



Information for Erasmus and International  
Students

**WELCOME TO THE EHB!**

**Evangelische Hochschule Berlin**  
**Protestant University of Applied Sciences Berlin**

# Before Arrival

## APPLICATION

After EHB received your nomination by your home university, we will send you an e-mail including the application form. Please fill out the form and send it to the Registry Office (Immatrikulationsamt). Afterwards you will receive your letter of admission. e-mail: [immatrikulationsamt@eh-berlin.de](mailto:immatrikulationsamt@eh-berlin.de)

## LEARNING AGREEMENT

Before arrival, a learning agreement must be signed. The EHB uses the Online Learning Agreement (OLA). Please send the draft of your learning agreement to: [tanja.reith@eh-berlin.de](mailto:tanja.reith@eh-berlin.de). You can find the curriculum (Vorlesungsverzeichnis) on the EHB website at [www.eh-berlin.de/en/study-programs](http://www.eh-berlin.de/en/study-programs) if you click on your respective study programme.

## ENROLLMENT

In order to matriculate as a student at EHB, you first have to pay the semester fee as indicated in the letter of admission. The Registration Office does not accept cash, therefore you must pay the semester fee by transfer before coming to Berlin.

## Registration office/Immatrikulationsamt:

Building A, rooms 111 and 112

Monday to Friday 9 am - 11 am

phone: +49 (0) 30 845 82 233/234/144/145/146

e-mail: [immatrikulationsamt@eh-berlin.de](mailto:immatrikulationsamt@eh-berlin.de)

## MICROSOFT TEAMS AND E-LEARNING

The EHB uses Microsoft Teams and Microsoft Outlook for online communication and digital learning. Once you have paid your semester fee and are matriculated, you will receive a letter with your account information for Microsoft Teams and Outlook. You can use Microsoft Teams and Microsoft Outlook through your web browser or download the corresponding apps onto your device. Your student e-mail address is linked to Microsoft Outlook. In Microsoft Teams each of your courses will have their own „team“, which you will be added to by the professor who teaches the course. Make sure to check all teams regularly as a lot of important information will be posted there. Some courses at the EHB are done partially on campus and partially online („E-Learning“). For this reason you should check the current curriculum (Vorlesungsverzeichnis) to see when a course meets on campus and when it has an „E-Learning“ appointment.

Please direct any technical questions about Microsoft Teams or Outlook to: [e-learning@eh-berlin.de](mailto:e-learning@eh-berlin.de)

## STUDENTS' ACCOMMODATION

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

The „InfoCenter Wohnen“ of the Studierendenwerk also offers consultations for students looking for a room or flat.

Monday to Thursday 10 am - 5 pm, Friday 10 am - 3 pm

phone: +49 (0) 30 93939 8990

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 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 on 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! To use the WiFi at the dorm you will need a router. Routers and blankets, pillows, bed sheets etc. are not provided by the dormitories! If you prefer to rent a furnished room in a private shared flat, we recommend you the website [www.wg-gesucht.de](http://www.wg-gesucht.de).

## INTERNSHIP

If you would like to do an internship semester in Berlin at/via the EHB you will need to be nominated by your university. In addition, you must have German language proficiency of at least B2 or higher.

**Social work:** You will need to find an internship at an organization or company in Berlin. Once you have a confirmed internship spot, you will need to contact the Praxisamt and they will make sure you are in one of the Praxisbegleitenden Seminaren (practice accompanying seminar) and that your internship will be accredited through the EHB. The Praxisamt will also be happy to assist you in finding an internship in Berlin.

**Bachelor of Nursing/Midwifery:** An internship can be arranged with the support of the EHB at an institution outside of EHB. Please note that the EHB is dependent on the availability of internships of its cooperation partners.

**Website of the Praxisamt:** [www.eh-berlin.de/hochschule/organisation/aemter/praxisamt](http://www.eh-berlin.de/hochschule/organisation/aemter/praxisamt)  
[praxisamt@eh-berlin.de](mailto:praxisamt@eh-berlin.de)

## GERMAN COURSES

EHB offers a German language course for beginners.

Erasmus students also have the opportunity to take German courses at the Sprachzentrum at the Freie Universität (FU) Berlin. **Course information:**

<https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html>

You will need to register for the courses before your arrival in Berlin. Please inform Mrs. Reith in advance if you will be taking any courses, so that she can inform the FU in advance ([reith@eh-berlin.de](mailto:reith@eh-berlin.de)). The German courses can be added to your Learning Agreement and you will receive ECTS-Points for attending them.

## Course registration:

<https://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/kursanmeldung/index.html>

# Upon Arrival

Due to the many formalities and bureaucratic efforts, we recommend to you to arrive at least one week before the beginning of the semester.

## ENROLLMENT PT. 2

After arriving, you have to fill out the matriculation form (Immatrikulationsantrag). To request the form, please contact the Registration Office (Immatrikulationsamt). Once matriculated, you will get a student e-mail account and a student ID card which also serves as semester ticket.

Registration office/Immatrikulationsamt: Building A, rooms 111 and 112

Monday to Friday 9 am - 11 am

phone: +49 (0) 30 845 82 233/234/144/145/146

e-mail: [immatrikulationsamt@eh-berlin.de](mailto:immatrikulationsamt@eh-berlin.de)

## REGISTRATION IN BERLIN

You will need to get registered as a resident of Berlin. This can be done in every „Bürgeramt“ (= citizens registration office) of the city. You will need to bring your housing contract and a „Wohnungsgeberbestätigung“, a document from your landlord which states that you have moved in into the flat stated in your housing contract. 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 your nearest „Bürgeramt“ at: <https://service.berlin.de/standorte/buergeraemter/>. The nearest Bürgeramt to the EHB is at Kirchstraße 1/3.

## HEALTH INSURANCE

To study in Germany, you must have a health insurance. If you have an insurance certificate or a European insurance card from your home country you need to get it acknowledged by a German statutory health insurance company. If you have a private health insurance, you will need to get an exemption from a statutory health insurance company. Please note that there might be difficulties if you plan to stay in Germany for a long time and want to change from a private to a statutory health insurance in the future. If your health insurance is not already covered or you are not insured at all, you will need to get a German student health insurance. Statutory health insurance companies you could contact are for example AOK, Barmer GEK or TK. The health insurance company will send the electronic insurance certificate to the university, after you submitted your documents.

## BANK ACCOUNT

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

## PAYMENT OF BROADCASTING FEES

A monthly fee of 18.36 euros is charged for every apartment in Germany, regardless of how many people live in that apartment or how many devices they use. This regulation also applies to rooms of any kind in a student dormitory. If you move into a room for subletting, the amount is probably already paid by your shared apartment or landlord. Please check with them to see if the apartment has already been registered. If your accommodation has not yet been registered, please do so at the following website: [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de). If you have any further questions, you can find more information on this website: [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)

## During your Stay

### SEMESTER TICKET AND PUBLIC TRANSPORT

The semester ticket is included in your CampusCard (student ID). 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 tariff zones A, B and C in Berlin by U-Bahn (subway), S-Bahn (local train), bus, tram and regional trains. The semester ticket is issued to you personally and is not transferable. It entitles children under 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 <https://www.bvg.de/en> you will find all timetables and connections.



### 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 Berlin** [www.tip-berlin.de/](http://www.tip-berlin.de/)

**Exberliner (German/English)** [www.exberliner.com/](http://www.exberliner.com/)  
[www.berlinfo.com/index.htm](http://www.berlinfo.com/index.htm)

### MEET OTHER STUDENTS

If you want to meet other international students of EHB, you can join the Team "Internationale Studierende" at MS TEAMS. This is a digital platform to meet up, get regular updates of ongoing events at EHB and in Berlin.

Once you have your EHB-email account, you can log into MS TEAMS at [office365.com](http://office365.com) or at your desktop application of MS TEAMS and search for the Team. It is public, so you can join without further registration. If you have problems, you can contact [incoming@eh-berlin.de](mailto:incoming@eh-berlin.de)

If you want to meet international students from other universities 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](http://www.internationalerclub.de)

**International Service center of the Humboldt Universität**

Unter den Linden 6 | 10117 Berlin, Room 1068

Opening hours: Tuesday 2 pm - 4 pm

phone: +49 (0) 30 20 93 46 747

e-mail: [infothek-international@hu-berlin.de](mailto:infothek-international@hu-berlin.de)

**Congregation of Protestant Students**

(Evangelische Studierendengemeinde)

Borsigstraße 5 | 10115 Berlin

phone: +49 (0) 176 21464171

<https://esgberlin.de/>

**Parish of Catholic Students**

(Katholische Studierendengemeinde)

Dänenstraße 17-18 | 10439 Berlin

phone: (030) 4 46 74 96 0

e-mail: [mail@ksg-berlin.de](mailto:mail@ksg-berlin.de)

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



### LIBRARIES

Berlin offers a wide range of libraries for research and leisure reading.

**EHB** You can use the library of our university in the E-building.

Books are mainly in German.

Monday and Wednesday 9.30 a.m. – 5 p.m.

Tuesday and Thursday 9.30 a.m. – 6 p.m.

Friday 9.30 a.m. – 2 p.m.

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

[www.eh-berlin.de/hochschule/bibliothek](http://www.eh-berlin.de/hochschule/bibliothek)

**Campus-Bibliothek der Freien 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 inside to study.

Fabeckstraße 23-25 | 14195 Berlin

Opening hours: Monday to Sunday 10 a.m. – 8 p.m.

[www.fu-berlin.de/sites/campusbib/index.html](http://www.fu-berlin.de/sites/campusbib/index.html)

**Amerika-Gedenk-Bibliothek (AGB)**

The biggest of our public libraries. Students can get a library pass for 5 Euro per year which is valid at every public library of the town. Bring along an identity card, your registration document and your student ID.

Blücherplatz 1 | 10961 Berlin

U1 / U6 - Bahn Hallesches Tor

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

Sunday 10 a.m. – 6 p.m.

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

[www.veobb.de](http://www.veobb.de) (catalogue of all public libraries)

**Staatsbibliothek**

The biggest library in Berlin, but you will need a separate library pass since it is not part of the public network. The library pass doesn't cost anything.

**Haus Unter den Linden**

Unter den Linden 8 | 10117 Berlin | S1 Friedrichstraße

**Haus Potsdamer Straße**

Potsdamer Straße 33 | 10785 Berlin | S1 / U2 Potsdamer Platz

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

## JOBS AND LABOUR PERMIT

Employment for non-Germans is strictly regulated. International students are allowed to work only 120 days (or 240 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 and from Iceland, Liechtenstein, Norway and Switzerland.

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

<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:

**Online job database in cooperation with studierendenWERK Berlin**

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

**“Effektiv” Studentische Arbeitsvermittlung**

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

**Job exchange and internships**

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

## EMERGENCY TELEPHONE NUMBERS

**Ambulance, Fire brigade: 112**

**Police: 110**

Social-psychiatric Service: (8 a.m. – 4 p.m.)

phone: +49 (0) 30 90299 4758

Berlin Crisis Service (4 p.m. – 8 p.m.)

phone: +49 (0) 30 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 note that there is NO language course for absolute beginners!

There are several other possibilities for improving your German, but they are not free of charge. Some of them are listed 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.

Hardenbergstraße 36 | 10623 Berlin | Room EW24

phone: +49 (0) 30 314 73224

<https://www.skb.tu-berlin.de/>

**Volkshochschule**

Public education centres 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, which will have a fee.

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

**Tandem:** If you are interested in a Tandem Partnership there are different possibilities. Join other international and German students of EHB at MS TEAMS at the TEAM „Internationale Studierende“ or write an email to [incoming@eh-berlin.de](mailto:incoming@eh-berlin.de) to find partner for language exchange.

**Freie Universität**

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

[slz@sprachenzentrum.fu-berlin.de](mailto:slz@sprachenzentrum.fu-berlin.de)

**Tandem agency of the Humboldt-Universität**

<https://www.sprachenzentrum.hu-berlin.de/en/independent-study/tandem>

**LinguaTV online language courses**

An offer by Berlin's public libraries. If you have a library pass (5 Euro for students) you get free access to different online language courses.

[https://www.voebb.de/aDISWeb/app?service=direct/0/Home/\\$DirectLink&noRedir&sp=SPROD00&sp=SWI01000135](https://www.voebb.de/aDISWeb/app?service=direct/0/Home/$DirectLink&noRedir&sp=SPROD00&sp=SWI01000135)

**Zentral- und Landesbibliothek**

**Haus Berliner Stadtbibliothek**

Schloßplatz 6/7 | 10178 Berlin

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 can use the 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, since it is quite expensive to purchase one 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”. 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**

German trains are quite expensive, but if you book early, you can get a cheaper ticket. These special offer tickets cannot be rebooked. [www.bahn.de](http://www.bahn.de)

**FlixTrain**

Trains by FlixTrain only serve certain routes, but can be much cheaper than those by Deutsche Bahn. [www.flixtain.de/](http://www.flixtain.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](http://www.mfz.de)

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

## SPORTS

If you are interested in sports, you can choose your favourite discipline out of a huge range of classes offered by the different universities in Berlin (Berliner Unisport). Costs depend on the sport and are between 10 and 100€ per semester.

[www.unisport.berlin](http://www.unisport.berlin)



## Before Departure

### DEREGISTRATION AT EHB FOR ERASMUS STUDENTS

Please „deregister“ from EHB upon your departure by writing or calling the Immatrikulationsamt at EHB. Let them know that you are an ERASMUS Student and will leave the country and the university. Immatrikulationsamt: Building A, rooms 111 and 112. Monday to Friday 9 am - 11 am  
phone: +49 (0) 30 845 82 233/234/144/145/146  
e-mail: [immatrikulationsamt@eh-berlin.de](mailto:immatrikulationsamt@eh-berlin.de)

### DEREGISTRATION IN BERLIN

When you return to your home country at the end of your stay you must „deregister“. This involves another visit to the “Bürgeramt” where they register your departure. You will need to have an appointment which you can be booked online: <https://service.berlin.de/terminvereinbarung/>

### CANCELLATION OF BROADCASTING FEES

When you return to your home country at the end of your stay, you must also „deregister“ the payment of broadcasting fees. You can do this online at [https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/formulare/abmelden/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html). To do this, you will need evidence such as the deregistration certificate in Berlin, your Confirmation of Stay or similar.

### TERMINATION OF RENTAL AGREEMENT

You will also need to terminate your rental agreement (if it hasn't been limited in time anyway). If you have rented a room

or apartment privately, you will need to arrange this with your landlord or landlady. Usually they require a 3-month notice before you move out.

If you were staying in a student dormitory, you will need to arrange a termination of your contract with the caretaker of your building. In most cases, this should be done 3 months before moving out and you should move out preferably at the end of the month.

### BANK ACCOUNT

If you are not planning to return to Germany in the foreseeable future, it's advised that you close your German bank account before you depart in order to avoid monthly account fees. Your bank should be able to provide concise information on how to do this.

### TELEPHONE

If you are not planning to return to Germany in the foreseeable future, it's advised that you cancel your mobile phone contract if you have one to avoid unnecessary costs.

### CONFIRMATION OF STAY FOR ERASMUS STUDENTS

You will need to pick up your Confirmation of Stay from the International Office. This document confirms your participation in the Erasmus program at the EHB. You can only receive the Confirmation of Stay one day before departure or on the day of departure, not before or after. Please email Tanja Reith at [tanja.reith@eh-berlin.de](mailto:tanja.reith@eh-berlin.de) to arrange a time to pick it up.



## Checklist

### Before Arrival

- Fill out and send application form
- Draft a Learning Agreement on paper (from Summer semester 2023 on: fill out the Online Learning Agreement at [www.learning-agreement.eu/](http://www.learning-agreement.eu/)) and get it signed by your home university and EHB
- Pay Semester fee
- Send Application for student dormitory to [incoming@eh-berlin.de](mailto:incoming@eh-berlin.de) and register at the “Wohnheimportal” (if choosing to reside in a student dormitory)
- Register for a language class in case you want/need one

### Upon Arrival

- Matriculation at EHB: hand in your matriculation form
- Check time for pick up your keys at the caretaker if you have been assigned a room in a student dormitory
- Register at the Citizens Registration Office (Bürgeramt)
- Apply for German health insurance or get private insurance or insurance from home country recognized
- Register your apartment online to pay the broadcasting fees
- If necessary: open German bank account
- If necessary: get the changes in your Learning Agreement by your home university and EHB

### Departure

- Deregister at EHB
- Deregister at Citizens Registration Office (Bürgeramt)
- Cancel the payment of broadcasting fees
- Terminate rental agreement if necessary (please check the agreed period of notice)
- Close bank account (if not returning to Germany soon) and terminate any other contracts you might have
- Pick up Confirmation of Stay



For further questions or concerns  
please contact us!

**Student Counsellor**

[incoming@eh-berlin.de](mailto:incoming@eh-berlin.de)

**Tanja Reith | International Office**

Room F 103

phone: +49 (0)30 845 82 135

e-mail: [tanja.reith@eh-berlin.de](mailto:tanja.reith@eh-berlin.de)

**Evangelische Hochschule Berlin**

Teltower Damm 118–122 | 14167 Berlin

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