



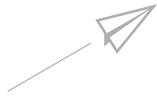
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# STUDYING IN SCHLESWIG-HOLSTEIN

*Researched and written from the  
perspective of an international Student  
by Jena Wuu*



This brochure was made possible by the Studentenservice International Program of the *Robert Bosch Stiftung and Deutsches Studentenwerk*. We would like to express our gratitude to these organizations for this opportunity.



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*Moin Moin*

# MOIN MOIN! WELCOME TO SCHLESWIG-HOLSTEIN!

One of the smallest German states (Bundesland), Schleswig-Holstein is located between the North and Baltic Seas. Here, you can enjoy a variety of natural landscapes, including low flatlands on the west and bays, beaches, and fjords on the east.



Holstentor, Lübeck.

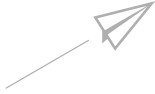
Schleswig-Holstein offers a diverse climate, with windy winters and hot summers – so make sure to bring clothing for all types of weather! There are many opportunities to enjoy the natural scenery year-round with winter sports and summer sailing. One of the largest events of the year is the international Kieler Woche, the world's biggest sailing event, which takes place every summer in Kiel, Schleswig-Holstein's capital.

You will soon discover that the culture in Schleswig-Holstein, a historically Protestant state with a growing Muslim community, carries a traditional mix of Viking, German and Danish backgrounds. This is evident in the castles and manors scattered throughout the state. There are also a number of museums that have preserved Schleswig-Holstein's unique intercultural history.

We hope that you enjoy the diverse opportunities of culture, outdoor activity, and special events during your studies in beautiful Schleswig-Holstein.



Sailing on the Kiel Fjord.



# WELCOME TO STUDENTENWERK SCHLESWIG-HOLSTEIN!

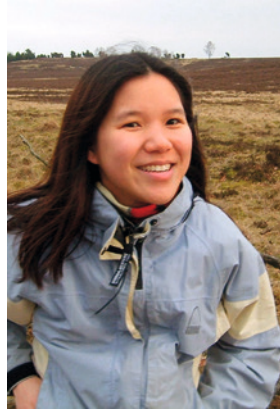
During my time as an international student in Schleswig-Holstein, I experienced first-hand many of the challenges and benefits of living and studying in a foreign country. Through its commitment to students' well-being, the Studentenwerk asked me to draw on my own experiences and collect the bits of information that have helped me during my time here.

That is just what I did, and together, the Studentenwerk and I have made this brochure with you in mind: from an international student for international students. You will find information here about every aspect of living and studying in Schleswig-Holstein.

Enjoy your studies in Schleswig-Holstein!  
All the best,  
Jena Wuu



Studentenwerk Schleswig-Holstein.

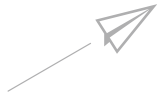


Jena Wuu

# Welcome



Bremerstraße Dormitory, Kiel



## STUDENTENWERK SCHLESWIG-HOLSTEIN - WHO WE ARE

In the German higher education system, academic and student life institutions cooperate with each other to offer different services for students. Studentenwerk Schleswig-Holstein is an independent institution that provides various types of social support and services for students with all aspects of student life.



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## OUR DORMITORIES

It is vital for you to have a comfortable and affordable room close to your classes and activities. Fortunately, the Studentenwerk Schleswig-Holstein works to provide a variety of opportunities for students to live in a number of student dormitories (*das Studentenwohnheim*) for a fair price.

The *Wohnheimverwaltung* is the Department of Housing and is the administrative office for all of the student dormitories of the Studentenwerk Schleswig-Holstein. You can direct all questions regarding housing to the Wohnheimverwaltung.

The Wohnheimverwaltung's opening hours are available on our website [www.studentenwerk.sh](http://www.studentenwerk.sh) - *Wohnen/Accommodation*

If you are unable to meet with someone at the Wohnheimverwaltung during these times, you can also make a special appointment by telephone or by email.

**Contact:** Steenbeker Weg 20, 24106 Kiel

**fon** 0431 8816 -300

**fax** 0431 8816 -330

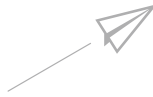
**wohnen@studentenwerk.sh**

**[www.studentenwerk.sh](http://www.studentenwerk.sh) - Wohnen/Accommodation**



The representatives of the Wohnheimverwaltung help you with all your questions regarding housing.





## SOCIAL SERVICES

Studentenwerk offers a wide variety of social services and advice for students:

### *Social Advice (Sozialberatung)*

- gives information about
- › Working as a student
- › Social benefits
- › Health insurance
- › ...

You can go there as well, if you need someone to talk or if you have a question and don't know, where to find an answer for it.

**Contact:** **Kiel:** Johanna Usinger (especially for international students),  
[usinger@studentenwerk.sh](mailto:usinger@studentenwerk.sh)  
Daniela Evers, [evers@studentenwerk.sh](mailto:evers@studentenwerk.sh);  
Anna-Lena Walczak, [walczak@studentenwerk.sh](mailto:walczak@studentenwerk.sh)  
**Lübeck:** Stefanie Prüss, [pruess@studentenwerk.sh](mailto:pruess@studentenwerk.sh)  
**Flensburg:** Janne Marie Wolter, [wolter@studentenwerk.sh](mailto:wolter@studentenwerk.sh)  
**Heide:** Nana Wendt, [wendt@studentenwerk.sh](mailto:wendt@studentenwerk.sh)

### *Counselling*

If you need to, you can speak to a psychologist. This service is free and confidential, and also in English.

**Contact:** **Flensburg:** [psychologe.fl@studentenwerk.sh](mailto:psychologe.fl@studentenwerk.sh)  
**Kiel:** [psychologen.ki@studentenwerk.sh](mailto:psychologen.ki@studentenwerk.sh)  
**Lübeck:** [psychologin.hl@studentenwerk.sh](mailto:psychologin.hl@studentenwerk.sh)  
**Heide:** [wendt@studentenwerk.sh](mailto:wendt@studentenwerk.sh)

### *Daycare Centres for children*

Studentenwerk has 7 Kitas, which open exclusively for children of students: 5 in Kiel and one each in Lübeck and Flensburg.

**Contact:** Ilsedore Keitel, [keitel@studentenwerk.sh](mailto:keitel@studentenwerk.sh)

You can find more information about these services online:

[www.studentenwerk.sh/en](http://www.studentenwerk.sh/en) › › *Social Advice Center*

For further information about a daycare Center in Heide (not run by Studentenwerk SH), contact: [nordlichter@kita-hei.de](mailto:nordlichter@kita-hei.de)

## OUR CANTEENS



Mensa I, Kiel.



You can use WLAN in our Mensas.

Lunch is available in the Mensa on weekdays from 11:15 - 14:15, and you have the option of two main dishes, a vegetarian option, and a hot pot dish, as well as side dishes, organic foods, desserts, and drinks.

The **Cafeterias** offer a variety of baked goods, breads, coffees, and hot dishes, such as sausage or french fries. They are a good place to grab some breakfast, a quick lunch, or to just take a break with friends.

As a student, you receive an extra price discount, making it possible for you to eat a full, balanced meal at a very low price!

The **Campus Card** or **student card** of your university will help you to get through the line much faster and means that you don't have to carry around cash! Moreover, you can use your Campus Card or student card for other things too, like photocopying or printing at the university. Ask for the Campus Card at the Information Point or in the Cafeterias.

*You can load money on the Campus Card or student card of your university, so it will be cheaper.*



**All Mensas and Cafeterias are smokefree areas!**





**The Mensas are located at:**

**Kiel**

**Mensa I**

Westring 385  
24118 Kiel

**Mensa Kesselhaus**

Legienstraße 35  
24103 Kiel

**Mensa Gaarden**

Kaiserstraße 2  
24143 Kiel

**Mensa II**

Leibnizstraße 14  
24118 Kiel

**Schwentine Mensa**

Grenzstraße 14  
24149 Kiel



In our Mensas we offer a variety of tasty dishes.

**Lübeck**

**Mensa Lübeck**

Mönkhofer Weg 241  
23562 Lübeck

**Mensa + Cafeteria in der Musikhochschule**

Große Petersgrube 17-19  
23552 Lübeck

**Flensburg**

**Mensa + Cafeteria Flensburg**

Thomas-Fincke-Straße 20  
24941 Flensburg

**Heide**

**Mensa + Cafeteria Heide**

Fritz-Thiedemann-Ring 20a  
25746 Heide

**Rendsburg**

Mensa Osterrönfeld  
Grüner Kamp 11  
24783 Osterrönfeld

**Wedel**

**Mensa Wedel**

Feldstraße 143  
22880 Wedel

**TIPS**

The **Mensas** often have special offers, which can range from authentic ethnic foods to dessert buffets to students' recommended recipes! Keep your eye out for these special deals!

Do you want to know what's being served in the Mensa, but you don't want to walk all the way over there? You can find all "Speisepläne" online: [studentenwerk.sh](http://studentenwerk.sh)

The Studentenwerk, university organizations and local businesses often advertise upcoming events in the Mensas by laying out flyers and newsletters on the tables. **Check out what's happening** on campus and throughout town while you eat!

## BAFÖG - STUDENT FINANCIAL AID

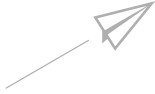
BAföG (das Bundesausbildungsförderungsgesetz) is a public loan for students.

You can find the opening hours of BAföG online: [www.studentenwerk.sh](http://www.studentenwerk.sh) - BAföG

*As an international student, you may be eligible for BAföG*, if you are studying or living in Germany on a long-term basis and meet one or more of the following conditions:

- › You are in Germany for political asylum, or you are another kind of refugee, and are officially recognized as such.
- › You are protected by Abschiebungsschutz, meaning that you are legally able to avoid deportation from Germany (only § 60 I Aufenthaltsgesetz).
- › Your spouse is a German citizen and you live both in the same household.
- › At least one of your parents is a German citizen.
- › At least one of your parents has lived in Germany for the last six years and has worked at least three of those years.
- › You worked and lived at least five years in Germany before you enrolled at an university in Schleswig-Holstein. You did this with a work permit (die Arbeits-erlaubnis); you were insured; and you were able to support yourself during this time.
- › **For EU-Members and Contract Countries:** You have worked at least six months in Germany, and your studies correspond with your work.





## ART & CULTURE

The Department of Art & Culture supports cultural and artistic activities of students. A wide choice of workshops is offered: Theatre, Radio, Film, Music, Creative Writing, Photography, Painting and Drawing.

Additionally, specific facilities like a photography studio, are provided.

**Contact:** Thomas Plöger

**fon** 0431 88 16-139

**kultur@studentenwerk.sh**

**www.studentenwerk.sh - Kultur**

Ines Weißenberg, Reception

**fon** 0431 88 16-137



### Theatre

This is the largest section of the Art & Culture Department, with a number of student theatre groups and regular performances. In Kiel there is a special theatre building, the „Sechseckbau“.



### Painting and Drawing



### Film

Filmmaking instruments, including cameras and editing systems are available for members' use.



### Music



### Creative Writing



### Radio

A radio station is also located in Mensa I, which exclusively plays student-run radio programs during particular times. (see page 15)



### Photography



## ART & CULTURE



Photos © Timo Wilke / Studentenwerk SH



## CAMPUSRADIOKIEL.FM

The Studentenwerk offers students in Kiel the opportunity to produce radio programmes on a student-run radio station. Students are welcome to work in the fields of Editorial (Politics, Culture, International, Sport, Career, etc.) or Production (Technology, Moderation, Marketing, etc.).

### Frequency

101.2 fm

Additionally there is a live internet streaming.

### When

Student programmes are broadcast on the radio at special times on weekdays. You find broadcasting times on the website.

### How to get involved

Meetings are held weekly. If you are interested in working with the radio, just visit one of the meetings or send an email.

### Address

Studentenwerk (Mensa I), Zi. 2  
Westring 385  
24118 Kiel  
Email: [campusradiokiel@googlemail.com](mailto:campusradiokiel@googlemail.com)

You can find more information about the radio station on its website. You will also find student-written articles there.

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



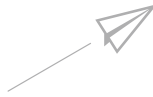
Guido and Mustafa at the event "Open World".

101.2 fm

Sokratesplatz 1

Gebäude  
1





## ACADEMIC INSTITUTIONS

Various academic offices and student organizations support your studies in Schleswig-Holstein.

## FOR INTERNATIONAL STUDENTS



The International Center of the CAU in Kiel.

The International Office/Center is your first resource for all questions or concerns regarding academic and social issues. It is also responsible for the admission, enrollment and general support for all international students. It coordinates a number of partnership programmes with other academic institutions around the world. Each higher education institution in Schleswig-Holstein has its own International Office/Center (Akademisches Auslandsamt).

### *Websites of International Offices/Centers in Schleswig-Holstein*

#### **Kiel**

CAU Kiel

[www.international.uni-kiel.de](http://www.international.uni-kiel.de)

Fachhochschule Kiel

[www.fh-kiel.de/index.php?id=110](http://www.fh-kiel.de/index.php?id=110)

Muthesius Kunsthochschule

[www.muthesius-kunsthochschule.de/studieren/auslandsamt-fernweh-formulare/](http://www.muthesius-kunsthochschule.de/studieren/auslandsamt-fernweh-formulare/)

#### **Lübeck**

Universität zu Lübeck

[www.uni-luebeck.de/en/university-education/international/](http://www.uni-luebeck.de/en/university-education/international/)

Technische Hochschule Lübeck

[www.th-luebeck.de/studium-und-weiterbildung/internationales-incoming/international-office-for-incomings/](http://www.th-luebeck.de/studium-und-weiterbildung/internationales-incoming/international-office-for-incomings/)

Musikhochschule Lübeck

[www.mh-luebeck.de/en/studium/erasmus/](http://www.mh-luebeck.de/en/studium/erasmus/)

#### **Flensburg**

Universität Flensburg

[www.uni-flensburg.de/en/international/](http://www.uni-flensburg.de/en/international/)

Hochschule Flensburg

[www.hs-flensburg.de/en/about-us/university-organisation/admin/international-office](http://www.hs-flensburg.de/en/about-us/university-organisation/admin/international-office)

#### **Heide**

Fachhochschule Westküste

<https://en.fh-westkueste.de/international/incoming-students/>



## GENERAL SUPPORT - ASTA

### *Allgemeiner Studierendenausschuss*

AStA is the equivalent of a student government. It is a group of annually elected students who organizes and funds student organizations, extra-curricular activities and campus-wide parties.

AStA also provides a variety of student advice, ranging from employment and internships to specific courses of study to students legal rights. There is also a special advice for international students by a student called "Referent/in Internationales".



Dancing at Indian Night, one of many events organized by AStA. Photo Credit: Philipp Diepmans

### **Kiel**

CAU Kiel

[international@asta.uni-kiel.de](mailto:international@asta.uni-kiel.de)

[www.asta.uni-kiel.de](http://www.asta.uni-kiel.de)

Fachhochschule Kiel

[vorsitz@asta.fh-kiel.de](mailto:vorsitz@asta.fh-kiel.de)

[www.asta-fh-kiel.de](http://www.asta-fh-kiel.de)

Muthesius Kunsthochschule

[erstsemester\\_asta@muthesius.de](mailto:erstsemester_asta@muthesius.de)

[www.muthesius-kunsthochschule.de/de/studierende/asta/](http://www.muthesius-kunsthochschule.de/de/studierende/asta/)

### **Lübeck**

Universität zu Lübeck

[info@asta.uni-luebeck.de](mailto:info@asta.uni-luebeck.de)

[www.asta.uni-luebeck.de](http://www.asta.uni-luebeck.de)

Technische Hochschule Lübeck

[info@asta-thl.de](mailto:info@asta-thl.de)

[www.gremien-fhl.de/asta/](http://www.gremien-fhl.de/asta/)

Musikhochschule Lübeck

[asta@mh-luebeck.de](mailto:asta@mh-luebeck.de)

[www.mh-luebeck.de/en/university/committees/asta-and-stupa/](http://www.mh-luebeck.de/en/university/committees/asta-and-stupa/)

### **Flensburg**

Universität Flensburg

[asta@uni-flensburg.de](mailto:asta@uni-flensburg.de)

[flensburg-studieren.de/de/uni/asta/aktuelles](http://flensburg-studieren.de/de/uni/asta/aktuelles)

Hochschule Flensburg

[www.hs-flensburg.de/hochschule/studentische-selbstverwaltung/allgemeiner-studierendenausschuss-asta](http://www.hs-flensburg.de/hochschule/studentische-selbstverwaltung/allgemeiner-studierendenausschuss-asta)

### **Heide**

Fachhochschule Westküste

[ausland@asta-westkueste.de](mailto:ausland@asta-westkueste.de)

[www.asta-westkueste.de](http://www.asta-westkueste.de)

## ACADEMIC SUPPORT

### *Zentrale Studienberatung*

All higher education institutions in Schleswig-Holstein offer personal, general academic advice regarding academic matters, such as choosing or changing a course of study, test preparation, and studies planning.

You can find the contact and the opening hours of the Zentrale Studienberatung on the website of your study institution.

### *Studienfachberater\*innen / Studiengangskoordinator\*innen*

Each institute has a specialist, who is responsible for counselling students within the particular study direction. Here you can find out, which combination of lectures can be the most appropriate for you.

### *Fachschaften*

Most academic departments have a student representative group called Fachschaft. The students in the Fachschaft are responsible for a variety of duties, including hosting department parties and social gatherings, archiving past projects and exams, and advising other students in the department.

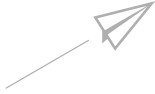
The Fachschaft is a good resource for specific questions regarding your studies and department. You can find more information about the Fachschaften on the web.

### *Sprechstunden*

For more specific information regarding seminars and courses, you can also visit your professors during their opening hours. You can usually find the contact online.



The Biology Fachschaft advises students at Information Day for First Semester students.



## CAREER SERVICES

Each of the three universities in Schleswig-Holstein offer career preparation and advice services by a Career Center. There, you can receive advice, how to plan your career, prepare your resume, and the job application process. They also offer regular seminars regarding these topics. Some of the seminars are especially for international students.

### Kiel

CAU Kiel

[www.careercenter.uni-kiel.de](http://www.careercenter.uni-kiel.de)

International Center CAU: JobStarter

[www.international.uni-kiel.de/en/advising-activities-services/service-information/jobstarter](http://www.international.uni-kiel.de/en/advising-activities-services/service-information/jobstarter)

### Lübeck

Universität zu Lübeck

[www.uni-luebeck.de/studium/studierenden-service-center](http://www.uni-luebeck.de/studium/studierenden-service-center)

### Flensburg

Universität and Hochschule Flensburg

[www.uni-flensburg.de/portal-studium-und-lehre/info-beratung/services-beratung/campuscareer/](http://www.uni-flensburg.de/portal-studium-und-lehre/info-beratung/services-beratung/campuscareer/)

### Heide

Fachhochschule Westküste

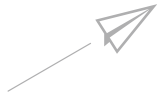
[www.fh-westkueste.de/campus-service/career-service/](http://www.fh-westkueste.de/campus-service/career-service/)



The Career Centers offer career preparation and advice services.



Town Hall and Opera House, Kiel



## PUBLIC INSTITUTIONS

After your arrival in Schleswig-Holstein, you will need to visit a few important government offices. Most important is to get your allowance to live and study in Germany and to register as a resident of the city.

Here is some important basic information about these offices and what you will need to do.

## IMMIGRATION OFFICE

The immigration office (*die Ausländerbehörde /Zuwanderungsabteilung/ Einwanderungsbüro*) handles all issues regarding your visa to enter the country (*das Visum*) and your permit to live and study in Germany (*die Aufenthaltserlaubnis*).

There are different guidelines for entering Germany and receiving a residence permit to live and study in Germany, depending on which country you are from.

### Here are some general guidelines



If you are from an **EU-country**, you do not need to apply for either a Visum or an Aufenthaltserlaubnis.

If you are from the following **non-EU countries**: Australia, Andorra, Canada, Honduras, Israel, the Republic of Korea, Japan, Monaco, New Zealand, San Marino, or the United States of America:

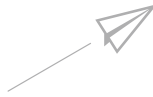
- › You may enter Germany without a special Visum or Aufenthaltserlaubnis. You are allowed to stay in Germany for three months on an automatic tourists permit. This means that you do not need to do any applications before you travel to Germany.
- › If you plan to stay in Germany for longer than three months, you must go to the immigration office **before** your three-month permit is over to apply for an Aufenthaltserlaubnis, in order to legally remain in the country.



The town hall with the immigration office in Flensburg.

If you are from **another country**, you must visit the German embassy (*die Botschaft*) in your home country **before** you travel to Germany, in order to apply for a Visum and an Aufenthaltserlaubnis.





## APPLYING FOR YOUR AUFENTHALTSERLAUBNIS

When applying for an Aufenthaltserlaubnis, you need to bring with you:

- ✓ A biometric photo
- ✓ Your valid passport
- ✓ A proof of a valid health insurance
- ✓ A proof of your enrollment at a university, college, or technical school in Schleswig-Holstein
- ✓ An official proof that you are able to finance yourself during your time in Germany, that can be:
  - › a proof of scholarship
  - › bank guarantee or proof of a blocked bank account
  - › a proof of a guarantor (private financial support), e.g. your parents or a person that lives in Germany

### **Work Permit** (*die Arbeitserlaubnis*)

Depending on which country you come from and what kind of Aufenthaltserlaubnis you have, you may have one of the following options in your visa:

- › An automatic, unlimited work permit
- › A limited work permit
- › No work permit

## Contact of the Immigration Offices:



Registering as a resident.

### Kiel

Sophienblatt 12, 24103 Kiel

**fon** 0431 9014299 (Service Center of the city of Kiel)

E-Mail: [zuwanderungsabteilung@kiel.de](mailto:zuwanderungsabteilung@kiel.de)

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

You need to make an appointment via email or phone

### Lübeck

Dr. Julius Leber Straße 46-48, 23539 Lübeck

**fon** 0451 1220

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

### Flensburg

Am Rathausplatz 1, 24937 Flensburg

**fon** 0461 852007

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

### Heide

Stettiner Straße 30, 25746 Heide

**fon** 0481 971572

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

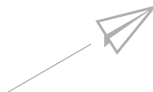
You need to make an appointment via email or phone

## TIPS

In some cases, you might **have to pay** when you apply for your Aufenthaltserlaubnis. These fees are payable at your local embassy or at the immigration office by cash or EC-Karte.

**Marriage partners** and children of international students must also apply for an Aufenthaltserlaubnis if they want to live with you in Germany. You will be expected to have more financial support per month, in order to support your family while you are here.

**The waiting line** can be very long at the immigration office! Make sure to bring enough time!



## CITY REGISTRATION OFFICE

Regardless of whether they are international or German citizens, all residents have to register with their current addresses. The resident registration office (*das Einwohnermeldeamt* or *die Meldestelle*) is usually located in the town hall (*das Rathaus*).

### Registration

After your arrival, you have two weeks time to register (*die Anmeldung*) at the resident registration office to become a legal resident of your city.

You will need to take your passport and the *Wohnungsgeberbestätigung* (a confirmation of your landlord/-lady which says that you've moved into the flat). There is no fee to register. However, if you do not register within two weeks after moving in, you may be subjected to a penalty fee. If you change your apartment, room or flat within the same city, you must re-register with your new address!

### Wohnungsgeberbestätigung

You get the it from your landlord/-lady. If you live in one of the dormitories of Studentenwerk SH, the *Wohnungsgeberbestätigung* will be send to you with your tanency agreement. If you cannot find it anymore, you can ask for a new one at the Housing Department. If you live in a flat as an subtenant, the main tenant can make out the *Wohnungsgeberbestätigung*. You can use a form, which you will find in the internet.

### De-Registration

There are different guidelines on de-registration (*die Abmeldung*), if you move out of a city:

- › If you move to a different city within Germany, you do not have to de-register. You must only remember to register in your new city.
- › If you move to a different country, you must de-register at the resident registration office before you leave.

### City Registration Offices

#### Kiel

Fleethörn 9, 24103 Kiel

fon 0431 901904; [www.kiel.de](http://www.kiel.de)

#### Flensburg

Am Rathausplatz 1, 24937 Flensburg

fon 0461 852124; [www.flensburg.de](http://www.flensburg.de)

#### Lübeck

Dr-Julius-Leber-Str. 46-48, 23552 Lübeck

fon 0451 122-3283 up to -3293

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

#### Heide

Postelweg 1, 25746 Heide

fon 0481 68500; [www.heide.de](http://www.heide.de)

## **Rundfunkbeitrag** (licence fee for public service broadcasting programmes)

In Germany every flat has to pay the Rundfunkbeitrag (**former “GEZ”; licence fee**). It finances the public service broadcasting programmes.

- › The Rundfunkbeitrag costs € 17,50 per month per flat.
- › You need to pay the fee from the first month of your stay in Germany.
- › You need to register at the Rundfunkbeitragservice (organisation) by yourself. If you will not register, the organisation will write a letter to you after some months and will demand the money from you.
- › Only students, who get BAföG, don't have to pay. All international students must pay, no matter how long they will stay in Germany or how they finance their studies.
- › It depends on the dormitory, if your room in the dormitory is an own flat or if you can register one flat together with your dorm mates.

You can find a lot of information about the Rundfunkbeitrag (video clips, information in different languages, information for students, ...) and the registration form on the homepage of Rundfunkbeitragservice.

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

### **Registration (if you share a flat)**

1. One person (A) of the flat must register and pay the Rundfunkbeitrag to the organisation (the organisation is called Beitragservice of ARD, ZDF, Deutschlandradio).
2. All other flat mates (B, C) pay a share of the Rundfunkbeitrag to person A.
3. B and C need to inform the Beitragservice that person A already pays for the flat. They send the registration number of A to the Beitragservice.





## Examples: Rundfunkbeitrag in student flats

**1** They live in the flat: Anna from the Netherlands (Erasmus), Mohammed from Yemen, Patrick from Germany, Dennis from Germany.

Anna pays € 17,50/month to the Beitragsservice. All others give her € 4,50 each month.

**2** They live in the flat: Tim from Germany (gets BAföG), Daria from Romania, Jenne from Germany, Sara from Germany (gets BAföG)

Jenne pays € 17,50/month to the Beitragsservice.

Daria pays € 8,75 to Jenne each month.

Tim and Sara don't have to pay anything, because they get BAföG and can be excused.

**3** They live in the flat: Simone from Germany, Waqas from Pakistan

Simone pays € 17,50/month to the Beitragsservice.

Waqas pays € 8,75 to Simone each month.

**4** They live in the flat: Matteo from Germany (gets BAföG), Liubov from Russia

Liubov pays € 17,50/month to the Beitragsservice.

Matteo doesn't have to pay anything, because he gets BAföG and can be excused.

**5** They live in the flat: Ayca from Turkey, Jegan from India, Supattra from Thailand

Jegan pays € 17,50/month to the Beitragsservice.

Ayca and Supattra pay each € 5,84 to Jegan each month.

**6** Corridor with 8 persons in the dormitory: Linda from Italy, Piotr from Germany, Stefanie from Germany, Olga from Germany (gets BAföG), Daniel from Columbia, Alexander from Belarus, Bente from Germany, Jonte from Germany

Piotr pays € 17,50/month to the Beitragsservice.

Olga doesn't have to pay anything, because he gets BAföG and can be excused.

Linda, Stefanie, Daniel, Alexander, Bente, Jonte can try to register the corridor as a flat. This is only possible, if only people who live at the corridor can enter the floor by a key.

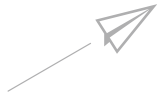
Then each of them would pay € 2,50 to Piotr/month.

! We recommend, that everyone of them (except Olga) saves € 17,50/month, in case the corridor is not accepted as a flat. In this case everyone has to pay € 17,50 separately – backdated to the day, they moved in.

**7** Single apartment: Jorge from Spain lives alone in a flat

Jorge pays € 17,50/month to the Beitragsservice.





## ANY QUESTIONS? VISIT THE SOCIAL ADVICE CENTER

The *Social Advice Center (Sozialberatung Internationales)* is a service of Studentenwerk for international students. Through various projects and cultural activities Sozialberatung Internationales supports international students and the integration between German and international students in Schleswig-Holstein. Both international and German students regularly participate in its many programmes and activities.

## Make German friends! - Study Buddy Programme



Study Buddies.

The goal of the Study Buddy Programme is to facilitate intercultural exchange between German and international students in Kiel, Flensburg and Lübeck. Each participant receives contact information for either a German or an international partner. The matching of the Study Buddy partners is based on similar interests and hobbies and language abilities.

The Study Buddy programme includes a variety of cultural activities and regular meetings during the semester. You can register online for this programme, even before you travel to Germany: [www.studentenwerk.sh/en](http://www.studentenwerk.sh/en)

### Wohnheimtutorinnen und Wohnheimtutoren

If you live in one of the dormitories in Kiel, Lübeck or Flensburg the international tutors are your contact persons for all daily life questions.

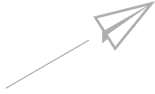
The Wohnheimtutor/innen are students with international experiences, who live in the dormitories and support all international students there. They organize activities and events in order to support the contact between German and international students (please see page 42).

## A STUDY BUDDY STORY

“Every beginning is difficult.” - That’s what I thought, when I came to Kiel. I expected a time of feeling lonely and lost. But that didn’t happen, no - quite the reverse! I met a wonderful Study Buddy, and so my stay in Germany was far from feeling lonely, lost and foreign. Marta didn’t only explain all the official things to me, she took me also into students’ life. Therefore I met her friends, we had parties together or went to the theatre. An more: I got in touch with other international students during the events of the Study Buddy programme as well. So my stay became even more interesting.

So if you just moved to Kiel, Flensburg or Lübeck, register online for the Study Buddy programme: [www.studentenwerk.sh/en](http://www.studentenwerk.sh/en)





## Events

### including:

- › Intercultural trainings
- › Sport competitions
- › Country evenings  
(Culture Sessions)

## Arrival Service

If you live in one of Studentenwerks dormitories in Kiel, Lübeck or Flensburg and if you arrive outside of the regular opening hours of the caretaker, you can register for our Arrival Service (its for free).

### It means:

- › We organize the key of your room in the dormitory.
- › A student gives a personal and warm welcome to you.
- › We help with all things you need to organize, when you move in (pay deposit, sign contract, ...).
- › You get a first orientation in the dormitory and the surrounding area.
- › In Kiel:
  - \*A student will pick you up from the central station, bus station or port and will bring you to the dormitory by car.
  - \*You can buy bedlinen for €10,-.

Please register for the Arrival Service at least 10 days before your arrival. You can register online: [www.studentenwerk.sh/en](http://www.studentenwerk.sh/en)

### Contact:

**Kiel:** Johanna Usinger, Daniela Evers [sozialberatung@studentenwerk.sh](mailto:sozialberatung@studentenwerk.sh)

**Flensburg:** Janne Wolter [wolter@studentenwerk.sh](mailto:wolter@studentenwerk.sh)

**Lübeck:** Stefanie Prüss [pruess@studentenwerk.sh](mailto:pruess@studentenwerk.sh)  
[www.studentenwerk.sh/en](http://www.studentenwerk.sh/en)

### Information for Heide

The AStA's International Department can help you to organize the key of your room in the dormitory. They will try to collect you from the station Heide. Please inform them in time if you need their help.

[ausland@asta-westkueste.de](mailto:ausland@asta-westkueste.de)



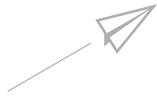
Intercultural Training Seminar.



Arriving in Kiel.



International Student Dormitory, Lübeck  
Photo Credit: Architekt Mai



## STUDENT ACCOMMODATION IN SCHLESWIG-HOLSTEIN

The Studentenwerk Schleswig-Holstein provides a variety of opportunities for students to live in apartments with others and single apartments in a number of student dormitories for a fair price.

## DORMITORIES

### *How Do I Find a Room?*

You can apply for a room in a Studentenwerk's dormitory online:

[www.studentenwerk.sh/en - Accommodation - Application](http://www.studentenwerk.sh/en-Accommodation-Application)

The Wohnheimverwaltung will work on your requests as fast as possible, and will contact you with a room assignment.

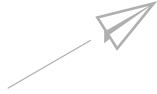
### *Before Moving in*

Make sure to keep all deadlines (*die Frist*) in mind; if you miss the deadlines, you risk losing your contract!

- › **Step 1:** If there is a room available, the Wohnheimverwaltung will send you the room contract either by email or by Post (regular mail). Sign the contract and send it (original one with your signature) by Post back to the Wohnheimverwaltung.
- › **Step 2:** After the room contract with your signature is received, the Wohnheimverwaltung will sign the contract and send it back to you with both signatures. *The room contract is now official.*
- › **Step 3:** Transfer the security *deposit of €300,-* directly to the Wohnheimverwaltung's bank account. Do not forget to keep the receipt of this transaction. You can find the bank information online:  
[www.studentenwerk.sh/en -> Accomodation -> FAQ](http://www.studentenwerk.sh/en -> Accomodation -> FAQ)  
Only in exceptional cases, you can pay it in cash right after your arrival.



Edo-Osterloh-Haus, Kiel.



## **Moving In**

When you will be moving into your room, you must have:

- › Your official room contract, signed by both you and the Wohnheimverwaltung
- › Receipt of the security deposit payment (only in exceptional cases: 300,-€ in cash)

For moving in, you need to make an appointment with the caretaker at least one week before your arrival. You'll find their contact in the letters of the Housing Department.

### ***If your arrival is planned to be outside the opening hours of the caretaker ...***

you can register for the **Arrival Service** online. You must register at least 10 days before your arrival. You can find more information about the Arrival Service on page 33.



Campus Dormitory, Flensburg.

## TERMS TO KNOW

### **Room Contract:** *der Mietvertrag*

In the room contract, you agree to rent a room for a specific period of time (min. 6 months) and to pay the required monthly rent for that time period. Every student is allowed to live in the dormitory for a total of six semesters, and it is possible to extend this time period.

### **Security Deposit:** *die Kaution*

You will get this money back when you move out, as long as nothing in your room is damaged.


### **Bank Transfer:** *die Überweisung*

### **Rent:** *die Miete*

### **Reminder:** *die Mahnung*

If you receive a reminder, please contact the Mietbuchhaltung immediately (you'll find the contact in the letter).

### **Cashier:** *die Kasse*



If you have questions regarding your room contract or security deposit, contact the Wohnheimverwaltung.

## TIPS

To get to the **Wohnheimverwaltung**, take the Bus N° 62 (Direction: Projensdorf) to the station, "Klinik Lubinus".

By paying the security deposit by bank transfer, you don't need to carry so much cash while travelling! Just make sure that you bring a proof of transfer (e.g. a print-out receipt), so that you can get your room keys!

**Make sure to pay your rent on time!** Otherwise, you'll have to pay penalty late fees and risk losing your contract.

For bank transfers, you can find the Studentenwerk's account information online:

[www.studentenwerk.sh/en](http://www.studentenwerk.sh/en) -> [Accommodation](#) -> [FAQ](#)



### **Das Einzugsprotokoll**

The Einzugsprotokoll is an agreement that everything in your room is ok at the time you move in.

In order to receive the keys to your room, you must sign the Einzugsprotokoll. After you signed it, you have 14 days to test everything in your room. If you find out that something doesn't work properly, please tell it to the Hausmeister or the Wohnheimverwaltung. In this case you won't have to pay it when you move out and the caretaker will fix it soon.



Room in Edo-Osterloh-Haus, Kiel.

### **Die Miete/The Rent**

The rent is the monthly fee for living in your room. Rent can vary, based on the dormitory you live in and what kind of room you have, e.g. a single apartment or a WG. But once you have an official room contract, your rent fees will be constant for the duration of the contract.

It is generally preferred that you pay your rent as a regular direct deposit from your bank account. If you have any questions about this, contact the Wohnheimverwaltung.

## **LIVING IN A DORMITORY**

### **Internet**

You will have internet in most of the dormitories (WiFi only in Emmy-Hennings-Haus, Flensburg). The volume of Internet traffic is controlled by the university and is designed to support Internet usage for studying and general communication.

### **Telephone Service**

Most students use either mobile phones or Internet calling instead of a landline. For more information on mobile telephones and Internet calling, see page 54.



All our dormitories have internet access.

## Laundry Facilities (der Wäscheraum)



Washing Lounge in the Kieler Edo-Osterloh-Haus.

There are washing machines, dryers and drying lines in every dormitory - just bring your own washing powder. One load of laundry costs 2,- € to wash and 1,50 € to dry. Make sure to have the exact change, because the machines can neither give change nor accept coins less than 0,50 €. In some laundries you can pay with your Campus Card.

## Cleanliness (die Sauberkeit)

Although a professional cleaning staff cleans some public areas in the dormitories, most of the cleanliness is your own responsibility! In addition, the Wohnheimverwaltung checks

the cleanliness of all dorms once a semester.

If the shared spaces in your apartment are not clean enough after two checks, then you and your roommates will have to pay for a professional cleaning service. The fees are depending on the type of cleaning that is required - but they can range from €10,- to more than €30,-.

## Common Rooms (der Gemeinschaftsraum)

There is a variety of opportunities for hobbies and other activities in the dormitories, such as music rooms, libraries, barbecues, table tennis and Kicker tables. You can reserve these rooms at the Heimrat (see p. 41). Different activities, organized by residents, student organizations, the Wohnheimtutor/innen and the Studentenwerk, take place in these rooms, as well.



Playing billiards in the dormitory.

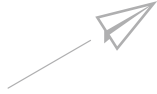
## TIPS

Stay aware when cooking with oil! When left unattended, a fire can start easily!

You can **save energy** (and money) when you hang your clothes to dry on the lines, rather than using the dryer. Do this at your own risk, just make sure that you always lock the door of the laundry room when you leave!

The **washing machines** and dryers are a service by a private company, which is available 24 hours a day. If you need help with a machine, please call the telephone number on the wall of the laundry room (not the Hausmeister).





## WHO IS THERE TO HELP?

### *Die Wohnheimverwaltung*

The Wohnheimverwaltung is there to help with any aspect of living in a dormitory. Please see page 8.

### *Der Hausmeister*

The Hausmeister is responsible for the building, and general area around the dormitory. He or she has opening hours twice a week – but you can also make an appointment outside of those hours.

If something is broken in your room, you can fill out the short “Mitteilung an die Hausmeisterei” form, which gives the Hausmeister a permission to enter your room, even if you are not at home.



Getting information at Max-Kade-Haus, Kiel.

### *Contact the Hausmeister if:*

- › Something is broken in your apartment or in the common rooms of the dormitory
- › You would like to install telephone or Internet service through a private company

### *International tutors*

- › s. more information on the next page

### *Der Heimrat*

The Heimrat of a dormitory is a group of residents elected every semester. The Heimrat cares for a number of aspects of the dormitory:

- › Responsibility of community spaces
- › Organization of various dorm-wide activities and trips
- › Representation of the residents’ interests

Check the names of your Heimrat. You can contact them to reserve the common rooms or to suggest activities for the dormitory. Of course, they are also there to support you, whenever you need some help.

All dormitories are smokefree areas.  
Smoking is only allowed in your room.



## DIE WOHNHEIMTUTORINNEN UND WOHNHEIMTUTOREN

The international tutors are themselves international students, who support the integration between international and german students (please see page 32).



The Wohnheimtutor/innen are there to support you if you have any questions while living in the dormitory. They also organize regular activities and hold weekly office hours.

**Good communication** with your roommates (*die Mitbewohner*) is helpful. At the beginning of the semester, have a meeting and set up rules for your common life in the WG (*die Wohngemeinschaft*).



## IN A PRIVATE APARTMENT

It is also possible to rent a room in a private dormitory or in a privately owned apartment. You can find more information about this:

- › Advertisements in Newspapers and Magazines, e.g.:  
*Kieler Nachrichten, Kieler Express, Flensburger Tageblatt, Lübecker Nachrichten, Moin, Moin, Wochenspiegel, Heider Anzeiger, Dithmarscher Landeszeitung*
- › Advertisements on the Message Board
- › Facebook-groups
- › Internet Websites, e.g.:  
*www.wg-gesucht.de, www.studenten-wg.de*

### Some advantages of living in a private apartment are:

- › You have more choice in which part of the city and with whom you want to live
- › In many cases, you have more general freedom

### Some disadvantages of living privately are:

- › Your monthly rent fluctuates, based on your usage of electricity, water, heating, etc. per month. These changes are often unpredictable.
- › It is often more difficult to handle all of the issues with living on your own, in a private apartment, e.g. repairing broken things, setting up certain services, etc.

## TERMS TO KNOW

**Die Kaltmiete:** *the monthly rent* just for the apartment

**Die Nebenkosten:** *extra costs* to the monthly rent, including the costs for water, electricity, heating, telephone services, etc.

**Die Warmmiete:** *the total cost of living* in a private apartment, in other words, the Kaltmiete plus the Nebenkosten

**General Emergency Telephone Number: 112**

**German Police Telephone Number: 110**

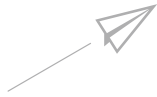


Private Apartments in a student neighborhood, Kiel.



Housing ads on the message board, or "Schwarzes Brett".





## STARTING YOUR LIFE IN GERMANY

Both insurance and finance are very tricky but important topics. Living and studying internationally can make it even more complicated. Please make sure that you are well-informed about your personal situation, so that you can make the best decisions for yourself and your family.

## HEALTH INSURANCE

Health insurance (*die Krankenversicherung*) is important for your doctor and dentist visits. If you become ill or if you need to visit a doctor for a regular check-up, having insurance is necessary for receiving affordable healthcare. You can also use health insurance to receive affordable medicine at the pharmacy (*die Apotheke*).



Check your options before picking an insurance policy.

## INSURANCE REQUIREMENT

### *(die Versicherungspflicht)*

All students in Germany are required to be medically insured! Even if you are insured in your home country, you must provide proof that you are insured for German healthcare.

The requirement begins on the first day of registration. If you cannot prove that you are medically insured, you will not be able to register for courses.

### *As an international student you can choose a public insurance, if:*

- › You do your normal studies in Germany
- › You are working at an internship (*das Praktikum*) during your studies

### *You cannot choose a public insurance, if:*

- › You are a PhD-student (*Promotionsstudierende*)
- › You are over the age of 30 years
- › You have studied for more than 14 semesters
- › You are enrolled in university German language courses or at a university preparation course (*das Studienkolleg*)

› **For EU Members:** You can check in your home country, if your existing health insurance works in Germany (European health insurance card [EHIC]).





## Types of Insurances

In Germany there are two kinds of health insurances: public and private ones.

### Public

- › Offer rates for students (about 90 €/month)
- › You get all of the services
- › Long term contract
- › You can change to a private later or change within the public health insurance companies later
- › No extra costs for all standard services
- › You do not need to pay in advance; just take your insurance card with you, when you go to the doctor
- › Not everyone can choose a public insurance

### Private

- › Rates often cheaper than public ones
- › They can exclude services, e.g. for diseases that you already have (like diabetes, ...)
- › Short term contracts for international students
- › Once you've chosen a private, you cannot return to a public one at least until the end of your studies (or longer)
- › Sometimes high copayments
- › You need to pay all the bills in advance, afterwards the insurance company transfers the money to you
- › Everyone can choose a private insurance

The insurances cover the costs of your visits at the doctors, if you're ill or have an emergency. They pay most of the medical check-ups, e.g. at the dentist or gynaecologist. Most of them also cover parts of prevention courses, e.g. yoga-courses.

If possible, we recommend choosing a public insurance company.

Make sure to get the best insurance for your individual situation. Travel insurance (*die Reiseversicherung*) is not the same as health insurance. You will not be considered medically insured if you only have a travel insurance.

The health insurance system is very complicated in Germany. If you have more questions about it, contact or visit the Sozialberatung (Social Advice Center) of Studentenwerk Schleswig-Holstein.



It is important to find the right health insurance for your personal situation.

## WHAT TO DO, IF YOU NEED A DOCTOR ...

### Step 1:

Use the Internet to find a nearby general medicine practice (Hausärztin/Hausarzt). When you call them to make an appointment, make sure that the office will accept your insurance.

### Step 2:

If you need to see a specialist, ask your Hausärztin/Hausarzt for a reference. That way, you can visit the specialist for free. You can call the specialist to make an appointment.

## TERMS TO KNOW

*Die Praxis:* surgery

*Der Termin:* Appointment

*Hausärztin / Hausarzt / Allgemeinmediziner/in:* General physician

*Der Spezialist oder Fachärztin / Facharzt:* Specialist

*Die Krankenkasse:* Health insurance company

*Apotheke:* pharmacy

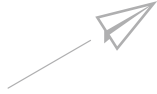
*Der Notdienst:* Doctors and Apotheken that are available for emergency care. They are also available evenings and at weekends.

*Private insurance* may work differently. Please check at your insurance company to learn how to use your private insurance properly.



Pick up medicines at the Apotheke, which is marked by this symbol.





## OTHER TYPES OF INSURANCE

### Accident Insurance

Public accident insurance (die Unfallversicherung) is provided to all students during the course of study and during an internship. However, there are many conditions and rules on what is covered and what is not.

#### Accident insurance does NOT cover accidents:

- › During your free time, e.g. not during a university- or work-sponsored activity
- › While participating in strikes and demonstrations
- › During private trips, even those related to your studies
- › While working study- or work-related assignments at home
- › During private interruptions in transport on the way to or from study- or work-related activities (e.g. stopping by the grocery store on the way home)

The accident insurance provider for all students in Schleswig-Holstein is:

#### Unfallkasse Schleswig-Holstein

Seekoppelweg 5a, 24113 Kiel

fon 0431 6407-0

[ukn@uk-nord.de](mailto:ukn@uk-nord.de)

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

### Liability Insurance

Imagine this: It's a beautiful summer day in Schleswig-Holstein and you are riding bikes with some friends, you turn a corner too fast and accidentally scratch a parked car with your pedal.

Liability insurance (*die Haftpflichtversicherung*) will cover any costs you may accidentally inflict on someone else. Although students are not required to have liability insurance, it is still a good idea to look into getting liability insurance, especially if you are planning to stay in Germany for a longer period of time (e.g. more than one year).



Liability insurance will help you cover unexpected costs inflicted on others.

## BANKING IN GERMANY

While studying in Germany, you will probably need to open a bank account at a German bank.

### *Advantages of having a Bank Account in Germany*

- › Exchange currencies
- › Purchase travelers' checks
- › Make international electronic transfers
- › Convenience through online banking

### *Opening an account*

Before you open an account, make sure to do as much research as you can. There are many differences among the different banks and you should try to make the best decision for your personal situation.

Here are some *questions to ask yourself*, when looking for a bank:

- › *Is the banking institution accessible in your home country?*
- › *What are the costs of making international transfers?*
- › *What kinds of interest (die Zinsen) does the bank offer?*
- › *What fees does the bank charge?*

Before meeting with the bank, check to see what documents you need to bring with you.



Maintaining a budget as a student does not have to be complicated.



## SPARKONTO VERSUS GIROKONTO

### About a Girokonto

- › Checking account
- › Regularly used to make payments
- › Usually has no interest
- › Commonly used by international students in Germany

### About a Sparkonto

- › Savings Account
- › Used to save money, not to make payments
- › Can sometimes collect interest

There are some bank institutes which have Girokonto for free, if you are a student.

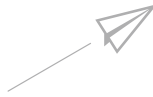
## OTHER TERMS TO KNOW

- › **Die Überweisung:** Transfer, used when you transfer money from one account to another, such as making a one-time payment
- › **Der Dauerauftrag:** Standing Order, used when you have regular, recurring payments of a set amount. This sum is automatically deducted from your account on a set date and transferred to the receiver's account.
- › **Die Lastschrift:** Direct Debit, used when you have regular, recurring payments of different amounts to the same receiver. For example, your telephone or electricity bills may vary from month to month.
- › **Die Einzugsermächtigung:** Direct Debit Authorization, a form authorizing the recipient (e.g. the telephone or the electricity company) to deduct respective amounts from your account. With this option, you have about 90 days to recall any sums taken from your account, thereby ensuring that the correct amounts are always deducted. You can also use this option to pay your housing rent in the dormitory.
- › **Die EC-Karte:** Eurocheque Card, with which you can get cash or bank statements at money automats. In many cases, you can use it to make payments in a store.
- › **Der Geldautomat:** Cash machine, where you can get cash or bank statements with your EC-Karte. While it is free to get cash from the Geldautomat of your bank, fees will be applied when using automats of other bank groups.



Getting cash is fast and easy.





## EVERYDAY LIFE IN SCHLESWIG-HOLSTEIN

Once the organizational aspects of coming to Germany are settled, you can finally relax and start getting used to your new life here. Here are some tips to help you get started.

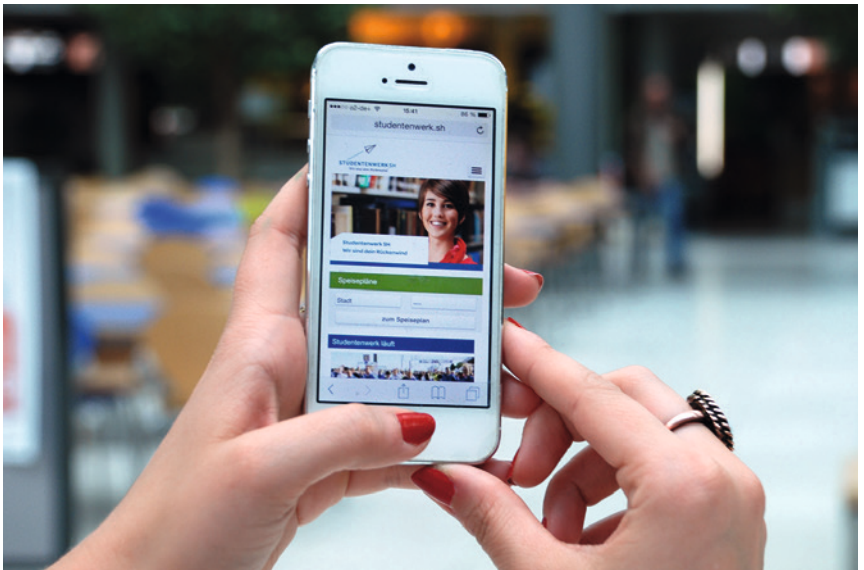
## TELEPHONE SERVICES

There are many different options and prices for mobile telephones and landlines, based on whom and when you place a call.

Here are some tips for getting started:

### *How do you want to use the telephone?*

- › Only for calling within Germany? Or will you also use the phone for international phone calls?
- › If you will use your phone for international calls, consider the time differences between Germany and the countries of calling to determine when you will use the phone the most.
- › How long will you stay in Germany?



Take care to know all of the options before deciding for a mobilephone contract.



## MOBILE TELEPHONES

In fact, most students use mobile telephones (das Handy) as their primary phone. Here are some possible mobile telephone options:

### *A Contract (Der Vertrag)*

- › Usually lasts a minimum of one to two years
- › You will often get a very nice mobile phone at very little or no cost.
- › Once you sign a contract, it can be very difficult to cancel it, so make sure you understand everything, what is written in the contract.

### *Prepaid Cards*

- › A good option if you will not be in Germany long enough to have a contract
- › In most cases, you will have to buy a Handy at regular cost.
- › You must buy credit (*das Guthaben*) and load it (*aufladen*) onto your phone. You can buy credit for your phone from mobile telephone service providers, gas stations, online, or even at some cash machines (*der Geldautomat*). Credit is sold by money value - not by time.
- › If you end up staying in Germany longer than you'd first expected and would like to switch to a contract, you will often be able to keep your telephone number. Please check with your service provider for specific information.

## LANDLINE TELEPHONES



City connections between landline telephones are cheap.

As with mobile telephones, there are different ways to set up your landline telephones (das Festnetz).

### *Finding a Telephone Service Provider*

Although Telekom is the largest telephone service provider in Germany, it often charges an initial set-up fee, and there are a number of other providers that might be less expensive. All service providers periodically offer special deals and it would be a good idea to compare all of your options to find the best one to fit your needs.

### *Pre-Dial Codes*

When you use these numbers, you can save up to 50% on calling rates. There is no registration process or contract. However, the rates are constantly changing, so there is no guarantee of any certain rate.



It is simple to set up a landline in your dormitory room.

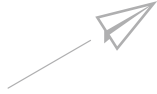
### *Landlines in the Dorm*

If you would like to have a landline in your dorm room, you can set up a connection through a private firm. Every room is equipped with a telephone box; all you need is a telephone and the service. After you make an appointment with a local telephone service provider, be sure to let the Hausmeister know when the telephone company representative will come to set up the connection. Both you and the Hausmeister need to be present when the phone company representative arrives.

### *Flatrates*

Normally you pay the same sum every month, no matter how many times you were calling. The Flatrates are guilty only for calls within Germany. If you call home, there will be an extra fee - depending on your times of calling.





## LANDLINES IN YOUR PRIVATE APARTMENT

You can also share a landline with your WG. There are two options:

- 1** Each roommate has a separate telephone connection in their room.
  - › You will each have your own telephone number.
  - › The telephone service provider will send one bill to your apartment, showing how much each roommate must pay.
  - › It is very easy and straightforward to determine payment, reducing stress and tension among roommates.
- 2** The WG shares one telephone number and records the duration of each international phone call using the time counter on the telephone.
  - › Each roommate must remember to record the lengths of all international telephone conversations.
  - › Easier to set up
  - › This option can become complicated, especially if someone forgets to record their international phone calls.

### *Internet Calling*

The Internet is a cheap way having international phone calls. Mostly it is for free to use instant messaging and computer-to-computer (e.g. Skype-to-Skype) calling and the sound quality is often much better than using telephones.

With some services, you can connect your computer to international landlines and mobile telephones at a low per-minute rate (for both placing and receiving calls). The rate is often based on which country you are connecting to.



Making international calls by the Internet is a cheap alternative.

## SHOPPING IN GERMANY

### Supermarkets

The prices in German supermarkets often vary from store to store, based on service.



A variety of fruits in a German supermarket.

Sometimes you can weigh **fruits and vegetables**. In some supermarkets, you actually go one step further and print a price label yourself for fruits and vegetables. Simply place the goods on the scales, press the button and a price sticker will be printed, which you can have to place on the items.

Don't forget your **backpack** or other bag for the groceries! There are no employees at German supermarkets to bag your groceries; you must do that yourself! You can get a bag in each supermarket - but you have to pay for it.

### Pfand

Don't throw away your empty bottles! To encourage the recycling of reusable materials, the German government imposes a deposit (**Pfand**) of € 0,15 to € 0,50 on most bottles, including glass and plastic. Most grocery stores have machines, where you can return your used bottles and receive a receipt for your refund. Give this receipt to the cashier when you check out, and you will be refunded.

### TIPS

Do you want to eat organically grown and produced foods? Special organic stores are called "Reformhaus", „Bioladen" or "Naturkostladen." You can also find organic foods in regular supermarkets – just look for the **BIO label**.



Although there is a Pfand for most water, beer, and "refreshment drinks," there is usually no Pfand for milk, juice, or wine.

You can still get fresh bread **Sundays!** Most bakeries are open Sundays until noon.

**Clothing conversions** vary among countries, even within Europe. It is always a good idea to try everything on before you buy them!



## Opening Times

Opening times (*die Öffnungszeiten*) vary from state to state. Normally shops are closed on Sundays and bank holidays. You can also buy some food items, drinks, and newspapers at gas stations (*die Tankstelle*), many of them are open at night and on Sundays. However, they are much more expensive.

## Methods of Payment

Almost all large department stores, restaurants, and supermarkets accept Eurocheque cards (*EC-Karten*), that are often called ATM or cash cards in other countries. Many stores, especially in smaller towns, do not accept *credit cards*. *Checks* are not accepted anywhere.

## Sales and Returns

Although it is legally allowed, Germans do not usually bargain the price of a good, except in open-air street markets (*der Flohmarkt*). At these markets, you can usually get the best deal at the end of the day, when the market is about to close. Always keep your receipts (*der Kassenbon*), especially for items like electronics, clothing and other more-expensive, long-term products! You will need the receipts to return or exchange an item – also make sure that you conduct returns and exchanges within the pertinent time period.

## Apotheken versus Drogerien

In Germany pharmacies (*die Apotheke*) and drug stores (*die Drogerie*) are usually separate.

The primary function of the Apotheke is to dispense medicines, both prescription and non-prescription.

A drug store sells mainly toiletries, cosmetics, photography film, cleaning supplies, etc. Sometimes, you can buy some medicines and vitamins, but only if they are non-prescription (and therefore often weaker than those in an Apotheke).



You can find almost anything that you are looking for in Schleswig-Holstein.



You can find many interesting things at local flea markets.

## BEING ENVIRONMENTALLY FRIENDLY



It is important to care for the environment.



Separated Waste.



Covering your pots and pans can save a lot of energy.

In Germany, it is expected to be careful with their natural resource consumption. Here are some basic tips on how you can be environmentally friendly.

### Waste sorting

In Germany the rubbish is separated into 5 categories:

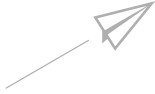
- **BLUE Bin: PAPER (Papier):** e.g. newspapers, catalogs, notebooks, and broken-down cardboard boxes (no Tetra-Pak)
- **YELLOW Bin: PLASTIC (Verpackung):** e.g. plastic bottles, grocery bags, yogurt, Tetra-Pak and margarine containers
- **GLASS Bin: GLASS (Altglas):** light and dark glass bottles, jars, etc.
- **BROWN Bin:** organic waste, e.g. banana skin, coffee powder, old bread, etc.
- **GREY Bin: OTHERS\* (Restmüll):** everything else that doesn't fit into these categories, e.g. tissues, food products, etc.

*\* For furniture and chemical or electronic garbage (batteries, computers), there are separated places as well!*

More information is available in the public kitchens of the dormitories.

### Save Energy! It keeps your rent low!

- › Make sure the window isn't open or tipped while the heater is on!
- › Long, hot showers are relaxing, but require lots of energy and water!
- › Despite Standby modes, many electronics still require lots of energy. Unplug all electronics when they are not being used.
- › Turn off the light when you leave a room!



## TRANSPORT WITHIN TOWN

### *Buses and Ferries*

Public buses and ferries are available throughout Schleswig-Holstein.

Registered students in Kiel, Lübeck, and Flensburg can use their SemesterTicket, which is an unlimited-ride bus and ferry ticket within their cities. You will receive the ticket from the university as soon as you enroll and pay your matriculation fees.

Make sure, that you understand how tickets are checked in your city. If you are checked without a ticket (*Schwarzfahren*), you will have to pay a large penalty fee.

In the weekends and evenings the busses and ferries go not as often as in the rest of the week. Departure schedules (*der Abfahrtsplan*) at the bus stops are always up-to-date.

### *You can also check the bus routes and schedules online*

Kiel: [www.kvg-kiel.de/en](http://www.kvg-kiel.de/en)

Lübeck: [www.sv-luebeck.de/en](http://www.sv-luebeck.de/en)

Flensburg: [www.aktiv-bus.de](http://www.aktiv-bus.de)

Schleswig-Holstein: [www.nah.sh/en](http://www.nah.sh/en)



The Fördedampfer ferries passengers across the Kiel Fjord.



Waiting for the bus in Kiel.

## Bicycles



Many students ride bicycles as their main mode of transportation.

Bicycles (**das Fahrrad**) are commonly used in Germany. In fact, many Germans - not just students - use bicycles as their main mode of transport.

Bike-riding is not only a healthier and environmentally-friendlier mode of transport than going by car or bus, but it is also often faster and more convenient than taking the bus or ferry. When you travel by bike, you are independent of time plans, travel routes and the stress of finding a car park.

There are a number of bike shops throughout Schleswig-Holstein that sell both new and used (**gebraucht**) bicycles. You can also look for used bikes through advertisements on the message boards on campus (**Schwarzes Brett**), at weekend flea markets or in the internet.

And don't forget to buy a lock (**das Fahrradschloss**) for your bike!

## BIKING IN GERMANY

- › You must travel with the flow of traffic, i.e. on the right side of the street.
- › Bike riders must obey all traffic lights.
- › At unmarked intersections, the car/the bicycle on the right has right of way.
- › Only adults with children are allowed to ride on the side walks.
- › You must use a headlight, taillight and side reflectors when riding at night.
- › It is illegal to talk on a mobile phone while riding your bike.
- › You are not allowed to carry other people on the back or the handle-bars of your bike.



## GOING OUT OF TOWN

Germany is a beautiful country with many different types of landscapes.

In addition, Schleswig-Holstein's close proximity to Scandinavia and the North and Baltic Seas provides for very interesting tourism.

### *By Train*

The website for the Deutsche Bahn is: [www.bahn.de](http://www.bahn.de). Here, you can find all sorts of information, including special offers and trains schedules.

## TYPES OF TRAINS

### *Inter City Express (ICE) and InterCity (IC)*

- › The fastest and most expensive trains
- › The ICE train has fewer stops than the IC train
- › During delays, they often work together to get passengers to their destinations on time.

### *Euro City (EC)*

- › An international train within the European inter-city network

### *Regional Bahn (RB) and Regional Express (RE)*

- › Regional trains that are generally less expensive
- › Slower and stops more frequently

[www.bahn.com/en](http://www.bahn.com/en)



Visiting the old Campus-City Uppsala in Sweden.



The train is a comfortable and easy way to travel through Europe.

## TYPES OF TICKETS

### Regular Train Tickets

You can buy regular tickets:

- › Online, using a print-out as a boarding pass. You can often get a reduced price (*der Sparpreis*) by booking tickets at least three days in advance.
- › At ticket machines, which are in all train stations. These machines accept only cash or Geldkarten.
- › In the travel office (*das Reisenzentrum*) or other ticket counters in the central train station (*der Hauptbahnhof*). This can be more expensive than buying tickets at a ticket machine.
- › You can reserve a seat on a train (*ICE, IC, EC*) for a fee of 4,50 €. This guarantees that you will have a place to sit during your trip. Otherwise, you will have to look for seats that have empty digital displays.

### Schleswig-Holstein Ticket



- › A group of up to five people can travel together throughout Schleswig-Holstein and Hamburg for a flat rate.
- › Unlimited use from 9:00 until 3:00 of the next day (on weekdays) and from 0:00 until 3:00 of the next day (on weekends and holidays).
- › a valid ticket on some local transportation.
- › Only valid on regional and regional express trains.

### Quer-durchs-Land-Ticket 2. Klasse

Different kinds of train tickets.

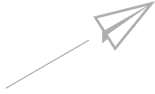
- › One person or a group of two til five people can travel anywhere throughtout Germany.
- › Unlimited use from 09:00 – 03:00 of the next day, only on weekdays.
- › Valid on some local transportation.
- › Only valid on regional and regional express trains (*RE, RB*).

### Schönes-Wochenende-Ticket

- › A group of up to five people can travel to anywhere throughout Germany and to some parts of Poland and the Czech Republic
- › Valid from 00:00 – 03:00 on the next day on Saturday and Sunday.
- › Valid on all S-Bahn and regional trains (*RE, RB*).

*Deutsche Bahn* sells two types of *BahnCard*, which offers reduced prices on train tickets (minus 25% or 50%) and can be good for frequent travelers.





### By Bus

In the last years it became very popular to travel by bus through Germany. There are a lot of different companies, which offer trips for a very cheap price. In Schleswig-Holstein there are special buses between the Hamburg Airport (**Hamburg Flughafen**) and destinations within the Bundesland (Kiel, Lübeck).

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

<https://global.flixbus.com/>

### By Car

It is sometimes cheaper and more convenient to travel by car than by train. Even if you do not own a car, there are ways to travel with one: Carpooling (**die Mitfahrgelegenheit**) is a very common and relatively safe way to travel in Germany, especially among students. There will often be advertisements, either online or on the Schwarzes Brett on campus, for people either offering or seeking carpooling opportunities.

### German Driver's License

If you have a driver's license (**der Führerschein**) in your home country, you are legally permitted to drive in Germany for 6 months after your arrival. You can apply to extend this time period.

- › Driver's licenses from EU members are automatically valid in Germany and do not need to be exchanged or extended



Traveling by car can be easy and cheap.



Gute Fahrt

### By Airplane



The closest main airports are Flughafen Hamburg (HAM) and Flughafen Lübeck (LBC). Most major and discount airlines fly to these airports.

A shuttle bus provides transport from Kiel and Lübeck main bus station (ZOB) to Hamburg airport:

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

[www.bahn.com/en](http://www.bahn.com/en)

### By Ferry

Schleswig-Holstein is a prime location for travelling by boat. A number of ships and cruises regular travel between Schleswig-Holstein and Scandinavia or Baltic countries.

There are many cheap flights to the airports next to Kiel.



A number of ferries and cruise ships dock in the ports of Schleswig-Holstein.



## ENTERTAINMENT AND FREE TIME

### *Museums*

The estimated 260 museums throughout Schleswig-Holstein cover a wide range of topics. Modern, classic and folklore art collections are available and travelling exhibitions regularly come to the area. You can visit prominent museums in Hamburg as well.

### *Theater, Film, and Music*

Schleswig-Holstein also offers many opportunities: theaters, cinemas, cabarets and concerts provide for a wide range of entertainment. No matter what your taste is, you are certain to find something!

In Kiel Studentenwerk SH has its own student theatre, different dramas are acted and performed by students (see page 13).

You will find a whole range of attractions easily, when you enter the internet sites of the cities in Schleswig-Holstein:

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

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

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

[www.heide-nordsee.de](http://www.heide-nordsee.de)

or:

[www.schleswig-holstein.de](http://www.schleswig-holstein.de)



Viking shoes in one of the many museums in Schleswig-Holstein.



“Gauklermärchen” by Michael Ende. Produced by student theatre group profilneuRose.

## Literature



The International Center of CAU offers sailing activities to international students.



Cheering on the local Handball teams is a favorite activity among students.

A number of well-known German writers lived in Schleswig-Holstein, including Thomas Mann and Günter Grass. Schleswig-Holstein continues its literary tradition by hosting more than 170 libraries (*die Bibliothek*), including those not associated with the universities, colleges, and technical schools. As a resident of Schleswig-Holstein, you are welcome to sign up for a library card and borrow books.

## Sports and free time

In addition to the exercise facilities and course offerings of the universities, colleges, and technical schools, you will find a wide variety of private gyms in Schleswig-Holstein. The Bundesland is worldwide famous for sailing, horseriding and handball.

There is a wide selection of walking and jogging trails along the coasts and in other naturally scenic areas.

Viewing professional competitive sport is also very popular in Schleswig-Holstein. The THW Kiel and SG Flensburg-Handewitt teams are among the top Handball teams in the country.

## TIPS

When you buy your ticket for any cultural activity, ask what kinds of *student discounts* are available. Sometimes they even have regular specials, such as one night a week when tickets are at a reduced price.

*Foreign films* are usually shown in dubbed-over German without subtitles. “OmU” means “Original (Sprache) mit Untertiteln.” This means that the film will be shown in its original language with German subtitles.

*The Offener Kanal* in Kiel, Lübeck, Heide and Flensburg provides support and skills training in media. Their website is: [www.oksh.de](http://www.oksh.de)



## SPECIAL EVENTS

Every year, the cities in Schleswig-Holstein offer a wide variety of festivals and events, which attract visitors from all over the world. Some of these are:

### *Kieler Woche*

This one-week event is the world's largest annual sailing event. More than 3 million people, including about 6000 sailors, travel to Kiel for sailing and other cultural activities.



Sailboats during Kieler Woche.

### *Lübecker Altstadtfest*

Lübeck's central market place will look like in the Middle Ages for this annual music, theater, and crafts festival.

### *Flensburger Hofkultur*

This summer festival features music and theater performances, art shows, and readings throughout the Flensburg Altstadt.

### *Flensburger Rumregatta*

Annually, this sailing event celebrates Flensburg's traditional sailing history and attracts sailors from all over the world.

### *Schleswig-Holstein Musik Festival*

Since 1986, this has been one of Germany's premiere music festivals, offering more than 140 different concerts.

### *JazzBaltica*

This annual event features all sorts of jazz performances throughout Schleswig-Holstein.

### *Nordic Filmdays*

In November the big international movie festival in Lübeck shows northern movies, also with english subtitles.

### *Heider Marktfrieden*

The annual historical event with many medieval activities is the largest market square of its kind in Germany.



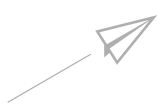
Remember to check the variety of sports offered by your University!

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Special thanks to those who helped with this project: Katrin Bischoff, Renko Buß, Astrid Dürkoop, Ilse-dore Keitel, Birgit Mönch, Dita Ogurreck, Thomas Plöger, Hans-Jürgen Tank, Jörg Westphal, the International Center of CAU, the International Center of Fachhochschule Lübeck, the Career Center of CAU, CAU AStA, the Ausländerbehörde in Kiel, the Rathaus in Kiel and Flensburg, the Verbraucherzentrale Schleswig-Holstein in Kiel and the European Consumer Center in Kiel.  
Kiel, June 2019



All the best  
for your studies!



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