GERMANY

Fall, Spring, and Year

2011-12 Program Guide
The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, national origin, religion, sex, gender identity, pregnancy,* disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University’s student-related nondiscrimination policies may be directed to the campus Equal Employment Opportunity/Affirmative Action office.

*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
Your UCEAP Network

EAP Online
Bookmark your Participants program page; it contains vital resources and requirements you need to know before you go abroad, including the Predeparture Checklist, UCEAP Guide to Study Abroad, Program Calendar, EAP Student Budgets and Payment Vouchers, and policies.

Local EAP Support

Campus EAP Office
The Campus EAP Office coordinates recruitment, student selection, orientation, and academic advising, and serves as your primary contact during the application process.

UCEAP Systemwide Office
The UCEAP Systemwide Office establishes and operates programs and coordinates EAP administration for all UC campuses from its headquarters in Goleta, California. You will work closely with the following Systemwide Office staff:

- **Program Advisors** communicate program information, both academic and operational, to students and campuses, and coordinate and provide academic and administrative support in all aspects of your participation.

- **Operations Specialists** coordinate the logistics of the program. Document requirements, visa application instructions, health and safety precautions, placement and acceptance by the host institution, arrival and on-site orientation, and housing arrangements are examples of program details the Operations Specialists coordinate.

- **Academic Specialists** advise on academic policies; review and record courses taken abroad for UC credit; process student registrations, petitions, and grades; and document and maintain students’ academic records.

- **Student Finance Accountants** assist primarily with EAP statements, program fee collection, and financial aid disbursements (in conjunction with your campus Financial Aid Office).

Contact Information

Program Advisor
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6950 Hollister Avenue, Suite 200
Goleta, CA 93117-5823
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“EAP STUDENTS SAY...

The people in the Study Center really care for each student and do their best to see that everything runs as smoothly as possible.

”

Study Center Abroad

The UCEAP Study Center is located in Berlin. Staff at the Study Center are on hand to advise on academic matters, assist with housing, provide information on cultural and social activities, and help with other concerns. Staff routinely monitor local and international conditions, and provide support, counseling, and safety advisories.

In Potsdam, a local liaison supervises day-to-day operations.

UCEAP Study Centers are supported by UC, a network of EAP offices at every UC campus, and partnerships with EAP host universities throughout the world. The EAP network also includes local U.S. embassies and consulates, the U.S. Department of State, and other international student exchange programs at each site.

Study Center Contact Information

Berlin Study Center

Goßlerstraße 2–4
14195 Dahlem
Berlin, Germany

E-mail: uceap@fu-berlin.de

Phone (calling from the U.S.): (011 49) 30 83 85 70 91

Phone (calling from Germany): 030 83 85 70 91

Phone Number Codes

U.S. international code ............... 011
(dial this to call from the U.S.)

Germany country code ............. 49

Berlin city code ................... 30

Approximate Time Difference

Add 9 hours
**EAP Students Say...**

Get used to working on your own, doing research, and choosing books. Ask professors for suggestions, set goals, and figure out the university library system early in the year.

If you're planning to take courses in German literature, beware: Many expect you to have read the material during the break. Check classes before the break and see what you'll need to read before you take them.

If you were unsure whether to bring particular textbooks, make sure your parents and friends know where they can find them and have them shipped as soon as you know what courses you plan to take. Your textbooks and notes will be a good reference.

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**Academic Information**

**Berlin Immersion Programs**

- The following information covers fall, spring, year, and pre-ILP + programs at Free, Humboldt, and Technical universities.

**Academic Culture**

Academic organization in German universities differs from that of the UC system. For example, there are no general education or breadth requirements. When German students enroll in a university, they are generally at the equivalent of upper-division level. They have already attended a university-preparatory high school or Gymnasium (some of which still include a 13th grade). The last three years of this school are more or less equivalent to lower-division college work in the U.S.

At the university, German students choose a Fach (major subject) and follow a prescribed course of study that typically does not involve courses in other fields. Students are allowed to choose their Fach based on the results of a highly competitive exam taken at the end of the Gymnasium.

University courses take the form of Vorlesungen, Übungen, Proseminare, and Hauptseminare. Vorlesungen are similar to American lecture courses. Übungen and Proseminare are similar to discussion sessions or seminars in which professors lead lectures and discussions. In Proseminare, students are encouraged to participate in discussions and are often required to present material to the group. Hauptseminare, similar to Proseminare, are more advanced and comparable to graduate-level seminars in America. EAP undergraduate students normally do not enroll in Hauptseminare.

**Pre-Intensive Language Program (Pre-ILP)**

If you have only one year of university-level German, you can participate in a Berlin immersion program by completing a four-week intensive pre-ILP. The pre-ILP is specifically designed to provide the equivalent of second-year language proficiency. This intensive program is offered through FUBiS, an affiliate of Free University. You are placed in the appropriate language level after taking an online placement test and completing a short oral interview on the first day of class. Classes are held daily, Monday through Friday.

**Orientation and Intensive Language Program (ILP)**

Your semester or year immersion program will begin with an orientation at the UCEAP Study Center in Berlin. The orientation is designed to inform you on practical aspects of living in Germany. Following the orientation, you will have a short intensive language program (ILP). The ILP concentrates on providing an introduction to German contemporary culture and history, and developing German writing, conversation, and grammar skills. The ILP also prepares you for the demands of regular university course work.

**Course Information**

You will enroll in regular university courses in a wide range of fields. You must complete a minimum of 18 UC quarter units each semester; most students take at least four courses each semester. Instruction is usually in German, although some courses taught in English may be available.
EAP STUDENTS SAY...

"The first day of class you’ll be shocked when the teacher begins talking to you in German and you’ve never even heard this language! Don’t be terrified. It gets easier and, before you know it, you’ll understand every word. This happened to me only two months after I began.

Don’t be shy or insecure about your language ability. Just try to speak with people—it’s the best way to learn.

"
EAP STUDENTS SAY...
Becoming temporarily bicultural taught me more about different cultures and their relations than ten semesters of American culture classes could. There's no replacement for firsthand experience. Amazingly, my German is about three semesters ahead of where I began.

University of Potsdam, Language and Culture Program
EAP's spring German language and culture program in Potsdam focuses exclusively on German language training and selected topics in German studies. Courses are designed especially for UC students to provide the equivalent of the first or second year of German language instruction in one semester. Students earn from 21 to 27 UC quarter units.

The academic program consists of:

- Language instruction at the first- and second-year level, including German grammar, speaking and listening practice, and the development of reading and writing skills. You will be placed in a language level based on an exam taken at the beginning of the program.
- Elective course work. You will select two courses intended to provide the cultural content of the program and the background upon which your linguistic skills will be developed. Elective course offerings vary from year to year and cover the topics of GDR and Reunification, Memory and Commemoration, and Migration and Integration, to name a few. The list of course offerings is finalized in January. See the MyEAP Course Catalog to search for courses previously taken by UC students.
- Project work. You are required to select a project to work on throughout the semester, producing a written paper and oral report, both in German, at the conclusion of the program.

This program focuses on the acquisition of German language skills. You are required to take all language courses for a letter grade.

Grades
See the Academic Information chapter of the UCEAP Guide to Study Abroad for information about grades.
Berlin European Studies (FU-BEST) Program

Program Description
The FU-BEST program features German language study and a range of course work in the humanities and social sciences that focuses on German and European studies. Depending on how much language training you wish to acquire, you will have a choice between a standard and an intensive language track in addition to the other program courses. Local field trips and excursions are integral components of many of the courses.

Registration
Register for courses prior to departure. Instructions and deadlines are located in your Predeparture Checklist.

Course Information
Four courses are required:

- One course in German. If you decide to follow a language-intensive track, you will take two consecutive German language courses.
- Three non-language courses, taught in English, that focus on Europe, Germany, and Berlin. If you follow the intensive language track, you will take two non-language courses instead of three. Course topics such as the following may be offered:
  - Modern German History in European Context: A Thematic Approach
  - German Cinema before 1945
  - Berlin: History, Memory, Literature
  - Contemporary Germany in European Perspective
  - Integration, Conflict, and Security in Europe
  - Perspectives on 20th-Century Art in Central Europe
  - The Human Condition and the Totalitarian Experience
  - Islam and Europe: Historical and Contemporary Dimensions
  - Literatur und Film in Deutschland seit der Wende (taught in German)

Language courses are 6 UC quarter units each. Non-language courses are 4.5 UC quarter units each. Students earn between 19.5 and 21 units for the program.

Grades
See the Academic Information chapter of the UCEAP Guide to Study Abroad for information about grades.
EXTENDING EAP PARTICIPATION

Plan Ahead to Extend

Extending your EAP participation may be possible. If you are considering extending, submit a Departmental and College Pre-Approval to Extend (DPA) form prior to departure. The UCEAP Systemwide Office and the Study Center must approve your extension request. Approval is based on a number of factors, including academic performance, the support of your UC campus department, and available space at the host institution. To initiate the extension process once abroad, make an appointment with the Study Center.

To extend, the UCEAP Systemwide Office must receive one of the following:

- A Request for Final Approval (RFA) form from the Study Center if you submitted a DPA form prior to departure
- Or a Petition to Extend (PTE) form

Deadlines to Submit Extension Forms:

- FU-BEST fall to FU-BEST spring: October 1*
- Berlin fall immersion (HU, TU, or FU) to Berlin year immersion: November 1
- Potsdam spring to Berlin fall semester or year: June 1

*FU-BEST fall students must be approved to extend before registering for the FU-BEST spring semester. Students even considering extension from FU-BEST fall to spring are strongly encouraged to have a DPA form approved prior to departure in order to meet the host institution’s spring registration deadline (October 15).

Once your extension has been approved, notification will be sent to your home campus registrar, Financial Aid Office, and Campus EAP Office. For information about the steps you need to take with regard to finances, see the Extension of Participation chapter of the UCEAP Guide to Study Abroad.
**CULTURAL AWARENESS**

**Educate Yourself**

Get acquainted with your new host city, country, and culture before you leave the U.S. Travel guides and travel-related websites, such as Lonely Planet and UrbanLowdown, are excellent resources.

Keep up with current events by reading articles in newspapers, magazines, and journals, and try to understand the local culture and history. The following sources should help you prepare before departure.

**Recommended Reading**

**Periodicals**

- *Frankfurter Allgemeine*, a national German daily newspaper
- *Süddeutsche Zeitung*, the largest national German daily newspaper
- *Die Tageszeitung (Taz)*, a German daily newspaper
- *Die Zeit*, a German weekly newspaper of international reputation that covers politics, culture, science, and economics
- *Der Spiegel* and *Focus*, weekly magazines read widely throughout Germany
- *Berliner Morgenpost*, a Berlin newspaper
- *Berliner Zeitung*, a Berlin newspaper
- *Der Tagesspiegel*, a Berlin newspaper

**Books**

- *European Security Since the Fall of the Berlin Wall*, Frédéric Mérand, Martial Foucault, and Bastian Irondelle (editors), University of Toronto Press, 2011: Essays on how approaches to security in Europe have changed, both in practice and in theory, since the end of the Cold War (European Studies).
- *The Beauty of Transgression: A Berlin Memoir*, Danielle De Picciotto, Gestalten Verlag, will be released March 2011: On Berlin’s evolving underground culture from the 1980s to today.
- German classics by Dürrenmatt, Heine, Mann, Kafka, Brecht, Böll, Grass, and Hesse.
- Books by contemporary authors Ingeborg Bachmann, Peter Handke, Christoph Hein, Elfriede Jelinek, Herta Müller, Sten Nadolny, Peter Schneider, Botho Strauss, Patrick Süskind, and Christa Wolf.
- Lighter reading by Wladimir Kaminer, Frank Schätzting, and Sven Regener.
“EAP STUDENTS SAY...

Language preparation is important. It helps to write out vocabulary lists that deal with such everyday items as kitchen utensils, dishes, food, bedroom furniture, sheets, clothing, transportation, etc. You’ll use these words from day one. Also, review basic grammar rules.

Don’t have too many people from the U.S. visit you. I had three different visitors who stayed a couple weeks—it’s wonderful, but takes precious time away from speaking and living with the Germans.”

Travel Guides

Popular travel guides for Germany and surrounding countries are Let’s Go: Europe, produced by Harvard’s Student Agencies; Lonely Planet’s Germany; and Frommer’s and Michelin Guides (great recommendations for sightseeing and accommodations).

Improve Your Language Skills

Devote substantial time and energy to improving your German both before departure and once abroad. The intensive language program alone cannot provide adequate preparation for successful academic work in Germany. Prior to departure, in addition to class work, spend 45 minutes a day, or at least five sessions a week, actively working to improve your German. The following methods will help you prepare linguistically:

- Take an additional German language course or upper-division course in the German department. This will help you integrate into the German university.
- Read aloud (anything in German) for 20 minutes at a time. Read progressively faster and maintain correct pronunciation.
- Read German magazines cover-to-cover using an all-German dictionary. Using the dictionary may be difficult at first, but it will prove worthwhile when you get to Germany.
- Read German newspaper articles often. Many are available online.
- Read at least two difficult books, one fiction and one non-fiction, in German.
- Read at least one book in your major in German.
- Watch German movies. If you have access to it, use the second-language option on your television or DVD player. That way, popular movies can be heard in German with English subtitles.
- Listen to German music.
- Seek out German-speaking people, particularly German exchange students studying at UC (the Campus EAP Office may provide referrals). Many UC German departments sponsor a Stammtisch, or German club. Above all, practice conversational German.
- Keep a diary in German.
- Keep a journal of German phrases, expressions, and whole sentences and a collection of structures that you may want to add to your vocabulary.
- Seek out a German professor who can work with you on writing short compositions and essays.

Give your comprehension a workout; the harder you work at home, the easier your time abroad will be. Feedback on performance in all of these areas is also important.
ARRIVAL & ORIENTATION

Travel Documents

Visa

U.S. Citizens

U.S. citizens do not need a visa to enter Germany. The passport serves as your main identification. Passports must be registered with the host city administration (see Residence Permit in this section for further details).

If you do not already have a passport, apply for one as soon as possible. If you have a passport, make sure that it will be valid at least six months beyond the end date of your stay.

Non-U.S. Citizens

Non-U.S. citizens must contact the German consulate immediately to determine their specific requirements, which vary depending upon the country of citizenship. In most cases, non-U.S. citizens must obtain a visa in order to enter and study in Germany. This can take several months, so be sure to initiate it as soon as you are accepted for participation by EAP.

In general, non-U.S. citizens applying for a visa to study in another country must have a valid passport from their country of citizenship plus proof of permission to reenter the U.S., such as a green card or a readmittance stamp in their passport. If you do not have a U.S. reentry permit you will likely be denied a visa and should apply for a reentry permit at the local immigration office. If you already have the permit, make sure it will remain valid throughout your entire stay abroad.

Being out of the U.S. may jeopardize your permanent residence status in the U.S. Year-long students and students considering extending EAP participation from a short-term (semester) program to a year-long program must take the necessary steps before departure to ensure their legal return to the U.S.

Non-U.S. citizens who fail to obtain the proper visa prior to departure for Germany will not be able to participate on EAP.

Residence Permit

Berlin Immersion Programs

In order to obtain a residence permit, you must first register with the police and with the Ausländerbehörde (a department within the Berlin city administration) in person or through the university. The International Office at your host university will assist you with the process and offers a service for obtaining the residence permit; you will need to submit your passport for the time it takes to process the permit (approximately three weeks). The residence permit costs approximately €50 to €60, depending on the length of the stay.

Potsdam University

At the University of Potsdam, tutors will help you fill out the necessary forms. You will then be accompanied to the registration office for registration and your residence permit. Passports must be handed in for approximately one week, and you must pay a registration fee of €50 and submit biometric photos, which will be taken in Potsdam.
European Studies, Free University (FU-BEST)
The Berlin BEST staff will assist you with the residence permit process. You will need to pay a €50 fee in cash. As part of this process, you must submit the Declaration of Financial Support to UCEAP prior to departure (refer to your online Predeparture Checklist for specific deadlines). The BEST staff will process and submit this paperwork. You will not need to go to the local immigration office yourself.

All Students
You will have to give up your passport for one to three weeks as part of the residence permit process. Do not plan to travel outside of Germany during this time. You will be able to travel within Germany, but not outside the borders. This is German law, and no exceptions will be made. You should also make plans to exchange enough money in advance to last for this time (money exchange usually requires a passport). Use this time without a passport to familiarize yourself with the local neighborhoods.

Packing Tips
Travel lightly. A good rule is that if your clothing will not fit into your luggage, you have probably packed too much.

Essential
- Warm coat or down jacket (for winter)
- Clothing for cold, rainy weather (raincoat, headgear, scarf, gloves, etc.)
- Thermal underwear
- Sturdy walking shoes
- Dressy outfit for formal events
- Voltage converter and plug adapter (voltage in Germany is 220 cycles)
- Prescription glasses or contact lenses with solution if applicable (neither the UCEAP health insurance nor the German national health insurance covers contact lenses and cleaning fluids, which are expensive in Germany)
- Towels
- Prescription medication (for more information on taking prescription medication abroad, see the Health chapter of this guide)

Optional
- Reference textbooks and notes related to your major field of study
- German grammar book
- Lightweight gifts for new friends and host family (suggestions include T-shirts with city, state, or campus logos; UC pens or pencils; baseball caps; California postcards, posters, or scenic calendars)
- Laptop computer and lock
- Bike lock and helmet

Climate
The weather in Germany is considerably more variable than in California. The summers are warm (humid to hot) and winters can be bitingly cold. The annual rainfall is about 20 inches. The first snowfall usually comes early in November, with alternating snow and rain lasting through March. The sky is often cloudy.
Clothing
Warm winter clothes and sturdy walking shoes are available in Berlin, though they can be relatively expensive. Fashion tends to be fairly casual in Germany, and there are plenty of secondhand clothing shops.

- The EAP Student Budget does not include funds for the purchase of clothing abroad.

Books and Libraries
Your required readings will be assigned to you once you are in Germany. There is no need to purchase any textbooks prior to your departure. Many classes require students to buy a “reader” (which combines readings from different authors) instead of or in addition to textbooks. A number of university courses have a reserved shelf with the required readings in the library. Although readings will be assigned in German texts, some EAP students find it helpful to take their English textbooks as reference tools.

A good, comprehensive dictionary is important to have while abroad. The Study Center recommends Deutsches Universalwörterbuch A-Z (Duden) or Wahrig’s Deutsches Wörterbuch. Langenscheidt and Cassells are two good German-English dictionaries. A good online German-English dictionary that is easy to use is the Leo Deutsch-Englisch Wörterbuch.

Berlin immersion students can use all university libraries free of charge by registering with the libraries outside their host institution. The national library as well as the public libraries often have copies of books if they are unavailable in the university libraries; student membership cards are inexpensive. Most libraries have quiet study areas.

Students enrolled in the FU-BEST programs have access to all libraries and computer labs at Free University.

Electrical Appliances
The voltage in Germany is 220 volts. Be sure to obtain a plug adapter and voltage converter for your electronic devices. You can purchase these in the U.S. or abroad. Some electrical appliances such as travel irons, curling irons, blow dryers, and electric razors are available with built-in voltage converters for all currents. The cost of electricity abroad is high, and improper use of appliances may damage both the electrical outlets and the appliances, so be sure to ask before using the outlets. You can buy certain inexpensive items such as blow dryers in Germany, thus eliminating the need for voltage converters or plug adapters.

For information on using laptops in Germany, see Computer Access and Use in this guide.
Travel to Germany

Your program begins at a predetermined place, time, and date. If you fail to appear on the Official Start Date, you are subject to dismissal from the program (Student Agreement, Section 10). The Official Start Date is provided in the program calendar, which you can access via your Participants program page. You can find more detailed arrival information on the Arrival Information sheet in the EAP online Predeparture Checklist.

Notify EAP of your travel plans by completing the Travel Itinerary Form in your Predeparture Checklist by the posted due date.

Round-trip Tickets

U.S. Citizens

According to the German Federal Foreign Office Information Service, U.S. students do not need a round-trip ticket to enter Germany.

Beyond this regulation, it might be wise to buy a round-trip ticket instead of a one-way ticket; it is sometimes less expensive to change the itinerary for a return ticket than to buy a new one-way ticket.

We also recommend you purchase a ticket that allows you to change your return flight for a small fee, in case you need to change it once you are in Germany. Some airlines allow this but some do not, so check with your airline on this issue.

Non-U.S. Citizens

You may be required to have a round-trip ticket to enter Germany, depending on your country of citizenship. Check with a German consulate to find out if you are required to have a round-trip ticket to enter Germany. If a round-trip ticket is required for you and you try to leave for Germany with a one-way ticket, you will not be allowed on the plane until you purchase a return ticket at the airport. However, round-trip tickets are only valid for a calendar year. If you will spend more than a calendar year in Germany (e.g., if you are attending the pre-ILP in July followed by an academic year program), you still need to buy a round-trip ticket. You can use the return portion to visit the U.S. in the course of the year or discard the original return trip ticket and purchase a one-way ticket home in Germany later in the year. Some—but not all—airlines let you change the return date past one calendar year from the date you arrive in Germany, so make sure to check.

Financial Aid Students

Your financial aid package is based partly on the EAP Student Budget for the program. The estimated round-trip airfare amount is based on the cost of a changeable student fare to Germany. If your independent travel costs are greater than the airfare estimate in the EAP Student Budget, notify your financial aid counselors. Neither EAP nor the Financial Aid Office can guarantee that the additional cost will be funded by financial aid.
Travel Tips

- Update your contact information in MyEAP with any changes to your address, e-mail, and phone number. Check your e-mail regularly for important updates, especially as your departure date draws near.
- You are responsible for purchasing airline tickets even if you are on full financial aid.
- Purchase a changeable airline ticket. Standby tickets are not appropriate.
- Flights are routinely changed or cancelled. Confirm your flight schedule about two weeks before your departure date.
- When traveling, always carry your passport, visa, ticket, prescription medications, and money. Never put valuables in checked luggage.
- Identify luggage on the inside and outside with your name, address, and destination. Never leave luggage unattended.
- The UCEAP Insurance Plan includes some personal property coverage, but it is your responsibility to determine if it will suit your needs. You must look into this prior to departure and decide whether or not you will need to purchase additional coverage.
- Luggage restrictions vary by airline. Check with your airline directly to learn about luggage rules and restrictions.
- Check directly with your airline or travel agent about any special measures you should take, such as the time you need to arrive at the airport and extra identification that may be required.
- Do not ask others to carry items abroad for you (laptop, camera, extra bags, etc.) and do not volunteer to do so for others. Airlines may not allow you to take them or customs abroad may charge you a high duty. This is particularly a concern with electronic goods.
- Contact the German consulate or your airline about how to take specific items (cameras, computers, etc.) into the country without paying a customs tax.

Return Travel

If you decide to modify your return flight to the U.S., be sure to do so with plenty of lead time once abroad. Flights to the U.S. fill up quickly, and economy-fare seats are booked early. The Study Center’s Welcome Book lists local travel agencies to which you can refer for information on return travel if you need to purchase a new ticket.
Arrival

- Attendance at all orientation sessions is mandatory (per the UCEAP Student Agreement, Section 10). If you miss the Study Center orientation, you may be dismissed from EAP.

Berlin Immersion Programs and FU-BEST
If you fly directly into Berlin, you will land at either Tegel or Schönefeld airport, both of which have good public transportation connections. If you have opted for a dorm, your dorm/housing office will e-mail you specific instructions for arrival and check-in. Further details are indicated on the Arrival Information sheet included in the EAP online Predeparture Checklist. You must notify EAP of your arrival plans by completing the Travel Itinerary Form in your Predeparture Checklist by the posted due date.

University of Potsdam
EAP has made group flight arrangements for students participating in the Potsdam spring semester program. The flight has been selected by EAP as the best option. See your online Predeparture Checklist for more information. You are encouraged to take the EAP flight.

You must make your own reservations directly with the travel agency by using the form provided in the EAP Predeparture Checklist, and pay the agency directly for the ticket. Specific instructions regarding your transportation from the airport to Potsdam are also included in your Predeparture Checklist.

Any request for a change in EAP-arranged flight plans after the date noted on the Group Flight Reservation and Information form, which is in the Predeparture Checklist, must be sent to the travel agency in writing. If you withdraw from a flight after this date, you will be liable for all non-recoverable transportation charges. A late request to be added to the flight is subject to flight availability and possible increased flight costs. Requests for changes in flight plans will be considered up to 30 days prior to the group departure date.

If you do not participate in the EAP-arranged group flight, refer to the Predeparture Checklist for instructions on how to get to the Study Center in Potsdam. You must contact the UCEAP Systemwide Office in advance to make arrangements to meet the EAP group in Potsdam.
**Local Transportation**

You will receive a Semesterticket, which allows you to take virtually all forms of public transportation in Berlin. The ticket costs around 220 euros for each semester, and you are required to purchase it when you pay your semester fees.

Since the Semesterticket for the winter semester begins on October 1, you will need to purchase your own ticket for the month of September. For this transitional period, purchase a monthly pass that costs €74 (immersion students may be able to get a student discount for this ticket with their ILP student IDs). It is likewise valid for buses, S-Bahn, streetcars, the subway, and some ferries throughout most of Berlin. Purchase the pass immediately on arrival.

**Subway and Buses**

Berlin is a big city and the universities are a fairly long distance from one another. However, public transportation is excellent and you can reach each university either by S-Bahn (city train), Bus (bus), U-Bahn (subway), or Strassenbahn (streetcar). It is possible to take bikes on the trains with your Semesterticket (or with a separate pass for your bike for the time before the semester starts). Check the BVG website for updated information on the Berlin transportation network, including bus and train schedules, maps and ticket information, and route planning.

Bus drivers expect you to show them your ticket as you board the bus; on S-Bahns and U-Bahns, non-uniformed undercover transportation employees conduct spot checks. Traveling without a valid ticket makes you subject to a €60 fine payable immediately, no excuses accepted; repeat offenders pay more and will be removed from the bus or subway.

**Trains**

Visit the Bahn website for the following:

- Railway timetables (including wait times and Sunday schedules)
- Train connections (when and where to change trains)
- Student fare discount information and other special offers
- To make reservations and book by credit card

The easiest way to travel in Germany is by train. Intercity trains in major cities run every hour. During rush hour there are good connections between surrounding districts and city centers. Even medium-sized villages have railway stations, although scheduled stops may be fewer. Station information staff can provide information on changing trains, connections, weekend service, fares and discounts, etc.

High-speed ICE trains are by far the fastest ground transportation in Germany. These trains reach speeds of 300 km/hour (186 miles/hour) and usually run every hour. ICE trains operate on several lines connecting Berlin, Hamburg, Frankfurt, Cologne, Stuttgart, and Munich. Besides the ICE class of trains, there are several others with varying degrees of speeds:

- **S-Bahn** (Schnellbahn, “Fast Train”): Commuter rail service in and around major metropolitan areas.

- **SE** (StadtExpress, “City Express”): Local trains that connect outlying towns and villages with medium and large cities.
RB (RegionalBahn, “Regional Train”): These trains are similar to SE; however, they stop in almost every village along the way.

RE (RegionalExpress): A significantly faster service than the RB and SE. Stops at medium and larger-sized towns.

D-Zug (Durchgangszug, “Through Train”): A fairly rapid longer distance train that provides connections on some of the lesser traveled routes or times. This designation applies to many overnight trains.

IR (InterRegio, “Inter-Regional”): Express service connecting domestic and international medium-sized towns to major rail centers. Trains generally run every two hours or more often. (This service is in the process of being phased out and consolidated with other services.)

ICE (InterCity): Express trains connecting larger domestic destinations. Trains run every hour. Some of these trains travel into adjacent countries as part of the EC (EuroCity) system.

Most trains have first- and second-class carriages, which are offered at higher rates. Most express trains have a restaurant or buffet car. For night journeys, you can use sleeping cars or couchettes.

A Bahncard is valid for one year and enables travel on all German trains (within Germany) for a discounted rate, ranging from 25 to 100 percent of the regular price of the ticket (Normalpreis) depending on the type of Bahncard. Bahncard 25 (currently €39 for students) provides a 25 percent discount on all full-fare InterCity trains and often enables significant further reductions on specific trains booked in advance. The Bahncard 50 provides a 50 percent discount on all tickets for the year. As train travel is expensive within Germany, the initial cost of the Bahncard 50 (currently €118 for students under 26 with identification; €236 full fare) will quickly be offset by savings through the Bahncard.

The combination of the Bahncard and various special offers can produce cheap tickets, but finding out how they work is complicated. This is why the Bahncard 50 is a good idea, since any ticket you purchase is good on any train; the cheaper Internet offers are tied to specific trains, which only works well if you are sure that you will be traveling at a certain time on a specific date.

Other favorite types of student rail passes are the Eurail and InterRail passes. The Eurail pass must be purchased in the U.S. You can select the length of time and travel zones for which the pass will be valid. The pass can be mailed by the issuing party only to a U.S. address. After residing abroad for six months, you will be eligible to buy the InterRail pass. You can choose an InterRail ticket that is good for travel in one country, or purchase a “Global Pass” that is valid for travel in 30 European countries and provides up to a month of unlimited train (and sometimes bus and ferry) travel outside of Germany. Students often use this pass during spring break and find it to be an excellent value. Visit the Eurail and InterRail websites for more information.
Air Travel
For many international destinations within Europe, low-cost air travel is an option. See Ryan Air, Easy Jet, German Wings, and Air Berlin for more information. Make sure you are aware of the restrictions that come with cheap airline tickets (such as luggage restrictions, minimal or no refunds for unused tickets, etc.). Plan to travel only on the weekends, school breaks, or following your program. Excessive absences from class will affect your grades.

Travel Sign-Out
You are required to inform Study Center staff about your travel plans. An emergency may arise abroad or at home that may necessitate the Study Center staff reaching you promptly. For your convenience, there is a Travel Sign-Out form in your MyEAP account. Use this whenever you travel out of your program's city.
FINANCIAL INFORMATION

Understanding Your Finances
Understanding your finances before, during, and after EAP is crucial to having a successful time abroad. The following list outlines just a few of the many things you will need to know before departure.

Detailed information on the following topics can be found in the Money Matters chapter of the UCEAP Guide to Study Abroad:

- Contact information for finance questions
- How to estimate the cost of your program
- Budget instructions and information
- How to and who can make payments to EAP
- EAP student account information
- Banking before and after arrival
- Fees and penalties
- Loan information
- How financial aid works while on EAP (how do I get my financial aid from my home campus and how are my fees paid)
- Various forms (e.g., direct deposit, etc.)

MyEAP Student Account
Your MyEAP Student Account is similar to your home campus Financial account. It will be available as soon as you are selected for your program in MyEAP. The fees that you owe UCEAP are posted to your account, and you can make payments through this account using e-checks or credit cards (MasterCard or Discover). Fees will be applied after your program predeparture withdrawal date, which is listed in MyEAP.

EAP Student Budget
Carefully review your UCEAP Student Budget.

Your UCEAP Student Budget lists the fees you will pay to UCEAP and an estimate of the personal expenses you will need to plan for. It does not include the cost of recreational travel or personal entertainment. The fees due to UCEAP will be posted to your MyEAP Student Account after your program predeparture withdrawal date. Program fees are subject to change. View your EAP Student Budget frequently.

Instructions
- Download and print your EAP Student Budget and Payment Vouchers.
- Note the deadlines on the Payment Vouchers.
- Give the EAP Student Budget and Payment Vouchers to the person responsible for paying your EAP bills. Sign them up for Third Party Authorization so they can make payments online.

For further information see the Money Matters chapter of the UCEAP Guide to Study Abroad and the Money Matters tab of your Participants Portal. If you are on financial aid, see also the EAP Financial Information web page.
Handling Money Abroad

Have access to enough money via an ATM to cover your first month in Germany (€1,000 to €1,500). You will need this amount in addition to the dormitory deposits (only if required for your program).

ATMs in Germany require a four-digit PIN. If your PIN has more than four digits, you will not be able to use the ATMs. Check with your bank prior to departure.

The Euro (€)

The euro is the official currency unit accepted in Germany and most European Union nations. The currency is denominated into seven notes and eight coins. The current exchange rate is approximately €1 to U.S. $1.37 (as of January 2011).

Monthly Budget—All Programs

It is impossible to predict how the exchange rate will fluctuate during the year. Therefore, you will need to budget carefully.

You can arrange to purchase foreign currency through your bank in the U.S. (it can take up to two weeks to obtain the currency). Purchase about €300 to €400 cash in the U.S. to bring with you to Germany. Besides providing the opportunity for you to become familiar with foreign currency, the funds will be useful for snacks, local transportation, tips, and unexpected purchases when you arrive. You may also exchange money after arrival at the airport or bank; however, it is best to have some money already exchanged into euros on arrival. Exchange rates vary and you are advised to shop around for the best rate.

It is important to be aware of how much money (in euros) will be needed immediately. Plan on having available at least €1,000 to €1,500 for initial expenses during the first month. These can include: dorm or apartment rent and deposit, funds to open a bank account, initial meals, transportation, registration fees, Semesterticket, residence permit, and books.

Potsdam Program

Plan on having available at least €1,200 for initial expenses during the first month. These expenses can include living expenses, university fees, dorm rent and deposit, and residence permit fees.

Banking

FU-BEST Program

Unless you have regular bills that need to be paid to someone in Germany, it is unlikely that you will need to open a bank account. Personal checks are virtually nonexistent.

Berlin Immersion Programs

Once you arrive in Berlin, you can open a bank account. Usually opening a bank account is free of charge with proof of student status, and most banks do not charge students monthly fees. No initial deposit is necessary, but you will need your passport to open an account. Some banks also require proof of police registration.
Credit Cards
Most stores and restaurants abroad honor major credit cards, such as Visa and MasterCard. American Express is rarely used. Keep in mind that many credit card issuers charge a 3 percent fee on purchases made in foreign currency or abroad (even if the transaction is made in dollars). Check with your credit issuer for details.

Be sure to call your credit card company before you leave and inform them that you will be using your card abroad so they do not freeze your account when they see overseas transactions.

In general, payment with credit cards is a lot less common in Germany than in the United States. If you have a German bank account, you will receive a plastic card that works as a debit card and is widely accepted. For most daily exchanges under €100, cash is the norm.

Though procedures vary, it is usually possible to receive a cash advance from ATMs, but not in stores. The cash advance provides favorable exchange rates. Former students recommend you have someone in the U.S. deposit money into your Visa account at home so that you can obtain a cash advance in Germany free of charge. (Not all credit card companies permit this.) Before departure, check with your home bank about these and other services.

Transferring Money Overseas
Travelers Checks
Do not use travelers checks; they are usually not accepted in Germany, and in the few places where they are accepted there is a large fee to cash them.

ATMs
It is convenient to access money abroad using an ATM card. To do so, you or your parent(s) open an account in the U.S. with, for example, Citibank, and get a Citibank ATM card with a PIN. Once abroad, you can use the card at an ATM to withdraw money that has been deposited in the account. In this example, if you make the transaction at a Citibank ATM, there is no fee. Also, those with accounts at Bank of America can withdraw money from Deutsche Bank ATMs without a fee. You do not need a Deutsche Bank account for this to apply. Transactions made at other ATMs may be subject to a charge, so it is often best to withdraw the maximum daily amount during any ATM transaction. There is no waiting period: once the original deposit has cleared the bank in the U.S. it is available for withdrawal abroad. There may be limitations on the amount of cash accessible per transaction. Check with the card-issuing company about your options. You should call your bank before you leave and inform them that you will be accessing your account abroad for an extended period of time.

Check with your bank to make sure you can use your ATM card to access funds in Germany. Increasingly, banks block the use of American ATM cards abroad to prevent fraud. It is helpful if your ATM card has a Visa or MasterCard logo on it, as it will make it easier for you to withdraw money at a bank.

Western Union
Western Union is available to wire money. For procedures on wiring money and to locate an agent for both sender and recipient, go to the Western Union website.
COMMUNICATIONS ABROAD

Mail
German post offices, located in every village and neighborhood, sell stamps and phone cards, send letters and packages, have public phones, and send telegrams. Letters sent within Germany should reach their destination within one to three days. Airmail is necessary only for overseas mail. Letters mailed to and from the U.S. take about six days. N.B. German postage is expensive. Sending letters from Germany costs twice as much as it does from the U.S.

Free, Humboldt, and Technical students can receive mail during the ILP at their residence address once it is known. Students can also receive mail at the UCEAP Study Center, as long as “University of California, EAP” is included in the address.

FU-BEST students can receive mail during the program at the Free University BEST office.

Potsdam students should use their dormitory accommodation address for receiving mail and packages. No packages should be sent ahead of time to Potsdam due to lack of storage facilities.

Local & International Calls
Phone
Local calls in Berlin cost approximately €0.20 when using public phones, but are subject to change. Contracts for landlines usually have monthly flat rates; inquire about costs for international calls before signing a contract.

You can purchase relatively cheap calling cards for international calls at various kiosks around town, and you can also use Tele-Cafés for good rates on international calls.

Pay phones that take coins are still in use. You can direct dial the U.S. by dropping in a euro or two, then dialing 001, then the area code and phone number. The money will run out fast, but in a pinch it allows for instant communication via phone to home.

Cell phones (called “Handys”) can be purchased at several stores, starting at €25. UCEAP recommends purchasing phones with prepaid minutes, which cost more per minute than a phone plan may offer, but have no monthly fee or contract. If you sign up for a phone plan, be sure you know the rates that apply for different types of calls (to landlines or cell phones, local or international, etc.). Many German companies offer seemingly good deals but require a two-year contract that cannot be broken. Some students take phones with them with international plans purchased in the U.S.

Free University offers the option of a cell phone rental package for U.S. students; you can purchase the hardware in the U.S. or Germany and use the phone in Germany. Visit Piccell Wireless online for options.

University of Potsdam: If you are staying in the dorm, you can have a phone line activated with the German Telekom. There is one public phone on the Neues Palais campus. More public phones are available near the dorms. You are encouraged to get a cell phone once you arrive in Potsdam. Cell phones are practical and affordable. Be sure to give your number to the program manager so that you can be reached in case of an emergency.
FU-BEST Program: Refer to the online FU-BEST Student Guide for additional information about telephone access during the program.

Be sure to pay all your phone bills after EAP and before leaving Germany. If you leave without paying your final phone bill, your UC registration and records will be blocked until the bill is paid in full.

Internet Calls
One of the most popular means of communication is using the Internet to make phone calls at an inexpensive rate. Skype is a free option for computer-to-computer calls made through the Internet. You are advised to buy a headset in the U.S. where electronics generally cost less. SkypeOut is a Skype service through which you or your parents can charge the account to make calls to regular landlines and cell phones. Currently, SkypeOut costs 2 cents per minute to a German landline, American landline, and American cell phone, and 28 cents per minute to a German cell phone.

E-mail

Berlin Immersion Programs
All universities in Berlin have computer pools on campus. You can apply for an e-mail account and use these facilities once you are registered with the university (you might get a temporary login during the ILP, which happens before the semester begins).

During the ILP you have access to a computer room near the classroom area. Free University students staying at the Internationales Studienzentrum Berlin (ISB) have access to the dorm’s own computer pool, which does not require matriculation. Students with laptops can use wireless LAN. The universities have free LAN and WLAN connections in nearly all of their buildings, but you will need some time to be enrolled and processed. In general, free public WLAN access is increasingly available in Germany. In addition to the Sony Center at Potsdamer Platz, many cafés now offer free WLAN access.

University of Potsdam
The Forststraße dorms have Internet access through the student net WLAN. Students have to register with UP ZEIK (Central Department for Information and Communication) to get an account, which costs €30 for the semester.

The computer pool can be used Monday through Thursday from 9 a.m. to 9 p.m. and Fridays from 8 a.m. to 6 p.m. You will have access to the Internet and printers, and an e-mail account will be provided.

FU-BEST Program
Internet cafés are widely available throughout Berlin and offer cheap Internet access (as low as €1 per hour or a minimum of €0.50 for 15 to 30 minutes), as well as international phone calls, faxes, etc. The FU-BEST house and much of the FU campus has WLAN.

Refer to the online FU-BEST Student Guide for information about e-mail access during the program.
Computer Access and Use

Bring your own laptop abroad, if possible. Some computer labs are available; however, the labs are open for only limited hours and access is difficult during the end-of-semester rush. Handwritten papers are not accepted and there generally is no late-night computer use.

If you take your computer, take the appropriate voltage converter (unless the computer operates on both currents). Most laptops are equipped with a voltage converter allowing the use of the 220-volt electricity in Europe. Read your computer manual to confirm. The converter is usually part of the “box” located halfway down the power cord. You will still need an adapter to use the outlets. A surge protector is also recommended (surge protectors can be purchased after arrival for reasonable prices).

If you take your laptop, keep it within reach at all times while traveling. Laptops are among the most frequently stolen items from travelers.

Bring a laptop lock and lock your computer to your desk at home or when you go to the library. Never leave your laptop unattended or lose sight of it in a public space (including university libraries), even for short periods of time.

The UCEAP Insurance Plan includes a personal property benefit, which may cover the loss/theft or total damage of your belongings, including a laptop; however, it is your responsibility to review the details of this coverage. You may determine that you need additional insurance.

FU-BEST students should refer to the online FU-BEST Student Guide for more information about computer access during their program.
Housing & Meals

- Students who withdraw after the withdrawal deadline may be liable for unrecoverable housing costs incurred by EAP.

Berlin Immersion Program Housing
During the program, you have the option of finding your own housing or staying in the dormitories. Please read through all of the information in this chapter before making your final decision.

Pre-ILP Housing
Students participating in the pre-ILP with FUBiS in Berlin will have three options for housing:

1) single room in a shared apartment
2) single-occupancy apartment
3) homestay with host family

Prices and more information are in the online Predeparture Checklist. After you have sent your application to FUBiS, they will send you a bill for the housing, excursions, and any additional insurance you choose to purchase. You must pay FUBiS directly for these fees since they are not included in your EAP fees. Additionally, you have the option of finding your own housing, but all arrangements must be made independently. FUBiS will not assist in the search for private housing.

ILP Housing
There is no dorm option for the ILP only. If you want to stay in the dorms for the ILP, you will be entering into a contract for the entire semester/year.

Private Apartments (WG)
The Study Center highly encourages you to consider living in private housing in Berlin. It is a great way to experience the active student life in Berlin and be fully immersed in German culture. You also are more likely to find a room in one of the more desirable parts of town. A large majority of students choose this option. If you plan to seek your own housing, it is best to arrive approximately two weeks before the start date of your program or arrange to have temporary housing for the first 3–4 weeks of your program (see Temporary Accommodations in this chapter).

The Study Center recommends that you find a Wohngemeinschaft (WG), or collective living situation, with German-speaking students. It is the best way to become fluent and to connect to German student life.

Although the Study Center recommends living in a WG, you must be prepared to put a significant amount of effort into finding your housing. The Study Center staff are a great source of information and help; however, you will need to do research on your own. It is common for students to depart for Berlin with the intention of finding a place to live after they arrive. If you do not feel comfortable waiting until you arrive in Berlin to secure your housing, consider signing up for the dorms.
While it understandably feels better to have housing already secured before you come to Berlin, UCEAP strongly discourages you from signing a long-term lease and/or making any payments before you have seen the apartment in person. Make sure you inspect your room before you move in and thoroughly record anything that is not quite in order (to avoid having to pay for things in need of repair due to previous tenants when you move out).

**How to Find an Apartment**

If you want to find a room in a Wohngemeinschaft (WG), you won’t be able to fully begin your search until you get to Berlin and can meet with potential housemates in person. You will need to arrange temporary housing for the first weeks after your arrival in Berlin while you are looking for a WG (see Temporary Accommodation in this chapter for more information). For students attending the ILP, it is to your advantage that you will be in Berlin before the semester starts. The search is a great chance to see how students in Germany live.

Some options for finding private housing include blackboards posted in the main university buildings, often near the mensa; newspapers and magazines; or online at:

- [www.zitty.de](http://www.zitty.de)
- [www.tip-berlin.de](http://www.tip-berlin.de)
- [www.zweitehand.de](http://www.zweitehand.de)
- [www.meinberlin.de](http://www.meinberlin.de)
- [www.studenten-wg.de](http://www.studenten-wg.de)
- [www.studenten-wohnung.de](http://www.studenten-wohnung.de)
- [www.studentenwohnungsmarkt.de](http://www.studentenwohnungsmarkt.de)
- [www.suchezimmer.de](http://www.suchezimmer.de)
- [www.suchezimmer.de](http://www.suchezimmer.de)
- [wgcompany.de](http://wgcompany.de)
- [wgfuerdich.de](http://wgfuerdich.de)
- [wg-gesucht.de](http://wg-gesucht.de)
- [berlin.en.craigslist.org](http://berlin.en.craigslist.org)

Typically, you will search for your WGs online. To see an example of a website for a WG search, go to [www.wg-gesucht.de](http://www.wg-gesucht.de). On this WG site, you can also post your own ad and include the time period for which you need a room and any other technical or social requirements, such as maximum rent and minimum size. Simply click on “Gesuch aufgeben” (all instructions and explanations are available in English, but there is no translation of this term).

Members of a WG generally interview prospective new roommates; competition for the more desirable apartments is sometimes tough; do not be surprised or discouraged if you are not accepted at your first, second, or even third choice (German students have to go through this as well). Recent students have reported that those advertising rooms will respond more quickly to a phone call than an e-mail.

In addition, the Berlin Welcome Booklet that you will receive during your orientation includes links to several housing websites and search engines. If you are attending Free University, you should also register through the Auslandsamt prior to departure in order to get a password to FU’s excellent “Distributed Campus” website, which contains information about housing and many other aspects of life in Berlin.

**Housing Payments**

You will be paying rent directly to your landlord. You may be required to pay a deposit up front; be sure to work out the details with your landlord before you enter into an agreement. Typically the landlord will not charge individual tenants but will charge the entire WG together. You and your roommates will need to decide whose account will be charged for rent and how you will get your deposit back.
Just as with any apartment search, you must ensure that the apartment listings are legitimate. To avoid scams, do not send any personal information such as passport numbers, social security numbers, bank account numbers etc. to potential landlords in Berlin prior to your arrival. Under no circumstances should you send money (via wire transfer, credit card transaction, etc.) to Berlin before arrival. Do not enter into any agreement without first seeing the apartment in person. Be wary of ads that seem suspicious to you, for example an offer with very attractive conditions coupled with a request for an overseas money transfer. If the landlord asks you to provide a security deposit, only proceed with the payments after you have seen the apartment, signed the lease, and met the owner. Never sign a contract from the U.S.

**Temporary Accommodations**

Most students will need to stay in temporary accommodations while searching for more permanent housing for the semester or year. Here are the most popular options for temporary accommodations:

- **Studentenhotel:** The Studentenwerk Berlin offers the option to stay in its Studentenhotel, Delbrückstraße 24, 14193 Berlin. These rooms can be rented on a daily basis between March and September. Once the semester starts, from October to February, the rooms can only be rented on a monthly basis. See the website for rental rates.

- **Zwischenmiete:** While looking for a WG room, many students choose to do a “Zwischenmiete,” meaning that you sublease the room of one of the people living in the apartment while they are abroad or pursuing an internship in a different city. The advantages in this case are that the room will be furnished, you won’t need to sign a lease, and you don’t necessarily have to be there in person to set it up (Skype calls are one option). You can tell that the room is “zur Zwischenmiete” by looking at the “Auszugsdatum” category on the WG websites (StudentenWG, WG-Gesucht, etc.). If a date is filled in, then the room will be available “zur Zwischenmiete” until that date.

- **Hostel:** Many students also stay in youth hostels while searching for apartments. Visit websites such as Hostel World to see what is available.

**University Dormitories**

Previous students strongly discourage living in the dorms, as they are on the outskirts of the city; tend to be isolated and distant from the universities, shops, clubs, cheap ethnic restaurants, and other desirable aspects of student life; and they seldom offer an interactive community as is common in UC dorms.

On the other hand, dormitories can be arranged before departure and they are comparatively cheap.

There are three main dormitory options in Berlin:

- Studentenwerk
- Apartments on Celsiusstrasse
- Studentendorf Schlachtensee

Please read through the detailed descriptions for each of these options.
EAP STUDENTS SAY...
Success in the program depends on your outlook and effort. It helps to be ready to meet unexpected challenges to your way of life and thinking.

Studentenwerk
These are the main dormitories in Berlin; they are managed by an organization called the Studentenwerk, or student services, which is separate from the university you are attending. Dormitories are located throughout Berlin, with the larger dormitories located in the south and the east. Dorms are furnished, but you must provide bedding, towels, and dishes. All amenities can be easily purchased in Berlin.

In Studentenwerk dormitories, students are housed in single rooms, usually about 12–15 square meters. The rooms might be conjoined with others to form a suite. Bathrooms (usually) and kitchens (always) are shared. Amenities, location, and price vary widely. For details about dorms, see the Studentenwerk website.

Apartments on Celsiusstrasse
When you apply for a dorm, this option will appear on the menu as “Arwobau GmbH.” According to recent students, these single rooms with individual showers are nice; unfortunately, they are also considerably more expensive at about €360 per month. They are not in the center of town, but have good transportation connections.

Studentendorf Schlachtensee
There is also the option of staying in a student dormitory co-operative on the outskirts of Berlin with furnished single rooms or shared apartments. Bedding and towels may be rented per month. The website makes the Studentendorf Schlachtensee look attractive and the prices are low, but some students have been unhappy with this housing. Main complaints in the past have been about its remote location and unfriendly staff. The dorm is located in a very quiet and green part of town, with a scenic lake in walking distance (great for swimming in the summer). However, it takes about half an hour (with public transportation) to get to FU, about 50 minutes to TU, and an hour to HU.

The Studentendorf is not part of the Studentenwerk network of dorms. Students are not allowed to break their contracts and move out to other dorms or private housing. On the plus side, students have noted the positive social experience of living with a large number of other students, many of whom come from different countries.

How to Apply for a Dorm
Free University
After you submit your application for admission, you will be contacted by Free University directly regarding your housing. The university will pass your information on to the Studentenwerk. Be sure to indicate that you are a participant in the University of California EAP program to avoid paying a €400 deposit up front. Indicate your preference on the forms under Additional Comments. Most dorm rooms are not equipped with Internet access or landline phones. You must note on your housing application form that you will be taking the pre-semester language course (ILP) and that you will require housing during that time. This allows you to move into your dormitory at the start of the program.

If you opt for a dorm, you will be placed in one of two Studentenwerk dormitories: Halbauer Weg 19/21 or Goerzallee 119–135. Descriptions of both dorms are available online. The dorms in Halbauer Weg and Goerzallee are fairly remote and accessible only by bus, which runs infrequently on the weekends.
Costs for these rooms are modest (€160 to €200 per month), especially by California standards. You can find detailed information about the housing options, amenities, prices, and more; view pictures of dorms; and access the housing application on the Free University website.

**Humboldt University**

If you decide you would like to stay in the dorms, you must indicate this on your online Humboldt University application. You will be contacted by the university to set up your housing. You will most likely be placed in one of four dorms: 1) Allee der Kosmonauten, 2) Sewan Strasse, 3) Aristoteles Steig, or 4) Wohnheim am Ostbahnhof (Franz Mehringplatz).

Unfortunately, the first three dorms listed above are in the extreme eastern part of the city. There are links via public transportation to the HU campus and the central part of Berlin, but expect to spend about 45 minutes commuting each way. The eastern parts of Berlin are also considered less safe. The Wohnheim am Ostbahnhof is considerably closer to campus and the center of town, and is a five- to eight-minute walk from a major train station. The neighborhood is not particularly charming, nor is the building, an 18-story GDR-era high rise (all four dorms are GDR-era cement housing blocks). The dorm has also received some negative reports regarding cleanliness and noise. It is cheap and convenient, at least, so this may well be the best of the four options.

**Technical University**

If you intend to live in a dorm, you must complete the Application for a Dorm Room as part of your application for admission to Technical University. See your online Predeparture Checklist for more information. Most Technical University students are placed in the Humboldt dormitories, though there may be dorms available closer to TU. See the Humboldt University section for more detailed information on the HU dorms.

**Housing Payments**

In some cases, you are required to send a preliminary security deposit in order to reserve student housing. This deposit will likely be due prior to your arrival in Germany. If you fail to pay this deposit on time, you may lose your housing reservation for the semester. Please refer to your online Predeparture Checklist for more information about your specific program and payment deadline.

Free University may waive this deposit if you indicate that you are part of EAP; however, you may have to pay if you back out at the last minute.

Humboldt University requires €220 up front, which is only used by HU to reserve your spot. You will be refunded that money as soon as you pay your deposit to the Studentenwerk.

You must pay the deposit and the first month’s rent within a few days of moving into the dorm. A deposit (Kaution) equivalent to one month’s rent is standard. You must establish a bank account and provide the account information to the housing office. Thereafter, monthly rent payments are automatically taken out of your German bank account. In some situations, such as the housing in Werneuchener Strasse, the Studentenwerk does not charge each room individually, but for a suite of two or more rooms. In this case, you will have to work out with your suitemates whose account will be charged the rent and how you will get your deposit back.
Potsdam Housing

Student Residence
You will stay at the Forststraße. The Forststraße student residence is about four bus stops (eight minutes) from campus. These small, newly refurbished flats usually have two or three single rooms with a shared kitchen and bathroom. Telephone and Internet extensions are available, but you must bring your own equipment.

Rooms in the dorm have basic furniture (bed, chair, wardrobe, desk, bookshelf), but nothing else. You should bring towels, blankets, and other linens. However, if you prefer, you can buy bedding for €20 at the Studentenwerk in Potsdam. You should also bring or plan to buy basic cooking utensils to use in the kitchen.

Private Housing
It is typically more expensive to live off campus. However, quite a number of German and international students do, simply because the capacity of the student residences is limited, or they prefer to rent a room or small flat to be on their own. Rent varies depending on the amenities (between €120 and €260 per month for a single room; a flat is more expensive).

You can also choose to live in Berlin, where housing is less expensive than in Potsdam. Those considering Berlin must realize that it will take longer to get to campus. The University of Potsdam has quite a large number of international students who choose to live in Berlin, so there are definitely benefits despite the drawbacks.

Housing Payments
You will have to sign a tenancy agreement with the Studentenwerk. You will then have to pay a monthly rent for your room of around €220. In the beginning, costs are higher because you have to pay the rent for your room plus a €200 deposit; both the first month’s rent and the deposit have to be paid in cash. (All other rent payments can be made with a check drawn on a German bank account or in cash.)

Note that the dorm rent does not include cleaning services. You are responsible for cleaning your own room and sharing the housework in the common areas (such as the bathroom or kitchen).

In order to terminate a rental agreement, you must give the landlord notice at least three months in advance of the date you would like to move out; after you give notice, you will be charged rent for the next three full months (through the last day of the last month).

FU-BEST Program Housing
You have the option to choose between a homestay and a studio apartment. Selection will be made prior to departure and will be included in the online Predeparture Checklist. Housing payments are included in the EAP fees. See the EAP Student Budget on the Money Matters tab of your Participants program page.

- **Homestay:** includes two meals a day (usually breakfast and dinner), seven days a week.
- **Studio apartment:** single occupancy, fully furnished apartment. Meals are not included.

For more information on housing, refer to the FU-BEST website.
Supplies Needed (All Programs)

Generally, you need to take your own towels. At some dormitories in Berlin you will need to bring a set of bed linens or buy one upon arrival. If you need other supplies, such as dishes, these can be easily purchased after arrival as well. For more information, see the descriptions of the individual dormitories in the previous section.

Dorms do not provide sheets or cooking utensils; however, the Studentenwerk offers a package, including sheets, a pillow, and a blanket for about €48. A small cookware dining set costs €20. These packages can be purchased from the housing office (Wohnheimverwaltung) or custodian (Hausmeister) when you pick up your keys. It is also easy to find cheaper sheets and utensils at local stores.

Exception: For Free University students who will be at the Internationales Studienzentrum Berlin, the ISB provides bed sheets and blankets; there are communal cooking utensils.

Meals

Berlin

In Berlin, most dormitories and apartments have their own kitchen facilities, although you may have to buy your own cooking utensils. There are plenty of university cafeterias (mensas), which are ideal for lunch. Mensas offer meals at reasonable prices, generally between €2 and €3.

If you are participating in the Berlin BEST program and choose the homestay option, you have two meals included each day (usually breakfast and dinner), seven days a week. You will usually have access to kitchen facilities at your homestay for additional cooking. If you are staying in a homestay, you are a guest of your host family. As such, you should clearly communicate with them on eating schedules and whether you plan on missing any meals.

Potsdam

The Neues Palais campus has a mensa (refectory or subsidized cafeteria) where you can eat. The mensa usually offers four meals from which to choose, including one vegetarian. Prices range from €1,50 to €2,50 for a meal including dessert. Beverages are extra.

The dormitories also have a common kitchen for three or four people to share (suite). These kitchens have refrigerators and electric cookers.
“EAP STUDENTS SAY...

Americans will talk with someone they don’t know just to be social. Germans think it’s strange and superficial. As a result, it may be difficult to make German friends. Meeting Germans through a structured group is the best idea.

Be tolerant, open-minded, and willing to try new things. Ask questions.

Don’t rely too heavily on your UC friends. Break out and be independent. Don’t hang out in groups with Americans.

Don’t be loud. Take time out and start listening. There’s a lot to experience and learn.

EXTRACURRICULAR ACTIVITIES

Get Involved

Participating in extracurricular cultural and social activities while on EAP is an excellent way to meet people, improve your language skills, and integrate more fully into the community. Join clubs, sports, or musical, theater, or arts groups; volunteer at local organizations, attend lectures and receptions held in academic and community circles, and get the most out of your time abroad.

The Study Center staff has information on cultural and social events, and will arrange various activities and excursions.

Contact the nearest German embassy or consulate for information about working abroad.
**HEALTH**

**Physical Health**

If you feel sick or have a medical emergency, seek medical attention and contact the Study Center or local program manager immediately. Study Center staff will have recommendations on which clinic to visit and the necessary medical insurance claim forms to complete. If arrangements need to be made with your professors due to extended absence from class, Study Center staff may be able to assist.

**Medications**

If you are taking any kind of medication, take an ample supply. You can bring up to a three months' supply of prescription medication, provided the drug is not considered a narcotic according to German law and you have documentation from the treating physician that includes details on daily dosage. When you arrive in Germany, the Study Center will help you make an appointment with an English-speaking German doctor who can prescribe you the medication for the remaining months you will be in Germany. You can then fill the prescription at a German pharmacy.

Check with the UC Travel Assistance carrier, Europ Assistance, to ensure any required medications are legal and available in Germany. Call Europ Assistance at (866) 451-7606 (inside the U.S.) or collect at (202) 828-5896 (from outside the U.S.) or e-mail **OPS@europassistance-usa.com**

German law prohibits the mailing or shipment of drugs, including prescription medicines, to private persons in Germany. If you attempt to have someone mail you medication from the U.S., it will most likely be confiscated by the German customs department.

Some medications may be difficult to find in Germany or may be very expensive. Birth control pills, vitamins, and aspirin pills are expensive so take an adequate supply.

**Psychological Counseling**

The Studentenwerk in Berlin offers counseling services. Such services are also available at each university. The following are some contacts:

**Studentenwerk Berlin-Psychological Counseling** (available in English and open to students from all universities)

- Hardenbergstr. 34
- 10623 Berlin-Charlottenberg
- Phone: (030) 939 39 8401
- Franz-Mehring-Platz 2 (Hofgebäude)
- 10243 Berlin Friedrichshain
- Phone: (030) 939 39 8438; Fax: (030) 31 12 49 9
- E-mail: beratung@studentwerk-berlin.de

**Free University Psychological Counseling** (available in English)

- Brümmerstr. 50
- 14195 Berlin
- Phone: (030) 83 85 52 42
- E-mail: psychologische-beratung@fu-berlin.de
- Web: [www.fu-berlin.de/studienberatung/psychologische_beratung](http://www.fu-berlin.de/studienberatung/psychologische_beratung)
Humboldt University Psychological Counseling *(available in German only)*

Hauptgebäude der Humboldt Universität
Unter den Linden 6, Raum 1054 E

Phone: (030) 20 93 15 80
E-mail: psychologische-beratung@hu-berlin.de
Web: studium.hu-berlin.de/beratung/psycho_html

Technical University Psychological Counseling *(available in English)*

Hauptgebäude
Straße des 17. Juni, Raum H 60/61

Phone: (030) 31 42 48 75
E-mail: psychologische-beratung@tu-berlin.de
Web: www.studienberatung.tu-berlin.de/menue/ueber_uns/psychologische_beratung

Potsdam University Psychological Counseling

Dipl. Psych. Birgit Klöhn
Am Neuen Palais 10, Haus 8, Raum 0.82
14469 Potsdam

Phone: (0331) 977 - 1830
E-mail: psychologische-beratung@uni-potsdam.de
Consultation hours: Tuesday 2 p.m.–5 p.m.; Friday 10 a.m.–noon

Students with Disabilities

In general, each university has a counselor dedicated to working with students with disabilities. If you are have a disability, contact the Study Center immediately so they can provide you with the name of the “Behindertenbeauftragten” for further counseling and detailed information.

Berlin

A strong students-with-disabilities advocacy exists at all Berlin universities. Studentenwerk Berlin offers counseling for students with disabilities at all three Berlin universities.

HU
Frau Domrös
Franz-Mehring-Platz 2
10245 Berlin (Friederichshain)

Phone: (030) 939 39 8441
E-mail: beh.beratung.f-mehring-pl@studentenwerk-berlin.de
Office Hours: Thursdays, 10 a.m.–1 p.m. and by appointment

FU–Counseling for students with disabilities
Frau Illing, Room 100
Thielallee 38-14195 Berlin (Dahlem)

Phone: (030) 939 39 9020
E-mail: beh.beratung.thielallee@studentenwerk-berlin.de
Office Hours: Fridays, 10 a.m.–1 p.m. and by appointment

For more information, visit FU’s Advocate for Students with Disabilities website. The FU also has a disabled students’ advocacy group, called the Interessengemeinschaft behinderter Studierender an der FU Berlin. For more details, visit their website.
Each university also has a Commissioner for Students with Disabilities:

FU: Herr Classen; georg.classen@fu-berlin.de; www.fu-berlin.de/service/behinderung

HU: Herr Jochen Ley; behindertenberatung@uv.hu-berlin.de; www.siw.hu-berlin.de/behinderte

TU: Frau Mechthild Rolfes; mechthild.rolfes@tu-berlin.de; www.behindertenberatung.tu-berlin.de/menue/home

For students with a vision disability at Free University:

Elisabeth Wunderl
Thielallee 38, room no. 209/211
14195 Berlin

Phone: (030) 838-52122 and (030) 838-53229 (Tutor)
E-mail: braille@zedat.fu-berlin.de
Web: www.fu-berlin.de/service/blind

Potsdam

Potsdam University has comprehensive guidelines and services for students with disabilities. Here are several examples to illustrate the existing facilities:

- A specialized counselor for students with disabilities
- The Neues Palais campus is almost completely wheelchair accessible
- The Internet pages of UP are barrier free, that is, based on “design for all” principles
- There are several computer work stations that are looked after by specialized tutors
- The libraries have specific regulations to support students with disabilities, e.g., reading aloud facilities
- The university administration closely cooperates with different entities in this field:
  - the student associations
  - the sports center of the university to provide integrative courses
- The Studentenwerk provides rooms in accessible dorms; there are also accessible cafeterias and other eating facilities
All UCEAP participants are covered by the mandatory UCEAP Insurance Plan.

**Student Insurance**

**Berlin Immersion Programs**

*(Free, Humboldt, and Technical immersion students)*

You are actually covered by two insurance policies in this program. Both policies are mandatory and cannot be waived for any reason.

From the start of the host university’s winter semester until the end of the summer semester, you are covered by a mandatory German health insurance (AOK). The cost of this insurance is included in your UCEAP fees.

You are also covered by the mandatory UCEAP Insurance Plan 14 days before the official start of your program (including the pre-ILP and ILP, if applicable) until 31 days after the official end of the program. University of California pays the premium for UC students.

You may use the AOK for common doctor visits during the semester, while the UCEAP Insurance Plan is reserved for accidents and medical needs you may have while traveling outside of Germany or before the start and after the end of the German academic semester.

The German insurance is inexpensive and covers almost everything with little or no out-of-pocket cost to you. Students have been hospitalized with surgery but paid only a nominal co-pay. If you are 30 years or older, or if your exchange semester will be your 14th semester (or higher) at the university level, you have to be privately insured to be matriculated. Private insurance is usually more costly than public insurance. The Study Center staff will assist you when you need to enroll in the private health insurance.

A list of English-speaking doctors is available at the U.S. Embassy’s website.

**Potsdam**

Potsdam University does not have a health center, but the program staff has a list of English-speaking physicians and specialists, if needed, and will help you make appointments. If you have a medical emergency, go to the nearest resident general practitioner.

A list of recommended doctors is provided in the Potsdam handbook after arrival. If you feel sick, you should call the doctor’s office first to find out about consultation hours and make an appointment. If the matter is urgent, you can also go there without an appointment but you may have to wait longer. Register with your chipcard and then wait for your turn. To avoid language barrier problems, you can be accompanied by a tutor. You can fill prescriptions at the nearest pharmacy. Copies of sick certificates need to be handed in to the program manager. Apart from the quarterly €10 Praxisgebühr (medical registration charge), there are no other expenses.

**FU-BEST**

Students on the FU-BEST program are covered solely by the UCEAP Insurance Plan. This policy remains in effect 14 days before the official start of UCEAP and ends 31 days after the official end date of your program and it covers you anywhere in the world. FU-BEST students are not required to enroll in German health insurance.

**In case of a medical emergency:**

1. Call an emergency physician or an ambulance to get help.
2. Inform the program manager or fellow students.
SAFETY

Crime in Germany is low in western cities and higher in the east, especially Berlin. Violent crime is rare. There are, however, several cases each year of attacks by right-wing gangs, usually on foreigners or immigrants who are of African or Asian descent. Larger cities, like Berlin and Frankfurt, have a fair amount of street crime (usually theft of unattended items and pick-pocketing). Pickpockets frequent tourist areas, subways, and train stations.

Read and periodically review UCEAP health and safety information, remain in contact with the Study Center, and be vigilant and cautious at all times.

Be especially alert about unattended packages, avoiding rush-hour mass transit when feasible, etc. Monitor local media and stay informed of regional and local events that could quickly impact the security environment in Germany.

When you travel, you are responsible for providing a detailed itinerary to the UCEAP Study Center and your family. The itinerary should include your contact information, travel dates, and destinations. Sign out officially through your MyEAP account. You must complete the online Travel Sign-out form any time you will be away from the Study Center area for more than 24 hours.

Petty Theft

As is the case both at home and abroad, guard against petty theft. It is important to use common sense and practice the same personal safety techniques that you would use at home. Lock your doors and secure your bike and other possessions to prevent theft. On buses and in crowds, secure wallets and purses. Avoid deserted, lonely areas—especially at night. Travel in groups. In Berlin, take the same precautions as you would in any large city. Jogging or walking alone after dark along the “wall” or in parks is not advised. When taking public transportation at night, avoid dark and empty S- and U-Bahn stations, and sit in the front of the bus or in the front car, near the driver.

Intolerance

Germany is generally an open society. The level of acceptance of cultural and racial differences varies. In general, university towns and large cities are very diverse and tolerant places. In certain areas of Germany, especially in eastern Berlin or eastern Germany, gangs of young people can cause trouble. While U.S. citizens have not been specific targets, several Americans have reported that they were verbally assaulted for racial reasons or because they appeared “foreign.” For this reason, minorities must be careful in certain areas in eastern Germany or in Berlin’s eastern districts that are frequented by skinheads (such as the Lichtenberg train station and Marzahn).

Public Transportation Security

Travel by public transportation in Germany is usually secure although you should always exercise common sense if you are unfamiliar with the local crime situation. Never travel alone.

Buses, commuter trains, trolleys, and their stations are havens for thieves, pickpockets and purse-snatchers. Keep all loose items such as cameras, maps, snacks, and purses within a larger and secureable carrying bag, and keep it in front of you.
Demonstrations
Germany experiences a number of demonstrations every year on different political and economic themes. These demonstrations have a tendency to spread and to turn violent, and anyone in the general area can become the victim of a random attack.

Prior police approval is required for public demonstrations in Germany, and police oversight is routinely provided to ensure adequate security for participants and passersby. Nonetheless, situations may develop that could pose a threat to public safety. It is best to avoid the area around protests and demonstrations and to check local media for updates.

Scams
Beware of the “ticket scam” in Germany. One of the most common scams in European cities involves the sale of counterfeit or worthless tickets to local or international sporting events. Potential victims are enticed on the street, in public transport centers, or outside of stadiums or sports complexes to purchase these worthless tickets to sold-out events.

Only buy tickets at authorized ticket sales offices on location or through a hotel or travel agency.

Emergency Contacts
What Constitutes an Emergency?
Emergencies are circumstances out of the ordinary, unplanned, or unexpected, which threaten the health, safety, and well-being of you and/or your fellow students. The following are considered true emergencies:

- Any situation that places a student or students at risk, including illness or harm, or other traumatic incidents that require immediate response
- A student who has been arrested
- Civil unrest or a natural disaster in the host country

In an Emergency
Contact local emergency services first and then contact the following:

If you are in the U.S.
- During office hours (8 a.m.–5 p.m. Pacific Time): Contact the Operations Specialist at the EAP Systemwide Office
- After office hours: Call the 24-hour emergency phone number at (805) 893-4762

If you are abroad
Carry the local emergency contact information at all times:

- If you need immediate emergency assistance call 112 for Police, Ambulance, or Fire Department
- If necessary, call the emergency number of the U.S. Embassy in Berlin: (030) 8305-0

U.S. Embassy in Berlin: germany.usembassy.gov
Pariser Platz 2 Phone: (030) 8305-0
14191 Berlin Fax: (030) 8305-1215

If you have a health or safety emergency and do not have access to local or Study Center emergency contact information, call the EAP 24-hour emergency telephone number at (805) 893-4762.