



YOUR FIRST STEPS IN HAMBURG

TUHH
Hamburg
University of
Technology



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Disclaimer:

This brochure is meant to be a guidance for the international students in Hamburg but doesn't replace the professional advice of any competent authority. This brochure describes the legal situation of 2022.

To The Students

The AStA hopes this brochure helps you overcome the complex bureaucratic hurdles of Germany and allows a smooth start of your studies. You are not alone.

In solidarity,
Dept. of International Affairs

Your To-Do List

- Find an accommodation
- City registration (*Meldebestätigung*)
- Open a German Bank account
- Get health insurance
- Extend your residence permit
- Complete your enrolment
- Semester ticket
- Student ID
- Get around Stud.IP and TUNE
- Sit back and enjoy Hamburg

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1. Interpreter Services:

Mastering German is not an easy task and even worse if you have to deal with the authorities and their complex terminologies. That's why as from 2021 the Dept. of International Affairs of the AStA is offering an interpreter service. This service is made up of TU Students, who work on a voluntary basis and accompany you to the authorities in person and translate everything for you in English. Tackling the German bureaucracy has never been easier. Scan the QR code to book an interpreter!



2. Registration in Hamburg:

2.1 What is Anmeldung?

It is mandatory to register your location of stay (*Anmeldung*) at your neighborhood residents' office (*Bürgeramt*). Registration authorities and officials (*Meldebehörde*) register the people living in their locality to have a count on the population and their place of residence in Germany. You should register yourself as well even if you are planning to stay for less than 90 days in German territory.

2.2 Making an appointment:

Your city registration (*Anmeldung*) is the major step when moving to Germany, as it gives you the registration certificate (*Anmeldebescheinigung*). You will require this for a wide range of official services in the nation, for example opening a bank account,

getting a tax ID or getting a new job. Most residents' office in significant regions offers online arrangement appointments wherein you chose the option to "*Meldeangelegenheiten*" to register your address.

Note: Remember that arrangements are restricted and it's very difficult to get an appointment within 2-weeks. Nevertheless it ordinarily gets the job done to have booked your appointment about 14 days after moving in, regardless if the appointment itself is later than that date.

2.2.1 Documents needed:

- I. You can often print out and fill out the registration form (*Anmeldeformular*) in advance from your citizens' office's website to help you prepare.
- II. Valid passport (not a **driving license**).
- III. Visa (if applicable).
- IV. Proof of residence certificate from your landlord (*Wohnungsgeberbestätigung*).
- V. Marriage certificate (if applicable).

2.2.2 Residents' office contact details:

You can track down your nearby residents' office by choosing "Einwohnermeldeamt" and entering your postcode on the Deutsche Post site. There are normally several offices in several locations in a city. You don't really have to register at the office nearest to you, so it is much better to go to another office further away if the appointments are available on sooner dates. Appointments can also be easily made online. Here is a QR code to make your appointment.



3. Opening a Bank Account:

Opening a bank account in Germany is considered to be an important thing that you must carry out as soon as you move in into Germany as an expat. A German bank account is a need with regards to paying your rent, receiving your salary etc.

Before you make a choice on the bank, ensure that you consider a couple of components with regards to the administrations and services, branches, ATMs, and expenses. Examples of some banks are Deutsche Bank, Hamburger Sparkasse, Commerzbank (these are only examples not recommendations).

3.1 Banking services:

Kindly ensure to get some information about the services and the offers that the bank provides. Although banks in Germany offer extensive types of services, make sure to gather the full set of information in advance.

3.2 Customer support:

Customer support is one such significant perspective with regards to banking. Particularly with regards to the language that they offer. If you can't communicate quite well in German, you should consider yourself opening an account with a bank that has English-speaking client assistance.

3.3 Maintenance and withdrawal charges:

Maintenance charges and other charges are a significant part to consider while choosing a bank. Make sure that you are aware of the terms and conditions and the withdrawal expenses since certain ATMs which do not belong to the bank you are registered with, can charge as much as 5€.

3.4 The network of branches and ATMs:

Most of banks in Germany have a wide range of branches and ATMs. Ensure that you have a nearby ATM to have an instant and easy access to your cash, whenever you are in need of it.

3.5 Online services:

In recent years, the online world has become very significant and advantageous. Banking administrations online can save you a lot of time, for example with online transactions.

3.6 Documents needed:

To open a bank account in Germany, you should provide the following documents:

- I. Some banks need you to have an appointment.
- II. Duly completed application form.
- III. Your valid passport and current German residence permit (Visa).
- IV. Proof of registration/address.
- V. Matriculation certificate

4. Health Insurance:

In the event that you are a student in a German University, you will require health insurance. International students are not allowed to enroll in a higher education degree program in Germany without proper public health insurance.

Health care coverage gives the assurance that the expenses of clinical considerations don't need to be paid individually in case of illness. It is obligatory to have medical insurance in Germany to carry out further formalities.

4.1 Insurance fee:

The insurance fees come to approximately 110 EUR a month and are at around this price until you are 30 years of age or have finished your 14th subject-related semester. Tariffs fluctuate on the grounds that every medical coverage supplier can demand additional contributions. During your studies, once you change to private insurance you cannot go back to public insurance. The TUHH recommends public health insurance due to high additional cost of a private health insurance. The German National Association for Student Affairs (DSW) has made courses of action to reach out to students in this regard. For more data and information kindly contact the international office of TUHH.

4.2 European Health Insurance Card:

Since Germany has signed up friendly agreements with the European Union, the legal health care coverage of numerous worldwide students and graduates is likewise applicable for important treatments (crisis care) during their visit in Germany. These students can have their insurance recognized by a legal health care provider in Germany. Your insurance provider in your country of origin can guide you on how to approach this. You will ordinarily require a European Health Insurance Card (EHIC). This insurance provider will then, at that point give affirmation that the medical coverage needed for enrolment is set up. In some cases, it might be the fact that the insurance doesn't take care of all expenses in Germany.

Kindly make exact inquiries concerning which benefits you are qualified to receive in Germany prior to entering the country. Health care insurance providers may cut off expenses of treatment to give benefits that are not recognized in Germany! In the case that you don't have any insurance in your country of origin, you will in any case need to set up insurance in Germany actually like any remaining students.

4.3 Taking a health insurance abroad:

You can always reach out to any health insurance provider of your own choice from abroad via email or telephone. It is necessary only to submit the filled in application forms with your signature and all other proof necessary to prove that you are a student in Germany. In Germany, electronic signatures have been legally recognized since 2001. They are accepted as handwritten signatures on paper documents. It is necessary to update your recent photo for an identity proof. In case you do not have an address of confirmation at the moment you are applying, it can be updated later to the insurance company. But do not forget to update your contact details after your arrival in Germany. After submission of the necessary documents, you will be sent a confirmation of your health insurance coverage (*Krankenversicherungsnachweis*). From the beginning of your subject-related studies you will be insured. For students up to the age of 29, Cancellation of GERMAN STUDENT INSURANCE or a postponement of the insurance period is possible with certain terms and conditions. Kindly contact your insurance provider in case you do not want to start your journey because of the coronavirus or maybe some other proper reason. From the beginning of your subject-related studies you will be insured.

Documents needed:

- I. Filled in Membership form.
- II. Matriculation certificate.
- III. Photos
- IV. Bank Account details.
- V. City Registration (for address proof).
- VI. Your valid passport and current German residence permit (Visa)

5. Residence Permit:

Your application for a residence permit application needs to be done at the foreigner's office (*Ausländerbehörde*) which is found ***in the district you live in***. They are generally extremely occupied and have restricted accessibility. It is important to book an appointment (3 months before) as quickly as time permits before the expiry of the visa. Note that a few places don't offer appointments but run a drop-in help. For the Harburg foreigner's office you can apply for an appointment online. (Jump to 5.4 for more infos about it)

5.1 Application forms:

You can usually find a digital version of the application structure for a German residence permit on the website of foreigner's office. Alternatively, you can also fill in the application form at the time of your appointment. As a rule, you need to fill out the application form prior and bring it along to your visa appointment. The immigration office will charge an expense to deal with the application. The expense is generally somewhere between to 50 and 110 euros. You can check the specific costs with your nearby office. Your expenses won't be discounted if your application is dismissed.

5.2 Time period:

When your application and the necessary documents are submitted and your expense has been paid, the immigration office will evaluate your application. Depending upon the kind of visa you have applied for, they may likewise need to contact the Federal Employment Agency. It ordinarily takes two weeks to about a month, yet it very well may be longer during busy periods. During this time, you will be covered by a certificate stating that you are applying for a residence permit.

5.3 Collecting Visa at the immigration office:

When the process is complete, your residence permit is given and you will be approached to go to the immigration office to collect it from the authorities. You should get it face to face. You may likewise be sent a PIN code in the post which you should use to collect your residence permit. Since September 2011, this electronic residence permit (eAT) is given as a plastic Mastercard with a chip containing all your own information, your identification photograph, and fingerprints.

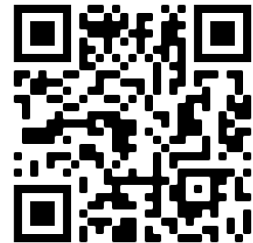
Documents needed:

- I. Valid passport.
- II. Two current biometric photos.
- III. Completed and signed in application form.
- IV. City Registration (*Anmeldung*)
- V. Proof of health insurance
- VI. Bank Account statement (normally just showing the total amount of money is sufficient)
- VII. Employment Contract (if applicable)
- VIII. Enrolment certificate (proof that you are studying)

Check with your foreigners' office for the **latest** requirements

**Good to know:**

1. You don't need a **blocked** bank account anymore.
2. Many students have had bad experiences at the foreigners' office. Don't be afraid to ask questions! Know your rights! If you feel like you are being discriminated against by an employer, don't be afraid to ask to speak with the director of the foreigners' office. Those kinds of incidences should not be happening.
3. Most of the times, the staffs working at the foreigner's office are always in a bad mood due to the huge load of work they have. So don't take it personally if they are grumpy to you.
4. Remember the AStA is offering interpreters to help you at the foreigners' office.



6. Finding Accommodation in Hamburg

Finding accommodation in Hamburg is hard but not impossible.

These are the categories of places you can live:

- a room in a public student hall offered by Studierendenwerk Hamburg or in a private student hall offered by other organizations
- a room in a shared apartment (WG)
- apartments rented by private landlords or housing companies

What should you remember?

At the beginning, it would be hard to find the place of your dreams to live, so it helps to compromise until after you become familiar with Hamburg. It will then be easier to find an accommodation.

If you are a student without your own income, you should be prepared to show your landlord proof that a parent or relative is acting as a sponsor. A bank statement of such sponsor should suffice.

There are waiting periods for rooms in the student halls.

Studierendenwerk Hamburg recommends you inform yourself and start looking for housing even before you have received a letter of admission!



Good to know: Beware of fraud attempts. Many fraudsters put fake accommodation offers on the internet. How to recognize them? If they are asking you for money before you even visit the apartment in person or asking for money, to then send you the keys by post. Don't pay anything unless you are signing a contract. All apartment visits are free.



Good to know: Prospective international Master degree students and exchange students from partner universities have to apply for a room in a student hall of Studierendenwerk Hamburg through the **Accommodation and Student Welfare Office of TUHH** during the application period. On the webpage, you find further details.
www.tuhh.de/rooms

Email: rooms@tuhh.de

6.1 Rooms in student halls

Studierendenwerk Hamburg has 26 student halls with a total of 4,350 rooms for all students in Hamburg. A furnished room in one of these costs approx. €300 to €370 per month. A security deposit of €300 or more is also payable when you move in. Students have their own furnished rooms, generally measuring 10 – 13 m². The kitchens, common rooms, and sanitary facilities are shared.

Proceed as follows:

- Website: www.studierendenwerk-hamburg.de → Accommodation → Online application
- Complete the online application form
- Rooms in a student hall are in great demand and the supply often doesn't meet the demand. So, applicants are added to a waiting list three months before the semester starts at the earliest. Submitting an application for all dormitories will increase your chances of being assigned a room more quickly.

Contact and information:

Beratungszentrum Wohnen

Grindelallee 9, Second Floor

20146 Hamburg

Tel: +49 40 41902-268

Email: wohnen-beratungszentrum@studierendenwerk-hamburg.de

Website: www.studierendenwerk-hamburg.de

6.2 Rooms in other student halls

Apart from Studierendenwerk Hamburg's student halls, there are additional student residences offered by other organizations. Please apply directly to the respective residence. Room fees are equivalent to those of the Studierendenwerk Hamburg (roughly €230 to €350 per month).

Proceed as follows:

Website: www.studierendenwerk-hamburg.de → Accommodation →

Student residences run by other landlords

This contains addresses for and further information on the 12 student residences run by other providers. You must contact the individual residences directly to reserve a room.

6.3 Find your own room, apartment, or shared housing

What is a “WG”?

A Wohngemeinschaft (WG), is a shared apartment, where you have your private room but share a bathroom and kitchen. As a result, your rent is cheaper.

What is a “Zwischenmiete”?

Some people will lease their room for a short period of time, if they are going abroad. This option is good on the short term while you look for a new long-term place in Hamburg

Where can I find a room or apartment?

Bulletin boards at the University: Audimax II has bulletin boards that students can consult to find private housing offers and requests. It is definitely worth taking a look.

Online housing exchanges: Enter the search words “WG Hamburg” (housing share Hamburg), “Hamburg Wohngemeinschaften” (Hamburg housing shares), or “Wohnungssuche Hamburg” (housing search Hamburg) in a search engine for a list of links to online housing exchanges. Alternatively, enter “Kleinanzeigen Hamburg” for links to classified ads for private housing

Social networks: You can also often find offers for apartments and shared apartments on social networks such as Facebook. Simply enter “WG Hamburg” in the search field and select a group. You can directly answer an offer or post your own request with a short text about yourself.

Useful links for your housing search:

I. www.studierendenwerk-hamburg.de → Accommodation → Private rooms

II. SAGA GWG housing search:

The SAGA GWG is a municipal housing provider with 130,000 apartments. **Do not wait to apply!**

www.saga.hamburg → Immobiliensuche (at "Suchagent anlegen" you can add you search and receive an offer by email)

The semester start is near and you still haven't found a room?

Don't panic! Here are some options:

- I. Accommodation and Student Welfare Office of TUHH:
www.tuhh.de/rooms
- II. Studierendenwerk Hamburg: www.studierendenwerk-hamburg.de → Accommodation → Private rooms → Other short-term housing options
- III. Youth hostels: www.jugendherberge.de
- IV. Hamburg tourist information: www.hamburg-tourism.de
- V. Private overnight accommodation: Couchsurfing, Airbnb, TrustedHouseSitters, and others

6.5 Rent, additional costs, TV and radio license fees, security deposit

What are the additional costs?

Additional expenses (*Nebenkosten*) + basic rent (*Kaltmiete*) = Warm rent (*Warmmiete*). The landlord receives the *Warmmiete* and for other incurring costs, an agreement contract needs to be signed. Next page is a list of possible incidentals:

- I. running costs (such as garbage collection and janitorial services; these are included in rent)
- II. heating (may be included in rent or may be payable directly to gas provider)
- III. electricity (resident signs contract independently with provider or may be included in rent)
- IV. gas (for stove or oven; resident signs contract independently with provider)
- V. telephone and internet (resident signs contract independently with provider or may be included in rent)
- VI. state TV and radio license fees (**mandatory fees** for every apartment: 18,36€ per month)

In a WG, one person pays the rent, electricity, Internet, TV, and radio license fee; the other residents give this person their respective shares. To avoid conflict, agreements should be put in writing before everyone moves in (at least per email).

6.6 Security deposit (Kaution)

Most landlords may request up to three months of basic rent (*Kaltmiete*) as a security deposit. Providing that there are no damages, you get the full security deposit back after you move out.



Good to know: Fraud alert! Never transfer money/security deposit in advance without having seen the apartment or without having signed a contract.

7. Filing Radio tax:

This is a German TV tax (*Rundfunkbeitrag*) that every person must pay to fund the creation and the telecast of public service stations in Germany. This update may appear as on the form of "ARD ZDF Deutschlandradio" letter telling you about the TV and radio broadcasting charges. Every household in Germany should pay this expense, set at 18,36€ each month. It generally means "worldwide telecom commitment". This commitment upholds public TV and radio channels so they can deliver autonomous and quality substance, liberated from any legislative or other private impact. In this case is especially significant for individuals living in shared apartments. The fee of 18,36€ apply to one household and not to every individual living inside it. [3]

This implies that if your roommate as of now pays for it, basically let them know about it and they will let you be.

Steps in filing a radio tax:

1. Register your household in the online service provided. Load this form with details and it asks you for essential data like location and name.
2. In the same form provided, you can pick either that you want them to automatically take money from your bank account or that you transfer it manually every time. You can set month to month, quarterly or yearly portions as well. Only records with IBANs are acknowledged.
3. Get affirmation and keep them refreshed about your circumstance. Keep your reference number (*Beitragsnummer*) close. It's your reference number and it will be helpful on the off chance that you move out or change homes.

8. Doctor's Appointment:

Here are the means that will make it simple for you to set up an appointment for a visit to the doctor:

- Find a specialist or a nearby doctor's office.
- Know whether you have health insurance coverage. Your insurance card is important for any appointment!
- Call the office or make an appointment in person with the doctor's assistant (Arzthelfer).
- Make an arrangement time that works for you.
- Come ready with your significant reports.
- Come ahead of schedule to your arrangement.

It's common practice here to go a doctor office if you are sick instead of directly to the hospital. Hospitals and clinics are mainly for emergencies. It's good you find yourself a general practitioner office (*Hausarzt Praxis*) you feel comfortable with and like, since they are the one to provide basic health care and if further diagnosis is needed, the general practitioner will refer you to a specialist. But you don't always need a referral to see a specialist. You can as well make an appointment by yourself, if you feel the need.

9. Semester ticket:

All TUHH students receive a semester ticket. With the timetable change in winter 2019/2020, the HVV tariff area was expanded. Since December 15th 2019, HVV tickets can be used on other railway lines in Lower Saxony.

The Hamburg Semester ticket will continue to be valid in the HVV tariff rings ABCDE, but not in the new "overall area". The imprint on the Semester ticket will in future be changed to "Rings A-E". With a few exceptions, this corresponds to the previous scope.

Under very specific conditions (severe disability, absence from the university, financial reasons, ...) an application for reimbursement of the amount for the ticket can be made via the hardship fund. In this case, the ticket will be withdrawn by the hardship fund office. Please contact the Studierendenwerk Hamburg.

In the majority of cases, it is worthwhile to keep the ticket and use it, as the approximately 25€ that the ticket costs per month can be collected quickly for single journeys. Under no circumstances may the semester ticket be shrink-wrapped, as the security features can then no longer be verified. The ticket is then invalid!

9.1 You haven't received your semester documents?

You've submitted all the paperwork on time **but have not received your semester documents?** Please purchase a weekly or monthly travel pass from the Hamburg Public Transport Association (HVV). The pass must bear your name and may only be used as of 1 April (summer semester) or 1 October (winter semester) respectively. Once you have received your semester public transport pass, you may be reimbursed for these passes only.

Please note: Never take public transportation without your pass; passengers caught traveling without a pass or ticket must pay a 60€ fine.

9.2 Where can I purchase a weekly/monthly travel pass?

At any HVV service center or sales point

(Be sure to bring a passport photo along with you):

www.hvv.de/fahrkarten/service-verkaufsstellen

9.3 Where can you get a refund?

S-Bahn Hamburg Fahrgeldstelle

Hühnerposten 1 (access via Altmannbrücke)

Entrance B, Sixth Floor

20097 Hamburg

www.s-bahn-hamburg.de → Fahren → Fahrkartenkontrolle

9.4 Semester ticket refund

This is carried out by the Studierendenwerk Hamburg. If you cannot use the ticket – e.g because you are studying abroad or doing an internship abroad – you have the opportunity to submit an application for reimbursement of the contribution portion for the semester ticket. The refund criteria are as follows;

1. Health reasons: Health reasons mean that the use of public transport is not possible due to illness for more than three months or due to a disability.

2. Local reasons: There are local reasons if you stay outside the scope of the HVV for more than three months in the application semester for study-related reasons (e.g internship or study abroad).

3. Spatial reasons: In case of spatial reasons, you live outside the HVV area and travel to your place of study by Deutsche Bahn or comparable public transport and do not use the HVV additionally for a fee. However, it is also possible that you live so close to your

place of study (up to 2 km from your home) that you travel on foot or by bicycle and do not use the HVV. Or you live within the HVV fringe area and would demonstrably need more than two hours to get from your home to your place of study.

4. Social reasons: A refund on social grounds is to be recognized above all if you can credibly show that you have laid out your entire financial planning without travel costs because the journey to the place of study is made by bicycle or on foot, although the distance is more than 2 km each way. A claim for refund is to be recognized in these cases if you receive social benefits according to the Federal Training Assistance Act (BAföG), current assistance for living expenses according to the 12th Book of the Social Code (SGB XII) or benefits to secure living expenses according to SGB II (unemployment benefit II) or if the financial means available to you (income, assets, alimony payments, etc.) after deduction of housing costs (housing allowance, etc.) are insufficient.) after deduction of housing costs (warm rent plus energy costs), child allowances according to §23(1) sentence 1 no. 3 Bafög and health and nursing care insurance are below the standard social welfare rate for single persons and heads of household in Hamburg. In particularly justified cases of hardship, exceptions may be permitted after consultation with the ASten.

The application is to be made per semester. It must be available to Studierendenwerk at the latest

for the winter semester until

- **September 30th of the year**

for the summer semester until

- **March 31st of the year**



Good to know: If Studierendewerk rejects your application for refund, a 'NO' from them is not the final answer. You can appeal that rejection to them and they will send the appeal to the AStA. If the AStA reviews your case and finds it to be legitimate, the AStA can refund you part of the price of the semester ticket.

Scan this QR code to apply for a refund with Studierendenwerk.



10. First points of contact in case of trouble:

- Student Counseling Center

The Central Student Counseling Service offers students and prospective students' information, orientation and advice on their studies. It provides one-to-one student counseling on issues such as choice of course, optimizing study, and preparing for examinations, along with psychological counseling.

Email: studienberatung@tuhh.de

Tel.: +49 40 42878 2232

- STUDIS – Admission and Registration

STUDIS handles the application and admissions procedure for all study programs.

Email: study@tuhh.de

- International Office

The International Office is responsible for international university relations and for integration work at the TUHH. It is a point of contact for international students enrolled at the TUHH and runs integration programs for them.

Email: internationaloffice@tuhh.de

- Beratungszentrum Soziales & Internationales – BeSI

Studierendewerk

BeSI supports you in solving social, personal and economic questions that arise in connection with your studies.

Tel. +49 / 40/419 02 - 155

Email: besi@studierendenwerk-hamburg.de

- **Student Representations**

The Student Representation works for the best interest of the student body. Any kind of problems you may be facing, contacting the AStA or the FSR is always a good idea.

Each study programs have their own FSR (Student Representative Council) and they are your contact person in case of study program related problems.

The FSR groups are as follows:

AIW (Engineering Science)

BaU (Civil engineering)

ET/IT (Electrical engineering/Information technology)

MB (Mechanical Engineering)

MWT (Management Science and Technology)

SB (Naval Engineering)

BVT/VT (Process engineering)

Contact details of the FSR and AStA can be found with only one click online. The AStA has as well international working groups (AGs). Those groups of students represent the country they are from and help the people of their country in case of trouble and as well organize cultural events. The international group AGs are as follows:

AStO AG – African Student Organisation

Support for African students at the TUHH for the better Entrance into the study and during the course of the study, Integration in Hamburg and the presentation of African Culture”.

asto-ag@tuhh.de

ESN Hamburg Harburg AG

The Erasmus Student Network Hamburg takes care of everything concerning your Exchange Semester at TUHH and in Hamburg.

hamburg@esn-germany.de

HOLA AG

HOLA AG is a place-to-go for all Latin American students at TUHH doesn't matter if you're here for one semester or your whole studies. Together, we organise activities that allows us to connect, to support each other, and to celebrate the cultural diversity of our region.
hola@tuhh.de

Interkulturelle Hochschul AG

The IHAG is dedicated to promote intercultural understanding in the university and to build bridges between students from different backgrounds. As the representative of all cultural groups, we stand for a peaceful coexistence on campus
ihag@tuhh.de

ISA TUHH AG – Indian Student Organisation

Indian Student Association TUHH has come a long way from the early days and has taken up more responsibilities not only to serve the Indian students better, but also to spread an awareness about India and its culture to the international community at TUHH.
isatuhh@tu-harburg.de

PSA AG – Pakistan Student Association

PSA-TUHH is a group for all: past, present and future Pakistani as well as other international students in Hamburg. The main aim is to work together as a united community for mutual bene-fit, to keep the rich culture and heritage alive, and to fill in the gaps for students who are far away from their home-land!"
Psa@tu-harburg.de

SAB AG – Student Association Bangladesh

The Student Association Bangladesh cares for their Freshers and offers a cultural discourse on the campus.
sab@tuhh.de

References:

- [1] Wedia, "Residence permit application procedure in Germany," *IamExpat*, 2011. <https://www.iamexpat.de/expat-info/official-issues/residence-permit-germany/application-procedure> (accessed Jul. 20, 2021).
- [2] "Deutsches Studentenwerk - Information for international Students: Employment contracts," *Internationale-studierende.de*, 2021. http://www.internationale-studierende.de/en/during_your_studies/jobbing/employment_contracts/ (accessed Aug. 07, 2021).
- [3] Bastien Allibert - SiB, "German TV tax - What to do about the Rundfunkbeitrag letter," *Settle in Berlin*, Jan. 25, 2017. <https://www.settle-in-berlin.com/german-tv-tax-rundfunkbeitrag-ard-zdf-letter/#:~:text=this%20and%20fast.-,What%20is%20this%20Rundfunkbeitrag%20exactly,to%20%E2%80%9Cglobal%20broadcasting%20contribution%E2%80%9D.> (Accessed Aug. 04, 2021).

MAIN CAMPUS MAP

Designation	Address	Function
A	Am Schwarzenberg-Campus 1*	President's Office
B	Am Schwarzenberg-Campus 2*	Center for Studies and Graduation
C	Am Schwarzenberg-Campus 4*	
D	Am Schwarzenberg-Campus 4*	DLR_School_Lab
E	Am Schwarzenberg-Campus 3*	Info Center, Computing Center
F	Kasernenstr. 12	NIT
G	Kasernenstr. 10	
H	Am Schwarzenberg-Campus 5*	Great Lecture Hall (Audimax I)
I	Denickestr. 22	Lecture Hall (Audimax II), Cafeteria/Refectory
J	Denickestr. 22	Library
K	Denickestr. 15	
L	Denickestr. 17	
M	Eißendorfer Str. 42	
N	Eißendorfer Str. 40	
O	Eißendorfer Str. 38	
P	Denickestraße 15	
Q	Am Irrgarten 3-9	

* Older navigation systems do not know the street name 'Am Schwarzenberg-Campus'. Use the old designation 'Schwarzenbergstraße' instead.

