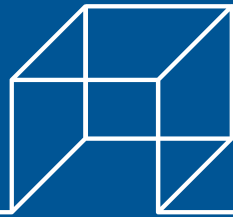


**EXCELLENCE  
CLUSTER**



**TOPOI**

**INFORMATION MATERIAL FOR  
RESEARCH FELLOWS AND  
DOCTORAL STUDENTS**

[November 2013]

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*Material for Research Fellows and Doctoral Students, a survival guide with all the important information you need to know on arrival and during your stay in Berlin.*

The following collection of information has been compiled to provide assistance to new Research Fellows, Doctoral and Postdoctoral Students as well as visitors working within the Excellence Cluster TOPOI. Depending on the time of your stay in Berlin, your position within TOPOI and other variables, you will find different sections of this material more or less relevant for you. When making use of the material, please bear in mind that things may change within TOPOI and in Berlin in general, even though we are aiming at regular updates of the material. There may, of course, also be some mistakes we have made while putting together the material, and some information you are looking for might be missing. We apologize for this in advance and hope that the following will nonetheless provide useful support for your work within the cluster. If you find any mistakes, please do not hesitate to tell us, the members of TOPOI's central administration.

## I. Organizational Matters within the Excellence Cluster TOPOI

### 1. General Information

The Cluster is the joint responsibility of the Freie Universität Berlin (FU) and the Humboldt- Universität zu Berlin (HU). It is headed by two Directors: one of the Humboldt-Universität (Prof. Dr. Gerd Graßhoff.) and one of the Freie Universität (Prof. Dr. Michael Meyer).

The cluster administration is organized as an inter-university office (Cluster Agency) with staff working jointly at both universities. Dr. Hauke Ziemssen is the cluster's Executive Secretary and head of the administration.

Beate Deppe is the coordinator for the TOPOI fellows of the Freie Universität Berlin. She is the contact person for all contractual and administrative questions ([finanzen@topoi.fu-berlin.de](mailto:finanzen@topoi.fu-berlin.de); +49 (0)30 838-57276). Ursula Müller is the coordinator for the TOPOI fellows of Humboldt Universität zu Berlin. She is the contact person for all contractual and administrative questions ([ursula.mueller@topoi.org](mailto:ursula.mueller@topoi.org); +49 30 2093-99078).

Elisabeth Kanarachou ([sekretariat@topoi.fu-berlin.de](mailto:sekretariat@topoi.fu-berlin.de), +49 (0)30 838-57271) is the TOPOI secretary at the Freie Universität Berlin.

The TOPOI secretary at the Humboldt-Universität is Nicola Gaedicke ([Nicola.gaedicke@topoi.org](mailto:Nicola.gaedicke@topoi.org), +49 (0)30 2093-99073).

TOPOI works in close cooperation with a number of partners in Berlin: the Berlin-Brandenburgische Akademie der Wissenschaften (BBAW), the Deutsches Archäologisches Institut (DAI), the Max Planck Institute for the History of Science (MPIWG) and the Stiftung Preußischer Kulturbesitz (SPK). The best place to start looking for information regarding the structures and objectives of TOPOI, the research activities of its members, past and future projects and the like, is the cluster homepage: [www.topoi.org](http://www.topoi.org). Here you also find contact details of the cluster members and fellows as well as of the administrative staff. You should generally direct your inquiries to the administrative staff of the university you are associated with.

### 2. Contracts and Agreements

When you become a Research Fellow or Postdoctoral Student of TOPOI, you will conclude a contract with the cluster, stating your rights and duties, the time of your work with TOPOI and the amount of payment you will receive. Doctoral candidates of the BerGSAS Graduate School pursuing a PhD should address the staff of the Dahlem Research School (DRS) at the Freie Universität Berlin (FU) or the Humboldt Graduate School (HGS) at the Humboldt-Universität zu Berlin (HU). Following the link below you'll find the Handbook for Doctoral Candidates.

[http://berliner-antike-kolleg.org/wp-content/uploads/2013/08/Leitfaden\\_Englisch.pdf](http://berliner-antike-kolleg.org/wp-content/uploads/2013/08/Leitfaden_Englisch.pdf)

DRS link▶<http://www.fu-berlin.de/sites/promovieren/drs/welcome/index.html>

HGS link▶[http://humboldt-graduate-school.de/services-en/help\\_desk-en](http://humboldt-graduate-school.de/services-en/help_desk-en)

### 3. TOPOI Services

#### (a) Workplaces

TOPOI is trying to provide workplaces to long-term Research Fellows and Doctoral Students wherever that is possible. If you like to have some office space, please let us know and we will see what options there are.

#### (b) Supplementary Financial Support

As a TOPOI researcher, you may apply for financial support for attending conferences and the like or taking part in excursions, in so far as they are relevant to your research within TOPOI. Please find consensus with your Research Group on such proposals, which are to be submitted by the Research Group to the TOPOI central administration. Please contact one of the secretaries or area coordinators for further information on procedures and conditions.

#### (c) Supply of Stationery

If you need any stationery for your work, there are basically two ways to ask for it. At the FU, this will normally be organized via the "Institut" you are associated with. As a fellow at the Humboldt-Universität, please contact Nicola Gaedicke to receive office equipment (Nicola.gaedicke@topoi.org, +49 (0)30 2093-99073). If you have a working place in the Topoi Dahlem House please contact Elisabeth Kanarachou for office equipment ([sekretariat.fu@topoi.org](mailto:sekretariat.fu@topoi.org), + 49 (030) 838 57271).

#### (d ) Databases

As a TOPOI researcher you might have planned to develop a database for recording, organizing and querying your research data. Topoi offers assistance for that matter as it is mostly necessary to discuss questions concerning conceptualization, programming and hosting of your data structure in the long run. For more information on this please contact Dominik Lukas: dominik.lukas@topoi.org, +49 (0)30 838-58082.

#### (e) Maps

Many researchers in TOPOI cannot imagine doing research without maps. So one of our cooperation partners is the Map Department of the Staatsbibliothek zu Berlin. It administers the most comprehensive and most important cartographic collection in Germany. Here, scans of maps can also be made. Our close cooperation means that TOPOI members will receive preferential treatment here. The library meanwhile also offers a variety of online databases. For more information. <http://staatsbibliothek-berlin.de/en/about-the-library/abteilungen/karten>

#### (f) Third Thursday Meetings

Once a month – every third Thursday during the semester – all TOPOI members and guests are invited to an evening event, which usually takes place at one of the institutions involved in the cluster. You will receive an invitation to these meetings via e-mail, but can also find out about them from the TOPOI homepage. The monthly meetings provide an opportunity for TOPOI members of different research groups to meet and gain insight into each other's research through presentations, lectures and discussions.

## II. Universities and Academic Life in Berlin Basic Information

### 1. Humboldt-Universität zu Berlin

The Humboldt-Universität ([www.hu-berlin.de](http://www.hu-berlin.de)) has four so-called 'Faculties of Arts and Humanities' ("Philosophische Fakultät I-IV"). The faculties are responsible for some organizational matters, such as enrollment of PhD students and questions of employment. Apart from that, most activities within the university take place on the level of the departments (Institute), such as the Philosophy Department ([www.philosophie.hu-berlin.de](http://www.philosophie.hu-berlin.de)), the Department of German Literature ([www2.hu-berlin.de/literatur](http://www2.hu-berlin.de/literatur)), the Department of Historical Sciences ([www.geschichte.hu-berlin.de](http://www.geschichte.hu-berlin.de)), the Department for Cultural Studies (<http://www.culture.hu-berlin.de/institut>), the Department of Art History (<http://www.kunstgeschichte.hu-berlin.de/>), or the Department of English and American Studies (<http://www.angl.hu-berlin.de/>). Only the Theology Department has a somewhat different structure (cf. [www2.hu-berlin.de/theologie](http://www2.hu-berlin.de/theologie)). On the department homepages you can find general information on the departments' structure, their staff, the teaching offered, special events taking place etc. and you find useful contact information.

### 2. Freie Universität Berlin

The Freie Universität Berlin ([www.fu-berlin.de](http://www.fu-berlin.de)) is subdivided into a total of 15 departments ("Fachbereiche") and central institutes ("Zentralinstitute"). The Departments of History and Cultural Studies, Geo-Sciences, Philosophy and Humanities are participating in Topoi. The departments are also subdivided into various institutes, whose websites can be visited via the corresponding department: [www.fu-berlin.de/einrichtungen/fachbereiche/index.html](http://www.fu-berlin.de/einrichtungen/fachbereiche/index.html). The institutes' homepages provide basic information on the respective institute's structure, scientific lecture events and helpful contact information.

### 3. Other Universities and Cooperation Partners of TOPOI

Here is a list of some of the most important research institutions in Berlin and Potsdam, some of which are cooperation partners of TOPOI.

#### (a) TOPOI Partners

- Berlin-Brandenburgische Akademie der Wissenschaften (BBAW): [www.bbaw.de](http://www.bbaw.de)
- Deutsches Archäologisches Institut (DAI): [www.dainst.org](http://www.dainst.org)
- Max-Planck-Institut für Wissenschaftsgeschichte (MPIWG): [www.mpiwg-berlin.mpg.de](http://www.mpiwg-berlin.mpg.de)
- Stiftung Preußischer Kulturbesitz (SPK): [www.hv.spk-berlin.de](http://www.hv.spk-berlin.de) (Staatliche Museen zu Berlin (SMB), Staatsbibliothek zu Berlin (Stabi))

#### (b) Universities

- Technische Universität Berlin: [www.tu-berlin.de](http://www.tu-berlin.de)
- Universität der Künste: [www.udk-berlin.de](http://www.udk-berlin.de)
- Universität Potsdam: [www.uni-potsdam.de](http://www.uni-potsdam.de)
- Hochschule für Technik und Wirtschaft Berlin (HTW): [www.htw-berlin.de](http://www.htw-berlin.de)
- Brandenburgische Technische Universität Cottbus-Senftenberg

## 5. Libraries in Berlin

### (a) Staatsbibliothek zu Berlin (Stabi) – Berlin State Library

*General Information:* The Berlin State Library (Staatsbibliothek zu Berlin) is by far the biggest library in Berlin, with more than 10 million books and other media, including online journals, international newspapers and a collection of maps and of early printed books. Due to the former division of Germany and Berlin, the library is located at two sites, one at Unter den Linden 8, right next to the Humboldt-Universität's main building, and one at Potsdamer Straße 33. At both houses you find several reading rooms, computers for research and copying services. Please note that a valid reader's pass is required for access to the library and its databases, online journals and other services.

The Berlin State Library Online: Further information on the library and its services are available on the library's homepage (<http://staatsbibliothek-berlin.de>), in particular on [http://staatsbibliothek-berlin.de/index\\_en.html](http://staatsbibliothek-berlin.de/index_en.html), in both German and English. The library's online catalogue can be found here: [www.stabikat.de](http://www.stabikat.de).

*Library Card:* To use the library's services, you need a valid reader's pass. The monthly fee is € 10, the annual fee € 25. The pass can be obtained in either branch at the registration desks upon presentation of an official ID or passport. If you intend to take books home, please note that German and EU citizens are to present their confirmation of residence ("Meldebescheinigung") if their current address is not shown on their passport. Citizens from other countries are additionally asked to present their visa or residence permit respectively (valid for at least 3 months) or, as a student, their certificate of matriculation ("Immatrikulationsbescheinigung") issued by a German university.

*Ordering and Lending:* Books and journals can be ordered both for internal use in the reading rooms and, with some restrictions, for external use. For this purpose you can search and order books and other media in the online catalogue ([www.stabikat.de](http://www.stabikat.de)) and the connected online lending system. The borrowing period is 30 days; for books, this period can be extended twice for another month each time. Please note that, due to construction work, you can borrow books only from the Potsdamer Platz branch. All requested titles from Unter den Linden and the stacks will be transferred and issued only at the Potsdamer Platz branch if you order them to borrow them; you may, however, also order books to the Unter den Linden branch to use them in the reading rooms and for copying.

For further information on how to use the library services, please consult the library's homepage and ask the staff. You can also attend courses offered regularly by the library.

Contact: Staatsbibliothek zu Berlin – Preußischer Kulturbesitz

Address: Unter den Linden 8, 10117 Berlin

Phone: +49 (0)30 266-0

Homepage: [www.staatsbibliothek-berlin.de](http://www.staatsbibliothek-berlin.de)

(b) Academic Libraries/University Libraries

Each of Berlin's universities has several libraries.

*Universitätsbibliothek of the Humboldt-Universität zu Berlin*

*General information:* The Humboldt-Universität – and this structure is equivalent to the other universities – has a central library in which you can find books on all subjects. The Humboldt-Universität's central library ([www.ub.hu-berlin.de](http://www.ub.hu-berlin.de)) is located at the Jacob-und-Wilhelm-Grimm-Zentrum (Geschwister-Scholl-Straße 1–3). Furthermore, most of the departments of the university have their own branch library ("Zweigbibliothek"). There is a central online catalogue for searching for literature of any Humboldt library (<http://opac.hu-berlin.de>). For further information (addresses of the branch libraries etc.) and a detailed introduction to using the library services, please consult the library's homepage and ask the staff. You can also attend courses offered regularly by the central library.

*Registration for a Reader's Pass:* To use the library's full services, you need to apply for a reader's pass. For this purpose, please contact the administration of the respective central library or branch library. You will be asked to present your identity card or passport and your confirmation of residence in Germany ("Meldebescheinigung") and, as a student of Humboldt University, your certificate of matriculation ("Immatrikulationsbescheinigung").

If you are a Doctoral Student and enrolled as a PhD student at the Humboldt-Universität, your certificate of matriculation is at the same time a reader's pass for all the libraries of the university.

As a Research Fellow, you have the same rights with regard to borrowing books in the central library and the branch libraries as the university staff have, i.e. taking out books from branch libraries for a longer period than merely over night or for the weekend. You need to present your contract with TOPOI to confirm this status to the library staff. Should any problems arise with this, please ask the TOPOI secretary Nicola Gaedicke for a statement that you are working with TOPOI ([nicola.gaedicke@topoi.org](mailto:nicola.gaedicke@topoi.org), +49 (0)30 2093-99073).

For detailed information on how to apply, please contact the library.

Humboldt-Universität zu Berlin  
Address: Geschwister-Scholl-Straße 1–3, 10117 Berlin  
Phone: +49 (0)30 2093-99730, -99731, -99399  
Homepage: [www.ub.hu-berlin.de](http://www.ub.hu-berlin.de)  
Online-Catalogue: <http://opac.hu-berlin.de>  
Fees: none

*Universitätsbibliothek of the Freie Universität Berlin*

For students enrolled at the Freie Universität a valid student card is also the library card. If you are a Doctoral Student and enrolled as a PhD student at the Freie Universität, your certificate of matriculation is at the same time a reader's pass for all the libraries of your university

Residents of Berlin and the State of Brandenburg will be given a library card free of charge upon production of a German identity card or foreign passport and the form issued by a residents' registration



office of Berlin or Brandenburg proving resident status. Other users and guests receive a guest library card that entitles them to request books for use in the Reading Room only.

See Library Rules and Regulations (in German only) for further details.

For detailed information on how to apply, please contact the library.

Freie Universität Berlin

Address: Garystraße 39, 14195 Berlin

Phone: +49 (0)30 838-54273

Homepage: [www.ub.fu-berlin.de/](http://www.ub.fu-berlin.de/), information in English: [www.ub.fu-berlin.de/en/bibliothek/](http://www.ub.fu-berlin.de/en/bibliothek/)

Online-Catalogue: <http://opac.fu-berlin.de>

Fees: none

Except for the Universitätsbibliothek there are also the:

Philologische Bibliothek der Freien Universität Berlin (Habelschwerdter Allee 45)

Geowissenschaftliche Bibliothek (Malteserstr. 74-100, Gebäude O)

Bibliothek des Ägyptologischen Seminars (Altensteinstr. 33)

Bibliothek des Instituts für Altorientalistik (Hüttenweg 7)

Bibliothek des Instituts für Klassische Archäologie (Otto-von-Simson-Str. 11)

Bibliothek des Instituts für Prähistorische Archäologie (Altensteinstr. 15)

To scan, copy or print within the Libraries of the FU you can use your Mensa Card.

One can purchase a Mensa Card either in one of the Mensen (at the cashiers) or at a vending machine in the Silberlaube in front of the Entrance of the Main Mensa. The Mensa Card is available for a pawn of 1,55 Euro. As the Mensa Card is property of the Studentenwerk it can't be purchased at the two copy-service points (Universitätsbibliothek [Garystr. 39] & Philologischen Bibliothek [Habelschwerdter Allee 45]). Also the pawn (and possible left-overs) can only be balanced/returned in the Mensen.

One can load/refill the Mensa Card either in or in front of the Mensen and Cafeterias, or at the six following additional Loading Units/Points:

- Universitätsbibliothek,
- Sozialwissenschaftliche Bibliothek & Bibliothek des Osteuropa-Instituts,
- Bibliothek Rechtswissenschaft,
- Bibliothek Mathematik und Informatik,
- Bibliothek des John-F.-Kennedy-Instituts für Nordamerikastudien,
- Bibliothek des Instituts für Theaterwissenschaft.

You can find more information about the Mensa Care on the Website of the Studentenwerk:

<http://www.studentenwerk-berlin.de/>

#### Universitätsbibliothek of the Technische Universität Berlin and the Universität der Künste

*Registration for a Reader's Pass:* To use the library's full services, you need to apply for a reader's pass. You will be asked to present your identity card or passport and your confirmation of residence in Germany ("Meldebescheinigung") and, as a student of Humboldt University, your certificate of matriculation ("Immatrikulationsbescheinigung").

As a Research Fellow, you have the same rights with regard to borrowing books in the central library and the branch libraries as the university staff have, i.e. taking out books from branch libraries for a longer period than merely over night or for the weekend. You need to present your contract with TOPOI to confirm this status to the library staff. Should any problems arise with this, please ask the TOPOI secretary Ursula Müller for a statement that you are working with TOPOI ([ursula.mueller@topoi.org](mailto:ursula.mueller@topoi.org), +49 (0)30 2093-99073).

Technische Universität Berlin

Address: Fasanenstraße 88, 10623 Berlin (Volkswagen-Building)

Phone: +49 (0)30 314-76101

Homepage: [www.ub.tu-berlin.de/](http://www.ub.tu-berlin.de/)

Online-Catalogue: <http://opac.tu-berlin.de>

Fees: for members of a Berlin university: none/for others: € 20/year

Universität der Künste

Address: Fasanenstraße 88, 10623 Berlin (Volkswagen Building)

Phone: +49 (0)30 314-76473

Online-Catalogue: <http://opac.udk-berlin.de>

Fees: for members of a Berlin university: none/for others: € 20/year

Information: [www.udk-berlin.de/sites/universitaetsbibliothek/content/index\\_eng.html](http://www.udk-berlin.de/sites/universitaetsbibliothek/content/index_eng.html)

(c) Zentral- und Landesbibliothek Berlin – Berlin City Library

*General information:* The public Berlin City Library holds more than 3 million media and has several buildings throughout the city. The two main houses are the Amerika-Gedenkbibliothek (America Memorial Library) and the Berliner Stadtbibliothek (Berlin City Library). Please note that the topics are separated between the two houses. You will find the addresses below.

*Registration for a Library Card:* To obtain a reader's pass (necessary to borrow, order from stacks, use the internet etc.), you are asked to present a valid identity card or passport and the confirmation of registration or/and a residence permit (valid for at least three months). The library card is valid in all public libraries in Berlin, that belong to the local library network (VÖBB).

Fee: € 10/year or € 2.50/month (reduced for students: € 5/year)

Further information: [www.zlb.de/en](http://www.zlb.de/en), Online catalogue of the local library network: [www.voebb.de](http://www.voebb.de)

Amerika-Gedenkbibliothek – America Memorial Library

Address: Blücherplatz 1, 10961 Berlin

Phone: +49 (0)30 90226-105, -401

Mail: [info@zlb.de](mailto:info@zlb.de)

Berliner Stadtbibliothek – Berlin City Library

Address: Breite Straße 30–36, 10178 Berlin

Phone: +49 (0)30 90226-105, -401

Mail: [info@zlb.de](mailto:info@zlb.de)

(c) Dining Facilities

The Studentenwerk Berlin has several canteens/Cafeterias at all major universities campuses. Here's a short list of the Mensen situated near the Topoi Houses:

Mensa HU Nord: Hannoversche Straße 7

Mensa HU Süd: Unter den Linden 6

Mensa FU II: Otto-von-Simson-Str. 26

Mensa FU Veggie N° 1: Van't-Hoff-Straße 6

The full Mensen-List is available at: [https://www.studentenwerk-berlin.de/en/mensen/mensen\\_cafeterien/index.html](https://www.studentenwerk-berlin.de/en/mensen/mensen_cafeterien/index.html)

At all Mensen one can make cashless payments with the Mensa Card in all refectories and cafeterias. This saves you and us from annoying searches for coins or change, shortens waiting times at checkouts, and thus helps you to enjoy your meal sooner. You can only pay with the MensaCard in establishments where cash-to-card machines for the MensaCard are installed.

The MensaCard is a rechargeable smart card on which only the amount and card number are stored. Personal data such as names, frequency of use or personal preferences for certain foods are not stored at any point.

Topping up at cash-to-card machines

Cash-to-card machines are located in the foyers of refectories. You can top up your MensaCard with notes up to an amount of €50 or check your account balance at these cash-to-card machines. You can obtain a MensaCard at the checkouts of refectories. You get back the deposit of €1.55 when you return the card. No deposit is returned for WelcomeCards. Guest card vending machines where you can buy a card are installed in the Nord (north) refectory and in the Jacob und Wilhelm Grimm Center of the HU, in the TU refectory and in the FU II refectory. You must present your student identity card or employee identity card when obtaining the card at the checkouts to get the cheaper student or academic staff price. Data from these documents is recorded neither in the computer system nor on the MensaCard.

### III. Living in Berlin

#### 1. Important documents and their Certified Translations

Depending on the length of your stay and the type of commitment you have with Topoi you will have to present several documents and their certified Translations. On the last page you will find a full list of the certificates you may need.

#### 2. Money Issues

Salaries are paid after a full employment month, so you should have enough money (at least a 1.000 euros) to pay for all initial expenses.

#### 3. Flat Hunting

It would be advisable to arrange in advance a short term accommodation during your first days/weeks in Berlin, if you haven't been able to find an apartment in advance. Contact the Topoi Secretaries for a list of short term accommodation possibilities. One must mention here, that a lot of landlords demand from their potential tenants a Schufa-Credit Report. It would be advisable to try to get from your homeland a creditworthiness report showing that you have no debts etc. (do not forget to have it translated before your departure).

There are several possibilities for finding an appropriate flat for your stay in Berlin. You can search in local daily newspapers, such as the *Berliner Zeitung*, the *Tageszeitung*, *Der Tagesspiegel* or the *Berliner Morgenpost*. Berlin city magazines like *zitty*, *TIP* (both fortnightly) or *Zweite Hand* (weekly) also publish offers of flats regularly. These magazines also have online editions (<http://kleinanzeigen.zitty.de/>, <http://service.tip-berlin.de/anzeigen/index.php/Wohnen> and <http://www.zweitehand.de/immobilien>).

Here are some further, widely used online services:

- [www.immobilienscout24.de](http://www.immobilienscout24.de) (generally good service, but often considerable commissions are charged)
- [www.city-wohnen.de/berlin](http://www.city-wohnen.de/berlin)
- [www.wg-gesucht.de](http://www.wg-gesucht.de) (good for flat share)
- [www.wgcompany.de](http://www.wgcompany.de) (also good for flat share)
- [www.mitwohnzentrale.de](http://www.mitwohnzentrale.de)
- <http://berlin.en.craigslist.de/apa/>
- <http://hsozkult.geschichte.hu-berlin.de/chancen/type=wohnungen> (subletting offers from academics to academics)
- [www.zwischenmiete.de/wohnenin,wohneninberlin.html](http://www.zwischenmiete.de/wohnenin,wohneninberlin.html) (sublets)
- [www.apartments-mitte.de](http://www.apartments-mitte.de) (apartments in Berlin-Mitte)
- [www.residenz-2000.de/lichterfelde/index.htm](http://www.residenz-2000.de/lichterfelde/index.htm) (expensive, close to FU)
- [www.arwobau.de](http://www.arwobau.de) (fully equipped apartments all over Berlin; for an apartment close to FU, look for the apartments on Celsiusstraße)

For students, including doctoral students, the universities in Berlin offer flats and flat shares in student dormitories ("Studentenwohnheimen"). Have a look at the following homepage for further information on this: <http://www.studentenwerk-berlin.de/wohnen> (in German and English).

The Humboldt-Universität also has a guesthouse with 58 apartments located in the Ziegelstraße 13a, 10117 ( <http://www.ta.hu-berlin.de/index.php4?fd=502>).

#### 4. Registration

Anmeldebestätigung/Registration Certificate (only for residence of more than three months)

In Germany it is obligatory to register one's residence of more than three months (flat or apartment, which you are renting for more than three months) with the local authorities. The registration must be done within two weeks after you moved into your flat and can take place at the nearest town hall.

(<http://service.berlin.de/standorte/buergeraemter/ww.berlin.de/buergeramt/sonstiges/anmeldehinweis.html>).

The Registration Certificate (Anmeldebestätigung) is a very valuable certificate which you will need for many daily activities e.g. opening a bank account or applying for a readers pass at a library.

When going to register you'll need the "Anmeldeformular"

(<http://www.berlin.de/buergeramt/formulare/index.php?detail=52009>), your ID card or passport and a certified translation of your birth certificate (and in case you are married marriage certificate).

You also have the possibility to determine an appointment online by following the link:

<http://www.berlin.de/terminvereinbarung/vereinbarung/index.php/terminstandorte/>

#### 5. Residence Permit and Visa Matters

*Only for students and researchers of non EU/EAA countries.* If you are planning to stay longer than 3 months in Germany, you will need a visa to entry the country. Please contact your local German Embassy for details.

While citizens of many nationalities, also from outside the European Union, may enter Germany without a visa, non-EU citizens are required to apply for a residence permit at the Berlin Foreigners Registration Office before their visa expires if they want to stay longer than three months and/or take up employment in Germany. Please inquire at the relevant offices in case you are not sure whether you require a visa.

If you have been issued a national visa for study or research in Germany, you will have to apply for a residence permit within three months after arrival. Processing applications may take several weeks so do make an appointment well in advance of the expiry date of your visa.

Immigration Office ("Ausländerbehörde")

Landesamt für Bürger- und Ordnungsangelegenheiten

Ausländerbehörde (Aliens Authority)

Friedrich-Krause-Ufer 24

13353 Berlin

Phone: +49 (0)30 90269-4000

E-mail: [abh@labo.berlin.de](mailto:abh@labo.berlin.de)

<http://www.berlin.de/lab0/auslaender/dienstleistungen/index.html>

Office Hours: Mon, Tue 7am – 2pm

Thu 10am – 6pm (appointments must be made in advance by phone or e-mail.)

The following documents and materials must be presented when applying for a residence permit:

- (a) passport/ID
- (b) two passport photos
- (c) a completed application form for a residence permit  
[http://www.berlin.de/labo/formulare/formularserver.php?path=zuwanderung\\_und\\_aufenthalt\\_auslaenderbehoerde](http://www.berlin.de/labo/formulare/formularserver.php?path=zuwanderung_und_aufenthalt_auslaenderbehoerde) (“Antrag auf Erteilung der Aufenthaltsgenehmigung”)
- (d) a work contract, scholarship confirmation or evidence of financial support
- (e) the letter confirming registration  
<http://www.berlin.de/buergeramt/formulare/?path=/meldeangelegenheiten> (“Meldebescheinigung”)
- (f) confirmation of health insurance
- (g) marriage certificate, if applicable (if the spouse intends to reside in Germany)
- (h) birth certificate(s), if applicable (if your children are to reside in Germany)

Please also consider the following information about visa matters here: <http://www.jfki.fu-berlin.de/graduateschool/en/service/livingstudyingberlin/index.html>.

Visiting scholars and scientists at the Humboldt-Universität can authorize the International Office to apply for or extend their residence permit for them (Visa Service). Applicants using this service thus do not need to appear at the Aliens Authority in person. However, they should expect a processing period of about three weeks.

#### Contact

Ulrike Spangenberg  
Room 3085b  
Humboldt-Universität zu Berlin  
Unter den Linden 6  
D-10099 Berlin  
Phone: +49 (0)30 2093-2154  
Fax: +49 (0)30 2093-2780  
E-mail: [ulrike.spangenberg@uv.hu-berlin.de](mailto:ulrike.spangenberg@uv.hu-berlin.de)

#### Visa Service

Humboldt-Universität zu Berlin  
Room 3120, 2nd floor  
Unter den Linden 6  
D-10099 Berlin  
E-mail: [visaservice@uv.hu-berlin.de](mailto:visaservice@uv.hu-berlin.de)  
Web: [www.international.hu-berlin.de/an\\_die\\_hu/studierende/orbis/visaservice](http://www.international.hu-berlin.de/an_die_hu/studierende/orbis/visaservice)  
Office Hours: Wed 1pm – 5pm  
Information by phone (only during office hours): +49 (0)30 2093-2221

### 3. Getting around in Berlin

#### (a) Public Transport

Berlin has a well developed infrastructure of public transport, including several S-Bahn lines (interurban trains belonging to the German Railway Company, the Deutsche Bahn), numerous subway lines, bus lines and – mostly in the eastern districts – tram lines (all belonging to the BVG, the Berlin Transportation Company), which enable you to get around the entire city. See the company's homepage for further information on lines, services, prices etc.: [www.bvg.de](http://www.bvg.de) / [www.s-bahn-berlin.de](http://www.s-bahn-berlin.de).

For Doctoral Students both of the Humboldt-Universität and the Freie Universität, the certificate of matriculation is at the same time a valid ticket for public transport in Berlin, if you have not chosen to pay a reduced price on matriculation and thereby turned down the ticket. All other fellows are asked to consult the staff at the selling points of the BVG or the S-Bahn and to purchase the appropriate tickets themselves. The most convenient and inexpensive solution might be to purchase a monthly or an annual ticket, depending on your time of stay and how often you use public transport services.

#### (b) Cycling

Another way of being mobile in Berlin might be using a bicycle. Biking in Berlin is a quick and convenient way of getting around, since Berlin is a rather flat city with a relatively well developed system of cycle lanes. You could consult the second-hand magazine *Zweite Hand* ([www.zweitehand.de](http://www.zweitehand.de)) or online forums such as <http://berlin.en.craigslist.org/bik/> for offers on second-hand bicycles. Many bike shops also offer second-hand bikes.

#### (c) Taxi

In Berlin, you can stop taxis in the streets or go to one of the many taxi ranks in the city. To order

a taxi, call one of the many taxi companies. Here is a list of some of them:

- Taxi-Ruf Würfelfunk (<http://wuerfelfunk.de/>) Tel.: 030 21 01 01
- Taxi Berlin (<http://www.taxi-berlin.de/>) Tel.: 030 20 20 20
- Funk Taxi Berlin (<http://www.taxi-berlin.de/>) Tel.: 030 26 10 26

#### (d) Using a Car

In most cases, using a car in Berlin and especially in the city's central neighbourhoods is not very convenient due to traffic congestion and lack of parking spaces. However, should you want or need to use your car, look out for parking prohibitions and parking fees to be paid.

#### (e) National/International Transport

Information on all rail connections in Germany is available from the Deutsche Bahn, either at the ticket windows or at the homepage: [www.bahn.de](http://www.bahn.de). There are also a number of airlines that operate more or less reasonable national and international routes: Air Berlin, Germanwings, Easy Jet, Lufthansa, Swiss Air etc.

Berlin's airports are presented at <http://m.berlin-airport.de>. One can find information about Public transport, Parking, Car hire, Taxi services as well as flight arrivals and departures.

#### 4. Health Care

##### (a) Health Insurance

As a Doctoral or Postdoctoral Student in TOPOI and at the Humboldt- or Freie Universität you are required to provide proof of your health insurance. Also, Research Fellows are asked to provide for sufficient health insurance themselves.

If you are staying less than 3 months in Germany and you are an EU National you must issue a European Health Insurance Card at your National Health Insurance Provider. This card gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries under the same conditions and at the same cost as people insured in that country (<http://ec.europa.eu/social/main.jsp?catId=559>).

If you are a non EU National and are staying for less than three months you should consider the possibility of obtaining a Schengen Europe Travel Insurance (<http://www.axa-schengen.com/en/travel-insurance-schengen-europe-travel>).

If you are planning to stay longer than 3 months a health insurance is mandatory for all researchers and their family members accompanying them. Most of researchers insure themselves at the Techniker Krankenkasse (<http://www.tk.de/tk/jetzt-zur-tk/berufstaetige/118506>).

Please make sure that your health insurance also covers trips abroad, e.g. to conferences or for extended stays at universities outside Germany.

##### (b) Doctors and Chemists/Pharmacies, Emergency Calls

If you are looking for a doctor in Berlin, the following homepage should be of help: [www.aerzte-berlin.de](http://www.aerzte-berlin.de). If you are staying in Berlin for a longer period of time, it might be advisable to look for a general practitioner ("Hausarzt") soon after your arrival and close to where you live. Emergency services are offered both for doctors and chemists/pharmacies.

To find the nearest chemist/pharmacy or to find pharmacies on night duty: <http://www.dasoertliche.de/notapotheken>, <http://www.akberlin.de/notdienst.html> or call the 030-310031. At the main station (Hauptbahnhof) in Mitte you can find a branch that is open 24h/7d a week.

Emergency medical service: general practitioner (children and adults): +49 (0)30 310031; dentists: +49 (0)30 89004333.

Private medical emergency services: <http://www.arztbesucheberlin.de>, Tel. 030 89 00 91 00; <http://zakonline.de/>, Tel: 0800 7 112 112

To call an ambulance or the fire brigade, dial 112, to call the police 110 from any phone and free of charge.

##### (c) Medical Kit

Take all necessary medication with you. Antibiotics are sold in Germany only with a prescription.



## 5. Language Courses

### (a) FU and HU

The Language Center of the Freien Universität Berlin offers free German language courses for all foreign students of the University, who attend lectures only for single semesters, e.g. Fellows or graduate students. The offered courses include the levels A2 to C1 according to the European Framework of Reference (CEFR). Beginner courses are not offered. Good basic knowledge (at least initial level A2) is the prerequisite to attend a German language course.

In order to attend a language course one must participate in the placements test and then sign up for one of the courses at the level determined by the placement test.

[http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/sprachkurse\\_fuer\\_programmstudierende/einstufungstest/index.html](http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/sprachkurse_fuer_programmstudierende/einstufungstest/index.html)

If you would like to study another language than German, please visit the home page of the Language Center for more info: <http://www.sprachenzentrum.fu-berlin.de/sprachangebot/index.html>

If you prefer to study in Berlin-Mitte or would like to study a language other than German, there are also language courses at the Humboldt-Universität. The Sprachenzentrum (Language Centre) at the Humboldt-Universität offers a wide array of choices. Please note that fees are charged for all language courses. If you are interested in taking a language course and comprehensive counselling, please contact the Language Centre directly (<http://www.sprachenzentrum.hu-berlin.de/>).

Contact:

Department of German as a Foreign Language (*Deutsch als Fremdsprache*)

Dorotheenstraße 65, Room 342

10117 Berlin

Phone: +49 (0)30 2093-5010

### (b) Other Options

There are many more possibilities for learning languages in Berlin. Some major centres for language learning are:

Sprach- und Kulturbörse of the Technische Universität Berlin (TU): <http://www.skb.tu-berlin.de>

Volkshochschulen (adult education centers): <http://www.berlin.de/vhs/index.html>

Goethe-Institut Berlin: <http://www.goethe.de/berlin>

Carl-Duisberg-Gesellschaft: <http://www.cdc.de/en/germancourses/>

[www.prolog-berlin.de/Deutschkurse](http://www.prolog-berlin.de/Deutschkurse)

[www.sprachenatelier-berlin.de/](http://www.sprachenatelier-berlin.de/)

[www.die-deutschule.de/](http://www.die-deutschule.de/)

## 6. Child Care

For any inquiries about child care, please contact Beate Deppe ([finanzen@topoi.fu-berlin.de](mailto:finanzen@topoi.fu-berlin.de); +49 (0)30 838-57276).

### (a) Child Care during TOPOI Events

TOPOI pays for private child care when people working with the cluster want to attend a TOPOI event. In advance, you need to send a request with the following information to the cluster's finance department:

1. ...the event the child care will be needed for,
2. ...the exact time of paid child care, and
3. ...whether you want Topoi to engage a child care service.

It is not possible to receive reimbursement of expenses for child care if you have already paid the babysitter. The invoice of the child care service has to be addressed directly to Topoi.

### (b) Children under the age of six

If you have children under the age of six years, you can have them cared for at a child care centre ("Kindertagesstätte" or "Kita"). Parents have the right to freely choose a child care centre. If you decide to have your child looked after in child care, you should personally find a facility and visit it. Registration can be made only at the individual centre and it might not always be so easy to find a place for your child right away. A search engine with addresses of child care centers in your neighborhood is available from this website, but only in German:

[www.berlin.de/sen/familie/kindertagesbetreuung/index.html](http://www.berlin.de/sen/familie/kindertagesbetreuung/index.html).

Depending on how many hours a day your child is to receive child care and what your annual income is, a fee will be charged ("Elternbeitrag"). TOPOI does not pay these costs. The centre will inform you about the charge and should be able to help you with the procedures, e.g. of applying for a "Kitagutschein" (child care coupon), which is issued by the city.

Unfortunately, there is no kindergarten (or "Kita") at the Humboldt-Universität. However, the so-called Kinderladen "Die Humbolde" offers child care to students of the university for up to three days a week, also in the evenings. If you are a PhD student and are looking for support with child care, please consult their homepage for further information: <http://www.stuki-hu.de/>.

The Freie Universität Berlin has its own kindergarten. Information on it can be found at: [http://www.studentenwerk-berlin.de/kita/standorte/kita\\_fu/index.html](http://www.studentenwerk-berlin.de/kita/standorte/kita_fu/index.html).

Doctoral and PostDoc Fellows receive a monthly lump sum child allowance of € 400 for the first and € 100 for each additional child.

### (c) Some child care centres, kindergartens or "Kitas" in Berlin

- *Happy Kids* (bilingual G/E), Steglitz: <http://www.kita-happy-kids.de>
- *Mary Poppinz* (bilingual G/E), Zehlendorf: <http://www.marypoppinz.de/>
- *Europakindergarten* (bilingual G/E), Schöneberg: <http://www.europakindergarten.de/english/index.htm>
- *Zebra-Kita* (bilingual G/E), Prenzlauer Berg: <http://www.zebrakita.de/index.html>
- *Berlin Kids International Kita* (bilingual G/E), Prenzlauer Berg: [http://www.pfefferwerk.net/stadtkultur/kitas/berlin\\_kids.html](http://www.pfefferwerk.net/stadtkultur/kitas/berlin_kids.html)

- *Aufgepasst* (bilingual G/E), Wilmersdorf: [http://www.aufgepasst.de/deentagesbetreuung\\_en.php](http://www.aufgepasst.de/deentagesbetreuung_en.php)
- *lilolei* (bilingual G/E), Wilmersdorf: <http://www.lilolei.de/>

(d) Some further web sources on child care in Berlin

<http://berlin.en.craigslist.de/kid/> Craigslist: As mentioned above, Berlin classified ads for jobs, apartments, personals, for sale, services, community and events.

<http://www.berlin.de/sen/familie/kindertagesbetreuung/>

Information service from the “Senatsverwaltung” (city administration) of Berlin, with official lists of all registered child care institutions, forms etc.; only in German.

(e) Schools in Berlin

Depending on the age of your child, various types and levels of school will usually be attended. The Grundschule, or Primary School, takes children from grade 1 to 6. Children afterwards attend either Hauptschule or Realschule from grade 7 to 10. These are secondary schools that typically prepare them for a trade. Alternatively, a Gymnasium (grades 7 to 12), is a more academically oriented secondary school that prepares pupils for university and the Abitur (college-prep school-leaving certificate). Finally, Gesamtschule (also grades 7 to 12) is a comprehensive school type that combines the two previously mentioned approaches, or Europaschule (grade 1 through to grade 12), a European School similar to Gymnasium is available. Comprehensive schools offer a continuous system leading to the Abitur. As a general rule, parents can decide which type of school their children attend on completing primary schooling.

Registering your child at a school, you will be required to submit:

- proof of residence in Berlin
- proof of the child’s previous education

Exactly which primary school your child will attend, depends upon where you live in Berlin.

A list of schools in your neighbourhood is available under:

[http://www.berlin.de/sen/bildung/schulverzeichnis\\_und\\_portraits/index.html](http://www.berlin.de/sen/bildung/schulverzeichnis_und_portraits/index.html)

State European Schools

Berlin has Germany’s densest network of Staatliche Europa-Schulen (SESB – State European Schools). These intercultural and language-intensive encounter schools extend from grade 1 to 13 in nine partner languages (German-English, German-French, German-Russian, German- Italian, German-Spanish, German-Modern Greek, German-Turkish, German-Portuguese and German-Polish). Taught by native speakers, these schools lead to bilingual diplomas after the 10th or 13th grade. Additional information is available at: [http://www.berlin.de/sen/bildung/besondere\\_angebote/staatl\\_europaschule](http://www.berlin.de/sen/bildung/besondere_angebote/staatl_europaschule).

### Recognition of Transcripts

In addition to evaluating German and foreign transcripts, the “Zeugnisenerkennungsstelle” (Transcript Evaluation Centre) can assist you in establishing equivalence for school transcripts (in German: <http://www.berlin.de/sen/bildung/zeugnisenerkennung/index.html>).

#### (e) Youth and Leisure

Berlin has many leisure offers for children and young people, from holiday offerings to music schools. The website of the city of Berlin is helpful here, but offers information only in German:

<http://www.berlin.de/sen/jugend/>

## 7. Berlin

### (a) Museums

More than 150 museums in Berlin are devoted to history, art and knowledge. Frequently-visited museums include the Staatliche Museen zu Berlin (Berlin State Museums) and the museums and memorial sites for contemporary history. TOPOI offers its researchers a special service for all State Museums, including the Stiftung Preußischer Kulturbesitz (Prussian Cultural Possessions Foundation). Even on short notice, you can borrow tickets that permit entrance free of charge. You can obtain the year tickets at the TOPOI secretary’s offices of the HU and FU. But it is worth ordering them well in advance, because they are in great demand. An overview of the Berlin State Museums and their activities can be found at their joint homepage: <http://www.smb.museum>

Information on these and all other museums in the individual districts is available at Berlin’s homepage: <http://www.berlin.de/international/museums/index.en.php>.

Here you will find all necessary information: opening hours, thematic emphases etc.

### (b) Monuments

Along with the museums, numerous monuments in Berlin make the history of Germany and the city palpable. It is impossible to mention them all but also here, the official Berlin homepage offers a good overview whether of urban construction preservation orders or architectural and garden monuments:

[http://www.stadtentwicklung.berlin.de/denkmal/denkmaale\\_in\\_berlin/index\\_en.shtml](http://www.stadtentwicklung.berlin.de/denkmal/denkmaale_in_berlin/index_en.shtml).

### c) Information on Life in Germany and Berlin

The Foreign Ministry in Berlin offers diverse information on Germany. Information is available on the homepage:

<http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/Uebersicht.html>.

The official website of the city of Berlin offers valuable information on life in Berlin, but only partially in English: [www.berlin.de](http://www.berlin.de). The following links are also helpful for orientation in the city:

- [www.berlin.de](http://www.berlin.de) Official Berlin website, linked to Berlin's administrative offices
- [www.berlinonline.de](http://www.berlinonline.de) Tips on culture, restaurants, hotels and companies
- [www.meinberlin.de](http://www.meinberlin.de) Events and forums on current Berlin topics
- [www.berlin-tourist-information.de](http://www.berlin-tourist-information.de) Hotel bookings, calendar of events
- [www.berlin-info.de](http://www.berlin-info.de) Information on history and locations, museums and events
- [www.mdberlin.de](http://www.mdberlin.de) Museum Pedagogical Service
- [www.berlin-street.de](http://www.berlin-street.de) The "Other" Berlin
- [www.berlin-programm.de](http://www.berlin-programm.de) Calendar of events

#### d) Books on Berlin

The number of books about Berlin is huge, of course, but here is a small selection:

- Alfred Döblin, *Berlin Alexanderplatz* (1st edition 1929) – Classic novel about the anti-hero Franz Biberkopf.
  - Erich Kästner, *Fabian. Die Geschichte eines Moralisten* (1st edition 1931) – The protagonist, Jakob Fabian, a German literary expert, living in Berlin, experiencing Berlin of 1920's, its legendary nightlife and the late Weimar Republic.
  - Hans Fallada, *Ein Mann will nach oben. Die Frau und der Träumer* (1st edition 1953) – Local colour and social history from the period between 1910 and 1925.
  - Horst Bosetzky, *Brennholz für Kartoffelschalen* (1st edition 1997) – Postwar youth in Berlin-Neukölln.
  - Klaus Schlesinger, *Die Sache mit Randow* (1st edition 1999) – plays in the environs of Helmholtzplatz in Prenzlauer Berg district: the life of a fictional character between 1945 and 1999.
  - Sven Regener, *Herr Lehmann* (1st edition 2001) – The aging Kreuzberg scene in the late 1980s.
  - Torsten Schulz, *Boxhagener Platz* (1st edition 2005) – 1968, an 11-year-old is astonished at the world of the adults.
- Information Material for Research Fellows and Doctoral Students [May 2010] 22

#### **Checklist for short term stays**

- Receipt of Letter by Topoi Administration
- If necessary: application for visa or renewal of passport
- Booking of Ticket
- In suitcase: Medical Kit and/or European Health Insurance Card  
Enough pocket money
- Finding Accommodation
- Upon arrival: If you are staying less than 3 months, but plan to use the Berlin libraries you must register with the local authorities
- Sign Contract
- Get a Readers Pass for the library

#### **Checklist for long term stays**

- Receipt of Letter by Topoi Administration
- If necessary: application for visa or renewal of passport
- Booking of Ticket
- In suitcase: Medical Kit and/or European Health Insurance Card  
Enough money for the first month (aprox. 1000 Euros)
- Finding Accommodation
- Upon arrival: Register with the local authorities  
Opening a bank account  
Getting Health Insurance
- Sign Contract
- Get a Readers Pass for the library

#### **Imprint**

Excellence Cluster TOPOI

Host Universities: Freie Universität Berlin, Humboldt-Universität zu Berlin

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14195 Berlin 10099 Berlin

info@topoi.org [www.topoi.org](http://www.topoi.org)

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