



History & Cultural Studies

# **INTERNATIONAL STUDENTS ARRIVAL GUIDE**

**TIPS & RECOMMENDATIONS**

# 2024

**FREIE UNIVERSITÄT BERLIN  
DEPARTMENT OF HISTROY & CULTURAL STUDIES  
INTERNATIONAL OFFICE**

**Department of History and Cultural Studies  
International Office**

**2024**

# WELCOME AT OUR DEPARTMENT

Dear international students,

On behalf of the Department of History and Cultural Studies at Freie Universität, it is with great pleasure that a warm welcome awaits you in Berlin and at our esteemed institution. We are delighted that you are embarking on this exciting journey of learning and discovery and becoming part of our diverse and vibrant academic community.

The Arrival Guide for International Students has been carefully compiled to provide you with important information, valuable tips and useful recommendations for a smooth and successful transition to life at Freie Universität and in Berlin. Whether you are looking for accommodation, health insurance, visa procedures, academic support or cultural integration, this comprehensive guide is designed to support you every step of the way.

As you settle into your new surroundings, please remember that our dedicated team is here for you. Don't hesitate to reach out to the International Office, faculty members or fellow students if you need help or advice. Your well-being and academic success are our top priorities, and we are committed to providing you with the support and resources you need to be successful during your time with us.

We understand that beginning this journey may come with some challenges, but we are confident that the experiences and opportunities that await you will be extremely rewarding. Approach this new chapter with an open mind and a sense of curiosity, and you will undoubtedly make lasting connections and create unforgettable memories.

Once again, welcome to Freie Universität. We are honored to have you as part of our global family, and we look forward to witnessing your professional life progress and accomplishments in the days to come.

Best regards,

Freie Universität Berlin  
Department of History and Cultural Studies  
International Office



History & Cultural Studies

# TEAM

International Office

[international.office@gskkult.fu-berlin.de](mailto:international.office@gskkult.fu-berlin.de)

Tutor for International Students

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## **Before Arrival**

1. Apply for a visa
2. Find health insurance
3. Find accommodation

## **On Arrival**

1. Open a bank account
2. Register at the local Citizen's Office
3. Apply for residence permit

# HOUSING

## FINDING YOUR BERLIN HOME

### DORMITORY APPLICATION

### FLATS AND APPARTMENTS

Furnished apartments

Unfurnished options and subletting

Shared flats („WG“)

Your online trove: „eBay Kleinanzeigen“

### HOSTELS

# HOUSING

## FINDING YOUR BERLIN HOME

Securing suitable housing in Berlin is a crucial step in your journey as an international student. The city's dynamic atmosphere comes with a high demand for affordable accommodations, making it essential to plan ahead. Berlin offers various housing options, including dormitories, flats, apartments, shared living spaces, and hostels for short-term stays.

To alleviate this, it is recommended that students, upon completing their enrollment, prioritize the application for student housing through the university's cooperation with studierendenWERK's student housing.



## DORMITORY APPLICATION

To streamline the housing process, we recommend initiating your dormitory application promptly. This initial step is crucial, and students are advised to make their dormitory application a priority, as the demand for student housing in Berlin is substantial. Detailed information and the application link can be found on the [studierendenWERK BERLIN website](#).

You will need your certificate of enrollment to apply for a place in a hall of residence. You can find out how to obtain this in the „Academic system in Germany“ section of our comprehensive guide under the heading **Forms you need to know**.

## FLATS AND APPARTMENTS

For a more independent living experience, consider renting a flat or apartment. Berlin has a diverse range of options to suit different preferences and budgets. Are you looking for your ideal Berlin apartment? Whether furnished or unfurnished, the city offers a wide range of options to meet your needs. Here you will find information to make your search easier:

## Furnished Apartments

Explore furnished apartments: [Berlinovo](#)

Discover your space: [Home-in-Berlin](#)

Shared flats: [Wohnheim Reichsstraße GmbH](#)

## Unfurnished Options and Subletting

Short-term rental: [HousingAnywhere](#)

Discover unfurnished options: [Home Company \(English\)](#)

Variety of apartments: [ImmobilienScout24](#)

## Shared Flats (WG)

Find your WG: [WG-Search \(German\)](#)

Local WG exchanges: [WG-Börse \(German\)](#)

## Your Online Trove: eBay Kleinanzeigen

If you're looking for unique finds and affordable options, you should discover [eBay Kleinanzeigen](#).

This platform is not only a platform for apartments, but also a marketplace for free and used items. From furniture to gadgets - this is where Berliners exchange and discover: Check out the free offerings in Berlin [here](#).

## HOSTELS

If you need temporary accommodation when you arrive, hostels are a convenient and affordable option for a short-term stay:

Travelers Hostel: Explore affordable options at [Hostel World](#)

Independent Hostels of Germany: [German-Hostels](#)

For more detailed information on securing accommodation in Berlin, we recommend the comprehensive „Individual Accommodation Berlin“ list. This list includes a variety of accommodation options to suit a wide range of preferences and needs. You can access the guide directly via the following link: [Alternative Accommodation Options](#). As it is important to have a choice, this guide aims to provide students with a range of alternatives for their accommodation in Berlin.

## BEWARE OF HOUSING SCAMS: PROTECT YOURSELF

In high-demand housing markets, scams are widespread, especially on platforms such as Facebook or when looking for an apartment online.

If you are looking for an accommodation:

!!! Be wary of scammers - never pay before viewing an apartment, refuse checks, avoid receiving keys in the mail or through an agent, and never give out sensitive information like a copy of your ID in advance. Be alert to ensure a safe home search.

!!! If you ever have any doubts about your housing contact, read [Wg-Gesucht's detailed guide](#) to recognizing fake ads.

!!! Don't hesitate to ask about the experiences of Berliners on platforms such as Reddit or Facebook. It is important that you ensure the authenticity of your housing situation. So stay informed and ask the community if necessary.

# INSURANCES

## HEALTH INSURANCE ESSENTIALS

Public Health Insurance

Private Health Insurance

Family Health Insurance

## HEALTH INSURANCE for STUDENTS with SO-

## CIAL SECURITY AGREEMENTS

## PRE-INSURANCE ILLNESSES

## PRIVATE LIABILITY INSURANCE

# HEALTH INSURANCE ESSENTIALS

When planning your stay in Germany, securing health insurance is paramount, starting from day one. Don't forget that you need to have a proof of sufficient health insurance coverage when applying for a visa and residence permit.

!!! Remember that your health insurance company will also manage your registration for unemployment and pension insurance, so this decision is important even before you apply for your visa.

As an international student, you can either choose the statutory (public) insurance or private insurance.

## Public Health Insurance

Explore public health insurance options, a mandatory requirement for students under 30 years old or those in certain programs. In Germany the statutory health insurance system is administered by various insurance companies, e.g. [Techniker Krankenkasse](#), [AOK](#), [Barmer](#) and many more.

In the public system, there are no direct costs for doctor and hospital visits or routine dental treatment. However, you will have to pay 10% or part of the cost of certain treatments yourself. With public insurance, you will receive a health insurance card.

# HEALTH INSURANCE ESSENTIALS

## Private Health Insurance

If you're over 30 or have specific needs, private health insurance may be an alternative. Check the [List of German Private Health Insurances Companies](#).

With private insurance, you have to pay the cost of medical services upfront and can claim reimbursement later. Private insurance often offers more comprehensive benefits, e.g. massages, physiotherapy and certain dental treatments.

## Family Health Insurance

Health insurance for your family is crucial. In Germany, you and your non-working family members are insured together under the statutory health insurance scheme (GKV). For private health insurance, on the other hand, you generally have to pay individual premiums.

For families, it is advisable to choose statutory health insurance. If you are insured with a German statutory health insurance fund and your partner's income is less than €520 per month, you can include them in your policy. If their income exceeds this limit, they must take out separate insurance. Children are usually insured with one of their parents.

# HEALTH INSURANCE for STUDENTS with SOCIAL SECURITY AGREEMENTS

If you're from Bosnia and Herzegovina, Macedonia, Montenegro, Serbia, Turkey, or Tunisia and plan to study in Germany, here's what you need to know:

**Entitlement Document:** Obtain an 'entitlement document' from your home health insurance provider before leaving your country.

**Visit a German Statutory Health Insurance Provider:** Take the document to a statutory health insurance provider in Germany, like AOK. They will issue an insurance certificate for your university enrollment.

!!! For Moroccan Citizens: Unfortunately, Morocco isn't covered by this agreement. Moroccan students must register for student health insurance with a German healthcare provider to access all benefits.

!!! If privately insured at home, present a letter of exemption and insurance coverage confirmation.

## PRE-INSURANCE ILLNESSES

Illnesses pre-existing your stay may not be covered. Consider bringing necessary medication, especially for private insurance, which may not cover certain situations.



# PRIVATE LIABILITY INSURANCE

In addition to compulsory health insurance, it is advisable to take out private liability insurance. This important insurance protects you if you accidentally damage something that does not belong to you, e.g. if you cause an accident as a pedestrian or cyclist. Without this insurance, you could be personally responsible for potentially costly damages that could run into thousands of euros. All major insurance companies offer this insurance.

!!! Health Insurance step is crucial even before applying for a visa, ensuring a smooth process and access to healthcare benefits during your studies in Germany. For more details, consult [FU Berlin's Health Insurance Guide](#).



# PUBLIC REGISTRATION: ANMELDUNG

## Essential:

*When you arrive in Germany, you must register with the local authorities within two weeks of your move. Remember that proof of residence registration is necessary for opening a bank account and applying for a residence permit. This step is essential and should take priority.*

## MAKING AN APPOINTMENT

You can book your appointment on [Service Portal Berlin](#).

Scheduling appointments for your application: insider tips

When booking appointments through the Berlin Service Portal, be sure to select all locations to maximize availability. Widening your search will increase your chances of finding an appointment, but it can be difficult to get an appointment within the required two-week time frame. A valuable tip is to search late in the day for appointments for the next day. Many people cancel their appointments the day before, which increases your chances of finding a suitable appointment at short notice.

# MAKING AN APPOINTMENT

To register in Germany, you'll need the following documents:

- !!! Your passport or identity card,
- !!! Rental contract,
- !!! A completed application form

You can obtain the application form either from the registration offices or from the [Service Portal Berlin](#) under Forms/Forms:



## Forms

- [registration form](#)
- [Supplement to the registration/main residence declaration](#)
- [Move-in confirmation from the apartment provider/landlord \(sample\)](#)
- [Move-in confirmation from the housing provider/landlord for Ukrainian refugees](#)
- [Declaration of consent from the legal guardians](#)

## fees

no

## Legal basis

- [Federal Registration Act \(BMG\)](#)

## Average time of processing

Registrations can usually be processed immediately.

# MAKING AN APPOINTMENT

!!! **Registration for EU nationals (including Iceland, Liechtenstein, Norway, and Switzerland):** If you intend to stay in Germany for more than three months, you need to register with the local authorities („Einwohnermeldeamt“) after your arrival.

!!! During registration, you'll be asked about your church affiliation. If you declare one, be aware that it triggers an automatic obligation to pay German church tax, amounting to eight percent of your payable income tax.



# VISA & RESIDENCE PERMIT

VISA REQUIREMENTS

MAKING AN APPOINTMENT FOR RESIDENCE  
PERMIT

FREIE UNIVERSITÄT BERLIN PASS SERVICE

# VISA REQUIREMENTS

**EU/EEA citizens:** No visa required. Register if you are staying longer than three months.

**Australia, Canada, Israel, Japan, New Zealand, Republic of Korea, USA:** No visa required for short stays; for stays longer than three months, you must register and apply for a residence permit.

**Non-EU/EEA citizens (study stay >3 months):** Apply in good time (at least 3 months before departure) for a national visa for Germany in your home country or in the country where you currently reside. This visa is usually valid for three months and only for Germany. Indicate all planned trips within the Schengen area in your application.

!!! Visa regulations are subject to change. Therefore, always check with the German diplomatic mission in your home country for the latest information.

!!! This important information will ensure a smooth entry and stay in Germany. If you have any further questions, please contact [FU Berlin's Pass Service](#), which will be happy to assist you.



# MAKING AN APPOINTMENT FOR RESIDENCE PERMIT

For non-EU passport holders who are planning a stay of more than three months or who wish to work/study in Germany, it is necessary to obtain a residence permit.

Due to the high demand, the online appointments are booked up quickly, so make sure you secure your appointment as early as possible.

!!! Please remember that applications can only be submitted within eight weeks before your existing residence permit expires.

## **For the application you will need to the following documents:**

- **Valid passport**
- 1 recent biometric photo  
35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background
- **Form „Antrag auf Erteilung eines Aufenthaltstitels“ (Application for the issue of a residence permit)**  
**Only required for first-time applications**
- **Proof of secure means of support:**

!!! **For the initial issue:** e.g. blocked account at a German bank with 10,872.00 euros (current status in 2023) / submission of a declaration of commitment from a third party on an official form/ scholarship/ ...

... notarized declaration from parents to secure their livelihood for the duration of studies with proof of parents' income in the last six months

!!! For the extension: bank statements for the last six months

- **Proof of health insurance**

!!! Proof of a secure livelihood also includes sufficient health insurance. Anyone with statutory health insurance is sufficiently insured. Those with private health insurance must consider the type and scope of their health insurance. Further information can be found in the leaflet „Information on adequate health insurance“.

- **Certificate of enrollment or conditional admission to studies**
- **Proof of main residence in Berlin**

!!! Certificate of registration at your main place of residence or

!!! Tenancy agreement and written confirmation of residence from the landlord

!!! **Here is the website to get detailed information:** [Service-Portal Berlin for Resident permit for the purpose of studying](#), check the website regularly for the availability of appointments.

You need to make your appointment on Berlin Immigration Office.

## **FREIE UNIVERSITÄT BERLIN PASS SERVICE**

In case you cannot find an available appointment for application of resident permit please reach out to [Freie Universität's Pass Service](#) at [pass-service@fu-berlin.de](mailto:pass-service@fu-berlin.de).

# BANK ACCOUNT

IDENTIFICATION AND VERIFICATION PROCEDURE

BANK OPTIONS AND RECOMMENDATIONS

SHORT-TERM VISA CONSIDERATIONS

Iranian Students and International Sanctions

Orienting yourself in the German banking system is an important step in your transition as an international student. To help you with this process, this section outlines the key steps and considerations for opening a bank account.

To initiate the process, follow this comprehensive guide to [Opening Your First Bank Account in Germany](#). The guide contains detailed information about the required documents, the different account types and the application process.

## IDENTIFICATION AND VERIFICATION PROCEDURE

Familiarize yourself with the POSTIDENT process, a standard identification and verification process required to open an online bank account. This may include online video identification to ensure a secure and efficient process.

# BANK OPTIONS AND RECOMMENDATIONS

## **Commerzbank:**

While Commerzbank offers some English-language support, students have reported a preference for N26 due to perceived advantages in flexibility and efficiency.

## **N26:**

Highlighted as a preferred choice among students for its perceived freedom and quick banking. Noted for having customer support and a website available in English.

## **Wise:**

Recognized as a unique option, Wise allows non-European students to open a bank account before moving to Germany. Wise, along with N26, stands out for its English-language support.

# SHORT-TERM VISA CONSIDERATIONS

Students with a 3-month visa have faced challenges with Commerzbank and Volksbank. In contrast, **Sparkasse** has been reported to readily open accounts without such hindrances.

## Iranian Students and International Sanctions

Due to potential complexities related to international sanctions, a recommended approach is to initially open an account with Sparkasse. After obtaining a residence permit, students may explore online banking options such as N26 and Wise for added flexibility.

**This categorization aims to provide a clear and structured overview of students' experiences and recommendations in selecting a bank in Germany. It serves as a practical guide for international students navigating the complexities of the German banking system.**

# FINANCIAL SUPPORT

## SCHOLARSHIPS

University Scholarships

External Scholarships

## WORKING AS A STUDENT

Freie Universität's Career Service

Student Job Opportunities

Additional Resources

## WHAT YOU NEED

How to Obtain Your Tax Identification Number

German Social Security Number

# SCHOLARSHIPS

Navigating the financial landscape as an international student in a new academic and cultural environment can present challenges. This section on „Financial Support“ is designed to provide clarity and guidance on accessing scholarships and part-time employment opportunities at Freie Universität Berlin and in Berlin.

## University Scholarships

Freie Universität Berlin offers the Deutschlandstipendium, a prestigious scholarship program supporting talented students. The Deutschlandstipendium provides financial assistance of €300 per month for outstanding students, irrespective of nationality, enrolled in any degree program at the university.

- **Deutschlandstipendium:** This merit-based scholarship encourages academic excellence and supports students' personal development. The application process usually opens annually, and eligible students can apply through the university's dedicated [Deutschlandstipendium webpage](#). Explore this opportunity to enhance your academic journey at Freie Universität Berlin.

For further details on eligibility criteria, application deadlines, and the application process, visit [the official Deutschlandstipendium page](#).



## External Scholarships

**DAAD (German Academic Exchange Service):** The DAAD provides a comprehensive database of scholarships for international students. Explore opportunities tailored to your field of study, origin, and academic intentions. Access the scholarship database [here](#).

**Rosa Luxemburg Foundation:** The Rosa Luxemburg Foundation offers support for students pursuing social justice and critical research. Their Studienwerk scholarship is dedicated to promoting socio-political engagement. Learn more about their scholarship programs [here](#).

**Heinrich Böll Foundation:** The Heinrich Böll Foundation provides scholarships for students committed to green ideas, democracy, and human rights. Explore opportunities for international students and details about the application process on their [website](#).

For further information and application details for these external scholarships, consult the respective websites linked above. Ensure you thoroughly review eligibility criteria, application deadlines, and submission requirements.

# WORKING AS A STUDENT

As an international student, you can work part-time during your studies. The university city offers various job opportunities in cafes, restaurants, tutoring, and more. Keep in mind the legal limits regarding working hours as an international student, usually capped at 120 full days or 240 half days per year.

## Freie Universität's Career Service

!!! For broader international perspectives and resources, visit [Freie Universität's Career Service](#). This resource provides valuable insights into career development, internships, and working in Germany.

!!! For comprehensive information about working in Germany as an international student, refer to the [General Information for Students Working in Germany document](#).

!!! Explore [this link](#) to find detailed information about job opportunities and internships. The page offers insights into various job boards and listings tailored for students.

## Student Job Opportunities

### **Freie Universität Berlin Job Portal:**

Explore job opportunities specifically tailored for students at Freie Universität Berlin through their [Job Portal](#). The platform features a range of positions suitable for students.

### **Stellenwerk Berlin:**

Discover a diverse array of student job listings on [Stellenwerk Berlin](#). This platform connects students with part-time job opportunities in and around Berlin.

### **Indeed:**

Check out student job listings on [Indeed](#), a widely used job search engine. Tailor your search based on your skills and preferences.

### **Glassdoor:**

Explore job listings, company reviews, and salary information on [Glassdoor](#). This platform provides insights into various industries and companies.

## Additional Resources

### STW Job Agency:

For detailed information on student jobs, eligibility criteria, and the application process, refer to the [STW Job Agency](#). This resource offers valuable insights into balancing work and studies.

!!! Remember to check these platforms regularly for updated job listings, and ensure compliance with legal regulations for international students seeking employment.

## WHAT YOU NEED

### Tax Identification Number (Steueridentifikationsnummer or Steuer ID)

Understanding the significance of your tax identification number is essential as a German resident. The Steueridentifikationsnummer, commonly known as a tax ID, is a unique identification number assigned to every German resident. This number is utilized by the German tax office (Finanzamt) to identify employed individuals. Upon registering your address in Germany, you will automatically receive this number via post.

Your tax ID plays a crucial role in the calculation of your income tax by your employer. When commencing a new employment, you are required to provide your tax ID for accurate income tax calculations.

## How to Obtain Your Tax Identification Number

Typically, you receive your tax ID number after completing the registration (Anmeldung) process at one of the Berlin Citizens' Offices. If you haven't received it or need a new one, you can apply online. Follow these steps:

!!! Visit the official website: [https://www.bzst.de/EN/Home/home\\_node.html](https://www.bzst.de/EN/Home/home_node.html).

!!! Click on „Private Individuals“ and then select „Tax Identification Number.“

!!! Under „How do I get my IdNo,“ you can order a new tax identification number.

!!! By following these steps, your tax ID number will be promptly sent to you by post, ensuring you have the necessary information for tax-related procedures.

## German Social Security Number

Before you embark on your student job search, be aware that in Germany, having a social security number (Sozialversicherungsnummer) is crucial for employment. This number ensures that your contributions to social security funds, including health and unemployment insurance, are properly accounted for. It is a legal requirement for working in Germany and is essential for accessing various social benefits.

For detailed information on obtaining your social security number, refer to the resources provided by [All About Berlin](#) and [Welcome Hub Germany](#). Ensuring compliance with these regulations is vital for a smooth and legally sound working experience during your time as a student in Berlin.





# **GERMAN LANGUAGE COURSE**

**WITHIN THE UNIVERSITY**

**OUTSIDE OF THE UNIVERSITY**

Private Language Schools in Berlin

Adapting to a new academic and cultural environment can be both challenging and rewarding. This section on German courses is aimed at providing you with clarity and support as you begin your language training at Freie Universität Berlin.

## WITHIN THE UNIVERSITY

!!! Explore the German language courses offered at the University's Language Center (Sprachenzentrum): [Sprachenzentrum FU Berlin](#).

!!! Courses cover proficiency levels from A2 to C1. To determine the right level for you, register and take the OnDaF online placement test. Learn more about the OnSET placement test [here](#).

## OUTSIDE OF THE UNIVERSITY

!!! **Local Volkshochschule (VHS):** Discover German courses at your local Volkshochschule. Visit [Berlin VHS](#) for details on available courses.

!!! **Online Resources:** Utilize online platforms like [DW Learn German](#) and [DAAD's Language Learning](#) for flexible learning options.

!!! **Language Tandem:**  
Enhance your language skills through the Tandem program at the University's Language Center. Register for a language tandem [here](#) for enjoyable language learning and cultural exchange.

!!! **International Club:**  
Join the International Club at Freie Universität Berlin for additional language and cultural experiences. Details can be found [here](#).



## Private Language Schools in Berlin

Berlin boasts a diverse array of private language schools offering a multitude of German language courses. Here are some of the most popular institutions to consider for enhancing your language skills:

- !!! [GLS Sprachenzentrum](#)
- !!! [Hartnackschule](#)
- !!! [Goethe Institut Berlin](#)
- !!! [Berlitz Language School](#)
- !!! [Deutschakademie](#)

Embark on your German language journey with these valuable resources, fostering not just language proficiency but also cultural exchange within the vibrant community of Freie Universität Berlin.



# **STUDY ORGANIZA- TION**

**CAMPUS MANAGEMENT**

**BLACKBOARD**

**ACADEMIC WRITING IN ENGLISH**

**LIBRARY AND DIGITAL RESOURCES**

**THESIS WRITING PROCESS**

**GRADGIN SYSTEMS IN GERMANY**

**FORMS YOU NEED TO KNOW**

**ERASMUS EXCHANGE SEMESTER**

## **Guiding Your Academic Journey: Navigating Essential Systems and Resources at Freie Universität Berlin**

Finding your way around the academic system of a new country and a new university can be a difficult but crucial aspect of your academic journey. This comprehensive section aims to provide you with a clear guide to the key elements of the academic structure at Freie Universität Berlin. From accessing the campus management system, registering for classes and using learning platforms such as Blackboard, to receiving academic writing support from STW Berlin's Writing Advisory Service, each sub-chapter is intended to help you locate key academic resources.

The inclusion of literature review resources, online academic sources, and comprehensive thesis writing guidelines further underlines our commitment to ensuring your success within the academic framework. In addition, the „Need to Know Forms“ section provides direct access to important forms that facilitate academic administrative procedures. This section is a valuable guide to strengthen your understanding of the academic infrastructure and promote a smooth integration into the academic community at Freie Universität Berlin.

## CAMPUS MANAGEMENT

- !!! Access the Campus Management system through [this link](#).
- !!! For a detailed reference guide on using Campus Management, consult [this document](#).
- !!! Learn about course registration and campus management by watching the video on the [Office of Student Affairs website](#).

## BLACKBOARD

- !!! Utilize the Blackboard learning management system through [this link](#).
- !!! Access additional information and FAQs on Blackboard through [this page](#).

## ACADEMIC WRITING IN ENGLISH

- !!! Seek assistance with academic writing through the Writing Consultation services provided by [STW Berlin](#).
- !!! Connect with the writing consultation team for personalized support [here](#).

## LIBRARY AND DIGITAL RESOURCES

- !!! Utilize the Primo system for literature searches at [this link](#).
- !!! Explore online academic sources through the [University Library](#).
- !!! Learn about accessing these resources through [this link](#).

## THESIS WRITING PROCESS

- !!! See the regulations for the examination of the Master's thesis on [this file](#) and please also visit [the website of the Examination Office](#) at the Department of History and Cultural Studies for detailed information.
- !!! Please see the list and links to the MA programs on [this page](#) and check each program's website for specific thesis requirements.
- !!! Access a comprehensive collection of study and examination regulations for all MA programs [here](#).
- !!! You must submit an application for the Master's thesis and the oral examination (if applicable). You can find the necessary forms [here](#).

## GRADING SYSTEMS IN GERMANY

- !!! In Germany, academic achievements are assessed using a grading scale ranging from 1.0 to 5.0. Each course is assigned a weight measured in study credit points, typically denoted as ECTS credit points. The impact of a course on your final average varies based on the number of ECTS points it carries. Here's the grading scale along with its

corresponding ECTS equivalents and German designations:

Grading Scale:

A: 1.0 – 1.5 - Excellent (Hervorragend)

B: 1.6 – 2.0 - Very Good (Sehr gut)

C: 2.1 – 3.0 - Good (Gut)

D: 3.1 – 3.5 - Satisfactory (Befriedigend)

E: 3.6 – 4.0 - Sufficient (Ausreichend)

F: 4.1 – 5.0 - Fail (Nicht bestanden)

!!! This grading system reflects the academic excellence and performance standards expected in German educational institutions. Understanding this scale is essential for **interpreting your academic progress and achievements during your studies.**

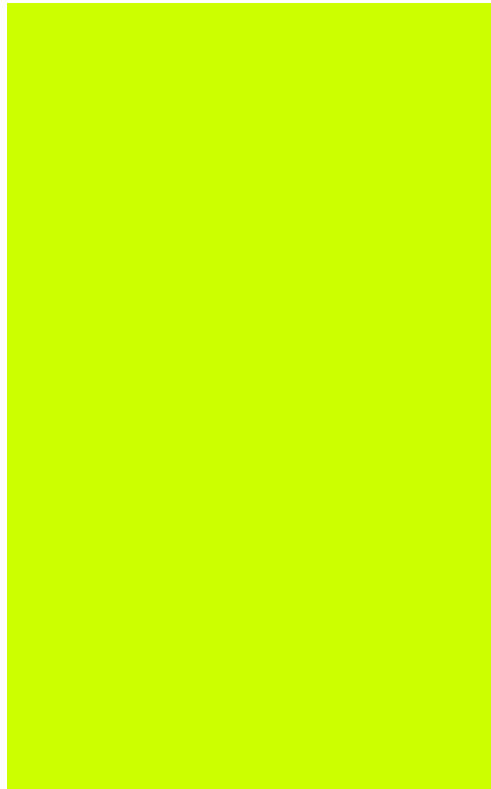
## FORMS YOU NEED TO KNOW

!!! Access essential forms related to **registration, de-registration, module certificates**, and more [here](#).

!!! Obtain a certificate of enrollment, payment receipt, certificate of academic progress by following the instructions provided [here](#).

# ERASMUS EXCHANGE SEMESTER

!!! If you are considering studying abroad through programs like Erasmus, find detailed application information [here](#).





# **TECHNICAL & SOCIAL SERVICES @FU BERLIN**

## **TECHNICAL SUPPORT**

Zedat

Wifi/Eduroam

## **HEALTH & COUNSELING SERVICES**

Counseling Services

Therapy Placement Assistance

## **ADDITIONAL HEALTH RESSOURCES: Finding a**

**Family Doctor and Making Appointments**

# TECHNICAL SUPPORT

## Zedat

The Zedat user service is your point of contact for technical support and ensures smooth use of the university systems. The FAQ section answers frequently asked questions, and the Info Service provides additional insight into various IT services. This support platform is designed to enhance your technological journey at Freie Universität Berlin

!!! User Service for technical assistance: [Zedat User Service](#).

!!! Find answers to common queries in the FAQ section: [Zedat FAQ](#).

!!! Explore additional information and IT services: [Zedat Info Service](#).

## Wifi/Eduroam

The Wifi/Eduroam guide will help you connect smoothly to the university's wireless network. The accompanying PDF file serves as a visual aid to simplify the connection process. Stay connected to the digital resources Freie Universität Berlin offers through these essential network tools.

!!! Connect to the university's wireless network using Eduroam: [Wifi/Eduroam Guide](#).

!!! Visualize the connection steps with this helpful PDF guide (in German): [Wifi/Eduroam PDF](#).

# HEALTH & COUNSELING SERVICES

## Counseling Services

In the psychological field, Freie Universität offers special counseling services that address mental health issues and create a supportive environment for your emotional needs. STW Counseling supports you with both personal and academic challenges, providing a holistic approach to your well-being.

- !!! Explore psychological support at Freie Universität: [FU Berlin Psychological Counseling](#).
- !!! Seek counseling services for various academic and personal concerns: [STW Counseling](#).
- !!! Reach out to Berliner Krisendienst for immediate crisis intervention: [Berliner Krisendienst](#).

## Therapy Placement Assistance

Access valuable resources for finding a place in therapy via the provided links. Whether you are seeking immediate crisis intervention or guidance in finding therapy services, you will find information in this section to support you on your mental health journey. Freie Universität is committed to providing resources for your overall well-being.

## Therapy Placement Assistance

!!! Access information on finding therapy placements provided by Freie Universität Berlin: [Therapy Placement Search](#).

!!! Download a comprehensive guide for contact points in mental crisis situations: [Contact Points Guide](#).

!!! Explore resources for mental well-being at Freie Universität Berlin: [Mental Well-being](#).

## ADDITIONAL HEALTH RESOURCES: Finding a Family Doctor and Making Appointments

### All About Berlin - English-Speaking Doctors in Berlin:

Navigating the healthcare landscape is essential, and the All About Berlin guide provides a comprehensive list of English-speaking doctors in Berlin. Explore the directory and find a family doctor who can address your healthcare needs with fluency in English. Visit [English-Speaking Doctors in Berlin](#) for a detailed list.

### Making Appointments with Specific Doctors

#### Doctolib:

Doctolib is a convenient platform that facilitates online appointment scheduling with various healthcare professionals. Explore the site to find specific doctors, check their availability, and book appointments according to your needs. Visit [Doctolib](#) to simplify the process of securing medical appointments in Berlin.

## Arzttermine.de:

For a streamlined approach to making appointments with specific doctors, Arzttermine.de is a valuable resource. This platform allows you to search for doctors, check their availability, and schedule appointments online. Visit [Arzttermine.de](https://www.arzttermine.de) for a user-friendly experience in managing your healthcare appointments.

Ensuring access to reliable healthcare is crucial during your time in Berlin. Utilize these resources to find a family doctor and make appointments with specific healthcare professionals. Your well-being is a priority, and these tools aim to make the healthcare process more accessible for international students.



# **LIBRARIES IN BERLIN**

Berlin boasts an extensive network of libraries catering to both public and academic needs. Notable among them are:

**UNIVERSITY LIBRARIES**

**CENTRAL & REGIONAL LIBRARIES (ZLB)**

**BERLIN STATE LIBRARY**

**BERLIN ART LIBRARY**

# UNIVERSITY LIBRARIES

## UNIVERSITY LIBRARY OF THE FREIE UNIVERSITÄT BERLIN

!!! **Location:** Garystrasse 39, 14195 Berlin (U Thielplatz)

!!! **Registration:** Free for external students

!!! **Documents needed:** ID card or passport with a registration certificate for Berlin

!!! **Explore Here:** [Library Website](#)

## UNIVERSITY LIBRARY OF THE HUMBOLDT-UNIVERSITÄT ZU BERLIN

!!! **Location:** Jacob-und-Wilhelm-Grimm-Zentrum, Geschwister-Scholl-Straße 3, 10117 Berlin (S+U-Friedrichstraße)

!!! **Fee:** Free for external students

!!! **Online Registration for Non-HU Members:** External students can register online using [this link](#).

!!! **Explore Here:** [Library Website](#)



## UNIVERSITY LIBRARY OF THE TECHNISCHE UNIVERSITÄT BERLIN

!!! **Location:** Fasanenstr. 88 (VOLKSWAGEN-Haus), 10623 Berlin (S+U Zoologischer Garten)

!!! **Fee:** Free for residents in Germany

!!! **Documents needed:** ID card or passport with a registration certificate for Berlin

!!! **Apply for/Renew Library Card:** [Online Application](#)

!!! **Explore Here:** [Library Website](#)

## UNIVERSITY LIBRARY OF THE BERLIN UNIVERSITY OF THE ARTS

!!! **Location:** Volkswagen-Haus, Fasanenstrasse 88 (Corner Hert-zallee), 10623 Berlin (S Tiergarten & Bahnhof Zoologischer Garten)

!!! **Fee:** Free for external students

!!! **Registration:** Library cards are issued on site.

!!! **Documents needed:** Student ID, your identity card, or passport

!!! **Explore here:** [Library Website](#)

# CENTRAL & REGIONAL LIBRARIES (ZLB)

## !!! **American – Memorial Library (Amerika-Gedenkbibliothek):**

- **Location:** Blücherplatz 1, 10961 Berlin-Kreuzberg (U Hallesches Tor)

- **Explore Here:** [Library Website](#)

## !!! **Berliner Stadtbibliothek:**

- **Location:** Breite Straße 30-36, 10178 Berlin

- **Explore Here:** [Library Website](#)

!!! **Fee:** 5€/year for students; 2,50€/month; free/only reading room

!!! **Documents needed:** ID card or passport with a registration certificate for Berlin (not needed for the reading room), Student ID

!!! **Registration:** [Online Registration](#)

!!! The Library card is also accepted by all public libraries in Berlin.

# BERLIN STATE LIBRARY

(Staatsbibliothek zu Berlin – Preußischer Kulturbesitz)

!!! **Haus Unter den Linden:**

- **Location:** Unter den Linden 8, 10117 Berlin (S+U Friedrichstraße)

!!! **Haus Potsdamer Straße:**

- **Location:** Potsdamer Straße 33, 10785 Berlin (S+U Potsdamer Platz)

!!! **Fee:** Registration free of charge.

!!! **Registration:** [Library Card](#)

!!! **Explore here:** [Library Website](#)

!!! **Documents needed:** ID card or passport with a registration certificate for Berlin (Residents from countries outside the EU need a residence permit for at least three months or a confirmation of enrollment)

# BERLIN ART LIBRARY

(Kunstabibliothek – Staatliche Museen zu Berlin)

!!! **Location:** Matthäikirchplatz 6, 10785 Berlin (S+U Potsdamer Platz)

!!! **Fee:** Use of the Art library is free of charge. However, there might be a charge for the utilization of certain services.

!!! **Documents needed:** ID card or passport with a registration certificate for Berlin

!!! **Registration:** Library cards are issued on site.

!!! **Explore here:** [Library Website](#)

# EMERGENCY NUMBERS & SERVICES

In case of emergencies, it's crucial to be aware of the following contact numbers:

**EMERGENCY (general)**

**EMERGENCY HEALTH SERVICES**

**BERLIN CRISIS SERVICE**

**BREAKDOWN SERVICES**

**VACCINATIONS**

# EMERGENCY (general)

- !!! **Police (federal):** 110
- !!! **Medical emergency (ambulance), fire:** 112
- !!! **Police Hotline (Berlin):** (+49 30) 46 64 46 64

# EMERGENCY HEALTH SERVICES

- !!! **Emergency service provided by the public health service:** (+49 30) 31 00 31
- !!! **National emergency phone call for on-call medical service:** 116 117
- !!! **Poison hotline:** (+49 30) 1 92 40
- !!! **Emergency dental service (info):** (+49 30) 89 00 43 33
- !!! **Emergency pharmacy information service:** 0800 00 22 8 33

# BERLIN CRISIS SERVICE

For psychosocial, acute mental, and psychiatric emergencies, consult the Berlin Crisis Service.

## **Regional Contacts:**

- !!! Mitte, Friedrichshain-Kreuzberg: 030 / 390 63 10
- !!! Charlottenburg, Wilmersdorf: 030 / 390 63 20
- !!! Spandau: 030 / 390 63 30
- !!! Pankow: 030 / 390 63 40
- !!! Reinickendorf: 030 / 390 63 50
- !!! Steglitz-Zehlendorf, Tempelhof-Schöneberg: 030 / 390 63 60
- !!! Lichtenberg, Marzahn-Hellersdorf: 030 / 390 63 70
- !!! Treptow-Köpenick: 030 / 390 63 80
- !!! Neukölln: 030 / 390 63 90

# BREAKDOWN SERVICES

!!! **Power supplies (Vattenfall):** (+49) 0800 / 211 25 25 (toll-free)

!!! [Power cut information](#)

!!! **Heating (Vattenfall):** (+49 30) 267 45 98

!!! **Gas supplies (GASAG):** (+49 30) 78 72 72

!!! **Water supplies:** (+49 30) 800 / 292 75 87

# VACCINATIONS

!!! Before arriving in Germany, ensure you are aware of the necessary vaccinations to protect yourself. Refer to [this link](#) for detailed information on required vaccinations.







**Department of History and Cultural Studies  
International Office**

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