinderGarten

[www.sportkindergarten-goettingen.de](http://www.sportkindergarten-goettingen.de)

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

[www.med.uni-goettingen.de](http://www.med.uni-goettingen.de)  
> Einrichtungen > Kindertagesstätte

#### Kindertagespflegebörse Göttingen

Waageplatz 8, 37073 Göttingen  
Phone +49 (0)551/2508291  
[www.kindertagespflege-goe.de](http://www.kindertagespflege-goe.de)  
Opening hours:  
Mon-Thu: 08:30 am – 05:00 pm  
and Fri: 08:30 am – 02:00 pm



### Tagesmütter/-väter

Child minders, in German Tagesmütter or -väter, provide individualised care and have more flexible hours. They usually look after several children at a time in their own homes. Child minders are trained and must have an official license from the local child and youth welfare services.

The *Kindertagespflegebörse Göttingen* helps you to find a child minder. The option of child minders is supported by the city of Göttingen in case you do not find a place in a nursery.

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

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

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

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

#### CONTACT:

Renate Putschbach

Goßlerstr. 9, 37073 Göttingen

Phone +49 (0)551/39-12490

familienservice@zvw.uni-goettingen.de

[www.uni-goettingen.de/familienservice](http://www.uni-goettingen.de/familienservice)

RESEARCH VISIT WITH A FAMILY

10

## 10.3 SCHOOLS

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

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

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

The vast majority of schools are public

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

The general language of instruction is German. English language classes usually start in grade three in Göttingen. Later, pupils have the opportunity to learn further foreign languages, such as Latin, French, Spanish, or other languages.

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

### SCHOOLS IN GÖTTINGEN

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

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

Schulamt der Stadt Göttingen  
(local education authority)

[www.goettingen.de](http://www.goettingen.de) > Schulamt

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

[www.goettingen.de](http://www.goettingen.de) > Schulen

### SCHOOLS THAT OFFER INSTRUCTION IN ENGLISH:

Felix-Klein-Gymnasium  
(grades 7 – 10: bilingual classes;  
grades 11 – 12: IB program in English)  
[www.fkg.goettingen.de](http://www.fkg.goettingen.de)

Hainberg-Gymnasium  
(grades 8 – 10: bilingual classes)  
[www.hainberg-gymnasium.de](http://www.hainberg-gymnasium.de)

Theodor-Heuss-Gymnasium  
(grades 7 – 10: bilingual classes)  
[www.thg-goettingen.de](http://www.thg-goettingen.de)

International School Hannover  
[www.is-hr.de](http://www.is-hr.de)

### PRIMARY SCHOOL

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

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

## SECONDARY SCHOOL

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### Hauptschule

The lowest track in the German education system is the general school (*Hauptschule*), which goes through to the 9th or 10th grade. It prepares pupils for vocational education and ends with a *Hauptschulabschluss*. The *Hauptschule* is designed for those who are less academically gifted and where pupils prepare for occupations that require vocational training. Graduates generally enter an apprenticeship (*Lehre*) in a manual trade, sometimes combined with some part-time studies at a vocational school (*Berufsschule*).

### Realschule

A *Realschule* is more advanced than the *Hauptschule* and goes through to 10th grade.

It offers a broader range of emphasis for intermediary students and ends with a *Realschulabschluss/Mittlere Reife*. The *Realschule* is designed for those who will be entering an apprenticeship in a commercial trade or medical profession such as nursing. The emphasis is more on mathematics and language skills than on manual activities. If pupils have performed well in *Realschule*, they can transfer to the *Gymnasium*.

### Gymnasium

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

### Gesamtschule

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

#### INSIDER INFO:

Holiday programmes:  
[www.ferien.goettingen.de](http://www.ferien.goettingen.de)

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

[www.goettingerland.de/ferienbetreuung](http://www.goettingerland.de/ferienbetreuung)

#### ADDITIONAL INFORMATION ON THE GERMAN SCHOOL SYSTEM:

*Deutscher Bildungsserver*  
(The German Education Server):

[www.bildungsserver.de/start\\_e.html](http://www.bildungsserver.de/start_e.html)

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

[www.kmk.org/information-in-english.html](http://www.kmk.org/information-in-english.html)

EURAXESS Germany:

[www.euraxess.de/en](http://www.euraxess.de/en)

> Services > Incoming > Schools

#### RESEARCH VISIT WITH A FAMILY



## CONTACTS FOR QUESTIONS RELATING TO AND APPLICATIONS FOR CHILD ALLOWANCE

For staff of the University of Göttingen:  
Familienkasse at the University  
Reiner König (First Letter A-K)  
Phone +49 (0)551/39-4243  
Fax +49 (0)551/39-184243  
reiner.koenig@zvw.uni-goettingen.de

Gesa Sangmeister-Grotzke  
(First Letter L-Z)

Phone +49 (0)551/39-4242  
Fax +49 (0)551/39-184242  
gesa.sangmeister@zvw.uni-goettingen.de

### For EU citizens

Familienkasse Göttingen  
Bahnhofsallee 5  
37081 Göttingen  
Phone +49 (0)551/520-550  
Familienkasse-Goettingen@arbeitsagentur.de

Opening hours:  
Mon-Fri 07:30 am – 12:30 pm  
Thu 01:30 pm – 05:00 pm

## 10.4 BENEFITS FOR FAMILIES

### Child allowance – Kindergeld

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

Child allowance is currently (2012) € 184 per month for the first and second child, € 190 for the third child and € 215 for each additional child.

### EU / EEA citizens

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

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

### Non-EU citizens

Foreigners living permanently in Germany are eligible to receive child allowance if they have a valid settlement permit or residence permit for specific purposes. One of these purposes is to pursue research

according to §20. Foreigners who have a residence permit for the purpose of study or doctoral study (§16) are not entitled to receive child allowance.

Retrospective payments are made for the past 5 calendar years, including the one in which the application for child allowance was made.

### Parental allowance – Elterngeld

The legislation on *Bundeselterngeld- und Elternzeitgesetz* – BEEG (parental allowance and parental leave) came into force on 1 January 2007. It superseded the former Federal Family Allowance in respect of births occurring during and after 2007. Hence, the information given below only applies to births occurring after 31.12.2006.

Parental allowance compensates for loss of income following the birth of a child. After deducting taxes, social security payments, and tax allowances, it amounts to 65-67 % of the average monthly income available prior to birth, or a maximum of € 1,800, or a minimum of € 300. Non-working parents receive the minimum amount in addition to the family income. Parental allowance is paid to the father and mother for a maximum of 14 months. They are eligible to split the period between them. Neither

parent may claim for more than 12 months. A further 2 months may be paid if income is lost during this period and the partner is involved in caring for the child. Single parents drawing parental allowance to compensate for loss of income are eligible for the full 14 months parental allowance due to the lack of a partner.

### Eligibility

Mothers and fathers are eligible for parental allowance if

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

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

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



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

### Citizens of the EU/EEA

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

### Other foreigners

Other foreigners are eligible for parental allowance if their residence in Germany is deemed permanent according to the type of residence title they possess and their access to the employment market. Those holding a settlement permit automatically fulfil this requirement. Those holding a residence permit only fulfil the requirements if they are also entitled to take up employment in Germany or have already worked here legally. Foreign parents who hold a residence permit for the purpose of studying or only in connection with a work permit for a specified maximum period are not eligible to receive parental allowance.

*INSIDER INFO:*  
*Tax allowances for children:*  
*If you are a taxpayer in Germany you are entitled to a **Kinderfreibetrag** (Tax allowance) for dependent children. This entitlement starts in the month in which the child is born.*  
*If you have children you can have the children included in your **Lohnsteuerkarte** (Tax card) at the **Finanzamt** (Tax Office). This usually means that you will pay less tax.*

### CONTACTS FOR QUESTIONS RELATING TO AND APPLICATIONS FOR PARENTAL ALLOWANCE

Stadt Göttingen  
Department Youth, Parental Allowance

Hiroshimaplatz 1-4  
37083 Göttingen

jugendamt@goettingen.de

Phone +49 (0)551/400-2972  
(Frau Albrecht A – E, G, I, P, Q)

Phone +49 (0)551/400-3125  
(Frau Sippel F, K – M, O, R + S oh. Sch + St)

Phone +49 (0)551/400-3126  
(Frau Klüber H, J, N, Sch - Z)

Fax +49 (0)551/400-2804

[www.familienkasse-info.de/elterngeld](http://www.familienkasse-info.de/elterngeld)

Opening hours:  
Mon, Wed, Fri: 08:30 am – 12:00 pm  
Thu: 02:00 pm – 05:00 pm

## 10.5 EMPLOYMENT OPPORTUNITIES FOR PARTNERS

### Employment law regulations

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

### Job offers

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

### INFORMATION AND ADVICE:

EURES – The European Job Mobility Portal:  
[ec.europa.eu/eures](http://ec.europa.eu/eures)

Bundesagentur für Arbeit  
(Federal Employment Agency)  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)

### Useful online job portals:

[www.euraxess.de/portal/pub\\_ws.job\\_vacancies](http://www.euraxess.de/portal/pub_ws.job_vacancies)  
[www.zeit.de/jobs](http://www.zeit.de/jobs)  
[www.academics.com](http://www.academics.com)  
[www.academics.de](http://www.academics.de)  
[jobsuche.monster.de](http://jobsuche.monster.de)

In Göttingen:  
Arbeitsagentur Göttingen  
(Employment Agency)  
Bahnhofsallee 5, 37081 Göttingen  
Phone +49 (0)1801/555111  
[goettingen@arbeitsagentur.de](mailto:goettingen@arbeitsagentur.de)  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)



## 10.6 DUAL CAREER SERVICE

### CONTACT:

Welcome Centre  
Dual Career Service

Nadine Dreyer  
Von-Siebold-Straße 2  
37075 Göttingen

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

nadine.dreyer@zvw.uni-goettingen.de

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

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

The Dual Career Service offers:

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

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

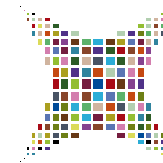
### INSIDER INFO:

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

*[www.uni-goettingen.de/de/2794.html](http://www.uni-goettingen.de/de/2794.html)  
[www.sub.uni-goettingen.de/aktuell/stellen/stellen.html](http://www.sub.uni-goettingen.de/aktuell/stellen/stellen.html)*

*[www.med.uni-goettingen.de/de/content/service/stellenanzeigen.asp](http://www.med.uni-goettingen.de/de/content/service/stellenanzeigen.asp)*

*[www.uni-goettingen.de/de/61981.html](http://www.uni-goettingen.de/de/61981.html)*



**DCND**

Dual Career Netzwerk Deutschland







## 11.1 DOCTORS AND HEALTH

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

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

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

### Emergency services

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

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

### Pharmacy service

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

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

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

Opening hours of pharmacies are similar to other shops: Mon-Fri: 08:00 am – 06:30 pm,



### IN GÖTTINGEN

Official health portal:

[www.gesund-durch.de/Goettingen\\_Landkreis](http://www.gesund-durch.de/Goettingen_Landkreis)

All-night pharmacies:

[www.apotheken.de](http://www.apotheken.de)  
> Notdienstapotheken > search for your postal code

Sat: 08:00 am – 01:00 pm; in busy areas some have longer opening hours.

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

### Costs of medical treatment

#### Statutory health insurance

If you are not a private patient your doctor will invoice your statutory health insurance provider directly. All you need to do is to present your health insurance card at the surgery. However, for some treatment and

services, such as certain dental fillings, dentures, spectacles, contact lenses, and particular medications, you have to pay an additional fee even if you are not a private patient.

There is a further additional charge known as the *Praxisgebühr* (practice fee). At the beginning of each quarterly period you are required to pay a single fee of € 10 for consulting the doctor. You will be asked to pay at reception on your first visit and will be given a receipt which you can present if you need to consult the same doctor again in the same three-month period. If you wish to consult another doctor during the same three-month period you should ask the first doctor for a referral, otherwise you will have to pay another € 10 to the second doctor as well.

### Private health insurance

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

## HOSPITALS AND CLINICS IN GÖTTINGEN (SELECTION)

### Universitätsmedizin Göttingen

Georg-August-Universität  
Robert-Koch-Straße 40  
37075 Göttingen  
Phone +49 (0)551/39-0

### Krankenhaus Neu-Mariahilf

Humboldtallee 10/12, 37073 Göttingen  
Phone +49 (0)551/4963-0

### Neu-Bethlehem gGmbH

Humboldtallee 8, 37073 Göttingen  
Phone +49 (0)551/494-0

### Evangelisches Krankenhaus Göttingen-Weende gGmbH

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



## Hospitals

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

However, state insured patients pay a small daily rate for the first 14 days of their stay. The room you get depends on your health insurance scheme. If privately insured, you will probably get a single or double room. If you have a state insurance, you may have to share with two or three others. Bring a night-dress or pyjamas, towels, and toiletries to the hospital as these are not provided for.





## Selection of foreign-language speaking doctors in Göttingen

Doctors	Languages	Address	Phone +49 (0)551/
<b>Allgemeinmediziner (General Practitioners)</b>			
Dr. Dösereck	English	Groner-Tor 33	51073
Krupa, Behroznia	Polish, Russian, Persian, Turkish	Solling Str. 2B	94029
Dr. Wand	English, Italian	Weender Landstr. 27	45541
Dr. Trang Nguyen	Vietnamese	Friedländer Weg 51	56188
<b>Augenärzte (Ophthalmologists)</b>			
Dr. Schröder, Prof. Dr. Hoerauf	English	Theaterplatz 7	548930
Dr. Egbert, Dr. Oelhafen	English	Henneberg 18A	3070722
<b>Frauenärzte (Gynaecologists)</b>			
Dr. Pöschl	English	Groner 32-33	44939
Dr. Suren	English	Nikolaistr. 28	48060
Dr. Kulenkampff, Rathke	English, Polish (only staff)	Waldweg 1	48118
<b>Hautärzte (Dermatologists)</b>			
Dr. Bartels, Dr. Cleffmann	English	Groner-Tor-Str. 25	45220 48877866
Dr. Finger, Dr. Vente	English	Zindelstr. 3	47778
Dr. Patyk	English, French	Prinzenstr. 3	45911

Doctors	Languages	Address	Phone +49 (0)551/
<b>Kinderärzte (Paediatricians)</b>			
Dr. Heinlein, Dr. Osse	English, French	Hauptstr. 46	793034
Dr. Rühlmann	English	Theaterplatz 7	5177375
Dr. Fleckenstein	English	Theaterplatz 7	5177373
<b>Zahnärzte (Dentists)</b>			
Dr. Chirivi	Italian, French, English	Weender Str. 75	7977736
Borghorst, Gröne	English, Russian (only one staff)	Obere Karspüle 20A	44491
Dr. Möller	English	Herzberger Landstraße 25A	58889
Dr. Hoch	English	Prinzenstr. 14	57509
Dr. Kremer	English	Alfred-Delp-Weg 6	795323
<b>Internisten (Internal Specialists)</b>			
Brandes	English	Nikolaistr. 28a	460-21/-20
Prof. Dr. Hüttemann	English	Wilhelm-Weber-Str. 16	57104
Dr. Kraft, Dr. Schmidt	English	Friedrichstr. 1A	5 66 66

## 11.2 EMERGENCY TELEPHONE NUMBERS

### Important emergency telephone numbers

**Fire department, emergency calls** 112  
**Police** 110

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

### Important information in emergency situations:

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

### Emergency ward, University Hospital

Phone: +49 (0) 551/39-8601  
Universitätsklinikum Göttingen  
Robert-Koch-Straße 40, 37075 Göttingen  
Mon-Sun: 00:00 am – 12:00 pm

### Emergency ward, Weende Hospital

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

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

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

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

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

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

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

### Emergency medical service for Children when doctor's offices are closed

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

Wed:  
01:00 am – 07:00 pm  
Sat, Sun, public holidays:  
08:00 am – 08:00 am (of the following day)

### Dentist Emergency Service

Zentrum Zahn-, Mund- und Kieferheilkunde  
Robert-Koch-Str. 40, 37075 Göttingen  
Phone +49 (0)551/39-8604 or -8601  
Every day, at weekends and holidays:  
08:00 am until 08.45 pm

### **Poison Emergency Service:**

Giftinformationszentrum Nord,  
Pharmakol. u. toxikol. Zentrum der  
Universität Göttingen

Robert-Koch-Str. 40, 37075 Göttingen

Phone +49 (0)551/19240

Fax +49 (0)551/3831881

Giznord@med.uni-goettingen.de

[www.giz-nord.de](http://www.giz-nord.de)

### **Vehicle breakdown**

Allgemeiner Deutscher Automobil-Club  
(ADAC): +49 (0)180/2222222

Auto Club Europa (ACE): +49 (0)180/2343536

Vehicle insurance – call centre:

+49 (0)180/25026

### **Lost or stolen credit card?**

Central blocking number  
for credit cards 116 116

Visa +49 (0)69/79201333  
(International) 900/974445

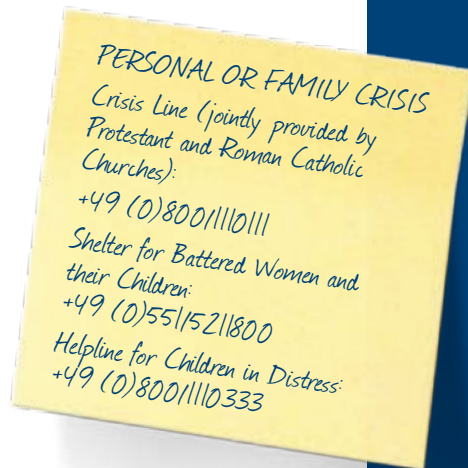
MasterCard +49(0)69/75761000  
(International) 900/971231

American Express +49 (0)69/97974000

EC-cards +49 (0)1805/021021

Eurocard +49 (0)69/79331910  
(International) 001/3142756690

Diners Club +49 (0)69/260350  
(International) +49 (0)180/2345454



## 11.3 BANKS AND SPARKASSEN

If you are staying in Germany for an extended period, are receiving a regular salary or fellowship and have to pay rent, it is a good idea to open a current account at a bank at the earliest opportunity. You can open a current account at a bank or *Sparkasse* (savings bank). To do so, you will need to present your passport or identity card and confirmation from the *Einwohnermeldeamt* (Residents' Registration Office) that you are registered. Some banks will also require you to present your residence permit from the *Ausländerbehörde* (Foreigners' Office).

There are hardly any differences between the banks in respect of the services they offer, but there are differences in the charges you have to pay, so you should be sure to check in advance. You will be issued with a debit card called a *EuroCheque-Karte* (EC card) for your current account which will allow you to draw cash from a cashpoint (ATM). This service is free if you use cashpoints belonging to your own bank but incurs charges if the cashpoints are maintained by other banks. Most banks are open from Monday to Friday between 08:30 am and 04:00 pm.

Transferring money abroad can be expensive. You should enquire about the conditions

at your own bank at home in advance and possibly choose a bank in Germany that cooperates with your bank at home.

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

### The cheque account

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

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

Most payments in Germany are made via direct transfer from one account to another. Cheques are very unusual in Germany. You can use transfer forms (many

banks charge a fee), use the terminal of your home bank or you can do the transfers via on-line banking. When you want to make a transfer payment, you need to fill out the name of the recipient (*Empfänger*), his/her account number (*Kontonummer*) and the bank sorting code of the recipient's bank (*Bankleitzahl*).

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



## Selection of banks in Göttingen

Bank	Opening / Closing hours	
<b>Deutsche Bank AG</b> Zindelstr. 3-5, 37073 Göttingen Phone +49 (0)551/401-1 <a href="http://www.deutsche-bank.de">www.deutsche-bank.de</a>	Mon-Tue, Thu Wed Fri	09:00 am – 06:00 pm 09:00 am – 01:00 pm 09:00 am – 02:00 pm
<b>HypoVereinsbank AG</b> Barfüßerstr. 7, 37073 Göttingen Phone +49 (0)551/49600-0 <a href="http://www.hypovereinsbank.de">www.hypovereinsbank.de</a>	Mon-Tue  Wed Thu, Fri	09:00 am – 01:00 pm, 02:00 pm – 04:00 pm 09:00 am – 01:00 pm 09:00 am – 01:00 pm, 02:00 pm – 04:00 pm
<b>Volksbank Göttingen eG</b> Kurze-Geismarstr. 2, 37073 Göttingen Phone +49 (0)551/4040 <a href="http://www.volksbank-goettingen.de">www.volksbank-goettingen.de</a>	Mon-Tue, Thu Wed, Fri	08:30 am – 04:00 pm 08:30 am – 06:00 pm
<b>Sparda-Bank Hannover eG</b> Groner Str. 24, 37073 Göttingen Phone +49 (0)551/48895-60 <a href="http://www.sparda-h.de">www.sparda-h.de</a>	Mon-Tue, Thu Wed, Fri	08:30 am – 06:00 pm 08:30 am – 01:00 pm
<b>SEB AG</b> Stumpfebiel 7-9, 37073 Göttingen Phone +49 (0)551/4951-0 <a href="http://www.seb-bank.de">www.seb-bank.de</a>	Mon, Wed  Tue, Thu  Fri	09:00 am – 01:00 pm, 02:00 pm – 04:30 pm 09:00 am – 01:00 pm, 02:00 pm – 06:30 pm 09:00 am – 02:00 pm
<b>Commerzbank AG</b> Prinzenstr. 2, 37073 Göttingen Phone +49 (0)551/408-0 <a href="http://www.commerzbank.de">www.commerzbank.de</a>	Mon-Wed Thu Fri	09:00 am – 04:00 pm 09:00 am – 06:00 pm 09:00 am – 03:30 pm





## Bank

## Opening / Closing hours

### Postbank Göttingen

Groner Str. 15-17, 37073 Göttingen  
Phone +49 (0)180/3040500

[www.postbank.de](http://www.postbank.de)

Mon-Fri	09:00 am – 06:00 pm
Sat	10:00 am – 01:00 pm

### PSD Bank Braunschweig eG

Jüdenstr. 1-2, 37073 Göttingen  
Phone +49 (0)551/999533-0

[www.psd-goettingen.de](http://www.psd-goettingen.de)

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

### Santander Consumer Bank AG

Weender Str. 102, 37073 Göttingen  
Phone +49 (0)551/507644-0

[www.santander.de](http://www.santander.de)

Mon, Tue, Thu	09:00 am – 01:00 pm, 02:00 pm – 07:00 pm
Wed, Fri	09:00 am – 01:00 pm, 02:00 pm – 04:00 pm

### Sparkasse Göttingen

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

[banking.spk-goettingen.de](http://banking.spk-goettingen.de)

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

## WHAT IS A SPARKASSE?

*Sparkassen* or savings banks are public financial institutions. Their profits are designated to be used for the general good. One of the tasks of *Sparkassen* is to promote medium-sized enterprises by granting them credit. Just like private banks, *Sparkassen* offer the full portfolio of banking and other financial services.

## 11.4 PUBLIC LIBRARY

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

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

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

These Courses are offered free of charge:

Mon-Tue 10:00 am – 11:00 am and  
04:30 pm – 05:30 pm

Thu 10:00 am – 11:00 am and  
04:30 pm – 05:30 pm

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

Information:

*Büro für Integration*  
(Integration Office of Göttingen)

Phone +49 (0)551/4002750  
m.kopf@goettingen.de

Stadtbibliothek Göttingen  
Central public library

Thomas-Buergenthal-Haus  
Gotmarstr. 8, 37073 Göttingen

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

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

Opening hours:

Mon, Tue, Fri 10:00 am – 06:00 pm

Thu 10:00 am – 07:00 pm

Sat 10:00 am – 01:00 pm

Wed closed

## 11.5 PUBLIC TRANSPORT

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

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

### Deutsche Bahn

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

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

Buy your ticket before you get on the train. You can purchase tickets online, or from ticket machines, or ticket offices at the station. If you are in a hurry you can buy your ticket from the ticket collector on long-distance trains. But this is more expensive. Please note: on local, regional, and *S-Bahn* trains you have to buy your ticket before entering the train. Make sure you always have a valid ticket. There are ticket inspections on trains and buses, and

travelling without a valid ticket (*Schwarzfahren* – fare dodging) might prove expensive.

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

### Local transport system

Public transport within Göttingen is served by the Göttinger Verkehrsbetriebe (GöVB) with fourteen bus lines running by day and two by night. Numbers 5 and 51 connect the train station and the town centre with the north campus. The town is well-connected to the urban hinterland as well as to neighbouring cities by a bus network of 17 local bus companies, integrated in the Verkehrsverbund Süd-Niedersachsen GmbH (VSN). Single tickets, 4-trips-tickets, and 24-hour-tickets, group- and family tickets, weekly-, and monthly-passes can be purchased on every bus, at a number of shops and tobacconists, or at the GöVB Service Centre (Kundenzentrum der GöVB) at Markt 3, near the medieval town hall.

[www.goev.de](http://www.goev.de), [www.vsninfo.de](http://www.vsninfo.de)

Ticket selling points: [www.goevb.de/CMS/index.php?option=com\\_content&task=view&id=10&Itemid=100](http://www.goevb.de/CMS/index.php?option=com_content&task=view&id=10&Itemid=100)

### University of Göttingen job ticket

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

Information on the job ticket:

[www.uni-goettingen.de/de/189250.html](http://www.uni-goettingen.de/de/189250.html)  
[www.vsninfo.de](http://www.vsninfo.de)

Doris Tiepolt  
Goßlerstr. 5 - 7, 37073 Göttingen  
Phone + 49 (0)551/39-4239  
Fax + 49 (0)551/39-184239  
[doris.tiepolt@zvw.uni-goettingen.de](mailto:doris.tiepolt@zvw.uni-goettingen.de)

### Taxis

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

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

### **Taxis in Göttingen (selection):**

+49 (0)551/6 93 00

+49 (0)551/6 60 66

+49 (0)551/34 0 34

+49 (0)551/48 48 48

[www.dasoertliche.de/Themen/Taxis/G%C3%B6ttingen.html](http://www.dasoertliche.de/Themen/Taxis/G%C3%B6ttingen.html)

### **Mitfahrzentrale**

One alternative to public transport, especially for long journeys, is the *Mitfahrzentrale* (car sharing agency). Drivers who are going on long journeys often register their journeys at car sharing agencies and offer to take passengers. These offers are sorted according to destination and date, and you can find out about them online or by telephone. You pay a fixed sum based on distance to the driver directly. Please note that you use car sharing agencies at your own risk. The agencies themselves cannot usually guarantee the quality or reliability of the arrangement or accept liability.

### **Mitfahrzentralen**

[www.mitfahrzentrale.de](http://www.mitfahrzentrale.de)

[www.mitfahrgelegenheit.de](http://www.mitfahrgelegenheit.de)

### **Air travel**

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

### **From Göttingen to the airport by public transport**

[www.airport.de/en/getting\\_to\\_the\\_airport.html](http://www.airport.de/en/getting_to_the_airport.html) (Airport Hamburg)

[www.frankfurt-airport.com/content/frankfurt\\_airport/en/services\\_at\\_the\\_airport.html](http://www.frankfurt-airport.com/content/frankfurt_airport/en/services_at_the_airport.html) (Airport Frankfurt)

[www.hannover-airport.de/index.php?id=1870&L=1](http://www.hannover-airport.de/index.php?id=1870&L=1) (Airport Hannover)

[www.bahn.com/i/view/GBR/en/index.shtml](http://www.bahn.com/i/view/GBR/en/index.shtml) (by train / to all destinations)





## 11.6 YOUR OWN VEHICLE AND DRIVING LICENCE

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

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

### Registration of your car

If your stay in Germany is longer than 1 year, your car must be registered at the Motor Vehicle Registration Office (*Kraftfahrzeug-Zulassungsstelle*).

### Kfz-Zulassungsstelle Göttingen

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

Phone +49 (0)551/400-2147, -2739, -2148,  
-2005, -2789, -2745  
Fax +49 (0)551/400-272-3

#### Opening hours

Mon-Tue	08:00 am – 03:00 pm
Wed, Fri	08:00 am – 12:00 pm
Thu	08:00 am – 05:00 pm

### Motor vehicle tax

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

### Car insurance

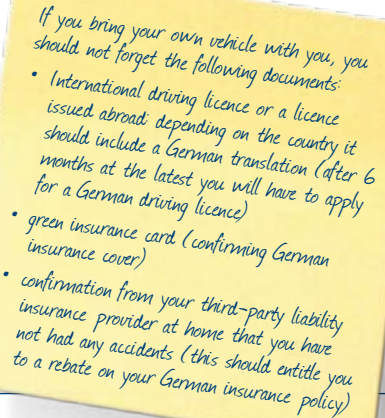
For a stay of up to one year you are not required to take out a German car insurance policy if you possess an international “green insurance certificate” or if your car has a

registration number from one of the following countries: the Czech Republic, Greenland, Liechtenstein, Monaco, Norway, San Marino, Slovakia, Switzerland, the Vatican.

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

EURAXESS Germany

[www.euraxess.de/portal/own\\_car.html](http://www.euraxess.de/portal/own_car.html)

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

## Automobile associations

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

## Driving licence (\*)

### Valid according to validity date, without further restrictions

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

### Valid for six month after entering Germany for the first time

- international driving licences
- driving licences issued in Andorra, Hong Kong, Monaco, New Zealand, San Marino,

Switzerland, and Senegal (no German translation required)

- driving licences accompanied by a certified German translation by either a sworn translator, a German automobile club, a German diplomatic mission, a captain of a German seagoing vessel or an internationally-accredited automobile club of the issuing country.

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

In case of a stay longer than 6 months, but definitely less than 1 year, one can apply for an extension of the 6-month time limit at the Driving Licence Office. Foreign driving licences as listed in the paragraph above can be exchanged for German licences at the Driving Licence Office. Your original licence will be stored at the Office and can be swapped back at the end of your sojourn in Germany. Please bring your passport, registration form, and driving licence. If your licence is written in Latin characters, a certified translation may or may not be requested; please contact the Office to find out. For any licence in

## DRIVING LICENCE OFFICE:

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

Phone +49 (0)551/400-2761 (Ms. Trümper)  
+49 (0)551/400-2228 (Mr. Weissenstein)

Opening hours:

Mon, Tue, Wed, Fri: 08:00 am – 12:00 pm  
Thu: 08:00 am – 05:00 pm

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

non-Latin characters a certified translation is obligatory.

Holders of licences issued in some non-EU-countries may be asked to pass additional written or driving tests. The regulations vary from state to state and are subject to frequent change. Please check the following sites for details on your individual case (German only, frequent updates):

[www.gesetze-im-internet.de/fev\\_2010/BJNR198000010.html#BJNR198000010BJNG000700000](http://www.gesetze-im-internet.de/fev_2010/BJNR198000010.html#BJNR198000010BJNG000700000)

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



## Car sharing in Göttingen

### Grünes Auto

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Bahnhofsplatz 1, 37073 Göttingen

Phone +49 (0)551/5311110

Fax +49 (0)551/5311112

[info@gruenes-auto.de](mailto:info@gruenes-auto.de)

[www.gruenes-auto.de](http://www.gruenes-auto.de)

Opening hours:

Mon-Fri 10:00 am – 12:00 pm and

03:00 pm – 05:00 pm

### Stadt-teil-Auto

---

Groner-Tor-Str. 1, 37073 Göttingen

Phone +49 (0)551/57769

[info@stadt-teil-auto-goettingen.de](mailto:info@stadt-teil-auto-goettingen.de)

[www.stadt-teil-auto-goettingen.de](http://www.stadt-teil-auto-goettingen.de)

## Car Hire

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

### Avis

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Im Kaufpark

Kasseler Landstr. 136, 37081 Göttingen

Phone +49 (0)551/9003821

[www.avis.de/Autovermietung/Europa/Deutschland/Goettingen](http://www.avis.de/Autovermietung/Europa/Deutschland/Goettingen)

### Europcar

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Groner Landstr. 27, 37081 Göttingen

Phone +49 (0)551/547190

[www.europcar.de](http://www.europcar.de)

### Meyer's Miet Mich

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Kasseler Landstr. 101, 37081 Göttingen

Phone +49 (0)551/93101

[www.meyers-miet-mich.de](http://www.meyers-miet-mich.de)

### Sixt

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Groner Landstr. 33, 37081 Göttingen

Phone +49 (0)551/547570

[www.sixt.de/mietwagen/deutschland/goettingen](http://www.sixt.de/mietwagen/deutschland/goettingen)

## Bicycle hire

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

Shop / Internet	Address / Phone	Opening hours	Prices for rental
<b>Radelaktiv</b> <a href="http://www.radelaktiv.de">www.radelaktiv.de</a>	Friedrichstr. 1 37073 Göttingen +49 (0)551/5085866	Mon-Fri 09:30 am – 06:30 pm Sat 10:00 am – 02:30 pm	€ 7 for the first day (24 hours) € 5 for every next day
<b>Velo Sport</b> <a href="http://www.velo-sport-goettingen.de">www.velo-sport-goettingen.de</a>	Waageplatz 8 37073 Göttingen +49 (0)551/57667	Mon-Wed, Fri 09:00 am – 06:00 pm Thu 09:00 am – 09:00 pm Sat 10:00 am – 03:00 pm	No bike rental offered
<b>Voss Fahrräder GmbH</b> <a href="http://www.fahrrad-schnaepchen.de">www.fahrrad-schnaepchen.de</a>	Bahnhofplatz 3 37073 Göttingen +49 (0)551/488759-0	Mon-Fri 09:30 am – 07:00 pm Sat 10:00 am – 04:00 pm Rental: Mon-Sat 05:30 am – 10:00 pm Sun / Holi. 08:00 am – 11:00 pm	€ 8 up to 12 hours € 11 up to 24 hours € 6 per day from 1 week € 4 per day from 4 weeks
<b>B.O.C.</b> <a href="http://www.boc24.de">www.boc24.de</a>	Hannoversche Str. 43 37075 Göttingen +49 (0)551/3890900	Mon-Fri 10:00 am – 08:00 pm Sat 10:00 am – 07:00 pm	No bike rental offered
<b>Fahrrad-Doc</b> <a href="http://www.fahrrad-doc.de">www.fahrrad-doc.de</a>	Petrikirchstr. 18 37077 Göttingen +49 (0)551/20013848	Mon-Fri 10:00 am – 06:00 pm Sat 10:00 am – 02:00 pm	€ 5 per day € 25 for one week € 70 for three weeks € 80 for four weeks
<b>Radomat</b> <a href="http://www.radomat.de">www.radomat.de</a>	Weender Landstraße 41 37075 Göttingen +49 (0)551/34533	Mon, Wed 12:00 pm – 06:00 pm Tue, Thu 12:00 pm – 08:00 pm Fri 10:00 am – 06:00 pm Sat 12:00 pm – 04:00 pm	€ 5 per day € 30 per week € 10 weekend € 50 deposit (will be returned)



## 11.7 RADIO, TELEVISION, TELEPHONE, AND INTERNET

### Radio and television licencing fees

Just as in other European countries, the state charges a fee for the use of radios and televisions which finance the public broadcasting stations. It is usually collected by a fee-collecting agency known as the *Gebühreneinzugszentrale (GEZ)*. If you have a radio or television or a computer with Internet access you must register with the GEZ. Visit the GEZ online for more information or visit your local post office.

### Registering televisions and radios at the GEZ

At the guest houses the fees are included in the rent. If you have private accommodation and your own television or radio you will have to register them at the *Gebühreneinzugszentrale (GEZ)* and pay the fees.

Gebühreneinzugszentrale – GEZ  
[www.gez.de](http://www.gez.de)

### Telephone and Internet

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

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

## Comparing charges

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

[www.billigertelefonieren.de](http://www.billigertelefonieren.de)  
[www.billiger-surfen.de](http://www.billiger-surfen.de)

## Searching for telephone numbers

Telephone Book  
[www.dastelefonbuch.de](http://www.dastelefonbuch.de)

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

For domestic telephone numbers: 11 8 33

For domestic telephone numbers in English: 11 8 37

For foreign telephone numbers: 11 8 34

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

Yellow Pages  
[www.gelbe-seiten.de](http://www.gelbe-seiten.de)



## 11.8 RELIGION

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

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

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

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

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

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



## Churches and religious communities in Göttingen:

### Christian

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University Services:

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

Universitätskirche St. Nikolai  
Nikolaikirchhof 9, 37073 Göttingen  
[www.uni-goettingen.de/en/304028.html](http://www.uni-goettingen.de/en/304028.html)

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

Reformed Presbyterian Church of Göttingen  
[www.refo-goettingen.de/eng.htm](http://www.refo-goettingen.de/eng.htm)

Lutheran parishes and Lutheran superintendent  
[www.kirchenkreis-goettingen.de](http://www.kirchenkreis-goettingen.de) (German only)

Evangelische Freikirche Ecclesia  
[www.ecclesia-goettingen.de](http://www.ecclesia-goettingen.de) (German only)

Freie Evangelische Gemeinde  
[www.goettingen.feg.de](http://www.goettingen.feg.de) (German only)

Advent community  
[www.sta-goettingen.de](http://www.sta-goettingen.de) (German only)

Baptist community  
[www.baptisten-goettingen.de/startseite.html](http://www.baptisten-goettingen.de/startseite.html) (German only)

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

Church of Jesus Christ of Latter Day Saints  
[www.kirche-jesu-christi.org/nc/kontakt/gemeindesuche/suche-ueber-plz-ort.mormonen.html](http://www.kirche-jesu-christi.org/nc/kontakt/gemeindesuche/suche-ueber-plz-ort.mormonen.html) (German, English Translation possible)

### Islam

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Turkish Islamic community  
[www.ditib-goettingen.de](http://www.ditib-goettingen.de) (German only)

Al-Taqwa Mosque  
[www.moscheesuche.de/moschee/G%C3%B6ttingen/Al-Taqwa+Moschee/13871](http://www.moscheesuche.de/moschee/G%C3%B6ttingen/Al-Taqwa+Moschee/13871) (German only)

Islamic community Al-Iman  
[www.moscheesuche.de/moschee/G%C3%B6ttingen/Al-Iman/13872](http://www.moscheesuche.de/moschee/G%C3%B6ttingen/Al-Iman/13872) (German only)

## Jewish

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Jewish congregations  
[www.juedische-gemeinde-goettingen.de](http://www.juedische-gemeinde-goettingen.de)  
(German only)

[jkg-goettingen.org/](http://jkg-goettingen.org/) (German only)

Jewish House of Learning  
[www.juedisches-lehrhaus-goettingen.de](http://www.juedisches-lehrhaus-goettingen.de)  
(German only)

## Buddism

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Buddhist centre  
[www.buddhismus-mitte.de/goettingen](http://www.buddhismus-mitte.de/goettingen)  
(German only)

Information on churches and religion in  
Germany  
[www.bmi.bund.de](http://www.bmi.bund.de)  
> Themen > Politik und Gesellschaft >  
Kirchen und Religionsgemeinschaften

## 11.9 PUBLIC HOLIDAYS

The following days are statutory public holidays in Lower Saxony:

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

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

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

**Ascension Day** (*Christi Himmelfahrt*,  
movable Holiday)

**Pentecost Monday** (*Pfingstmontag*,  
movable Holiday)

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

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

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

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

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

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

[www.feiertage.net](http://www.feiertage.net)  
[www.ferienkalender.com](http://www.ferienkalender.com)  
[www.schulferien-und-feiertage.de](http://www.schulferien-und-feiertage.de)



## 11.10 GOOD TO KNOW – A TO Z OF USEFUL INFORMATION

### Addressing people: “Du” and “Sie”

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

### Cinema

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

### Cinemas in Göttingen

#### CinemaxX Göttingen

Bahnhofsallee 3, 37081 Göttingen  
Phone +49 (0)1805/24636299,  
+49 (0)551/5212200  
[www.cinemaxX.de](http://www.cinemaxX.de)

#### Lumiere

(most movies in original language)  
Geismarlandstraße 19, 37083 Göttingen  
Phone +49 (0)551/484523  
[info@lumiere.de](mailto:info@lumiere.de)  
[www.lumiere.de](http://www.lumiere.de)

#### Club kino

Platz der Göttinger Sieben 4, 37073 Göttingen  
Phone +49 (0)551/395101  
[info@studentenwerk-goettingen.de](mailto:info@studentenwerk-goettingen.de)  
[www.studentenwerk-goettingen.de/clubkino.html](http://www.studentenwerk-goettingen.de/clubkino.html)





## Dry Cleaning

### Fasson

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[www.fasson-textilpflege.de](http://www.fasson-textilpflege.de)

Kurze-Geismarstraße 85, 37073 Göttingen

Phone +49 (0)551/487168

Nikolaistraße 11, 37073 Göttingen

Phone +49 (0)551/46367

Am Kaufpark 2, 37079 Göttingen

Phone +49 (0)551/5099076

(in the real market)

Königsallee 249, 37079 Göttingen

Phone +49 (0)551/67311

(in the Edeka market)

### Hauck Roland Reinigung

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Reinhäuser Landstr. 150, 37083 Göttingen

Phone +49 (0)551/73714

### Textilpflegeannahme Zander

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Königsberger Str. 12, 37083 Göttingen

Phone +49 (0)551/805196

### Räuschel-Textilpflege

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[www.raeuschel-textilpflege.de](http://www.raeuschel-textilpflege.de)

Weender Landstraße 76, 37075 Göttingen

(in the REWE market)

Opening hours:

Mon-Fri: 08:00 am – 08:00 pm;

Sat: 08:00 am – 04:00 pm

Karl-Methe-Straße 1, 37083 Göttingen

(in the REWE market)

Opening hours:

Mon-Fri: 08:00 am – 07:00 pm;

Sat: 08:00 am – 04:00 pm

Goßlerstr. 63, 37075 Göttingen

Phone +49 (0)551/5083114

Opening hours:

Mon-Fri: 08:00 am – 04:00 pm; Sat: closed

Groner-Tor-Straße 22, 37073 Göttingen

Opening hours:

Mon-Fri: 08:00 am – 06:30 pm;

Sat: 08:00 am – 02:00 pm

## Electricity

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



## Fitness clubs in Göttingen (Selection)

Name / Address / Opening hours	Phone / Internet / E-Mail	Offers
<p><b>FIZ of the Universität Göttingen</b></p> <p>Sprangerweg 2 37075 Göttingen</p> <p>Mon-Thu: 08:00 am – 10:30 pm Fri: 08:00 am – 10:00 pm Sat: 09:00 am – 06:00 pm Sun: 09:00 am – 08:00 pm,</p>	<p>+49 (0)551/395652 <a href="http://www.hochschulsport.uni-goettingen.de/fiz">www.hochschulsport.uni-goettingen.de/fiz</a> <a href="mailto:fitness@sport.uni-goettingen.de">fitness@sport.uni-goettingen.de</a></p>	<p>850 m<sup>2</sup> training area, complete fitness facilities, more than 100 sport activities, climbing hall, swimming pool, sauna</p>
<p><b>DER FITNESS CLUB</b></p> <p>Weender Str. 75 37073 Göttingen</p> <p>Mon-Fri: 09:00 am – 10:00 pm Sat, Sun: 10:00 am – 10:00 pm</p>	<p>+49 (0)551/5313225 <a href="http://www.der-fitnessclub.de">www.der-fitnessclub.de</a> <a href="mailto:info@der-fitnessclub.de">info@der-fitnessclub.de</a></p>	<p>fitness / company courses, child care, rehabilitation sports, prevention courses</p>
<p><b>CLUB FELIN Fitness for Women</b></p> <p>Kurze Geismar Str. 16-18 37073 Göttingen</p> <p>Mon-Thu: 10:00 am – 09:30 pm Fri: 10:00 am – 09:00 pm Sat: 02:00 am – 06:00 pm Sun: 01:00 am – 06:00 pm</p>	<p>+49 (0)551/44855 <a href="http://www.felin.de">www.felin.de</a> <a href="mailto:info@felin.de">info@felin.de</a></p>	<p>fitness courses, prevention courses, sauna, solarium, vibration training</p>

Name / Address / Opening hours	Phone / Internet / E-Mail	Offers
<p><b>FITNESS FIRST</b></p> <p>Weender Landstr. 8 37073 Göttingen</p> <p>Mon, Wed, Fri: 07:00 am – 10:30 pm Tue, Thu: 09:00 am – 10:30 pm Sat, Sun: 10:00 am – 08:00 pm</p>	<p>+49 (0)551/505530 <a href="http://www.fitnessfirst.de/lifestyle-club/goettingen.html">www.fitnessfirst.de/lifestyle-club/goettingen.html</a></p>	<p>fitness courses, personal training, cycling room, child care, massage room, sauna, dynamic yoga, wellness area</p>
<p><b>CALIFORNIA FITNESS</b></p> <p>Weender Landstr. 59 37075 Göttingen</p> <p>Mon-Fri: 09:00 am – 10:00 pm Sat, Sun: 11:00 am – 06:00 pm</p>	<p>+49 (0)551/377599 <a href="http://www.california-fitness-goettingen.de">www.california-fitness-goettingen.de</a> <a href="mailto:info@california-fitness-goettingen.de">info@california-fitness-goettingen.de</a></p>	<p>750 m<sup>2</sup> training area, sauna, weight training</p>
<p><b>FEMME VITALE</b></p> <p>Benzstr. 1a 37083 Göttingen</p> <p>Mon, Wed: 08:00 am – 10:00 pm Tue, Thu: 10:00 am – 10:00 pm Fri: 08:00 am – 09:00 pm Sat: 01:00 am – 07:00 pm Sun: 09:00 am – 03:00 pm</p>	<p>+49 (0)551/507771 <a href="http://www.femme-vitale-fitness.de">www.femme-vitale-fitness.de</a> <a href="mailto:femme-vitale-fitness@web.de">femme-vitale-fitness@web.de</a></p>	<p>fitness courses, sauna, solarium, massages</p>

## Launderettes in Göttingen (selection)

### Wäscherei Frieda Kaser

Nikolaistraße 17, 37073 Göttingen  
Phone +49 (0)551/41123

### SB-Waschsalon

Gosserstr. 61, 37075 Göttingen  
Phone +49 (0)551/300784

## Music schools in Göttingen

### Freie Musikschule am Wall e. V.

Kurze Geismarstr. 16-18, 37073 Göttingen  
Phone +49 (0)551/484402  
[www.freie-musikschule-am-wall.de](http://www.freie-musikschule-am-wall.de)

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

### Technics Musikschule "Auftakt"

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

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

### Musi-Kuss Musizierschule e. V.

Reinhäuser Landstr. 55  
Phone +49 (0)551/704973  
[www.musi-kuss.de](http://www.musi-kuss.de)

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

### Musikschule für den Landkreis Göttingen

Reinhäuser Landstraße 4, 37083 Göttingen  
Phone +49 (0)551/525500  
[www.landkreis-goettingen.de/staticsite/staticsite.php?menuid=111&topmenu=10&keepmenu=inactive](http://www.landkreis-goettingen.de/staticsite/staticsite.php?menuid=111&topmenu=10&keepmenu=inactive)

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

## No smoking

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

but they often have separate rooms for smokers.

## Purchase tax

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

## Separating waste / recycling

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

# Recycling – Let's sort this out together!

Service number  
**400 5 400**

## Residual waste

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



## Organic wastes

- e. g.
- Fruit and vegetable waste
- Food waste
- Bones/Fish bones (not raw)
- Tea and coffee filters
- Residual contents of tinned goods
- Meat and fish waste (not raw)
- Bread waste
- Citrus fruit
- Egg and nut shells
- Lawn cuttings
- Leaves, moss
- Wilted flowers
- Pot plants (without pot)
- Paper towels
- Paper napkins
- Paper bags
- Twigs, branches
- No organic waste in plastic bags!**



## Used paper

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



## Yellow sack

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



## Used glass

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



## Shoes/Textiles

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



## Bulk trash\*\*

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



## Hazardous substances\*

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



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

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

## Shopping

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

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

## Foreign speciality shops in Göttingen (Selection)

Name / Adress / Phone	Opening hours
Phuong Lan, Asian Food, Goetheallee 13, 37073 Göttingen, +49 (0)551/531072	Mon-Fri: 10:00 am – 06:30 pm Sat: 10:00 am – 04:00 pm
Poorana's Asia Center, Nikolaistraße 6, 37073 Göttingen, +49 (0)551/4978954	Mon-Sat: 10:00 am – 07:00 pm
Aliman Market, Arndstraße 23, 37075 Göttingen, +49 (0)551/371513	Mon-Sat: 09:00 am – 08:00 pm
Family Store Nermin Akar, Vegetarian Specialities, Johannisstraße 5, 37073 Göttingen, +49 (0)551/42896	Mon-Sat: 08:00 am – 07:00 pm
Gürcan Market, Groner-Tor-Straße 29 A, 37073 Göttingen, +49 (0)172/5713102 (mobile phone)	Mon-Fri: 07:30 am – 07:30 pm Sat: 07:30 am – 07:00 pm
Turkish Bakery Karadeniz, Angerstraße 5, 37073 Göttingen, +49 (0)551/4886668	Mon-Sat: 06:00 am – 08:00 pm Sun: 8:30 – 03:00 pm
Turkish Bakery Dilay, Lange Geismarstraße 26, 37073 Göttingen, +49 (0)551/4886762	Mon-Sat: 07:00 am – 08:00 pm Sun: 09:00 am – 05:00 pm
Sinem Supermarket, Turkish Specialities, Rudolf-Winkel-Str. 13, 37079 Göttingen, +49 (0)551/9003584	Mon-Sat: 08:00 am – 07:00 pm
Fair Trade Shop „Contigo“, Lange Geismar Str. 51, 37073 Göttingen, +49 (0)551/485371	Mon-Fri: 09:30 am – 06:30 pm Sat: 09:30 am – 04:00 pm

## Selection of supermarkets in Göttingen:

Name / Address / Internet	Opening hours
<b>KAUFLAND</b> <a href="http://www.kaufland.de">www.kaufland.de</a>	
Kurze-Geismar Str. 26, 37073 Göttingen Robert-Bosch-Breite 8, 37079 Göttingen	Mon-Sat: 07:00 am – 10:00 pm



## Name / Address / Internet

### **REAL** [www.real.de](http://www.real.de)

Große Breite 6, 37077 Göttingen  
Am Kauf Park, 37079 Göttingen

## Opening hours

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

### **PENNY** [www.penny.de](http://www.penny.de)

Theodor-Heuss-Str. 66, 37075 Göttingen  
Leibnizstraße 8, 37083 Göttingen

Mon-Sat: 08:00 am – 10:00 pm

### **LIDL** [www.lidl.de](http://www.lidl.de)

Industriestr. 4a, 37081 Göttingen  
Maschmühlenweg 64, 37081 Göttingen  
Annastr. 36, 37081 Göttingen

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

### **EDEKA** [www.edeka.de](http://www.edeka.de)

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

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

### **TEGUT** [www.tegut.com](http://www.tegut.com)

Weender Str. 75, 37073 Göttingen  
An der Lutter 22, 37075 Göttingen  
Kauf Park Allee 1, 37081 Göttingen  
Alfred-Delp-Weg, 37085 Göttingen

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

### **NETTO** [www.netto-online.de](http://www.netto-online.de)

Güterbahnhofstr. 4, 37073 Göttingen  
Prinzenstr. 13, 37073 Göttingen  
Königsallee 243, 37081 Göttingen  
Rosdorfer Weg 12, 37073 Göttingen  
Hauptstraße 46, 37083 Göttingen

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



## Name / Address / Internet

### REWE [www.rewe.de](http://www.rewe.de)

Reinhäuser Landstraße 177, 37083 Göttingen  
 Weender Landstr. 76, 37075 Göttingen  
 Am Steinsgraben 34, 37085 Göttingen  
 Lange-Geismar-Str. 56, 37073 Göttingen  
 Groner Str. 54-56, 37073 Göttingen  
 Sollingstraße 2, 37081 Göttingen  
 Karl-Methe-Straße 1, 37083 Göttingen

## Opening hours

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

### ALDI [www.aldi-nord.de](http://www.aldi-nord.de)

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

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

## Sports activities in Göttingen

### ASSOCIATIONS

#### WASPO 08

Sandweg 11, 37083 Göttingen  
 +49 (0)551/705508  
[www.waspo.de](http://www.waspo.de)

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

#### SVG GÖTTINGEN 07 e. V.

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

football

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## ASSOCIATIONS

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### ASC

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

asian martial arts, baby/ children  
massages/sports, ballet, badminton,  
boxing, fencing, ball games, rehabili-  
tation sports, prevention courses, inline  
hockey, bowling, children's sports,  
modern dance, wheelchair sports, table  
soccer sports, hiking, water sports, et al

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### SCW Göttingen

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

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

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### MTV GEISMAR e. V.

Am Kalten Born 39a, 37085 Göttingen  
+49 (0)551/794362  
[www.mtvgeismar.kunden-web-seite.de](http://www.mtvgeismar.kunden-web-seite.de)  
[geschaeftsstelle@mtvgeismar.de](mailto:geschaeftsstelle@mtvgeismar.de)

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

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### RSV GÖTTINGEN 05 e. V.

Ottostrasse 14a, 37083 Göttingen  
+49 (0)551/76509  
[www.rsv05.de](http://www.rsv05.de)  
[webmaster@rsv05-jugend.de](mailto:webmaster@rsv05-jugend.de)

football, rugby, tennis, badminton,  
cycling, Prellball

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### BG 74 GÖTTINGEN e.V.

Hardenbergweg 42, 37083 Göttingen  
+49 (0)551/795819  
[www.bg74.net/](http://www.bg74.net/)  
[wessel.luecke@arcor.de](mailto:wessel.luecke@arcor.de)

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



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## TENNIS

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### TENNIS UND SKI CLUB e. V. GÖTTINGEN

Calsowstrasse 70, 37085 Göttingen  
+49 (0)551/484461  
[www.tsc-goettingen.com](http://www.tsc-goettingen.com)  
[tsc.goettingen@t-online.de](mailto:tsc.goettingen@t-online.de)

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3 indoor courts, 11 outdoor courts, 6 sand courts

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### GÖTTINGER TENNISCLUB e. V.

Bismarckstr. 111, 37085 Göttingen  
+49 (0)551/72881  
[www.goettinger-tennisclub.de](http://www.goettinger-tennisclub.de)  
[info@goettinger-tennisclub.de](mailto:info@goettinger-tennisclub.de)

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7 sand courts  
playground for children

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## HORSE RIDING

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### REITVEREIN HAINHOLZHOF am Kehr

Borheckstr. 66, 37085 Göttingen  
+49 (0)551/72483  
[www.reitverein-hainholzhof.de](http://www.reitverein-hainholzhof.de)

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70 boxes, 2 riding halls, paddocks

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## BOWLING

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### BOWLING CENTER GÖTTINGEN

Werner-von-Siemens-Str. 10, 37077  
Göttingen  
+49 (0)551/34848  
Mon-Sat: from 15:00  
Sun: from 11:00  
[www.bowlingcentergoettingen.de](http://www.bowlingcentergoettingen.de)

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bowling, air hockey, billiard, darts,  
pinball, football tables, slot machines  
(some for adults only)

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## YOGA

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### SHIVAYOGA AM WALL

Obere Karaspüle 36, 37073 Göttingen  
+49 (0)551/7701393  
[www.shivayoga-goettingen.de](http://www.shivayoga-goettingen.de)  
[info@shivayoga-goettingen.de](mailto:info@shivayoga-goettingen.de)

yoga, ayurveda, reiki, shiatsu

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### YOGASTUDIO GÖTTINGEN

Lange Geismar Str. 72, 37073 Göttingen  
+49 (0)551/703599  
[www.yogastudio-goettingen.de](http://www.yogastudio-goettingen.de)  
[Sabin.schmitt@t-online.de](mailto:Sabin.schmitt@t-online.de)

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

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### KUNDALINI YOGA GÖTTINGEN

Himmelsstieg 2, 37085 Göttingen  
+49 (0)551/3873044  
[www.kundaliniyoga-goettingen.de](http://www.kundaliniyoga-goettingen.de)  
[info@kundaliniyoga-goettingen.de](mailto:info@kundaliniyoga-goettingen.de)

yoga courses, individual lessons

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## SWIMMING

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### BADEPARADIES EISWIESE

Windausweg 6, 37073 Göttingen  
+49 (0)551/507090  
Mon-Fri: 10:00 am – 10:30 pm  
Sat, Sun: 09:00 am – 10:30 pm  
[www.badeparadies.de](http://www.badeparadies.de)  
[info@goesf.de](mailto:info@goesf.de)

total area of 8.400 m<sup>2</sup>, swimming  
attractions, thermalsole-hall, swimming  
for schools and clubs, sauna, diving,  
shiatsu, jahara, children birthdays  
celebration, aqua fitness

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### **FREIBAD AM BRAUWEG**

Brauweg 60, 37073 Göttingen  
Mon-Fri: 06:30 am – 08:00 pm  
Sat, Sun: 08:00 am – 07:00 pm  
+49 (0)551/50709190  
[www.goesf.de/index.php?id=84](http://www.goesf.de/index.php?id=84)  
info@goesf.de

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

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### **FREIBAD WEENDE**

Am Weendespring, 37077 Göttingen  
Mon-Fri: 06:30 am – 08:00 pm  
Sat, Sun: 09:00 am – 07:00 pm  
+49 (0)551/31436  
[www.goesf.de/index.php?id=82](http://www.goesf.de/index.php?id=82)  
info@goesf.de

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1 swimming pool 23 x 50 m, 1 non-swimming pool 15 x 23 m, a total area of 21.975 m<sup>2</sup>, 80 m long water slide children's play area, paddling pool

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### **NATURERLEBNISBAD GRONE**

Greitweg, 37081 Göttingen  
Mon-Fri: 09:00 am – 08:00 pm  
Sat, Sun: 09:00 am – 07:00 pm  
+49 (0)551/61742  
[www.goesf.de/index.php?id=83](http://www.goesf.de/index.php?id=83)  
info@goesf.de

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

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### **DANCING**

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#### **ART LA DANSE - Die Göttinger Balletschule**

Geiststrasse 6, 37073 Göttingen  
+49 (0)551/42582  
[www.artladanse.de](http://www.artladanse.de)

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children's ballet, ballet, modern dance

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### **STEP BY STEP**

Am Wochenmarkt 24, 37073 Göttingen  
+49 (0)551/5313453

[www.step-by-step-goettingen.de](http://www.step-by-step-goettingen.de)

[email@step-by-step-goettingen.de](mailto:email@step-by-step-goettingen.de)

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

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### **HIPPOCRITZ SCHOOL GÖTTINGEN**

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

[www.hippocritz-school.com](http://www.hippocritz-school.com)

[pepper@hippocritz.com](mailto:pepper@hippocritz.com)

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

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### **TANZSCHULE KREBS**

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

[www.ts-krebs.de](http://www.ts-krebs.de)

[info@ts-krebs.de](mailto:info@ts-krebs.de)

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

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### **HIP HOP DANCE ACADEMY**

Groner Landstr. 21, 37081 Göttingen  
+49 (0)551/3894640

[www.hip-hop-dance-academy.de](http://www.hip-hop-dance-academy.de)

[info@hip-hop-dance-academy.de](mailto:info@hip-hop-dance-academy.de)

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

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### **TANZSCHULE SWING**

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

[www.tanzschule-swing.de](http://www.tanzschule-swing.de)

[info@tanzschule-swing.de](mailto:info@tanzschule-swing.de)

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

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## WELLNESS

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### VITAL SPA

Dransfelderstr. 3, 37079 Göttingen  
+49 (0)551/9001700  
[www.vitalspa.de](http://www.vitalspa.de)  
[tobias.gross@vitalspa.de](mailto:tobias.gross@vitalspa.de)

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

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## SELF-DEFENCE

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### SHOTOKAN GÖTTINGEN e. V.

Maschmühlenweg 109, 37081 Göttingen  
+49 (0)551/371774  
[www.shotokan-goe.de](http://www.shotokan-goe.de)  
[info@shotokan.goe.de](mailto:info@shotokan.goe.de)

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karate, capoeira, self-defence courses

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## Tipping

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

to receive. When you go out to restaurants or cafés with friends or acquaintances it is quite customary to ask for separate bills in Germany.

## Weather

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

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# 11.11 SMALL LANGUAGE GUIDE FOR GERMANY

## Basic words

ENGLISH	GERMAN
Yes.	Ja.
No.	Nein.
Please.	Bitte.
Thank you.	Danke.
Thanks a lot.	Vielen Dank.
You're welcome! /Not at all!	Bitte!/Gern geschehen!
Not at all!	Nichts zu danken!
Excuse me?	Wie bitte?
Of course.	Selbstverständlich.
Agreed!	Einverstanden!
Excuse me.	Entschuldigung.
Just a minute, please.	Einen Augenblick, bitte.
Help!	Hilfe!
I'd like...	Ich möchte...




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### ENGLISH

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I'm from...

Where are you from?

My name is...

What's your name?

How are you?

---

#### Asking questions:

Who?

What?

Which?

Where?

Why?

How long?

When?

Is there? /Are there?

---

#### The days of the week:

Monday

Tuesday

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### GERMAN

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Ich komme aus...

Woher kommen Sie?

Ich heie...

Wie heien Sie?

Wie geht es Ihnen?

---

Wer?

Was?

Welcher? Welches?

Wo?

Warum?

Wie lange?

Wann?

Gibt es?

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Montag

Dienstag

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## ENGLISH

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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## GERMAN

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Mittwoch

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Donnerstag

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Freitag

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Samstag

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Sonntag

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### The seasons:

Spring

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der Frühling

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Summer

---

der Sommer

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Autumn

---

der Herbst

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Winter

---

der Winter

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### The months:

January

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Januar

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February

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Februar

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March

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März

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April

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April

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May

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Mai

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June

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Juni

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## ENGLISH

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July

August

September

October

November

December

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## GERMAN

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Juli

August

September

Oktober

November

Dezember

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### What time is it? – Wieviel Uhr ist es?

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The clock shows: 09:00.

Es ist (Punkt) neun.

The clock shows: 09:10.

Es ist zehn nach neun.

The clock shows: 09:15.

Es ist Viertel nach neun.

The clock shows: 09:30.

Es ist halb zehn.

The clock shows: 09:45.

Es ist Viertel vor zehn.

The clock shows: 09:55.

Es ist fünf vor zehn.

The clock shows: 04:30.

Es ist halb fünf.

The clock shows: 12:00 am.

Es ist zwölf Uhr.

The clock shows: 12:00 pm.

---

Es ist Mitternacht.

---



Numbers:

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

200	Zweihundert
300	Dreihundert
1000	Tausend
2000	Zweitausend
10,000	Zehntausend
100,000	Hundertausend
1,000,000	Eine Millionen
3.5 %	3,5 Prozent
$\frac{1}{2}, \frac{1}{3}$	Ein halb, ein Drittel

### Units of measure

1 km = 1000 m

km = Kilometer, m = Meter

1 m = 10 dm = 100 cm = 1000 mm

dm = Dezimeter, cm = Zentimeter,

mm = Millimeter

1 l = 1000 ml

l = Liter, ml = Milliliter

1 kg = 1000 g

kg = Kilogramm, g = Gramm

### Formalities

It is customary to say “bitte” (Please/here you are) and “danke” (thank you) a lot.

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

### Greeting people

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

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



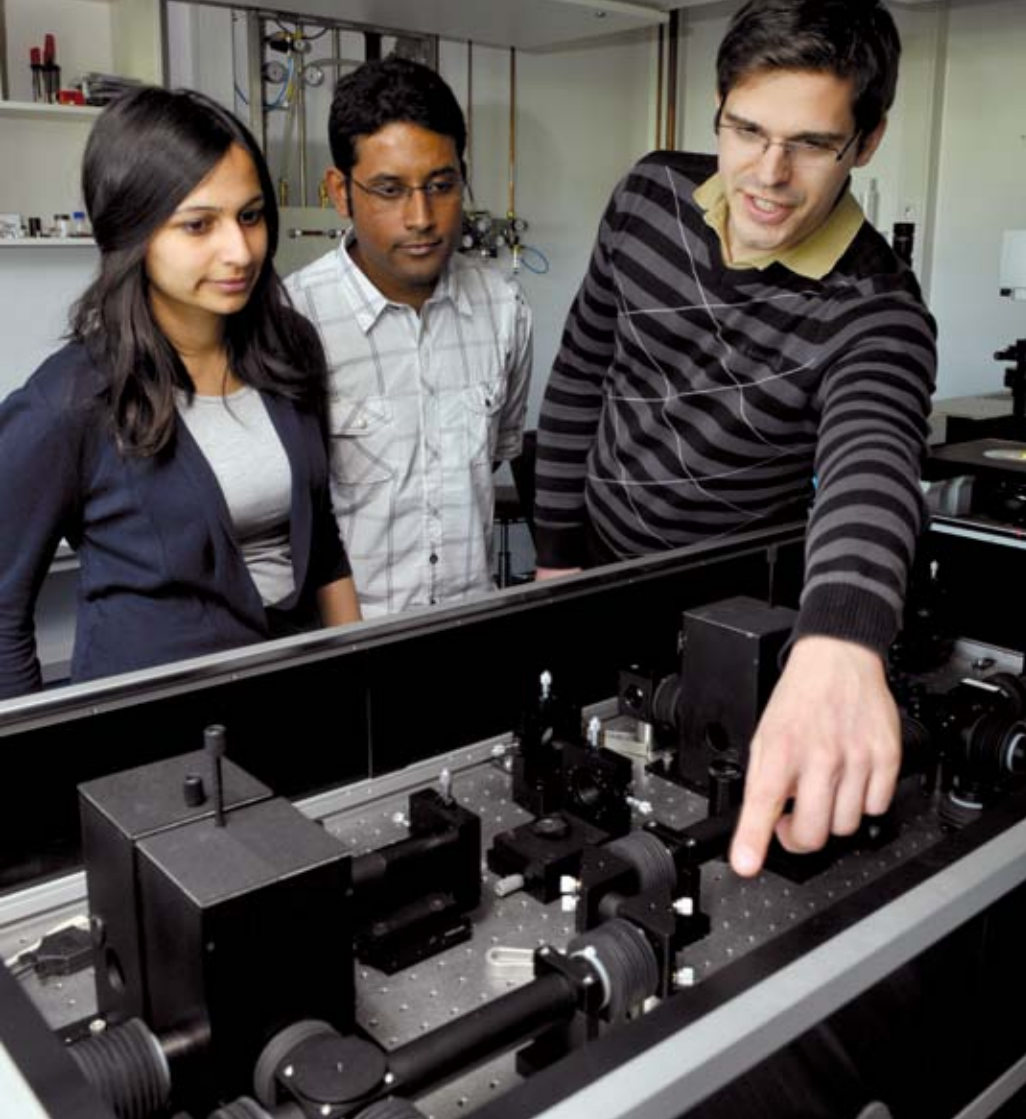
of someone is “Auf Wiedersehen” or, less formally, “Tschüss”

### Mealtimes

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

### Answering the phone:

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





## 12.1 CHECKLIST

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

### Three months to go

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

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

### One month to go

- Cancel your registration at the *Einwohnermeldeamt* (Residents' Registration Office)
- If you have children, inform the school or kindergarten that you are leaving.
- Inform your insurance companies that you are leaving.

Residents' Registration Office,  
Göttingen

New Town Hall  
Hiroshimaplatz 1-4

Opening hours:

Mon, Tue: 08:00 am – 03:00 pm

Wed, Fri: 08:00 am – 12:00 pm

Thu: 08:00 am – 05:00 pm

- If you want to sell your car in Germany or take it to your own country, you must inform the *Kraftfahrzeugzulassungsstelle* (vehicle licensing authority) and the company providing your third-party liability insurance. Please take note of the formalities necessary to export a vehicle purchased in Germany (export declaration).
- Inform your telephone provider.
- Arrange for the rent deposit to be reimbursed including the interest and any compound interest accrued during the rental period.
- If required, complete a *Nachsendeantrag* (forwarding request) at the post office so that your post can be forwarded to you.  
[www.efiliale.de](http://www.efiliale.de)  
> [Nachsendeservice](#)
- If you have paid radio and television licencing fees inform the *Gebühreneinzugszentrale* (GEZ - fee collecting agency) that you are leaving ([www.gez.de](http://www.gez.de)).
- Take borrowed books and journals back to the university library or departmental libraries.
- If you want to send luggage home by freight service arrange an appointment with the freight carrier to pick up the parcels.
- As you will probably need to use your bank account right up to the last minute, we recommend not to cancel it until shortly before the move.
- Please leave your new address at the Welcome Centre ([welcome@uni-goettingen.de](mailto:welcome@uni-goettingen.de)).
- Join Alumni Göttingen e. V. so that you can keep in touch with the University in the future.

### Moving day

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

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

Your Welcome Centre Team



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## IMPRINT

### **Publisher:**

Georg-August-Universität Göttingen  
Göttingen International –  
The International Office  
Von-Siebold-Straße 2  
37075 Göttingen  
[www.uni-goettingen.de/international\\_office](http://www.uni-goettingen.de/international_office)

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Chapter 4 to 12 were originally published in a 'Guide for International Researchers' of the Universities Bochum, Bonn, and Marburg and are reprinted here (with revisions) by kind permission of the above mentioned universities.

Articles from portal EURAXESS Germany have, in partly modified versions, been included by kind permission of Alexander von Humboldt Foundation. The publisher takes full responsibility for the content.

### **Proofreader:**

Dr. Eduardo Xavier Fargas

### **Design:**

Domino Werbeagentur GmbH

### **Printer:**

PR Druckerei GmbH

As of May 2012: All the information contained in this guide has been carefully researched and checked, and all reasonable efforts have been made to avoid errors. Factual or printing errors can however not be completely ruled out.





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