



Welcome to the “EHB”

Information for ERASMUS Students



And for further questions and problems please contact us!

Student Counsellor
Room D 101
Phone: +49-30 - 84582-292
E-Mail: incoming@eh-berlin.de

or

Tanja Reith
International Office
Room F 103
Phone: +49-30 – 84582-135
E-Mail: reith@eh-berlin.de

Evangelische Hochschule Berlin
Protestant University of Applied Sciences Berlin

Enrolment

First of all you have to matriculate at the EHB. To matriculate you have to pay the semester contribution as indicated in the letter of admission. The Registry Office does not accept cash, therefore you have to transfer the money before coming to Berlin. When matriculated, you get a student's ID card and the semester ticket.

Registry Office/Immatrikulationsamt: Building A, rooms 111 and 112
Due to the Corona Pandemic available by phone: Monday – Friday 9-11am
Email: immatrikulationsamt@eh-berlin.de

Students' Accommodation

If you have chosen to live in a student dormitory and have sent the application to EHB, you have to register at the so called "Wohnheimportal" at <https://www.stw.berlin/wohnen.html>

You will be contacted by the studierendenWERK who administers all public halls of residence in Berlin. You should sign your accommodation contract as soon as possible and pay your first rent as well as the deposit to the student dormitory administration before arrival.

After arrival you will first of all need the key to your room, which is handed out to you by the caretaker of the hall of residence. The student dormitory for EHB students is usually the one in Halbauer Weg 19-21, 12249 Berlin, although sometimes rooms are also allocated at other facilities around town. Please make sure that you call on the caretaker for the key during his or her office hours!

Semester ticket and public transport

The semester ticket is valid from October 1st to March 31st during the winter term, and from April 1st to September 30th during the summer term. This ticket entitles you to unlimited travel within tarif zones A, B and C in Berlin by U-Bahn (subway), S-Bahn, bus, tram and regional trains. The Semester Ticket is issued to you personally and is not transferable. It entitles children not older than six to travel with you. You may also travel with a bicycle, luggage or a dog.

The public transport associations of Berlin are called BVG and S-Bahn. For further questions ask at one of their shops at the main S-Bahn or U-Bahn stations in town. On their website www.bvg.de you will find all timetables and connections.



Health insurance

To study in Germany you must have a health insurance. If you have an insurance certificate or an European insurance card from your home country you need to get it acknowledged by the foreigner's office of the AOK or any other German statutory health insurance company. If your health insurance is not already covered, you will need to get a German student health insurance here.

AOK Students Service FU Berlin
Habelschwerdter Allee 45
„Silberlaube“, room KL 26-104
14195 Berlin

Phone:
0800 265080-26416 and 0800 265080-29973
Tuesday, Wednesday, Thursday: 10:00 am – 4:00 p.m.
ASS.FU-Berlin@nordost.aok.de

Free Time in Berlin

There are several city magazines and guides, in which you will find all information about the cinema, parties, discos, theatre and so on.

- Tip
www.tip-berlin.de
- Exberliner (German/English)
www.exberliner.com
- www.berlininfo.com

Meet other students

If you want to meet other students in Berlin you can go to the international clubs of the big universities, to churches or the Culture and Language Fair of the Technical University.

- International Club of the Freie Universität:
www.internationalerclub.de
- International Club of the Humboldt Universität
"Orbis Humboldtianus"
Unter den Linden 6
Room 1071
Opening hours of the information:
Monday, Tuesday 10 a.m. – 2 p.m.
Wednesday, Thursday 12 a.m. – 4 p.m.
Friday 10 a.m. – 12 a.m.
Phone (030) 20 932782
orbis@hu-berlin.de
- Parish of Protestant Students (Evangelische Studierendengemeinde)
Borsigstraße 5
Phone: (030) 28 38 82 23
www.esgberlin.de
- Parish of Catholic Students (Katholische Studierendengemeinde)
Dänenstraße 17-18
10439 Berlin
Phone: (030) 4 46 74 96 0
mail@ksg-berlin.de
<http://ksg-berlin.de/>

The International Office at EHB also organises regular events during the semester. Watch out for invitations via email or sign up the the TEAM Internationale Studierende on the MS TEAMS platform of EHB accessible with your EHB student email account at www.office.com

Libraries

Berlin offers a wide range of different libraries for all types of research and leisure reading:

- **EHB:** You can use the library of our university in the E-building. Books are mainly in German.

Monday and Tuesday 10 a.m. – 6 p.m.

Wednesday and Thursday 10 a.m. - 5 p.m.

Friday 10 a.m. – 2 p.m.

During holidays the opening hours are limited. Please check the Corona hygiene and safety regulations before visiting!

<https://www.eh-berlin.de/hochschule/bibliothek>

- **Library of Pedagogy and Psychology of the Freie Universität:** Please enquire if they give books to Erasmus students as well. If not you can always use them inside the library, there are many places to study.

Fabeckstr. 23-25

Open Monday to Friday 9 a.m. – 10 p.m.

Saturday and Sunday 10 a.m. - 8 p.m.

<http://www.fu-berlin.de/sites/campusbib/index.html>

- **Amerika-Gedenk-Bibliothek (AGB):** The biggest of our public libraries. You can get a library pass for 10 € per year which is valid in every public library of the town. Bring along an identity card, your registration document and your student ID.

Blücherplatz 1

U1 / U6 - Bahn Hallesches Tor

Open Monday to Friday 10 a.m.-9 p.m.

Saturday 10 a.m. – 7 p.m.

www.zlb.de

www.voebb.de (catalogue of all public libraries)

- **Staatsbibliothek:** The biggest library in Berlin, but it is not part of the public network, which means that you have to purchase another library card. It is possible to pay for one month or one year in advance. Please bring your ID-Card.

Staatsbibliothek (Stabi) I

Dorotheenstraße 27

S1 – Friedrichstraße

Staatsbibliothek (Stabi) II

Potsdamer Str. 33

S1 / U2 – Potsdamer Platz

<https://staatsbibliothek-berlin.de/>



Bank account

All students living in a student dormitory or wanting to work need to open a bank account. You can do that at any bank you want. Most of them offer bank accounts for free to students e.g. Deutsche Bank, Postbank and Sparkasse. A normal debit account is called a "Girokonto".

Registration in Berlin

You have to get registered as a citizen of Berlin. This can be done in every "Bürgeramt" (= citizens registration office) of the city. You need to bring your housing contract and the so called "Wohnungsgeberbestätigung", a document from your landlord which states that you have moved in into the flat stated in your housing contract. When you return to your home country at the end of your stay you must 'disenroll'. This involves another visit to the "Bürgeramt" where they register your departure. For every visit you need to have an appointment which you can book online: <https://service.berlin.de/terminvereinbarung/>

You can check the opening hours of the "Bürgeramt" next to you at:

<https://service.berlin.de/standorte/buergeraemter/>

The nearest Bürgeramt to the EHB is Kirchstraße 1/3. You have to go to S-Bahnhof Zehlendorf, pass through the bridge and take the second street on your left.

Internship

If you want to go on internship in Berlin the EHB can help you to find a place. For an internship you should speak sufficient German and you should know which field you would like to work in.

Please visit: <https://www.eh-berlin.de/hochschule/organisation/aemter/praxisamt>

Jobs and labour permit

Employment for non-Germans is strictly regulated. International students are allowed to work only 90 days (or 180 half days) per year without a work permit and there is little chance of acquiring permission to work beyond that. Exceptions exist for students from member states of the European Union (without Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, Czech Republic and Hungary), from Iceland, Liechtenstein, Norway and Switzerland.

You can learn what you need to know as an international student about working in Germany on the websites:

<https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/side-jobs/>

These agencies and internet sites help students to find a job in Berlin:

Employment Service of the Studierendenwerk Berlin:

- Online job database: <https://www.stw.berlin/en/job-agency.html>

"Effectiv" Studentische Arbeitsvermittlung

- www.jobstudent.de/

Job exchange and internships:

- www.jobber.de

Emergency Telephone numbers

Ambulance, Fire brigade:	112
Police:	110
Social-psychiatric Service (8am – 4pm)	030 90299-4758
Berlin Crisis Service (4pm – 12pm):	030 39063-60

Language Courses

If you want to take a language course there are several possibilities. There are no language courses at the EHB but we have an agreement with another university, the Freie Universität Berlin. Please notice that there is NO language course for absolute beginners!

Besides, there are several other possibilities for improving your German, but they are not free. You find some of them here:

- **Language and Culture Fair of the Technical University (Sprach- und Kulturbörse):** offers language courses and tandem programmes. The fees are determined by the number of course hours.

Fraunhoferstr. 33-36, Room 411
Phone: (030) 31 42 27 30

<http://www.skb.tu-berlin.de/contao/index.php/en/skb.html>

- **Volkshochschule:** public universities which you can find in every district of Berlin. For students the prices are quite low. Most of the courses start in January, March and September for 3 months each. There is the possibility to take exams, but not for free.

<http://www.berlin.de/vhs/>

- **Tandem:** If you are interested in a Tandem Partnership there are different possibilities.

Freie Universität

<https://www.sprachenzentrum.fu-berlin.de/en/slz/tandem/index.html>

or mail to: slz@sprachenzentrum.fu-berlin.de

Humboldt Universität

International Club of the Humboldt Universität

"Orbis Humboldtianus"

Unter den Linden 6

Room 3120, 2nd floor

Thursday 11 a.m. to 3 p.m.

sprachboerse@hu-berlin.de

https://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/language-exchange/language-exchange-market?set_language=en

- **E-lernBar:** An offer of Berlin's libraries. You can use computer language programmes to improve your German if you hold a library pass which you can get at any library for about 5€.

Zentral- und Landesbibliothek

Haus Berliner Stadtbibliothek

Schloßplatz 6/7

S-Alexanderplatz + Bus 100

Monday to Friday 1 p.m. - 7 p.m.

<https://www.zlb.de/>

Internet

If you do not have an internet access at your place of living you will find a computer room at the EHB in room B 102. It is open from 8 a.m. to 8 p.m. if there are no lectures held inside.

Mobile Phone and Telephone

If you want to use a mobile phone you should bring along your own as the phone itself is quite expensive in Germany. A normal SIM-card without a contract costs about 5 € and is called "Prepaid-Card". You can choose between several companies e.g. E-Plus, o2 and Vodafone. If you want to compare the different offers you should go to the S-Bahn station "Alexanderplatz". Under the station on the ground floor you will find nearly all shops of German mobile providers.

If you want to call abroad you can find cheaper call-by-call providers at the internet site: <http://www.billiger-telefonieren.de/>. Just dial the prefix before the number you wish to reach. These numbers are not valid for calls by mobile phones!

The dialling code for Germany is 0049, the code for Berlin is 030.

Travelling

If you want to travel in Germany or home there are several possibilities:

- **Deutsche Bahn:** The German trains are quite expensive, but you will get a 50% reduction on the price if you book early. These tickets cannot be changed.
www.bahn.de
- **Bus companies:**
<https://www.eurolines.de/de/startseite/>
<https://www.flixbus.de/>
- **Mitfahrzentralen (ride-share centres):** Ride-share services on the internet and in local offices allow you to find a ride or to offer one as a driver. The driver decides the price, but often it is much cheaper than going by train.
<https://www.mifaz.de/>
www.mfz.de
<https://www.blablabar.de/>

Sports

If you are interested in sports, you can participate in any sport at one of these universities. Courses cost between 8 and 40 €.

- Freie Universität
www.hs-sport.fu-berlin.de
- Humboldt Universität
https://www.hochschulsport.hu-berlin.de/en/sport-and-recreation-at-humboldt-universitaet-zu-berlin?set_language=en
- Technische Universität
www.tu-sport.de
- Beuth Hochschule für Technik Berlin
<http://www.beuth-hochschule.de/zeh/>

