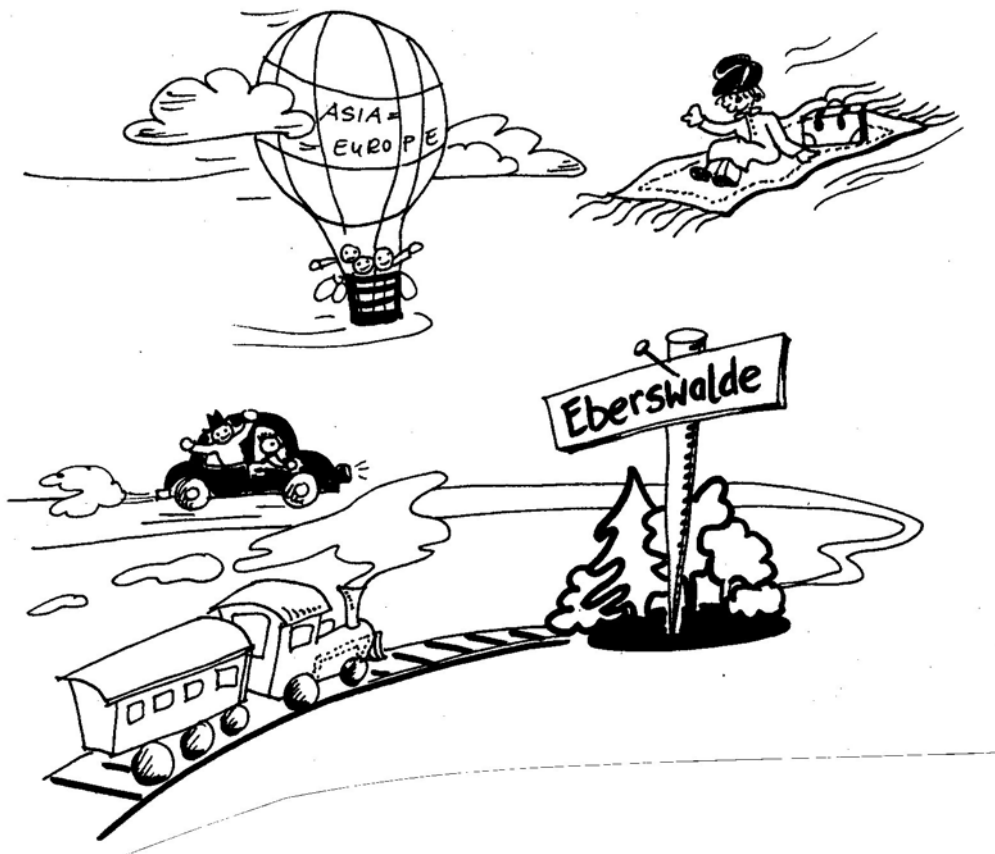


# Let's Start

## Studying and Living in Eberswalde



## A First Guide for New Students

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# 1. Introduction to the University of Applied Sciences Eberswalde (UASE)

In Eberswalde, there is a strong linkage between traditions and the challenges of the present. Since 1830, Eberswalde belongs to the most significant centres of forestry research and education in Germany. Then, from 1830 to 1963, professional forestry training was carried out at this location.

After the reunification of the Federal Republic of Germany and the German Democratic Republic, teaching and doing research work in the sector of forestry was re-established in 1992 by founding the University of Applied Sciences of Eberswalde (FHE).

The head of the FHE is called "President", his name is Prof. Dr. Wilhelm-Günther Vahrson. The head of the Administration is called "Chancellor", his name is Claas Cordes.

The four faculties are located on two sites, the City-Campus and the Forest-Campus. On the City-Campus, you can find the buildings of the Faculties for the Business study programs, Landscape Use and Nature Conservation and the University Administration. It is located in the city centre between Friedrich-Ebert-Straße and Schicklerstraße. On the Forest-Campus you can find the Faculties of Forest and Environment as well as Wood Science and Technology. It is located in the Alfred-Möller-Straße. Both sites have a cafeteria (Mensa), a library and computer rooms.

## address of the University of Applied Sciences Eberswalde:

<b>postal address:</b>	Fachhochschule Eberswalde Friedrich-Ebert-Straße 28 16225 Eberswalde GERMANY
<b>phone:</b>	++49 (0) 33 34 – 65 71 51 (President's secretariat)
<b>fax:</b>	++49 (0) 33 34 – 65 71 42
<b>internet:</b>	<a href="http://www.fh-eberswalde.de">http://www.fh-eberswalde.de</a>
<b>e-mail:</b>	<a href="mailto:rektorat@fh-eberswalde.de">rektorat@fh-eberswalde.de</a>

## 1.1 The Buddy – Program

Its goal is to provide comprehensive support to foreign students at the beginning of their stay in Eberswalde and help them to handle upcoming difficulties. This way foreign and German students meet and become "buddies". Your German partners will welcome you and give you a helping hand from your arrival on, assisting you e.g. in searching for accommodation, registering at several offices, opening a bank account and exploring Eberswalde and its attractions. If you are interested in participating in the Buddy Program don't hesitate to contact!

**contact:**



<b>co-ordination:</b>	Ms. Lilianne C. Meier Phone: ++49 (0) 33 34 – 657 137 <a href="mailto:Lmeier@fh-eberswalde.de">Lmeier@fh-eberswalde.de</a>
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## 1.2 Students Office – Abteilung Studentische Angelegenheiten

The students office is the central office for study information, registration and important deadlines. Student applications are checked and approved here. Furthermore, enrolments of German and foreign students and renewals of registrations take place here. The Examination Office (Ms. Gisela Majunke) belongs to the Students Office, it is keeping records of your grades and issuing transcripts and degree certificates.

### contact:

<b>postal address:</b>	Fachhochschule Eberswalde Abteilung Studentische Angelegenheiten Friedrich–Ebert–Straße 28 16226 Eberswalde GERMANY
<b>head:</b>	Ms. Dr. Sigrid Seemann
<b>information:</b>	Ms. Beate Pehlgrimm Ms. Jutta Hein phone: ++49 (0) 33 34 – 65 71 34 Fax: ++49 (0) 33 34 – 65 71 36 email: studang@fh-eberswalde.de

## 1.3 International Office – Internationale Studentische Angelegenheiten

The International Office belongs to the students office and is responsible for international relationships with universities abroad and the coordination of exchange student programs of all faculties. Information on international internships, study semesters abroad and applications for scholarships and other financial supports (e.g. DAAD, Erasmus) is given here.

### contact:

<b>postal address:</b>	Fachhochschule Eberswalde Abteilung Studentische Angelegenheiten Friedrich – Ebert – Straße – 28 16225 Eberswalde GERMANY
<b>information:</b>	Ms. Lilianne C. Meier phone: ++49 (0) 33 34 – 65 71 37 Fax: ++49 (0) 33 34 – 65 71 36 email: lmeier@fh-eberswalde.de

## 2. Faculties

### 2.1 Faculty of Forest and Environment

**contact:**

<b>postal address:</b>	Fachhochschule Eberswalde Fachbereich für Wald und Umwelt Alfred-Möller-Str.1 16225 Eberswalde Germany
<b>dean:</b>	Mr. Prof. Dr. Pierre Ibisch phone: ++49 (0) 33 34 – 65 47 9
<b>secretary:</b>	Ms. Carola Borchert phone: ++49 (0) 33 34 – 65 46 5 Fax: ++49 (0) 33 34 – 65 42 8
<b>co-ordination:</b>	Mr. Christoph Nowicki phone: ++49 (0) 33 34 – 65 45 0
<b>study consultation:</b>	Ms. Astrid Schilling phone: ++49 (0) 33 34 – 65 41 7

#### 2.1.1 Study Programs

##### 2.1.1.1 Forestry (B.Sc.)

language of instruction: German

<b>head:</b>	Mr. Prof. Dr. Martin Guericke phone: ++49 (0) 33 34 – 65 45 7
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##### 2.1.1.2 International Forest Ecosystem Management (B.Sc.) – IFEM

languages of instruction: English/German

<b>heads:</b>	Mr. Christoph Nowicki phone: ++49 (0) 33 34 – 65 45 0  Prof. Dr. Andreas Linde phone: ++49 (0) 33 34 – 65 48 0
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##### 2.1.1.3 Forest Information Technology (M.Sc.) – FIT

language of instruction: English

<b>head:</b>	Mr. Prof. Dr. Alfred Schultz phone: ++49 (0) 33 34 – 65 43 1
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#### 2.1.1.4 Global Change Management (M.Sc.) – GCM

language of instruction: English

<b>head:</b>	Mr. Prof. Dr. Martin Welp phone: ++49 (0) 33 34 – 65 48 3
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## 2.2 Faculty of Landscape Management and Nature Conservation

**contact:**

<b>postal address:</b>	Fachhochschule Eberswalde Fachbereich Landschaftsnutzung und Naturschutz Friedrich-Ebert-Straße 28 16225 Eberswalde GERMANY
<b>dean:</b>	Ms. Prof. Dr. Uta Steinhardt phone: ++49 (0) 33 34 – 65 73 06
<b>secretary:</b>	Ms. Irena Hierold Phone: ++49 (0) 33 34 – 65 73 08 Fax: ++49 (0) 23 34 – 65 63 16

### 2.2.1 Study Programs

#### 2.2.1.1 Landscape Management and Nature Conservation (B.Sc. and M.Sc.) – LANU

language of instruction: German

<b>head:</b>	Mr. Dr. Jens Möller Phone: ++49 (0) 33 34 – 65 73 05
<b>information:</b>	Ms. Prof. Dr. Anje Stöckmann Phone: ++49 (0) 33 34 – 65 73 33  Ms. Irena Hierold Phone: ++49 (0) 33 34 – 65 73 08

#### 2.2.1.2 Organic Farming and Marketing (B.Sc and M.Sc.) – ÖLV

language of instruction: German

<b>head:</b>	Ms. Prof. Dr. Anna Häring Phone: ++49 (0) 33 34 – 65 73 48
<b>information:</b>	Mr. Ralf Bloch Phone: ++49 (0) 33 34 – 65 73 21  Ms. Irena Hierold Phone: ++49 (0) 33 34 – 65 73 08

### 2.2.1.3 Sustainable Tourism Management (M.Sc.) – TOUR

language of instruction: German

<b>head:</b>	Mr. Prof. Dr. Wolfgang Strasdas Phone: ++49 (0) 33 34 – 65 73 04
<b>information:</b>	Ms. Dörte Beyer Phone: ++49 (0) 33 34 – 65 73 28

### 2.2.1.4 Regional Development and Nature Conservation (M.Sc.) – RUN

language of instruction: German

<b>head:</b>	Mr. Prof. Dr. Jürgen Peters Phone: ++49 (0) 33 34 – 65 73 34
<b>information:</b>	Dr. Horst Luley Phone: ++49 (0) 33 34 – 65 73 24
	Ms. Irena Hierold Phone: ++49 (0) 33 34 – 65 73 08

## 2.3 Faculty of Wood Science and Technology (Fachbereich Holztechnik)

<b>postal address:</b>	Fachhochschule Eberswalde Fachbereich Holztechnik Alfred-Möller-Straße 1 16225 Eberswalde GERMANY
<b>dean:</b>	Mr. Prof. Dr. Klaus Dreiner Phone: ++49 (0) 33 34 – 65 53 6
<b>secretary:</b>	Ms. Britta Gloeck Phone: ++49 (0) 33 34 – 65 53 0 Fax: ++49 (0) 33 34 – 65 53 1

### 2.3.1 Study Program

#### 2.3.1.1 Wood Science and Technology (B.Sc. or Diploma) - HOTE

language of instruction: German

<b>Information:</b>	Mr. Prof. Dr. Holger Pehlgrimm Phone: ++49 (0) 33 34 – 65 43 5
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## 2.4 Faculty of Economics (Fachbereich Wirtschaft)

<b>postal address:</b>	Fachhochschule Eberswalde Fachbereich Wirtschaft Friedrich-Ebert-Straße 28 16225 Eberswalde GERMANY
<b>dean:</b>	Ms. Prof. Dr. Viktoria Enzenhofer Phone: ++49 (0) 33 34 – 65 74 00
<b>secretary:</b>	Ms. Silke Beuster Phone: ++49 (0) 33 34 – 65 74 01 Fax: ++49 (0) 33 34 – 65 64 50

### 2.4.1 Study Programs

#### 2.4.1.1 Business Management (B.A.) – UM

language of instruction: German

Information:	Mr. Prof. Dr. Jörn Mallok Phone: ++49 (0) 33 34 – 65 74 01
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#### 2.4.1.2 Regional Management (B.A.) – RM

language of instruction: German

Information:	Mr. Prof. Dr. Michael Rösler Phone: ++49 (0) 33 34 – 65 74 01
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#### 2.4.1.3 Financial Management (B.A.) – FACT

language of instruction: German

Information:	Mr. Prof. Dr. Hans-Joachim Hirsch Phone: ++49 (0) 33 34 – 65 74 01
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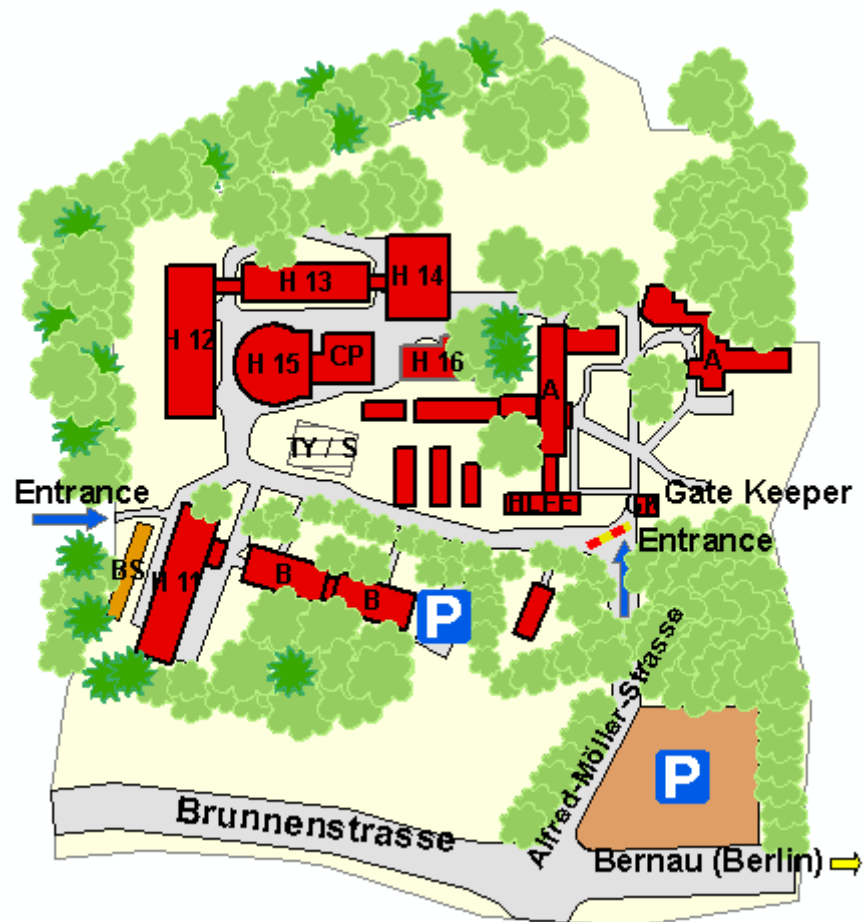
#### 2.4.1.4 Marketing Management (MA)

language of instruction: German

Information:	Mr. Prof. Dr. Gerd-Ulf Peters Phone: ++49 (0) 33 34 – 65 74 01
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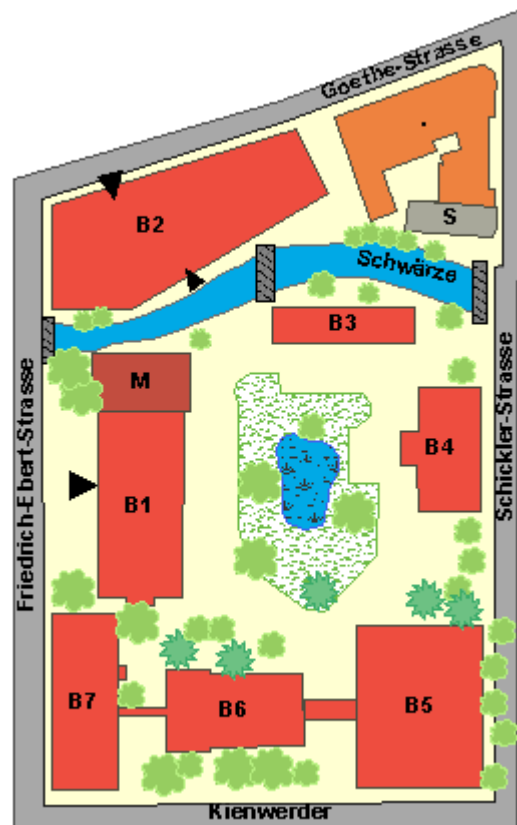
## Map of Buildings – Forest Campus



### Legend: Forest-Campus-Map

H 11	Faculty of Forest and Environment
H 12	Faculty of Wood Science and Technology/ Workshop (Technikum)
H 13	Laboratories/ Institute for Material Testing
H 14	Joiners Workshop
H 15	New Auditorium Forest Campus
H 16	Cafeteria (Mensa)
A	Landesforstanstalt Eberswalde
HLFE	Lecture Theatre
B	Federal Research Centre for Forestry and Wood Products – Branch Office Eberswalde
CP	Cogeneration Plant
BS	Bicycle Stands
GK	Gate Keeper (Pfortner)
TY/ S	Timber Yard and Band Saw

## Map of Buildings – City Campus



### Legend: City Campus-Map

B1	Faculty of Landscape Use and Nature Protection Students Office (Studentenamt) with Examination Office (Prüfungsamt) International Office, „Family-friendly University“
B2	Faculty of Landscape Use and Nature Protection Faculty of Economics Cafeteria (Mensa), IT-Service Centre, Computer-Labs
B3	Facility Manager, Personel Office (Personalamt)
B4	Old Forestry Academy with two Lecture Theatres
B5	Lecture Theatre
B6	President's Office Fiscal Affairs Office (Haushaltsamt) Main Hall (Aula)
B7	Main Library
S	Students-Club
M	Maschinenhalle

### 3. Travelling to Eberswalde

#### 3.1 By Train

Eberswalde is well connected to the public transport network of the German Railway Company (Deutsche Bahn). It can be reached by regional trains (RE and RB) and long distance trains (IR and IC). These trains frequently run between different stations in Berlin and Eberswalde. The train should be taken at **Berlin-Hauptbahnhof (floor -2, downstairs)**. They do not belong to the Berlin city transport service (BVG), which only covers Berlin and its surrounding area. However, the Deutsche Bahn railway and the BVG city trains are closely interlinked. If you buy a ticket to Eberswalde, it is valid in the underground (metro) in Berlin and in the train.

#### 3.2 By Car

Eberswalde can be reached via Bundesstraße B2, which connects Berlin with Bernau, Biesenthal, Eberswalde, Angermünde and Schwedt.

Coming from Berlin and driving northwards, you will be led directly to Eberswalde. Coming from the motorway-ring-road A10 around Berlin (Berliner Ring) you can also take the motorway A11 (Autobahn). This motorway leads to Stettin (Szczecin, Poland) and brings you close to Eberswalde. Exit 12 "Finowfurt" takes you to the B167 towards Bad Freienwalde. Road signs already announce Eberswalde, which is reached after about 10 kilometres.

#### 3.3 By Plane

##### Tegel Airport (TXL)

If your plane lands at the airport Berlin-Tegel (TXL): You first look for the Counter of the BVG. BVG means Berliner Verkehrsbetriebe (Berlin Public Transport). It is where you can buy a ticket for the bus and train to Eberswalde. With this ticket you can use the Bus and the metro in Berlin and take the train to Eberswalde. If this counter happens to be closed you simply buy a ticket in the bus. Be sure to buy an ABC-ticket for the whole Berlin area or even up to Eberswalde if possible.

With the bus from Berlin-Tegel to Berlin-Hauptbahnhof

The easiest way to leave the airport of Tegel is to take the **JetExpressBus TXL**. It goes from the airport of Tegel to Alexanderplatz and stops at the main station **Hauptbahnhof**. Be careful, the Bus JetExpressBus X9 and Bus109 do not go the Hauptbahnhof. They go to the metro and train station of Zoologischer Garten. The train to Eberswalde must be taken at **Hauptbahnhof** (s. By train).

##### Berlin – Schönefeld Airport (SXF)

If you land at the airport Berlin-Schönefeld (SXF) there is a shuttle bus in front of the airport bringing you free of charge to the train station "Berlin Schönefeld-Flughafen". If you want to walk, it takes only 10 minutes. The train station is at the same time the S-Bahn-station (metro) and the station for trains of the Deutsche Bahn. You take the S-Bahn or a train up to **Berlin Hauptbahnhof** (the new train station) and change train there to get to Eberswalde. You can buy your ticket all the way to Eberswalde at the station Berlin-Schönefeld-Flughafen. The train is faster than the S-Bahn. There is no S-Bahn going to Eberswalde, only trains of the Deutsche Bahn.

##### Frankfurt/Main Airport

The airport of Frankfurt/Main is Europe's biggest freight airport, and second-largest passenger airport in the centre of Germany. With the new AIRail terminal Frankfurt/Main Airport has direct access to the European high speed railway network and you do not have to change trains at Frankfurt central station. From the AIRail terminal all bigger cities in Germany can be easily and rapidly reached with the ICE-trains and Intercity-trains. Berlin is connected to the airport by ICE with only 6 hours travel time. Trains leave every hour, and a ticket costs about 110 €.

Reasonable prices are available if you choose to travel by other types of trains (e.g. IR). But the journey will last around 2 hours longer and you will have to change trains more often. At the airport, help is available at the Deutsche Bahn travel centre (DB Reisezentrum), opened from 6:00 a.m. to 10:30 p.m. and at the service point (DB Servicepoint), opened from 5:30 a.m. to 0:30 a.m.

Before you plan taking a train check with your travel agency if you can take a connection flight to Berlin. Often these flights are already included in the ticket price.

## 4. The City of Eberswalde

*“Study where others go for vacation”*

Eberswalde was founded in 1254 and is situated in the middle of one of the nicest landscapes of Brandenburg. In 1317, when the trade route between Leipzig, Frankfurt/Oder and Stettin was relocated to run across Eberswalde, the town gained economic importance. The industrial climax was reached in the 17<sup>th</sup> Century. At that time, the Finow valley was developing with families from southern Germany, Switzerland and France settling here to work in copper and brass processing.

In 1830, Friedrich W. L. Pfeil founded the first German forestry academy and established the first scientific facility in the city of Eberswalde. After World War II, in which the centre of Eberswalde was almost totally destroyed, the town developed to an important site for science, technology, innovation, services and administration in Brandenburg. The rural district of Barnim around Eberswalde offers various opportunities for outdoor recreation including hunting, fishing, wind-surfing, camping, nature observing and relaxing.



*Eberswalde – a green city embedded in a beautiful cultural landscape*

Avenues, lined by shadow-casting trees, run through extensive fields and meadows. The forests are penetrated by narrow, winding roads on the visitor's way to Eberswalde. Picturesque villages and towns like Oderberg, Joachimsthal and Biesenthal emerge like colourful patches in the middle of the dark, green carpet. Visitors can discover the beautiful scenery from the top of the smoothly rolling hills, which were shaped by northern glaciers that once covered this land. Numerous clear lakes and rivers together with the dense pine and beech forests characterize this unique landscape.



*Sunset at the Oder-Havel-canal – an invitation for romantic canoeists*

Newly renovated historical houses and style-adapted new buildings as well as modern architecture characterize the city of Eberswalde, where about 45 000 people live today.

The park at the Weidendamm is the green centre of the town, where citizens of all ages meet and enjoy themselves underneath large trees on the lawn or in the café nearby. Along the Finow-canal, which runs through the town, you can find a leisure park (Familiengarten Eberswalde) giving you the opportunity to relax.

Besides that, Eberswalde is a good starting point for travelling to destinations such as the rough beauty of the Baltic Sea in the North, historically and culturally fascinating cities like Berlin and Dresden or National Parks such as “Unteres Odertal”, along the water course of the river Oder, which is the natural border to the neighbouring country Poland.



## 5. Accommodation

There are two options for accommodation:

The student halls of residence, managed by the student service (Studentenwerk) or a privately rented room or flat in a city house of Eberswalde.

### 5.1 Student Halls of Residence

As a student enrolled at the FHE you have the opportunity to apply for a room in a student hall of residence (Studentenwohnheim).

The student service in Frankfurt/Oder offers affordable accommodation for about 400 students in three buildings distributed throughout Eberswalde.

Services:

The three rooms of the apartments with single bedrooms have standard equipment such as desk, chair, bed, shelf, closet and lamps. Pillows, duvets, sheets and bed linen can be purchased for 40€ from the caretaker (Hausmeister). Alternatively, you have the opportunity to lease them for 11€. The kitchens are equipped with a refrigerator, electric stove and cupboards. Kitchenware is not provided. A washing machine and a tumble dryer are placed in the basement. They function with special tokens, which you can buy from the service staff during the service hours.

#### 5.1.1 Studentenwohnheim Brandenburgisches Viertel

<b>postal address:</b>	Beeskower Straße 7 – 13 and Strausberger Straße 1 – 9 16227 Eberswalde
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This building is located outside the city centre in a residential area and contains two – and three – bedroom – apartments providing kitchen, shower and washing room. Each bedroom is equipped with cable television and some of them even have a balcony. Bedrooms in the Strausberger Straße and Beeskower Straße are also equipped with Internet access.



**Caretaker:**

<b>postal address:</b>	Ms. M. Zühlke Beeskower Str. 9 16227 Eberswalde Germany
<b>phone (mobile):</b>	++ (0)179 48 78 17 0
<b>service hours:</b>	Mon, Fri: 07:30 – 08:15 am and Wed, 4:00 – 5:00 pm

### 5.1.2 Studentenwohnheim Schwappachweg

<b>postal address:</b>	Schwappachweg 21 16225 Eberswalde Germany
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Very close to the Forest – Campus, the smallest and oldest student halls of residence, has large bedrooms with shared bathrooms, kitchens and community rooms.

### 5.1.3 Studentenwohnheim Bernauer Heerstraße

<b>postal address:</b>	Bernauer Heerstraße 54 – 60 16225 Eberswalde Germany
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Close to one of the beautiful forests around Eberswalde, this residence, which was opened in 1998, offers comfortable living near the Forest – Campus. Each bedroom is equipped with cable television and Internet access.

#### caretaker:

<b>postal address:</b>	Mr. N. Bäsler Bernauer Heerstr. 54 16225 Eberswalde Germany
<b>phone (mobile):</b>	++49 (0) 179 48 78 17 1
<b>service hours:</b>	Bernauer Heerstraße: Tue, Wed: 07:30 - 08:15 am Schwappachweg: Thu 12:30 – 1:00 pm

As soon as you have received your notification of admission (Zulassungsbescheid) from the students office, you can apply for a room in one of the residences. The application forms are usually sent to international applicants with the information material, but can also be ordered at the Student Service Frankfurt/Oder (<http://www.studentenwerk-frankfurt.de/start.php?PHPSESSID>) and are available on the FHE (UASE) homepage (<http://www.fh-eberswalde.de/info.htm>).

There are no deadlines for the application, but the earlier you complete the form and send it back to the Student Service (see address below), the more likely you will receive admission for a room.

<b>postal address:</b>	Studentenwerk Frankfurt (Oder) Abteilung Studentisches Wohnen Ms. Straube-Seiring Paul – Feldner – Straße 8 15230 Frankfurt (Oder) Germany
<b>phone:</b>	++49 (0) 335 – 56 50 90
<b>fax:</b>	++49 (0) 335 – 56 50 99 9
<b>e-mail:</b>	gf@studentenwerk-frankfurt.de

If you live in Germany, please enclose two stamps of 0,55€ and a copy of your admission at the Fachhochschule Eberswalde.

If you need much room, it is better to request a larger room.

<b>Deposit:</b>	200 €	(must be transferred before signing the contract! It is possible to pay cash on request.)
<b>Rent:</b>	137 – 173 €	per month (depending on size and location, including internet if available)

### Termination of Tenancy

One month before you leave the FHE and your accommodation you have to give notice by writing a letter to the Student Service by the end of the month, preceding the month when you are going to leave. You can also give a notice to the caretaker and arrange a date for officially leaving the room and receiving the refund of the deposit. The deposit is usually transferred to your bank account six to eight weeks after you have moved out of the room.

## 5.2 Private Rooms

Applying for a student residence hall is usually the most convenient way for finding good and reasonable accommodation at the FHE prior to arrival in Eberswalde. However, another option is to search for private student accommodation on the FHE homepage at "Wohnungsanzeigen" ([www.fh-eberswalde.de/de/Studium/WohnenundFinanzieren/Wohnungsanzeigen/](http://www.fh-eberswalde.de/de/Studium/WohnenundFinanzieren/Wohnungsanzeigen/)) or the notice boards in the FHE buildings. You can usually find rooms to be leased for one term. As an option for a longer stay in Eberswalde, you can also contact the Housing Administration of Eberswalde (Wohnungsbau- und Hausverwaltungs-GmbH Eberswalde / WHG), which will help you to find a place suiting your requirements, but take a German speaker with you.

<b>postal address:</b>	WHG Eberswalde Dorfstraße 9 16227 Eberswalde Germany
<b>phone:</b>	++49 (0) 3334 – 30 20
<b>fax:</b>	++49 (0) 3334- 33 157
<b>internet:</b>	<a href="http://www.whg-ebw.de/bluepix/">http://www.whg-ebw.de/bluepix/</a>

## 6. Enrolment (Einschreibung) at the University of Applied Sciences of Eberswalde

You applied for one of the FHE study programs and you have been admitted by the students office (Studentenamt). The notification of admission (Zulassungsbescheid) you have received almost makes you an official student. For example, you are allowed to apply for a room in one of the student halls of residence.

However, you still have to obtain official student status.

The registration certificate (Immatrikulationsbescheinigung) is needed for legal insurance coverage, residence permit and the opening of a bank account, only to name some examples. Studying at the FHE is free of tuition fees. Only administration charges have to be paid before each study semester. The amount is 197,50 € and consists of administration fees, charges for the Student Service, the student association ASTA, and the semester ticket. The semester ticket allows you to use the bus in Eberswalde, the train in Brandenburg and the metro in Berlin during the whole semester for only 86 Euro. The students office (building 1, City-Campus) is the place where you register.

Here you receive your registration certificate (Immatrikulationsbescheinigung):

<b>postal address:</b>	Fachhochschule Eberswalde (University of Applied Sciences of Eberswalde) Abteilung Studentische Angelegenheiten – Students Office Friedrich–Ebert–Straße 28 16225 Eberswalde Germany
<b>phone:</b>	++49 (0) 33 34 – 65 71 34
<b>fax:</b>	++49 (0) 33 34 – 65 71 36
<b>e-mail:</b>	studang@fh-eberswalde.de

You have to transfer the semester fees of currently 197,50 € to the bank account of the Landeshauptkasse Potsdam. Information on the bank account of the Landeshauptkasse Potsdam will be sent to you with the notification of admission or is obtainable at the students office.

Within one week before the beginning of the semester (all dates will be sent to you with the notification of admission), you have to go to the Students Office and submit the following items:

- The notification of admission (Zulassungsbescheid)
- A proof of language proficiency if required (if not yet handed in with application)
- A certificate qualifying you to enter higher education (original certificate – to be compared with the copies handed in with the application)
- Valid Passport
- two passport photographs
- A certificate confirming statutory health insurance coverage in Germany (for EU–citizens the blue insurance card obtainable from your insurance company at home) or a proof of a valid insurance coverage (usually a private one), either from Germany or from your country.
- A bank account statement confirming that you have transferred the semester fees (197,50 €) to the Landeshauptkasse Potsdam (58 € + 88,50 Euro for exchange students). This fee includes the semester ticket (88,50 €) which is compulsory for all full-time students. The semester ticket is valid for Eberswalde, Berlin and any slow trains (RE ) in Brandenburg, belonging to the BVG.

As an applicant from abroad, please ensure to hand in official German translations of all your documents!



## 7. Registration at the Municipal Registration office

After you have registered at the Fachhochschule Eberswalde, it is very important to register as a citizen of Eberswalde. This has to be done at the registration office (Einwohnermeldeamt / EMA). It is located close to the City - Campus, across the market place and inside the city hall (Rathaus). Registering is free of charge.

<b>postal address:</b>	Bürgeramt Breite Straße 42 D-16225 Eberswalde Germany
<b>phone:</b>	++49 (0) 33 34 - 64 35 0 ++49 (0) 33 34 - 64 12 5 (Information contact)
<b>fax:</b>	++49 (0) 33 34 - 64 55 2 or 64 19 0
<b>opening hours:</b>	Mon & Fri      9:00 am – 12:00 noon Tue & Thu      9:00 am – 12:00 noon 1:00 pm – 6:00 pm Wed:            closed

The legislation of the State of Brandenburg requires everyone living in Brandenburg (e.g. in Eberswalde) to register at the city administration **within two weeks** after moving to a new place. Generally, you would declare your address in Eberswalde as your main domicile (Hauptwohnsitz).

To welcome new students the City of Eberswalde is giving every student “Begrüßungsgeld”. You will get 80 Euro for the 1<sup>st</sup> semester and 50 Euro / semester for the duration of your study (maximum 10 semesters).

Please, do not forget to take the following documents with you to the EMA for registration:

- - Identity Card
- - Tenancy agreement (Mietvertrag)
- - A copy of your birth certificate (if possible)
- - Passport (only students from abroad)

Please feel free to ask the staff at the municipal registration office for assistance.

Please note that at the end of your studies and your stay in Eberswalde, you have to inform the EMA of your leaving and cancel the registration.

## 8. Registration at the Foreigners Registration Authority (Ausländerbehörde)

Before you travel to Germany, you have to ask the German embassy (Deutsche Botschaft) in your home country to inform you on current entry and residence requirements. These vary from country to country and therefore cannot be presented within this brochure.

### 8.1 Visa

Foreign students from countries of the European Union (EU) do not need a visa to enter Germany. Students from countries with special entry and residence arrangements do not need a visa either. Examples for these countries are: Norway, Iceland, Liechtenstein, Switzerland, Monaco, San Marino

and the United States of America. However, students from the USA are recommended to apply for a visa for the purpose of studying.

If you do not live in one of these countries, you have to apply for a visa at the German embassy in your home country. **A tourist visa is insufficient!**

With or without a visa, stays in Germany which last longer than three months require the application for a residence permit at the Foreigners Registration Authority (Ausländerbehörde).

If you registered in Eberswalde you have to go to the Foreigners Registration Authority of the county Barnim, which is next door to the University:

<b>postal address:</b>	Landkreis Barnim Ausländerbehörde Am Markt 1 16225 Eberswalde Germany
<b>Go to “Nordtor”, Haus B, 1st floor or call 03334/21 41 406</b>	
<b>contact:</b>	Phone 03334/21 41 406 to get an appointment
<b>Office hours:</b>	each Tuesday from 9:00 am - 6:00 pm Otherwise only if you have an appointment!

## 8.2 Residence Permit for Students from EU Countries

Students from the EU also have to register at the Municipal Registration Office, then at the Foreigners Registration Authority (Ausländerbehörde) if they stay longer than 3 months in Eberswalde. The Foreigners Registration Authority gives them a permit for unrestricted mobility (Freizügigkeitsberechtigung) in the European Union. It is no longer called “residence permit”.

## 8.3 Residence Permit for Students from Non–EU Countries

A residence permit for students from outside the EU costs 50 € for the first issuance for up to one year and 60 € for longer than one year.

For the issuance of a residence permit for non–EU–members, please bring along the following:

- Passport with a validity of 3 months longer than the intended stay
- Completed application form
- Passport photograph
- FHE registration certificate
- Tenancy agreement
- Confirmation of registration from the Municipal Registration Office
- Proof of insurance coverage
- Proof of financial resources/financial security or scholarship award letter (see next point)

## 8.4 Proof of Financial Resources

Some international students have to document sufficient financial resources for their stay in Germany. The Foreigners Registration Authority estimates the average students' living costs according to the Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz, BAföG).

Following proofs of financial resources are suitable:

- Scholarship of at least 580 € per month
- A sufficient amount of money (as estimated by the Federal Education and Training Assistance Act multiplied by the number of intended study months) on an account with a German bank. You are only allowed to withdraw a certain monthly sum of money from your account not exceeding the rate needed for monthly costs (580 €)
- A declaration from your parents, a company, organization or private person (resident in Germany) agreeing to cover all costs for the duration of studying

## 8.5 Prolongation of the Residence Permit

A prolongation of the residence permit has to be applied prior to its expiry. For up to three months it costs 15 € and for a longer period 30 €. Usually the prolongation of the residence permit is valid for the same period as your FHE registration certificate.

## 9. Health Insurance

For German and foreign students it is obligatory to have an adequate health insurance. If you have not spent more than 14 semesters studying in Germany and if you are not over 30 years old, you are eligible for the Statutory Student Health Program (Studentische Krankenversicherung) and are entitled to special insurance conditions.

If there is there are social agreements including an insurance clause between your home country and Germany, your health insurance at home will be accepted in Germany. This concerns all countries of the EU, Bosnia–Herzegovina, Iceland, Croatia, Liechtenstein, Macedonia, Norway, Switzerland, Slovenia, Turkey and Tunisia.

If you have an insurance coverage in one of these countries, you should bring your blue health insurance card.

### 9.1 Private Insurance in your Home Country

If there are no social agreements between your home country and Germany, you have to get adequate private insurance coverage which is officially recognized in Germany. Travel insurances are insufficient for the purpose of studying in Germany. A confirmation by a registered health service is needed during the process of enrolment at the FHE and for the application for the residence permit at the Foreigners Registration Authority. If you are privately insured, you have to pay for all necessary medical services and medicaments in advance. Afterwards, you can settle accounts with your insurance company in your home country.

### 9.2 German Health Insurance Cover

If you do not have an insurance coverage that is officially recognized in Germany, you have to get an adequate insurance coverage in Germany, immediately after your arrival. You can get a special students insurance plan from any registered health insurance service for about 30 – 80 €.

## 10. Checklist for new International Students

### 10.1 In your Home Country

- Apply for visa at the German embassy for study purpose if required
- Arrange proof of financial resources or scholarship award letter
- Prepare passport photographs
- Prepare health insurance for Germany
- Take original certificates with you to meet FHE entry requirements (application process)
- Take notification of admission of FHE (Zulassungsbescheid) with you

Application for Students' hall of residence:

- Order application form from the Student Service (Studentenwerk) in Frankfurt/Oder
- Submit the completed application form to the Student Service

### 10.2 In Germany

Enrolment at the FHE – Registration Certificate

- Submit proof of insurance coverage (blue card or proof of a valid insurance)
- Transfer the semester fees
- Submit a bank statement as a proof for the transfer of administration charges

Miscellaneous

- Enrol at the Students Office and receive your registration certificate as well as your student's identity card
- Open a bank account
- Search for accommodation and get a tenancy agreement
- Register at the Registration Office of Eberswalde

**Enjoy Your Studies!**