

GERMANY

Summer, Fall, Spring, and Year



2012-2013 Program Guide



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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.



▶ Scan to get this guide on your Smartphone.

UCEAP 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.”

YOUR UCEAP NETWORK

Local UCEAP Support

Campus EAP Office

The Campus EAP Office coordinates recruitment, student selection, orientations, 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 UCEAP administration for all UC campuses from its headquarters in Goleta, California. You will work closely with the following Systemwide Office staff:

Program Advisors provide academic and operational program information to you and your campus as well as administrative support for all aspects of your participation.

Operations Specialists manage the logistics of the program. They coordinate document requirements, visa application instructions, health and safety precautions, acceptance and placement by host institutions, arrival and on-site orientation, and housing arrangements.

Academic Specialists advise on academic policies, review courses taken abroad for UC credit, and document your registration, grades, petitions, and academic records.

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

Contact Information

Program Advisor

Carly Salvadore

Phone: (805) 893-4255; E-mail: csalvadore@eap.ucop.edu

Operations Specialist

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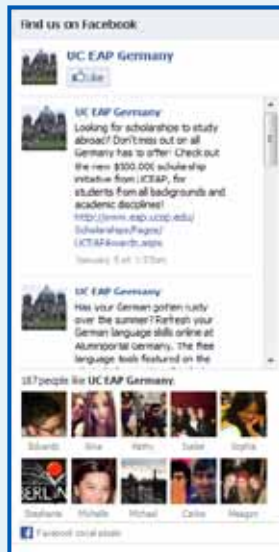
UCEAP Systemwide Office

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Goleta, CA 93117-5823

Phone: (805) 893-4762; Fax: (805) 893-2583

► **Join the Conversation!**
Meet fellow UCEAP participants and alumni on Facebook.



UCEAP Online

Bookmark your **Participants** program page. This resource lists requirements and policies you need to know before you go abroad, including your Predeparture Checklist, *UCEAP Guide to Study Abroad*, Program Calendar, UCEAP Student Budgets, and payment instructions.

Connect with us! Join our Facebook network via the **UCEAP Germany page**.

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 address 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 UCEAP offices at every UC campus, and partnerships with UCEAP host universities throughout the world. The UCEAP 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

UCEAP 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.

”

ACADEMIC INFORMATION

Berlin Immersion Programs

- The following information covers summer, 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 two or 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.

Course Structure

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. UCEAP undergraduate students normally do not enroll in Hauptseminare.

Class sizes can vary from five students to hundreds of students depending on the course. Classes can be lectures, seminars, labs, or tutorials. A typical seminar will have between twenty to thirty students; however, the more popular seminars can have fifty students or more.

Classes typically meet once a week. If a class has different components, such as a lecture plus a tutorial or a lecture plus a lab, these might occur on different days of the week. There is a type of course called a “Blockseminar” which meets for one or more “blocks” of class throughout the term instead of on a weekly basis.

The German university system requires students to study independently. Study groups are not as common as in the US but students can organize them on their own. One of the greatest academic challenges for past UCEAP students has been learning self-discipline. Because there are few or no assignments during the semester and few hours in class per week, some UCEAP students think that studying in Germany is easy. This may become a problem when those students have not prepared themselves for the final exam. UCEAP students who have a high degree of self-motivation will do well in the German university system.

UCEAP STUDENTS SAY...



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.

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.



Libraries and Textbooks

Your required readings will be assigned to you once you are enrolled in your courses in Germany. 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, the Handapparat. Although readings will be assigned in German texts, some UCEAP 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 the Deutsches Universalwörterbuch A-Z (Duden). Langenscheidt and Pon are two good German-English dictionaries. Good online German-English dictionaries that are easy to use are the [Leo Deutsch-Englisch Wörterbuch](#) and [Dict.cc](#)

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.

Instructors

You should not be shy about approaching instructors; most German professors have already had experience with your predecessors and will often times set up an individual program for you. Remember to be persistent in discussing evaluations and grading with your professors throughout the semester.

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. During the summer Pre-ILP classes are held daily, Monday through Friday. During the winter Pre-ILP classes are held Monday, Wednesday, and Thursday.

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.

UCEAP STUDENTS SAY...



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

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.



Course Information

During the semester you attend regular university courses at Free, Humboldt or Technical in a wide range of fields. Instruction is usually in German, although some courses taught in English may be available.

Technical University specializes in sciences, math, engineering, environmental studies, and architecture.

While most disciplines are equally available at **Free University** and **Humboldt University**, there are some differences in their curricula and specialization. For a detailed comparison please refer to [UC Subject Areas at Free University and Humboldt University](#).

Course offerings and exact course descriptions for the year are usually not available until after arrival; do not expect specific courses to be offered each year. A good source for relevant course information is the [MyEAP Course Catalog](#), which outlines courses students have previously taken. Nevertheless, other new courses will be available, and you are encouraged to visit classes, talk with other students and professors, and choose your courses carefully.

In this program you are allowed to take courses at one of the UCEAP-affiliated universities other than the one you are attending: Free University, Humboldt University, or Technical University. However, you should take the majority of your courses at the host university you applied for.

Each semester Free University offers a selection of courses focusing on German culture and history that are designed specifically for international students. Many of these courses can be cross-listed for different departments in the UCEAP course catalog (German, History, Political Science, Architecture etc.) so they can be widely applicable towards requirements on your home campus. Students in the past have enjoyed these courses and have appreciated taking a course with a distinctively German perspective.

Requirements

You must complete a minimum of 18 UC quarter units each semester; most students take at least four courses each semester.

Registering for Courses

You will register for your courses after you arrive in Berlin. You will use the Vorlesungsverzeichnis and the departmental Kommentiertes Vorlesungsverzeichnis to select courses that you think will fit well with your academic goals. You will use the first few weeks to attend the first lecture of any courses that you may want to take. You should go to as many lectures as possible in the first two weeks so that you have lots to choose from. A sign-up list is usually passed around and you need to make sure your name is on that list. Increasingly, online registration is also being used; however, the online systems at the Berlin Universities are new and not as advanced as the UC online course registration systems.

When you are looking through courses, you may encounter various categories of classes, including Bachelor or Master Studeingänge, as well as different levels of difficulty. These categories are for normal degree students, and normally the requirements and restrictions for signing up for these courses do not apply

to exchange students. You should be aware that Hauptseminare and Master courses are taught at the graduate level. You must get permission from UCEAP in order to take these courses and the professor needs to verify that you have the necessary prerequisites to take the course.

Getting into classes differs from university to university, from department to department, and from professor to professor. You need to make sure that you introduce yourself to the professor of your courses so that you can register for the course properly. You will receive additional information on the registration process at your Academic Advising meeting in Berlin.

Grades

- ▶ For more information about grades, see the [Academic Information](#) chapter of the *UCEAP Guide to Study Abroad*.

Contact your instructors at the very beginning of the term to find out what is required to obtain a *benoteten Schein* (a paper certificate with a grade). The Study Center will also be in contact with the instructors to explain your status and request grades. You will be informed about the procedure and urged to follow up with the instructor to ensure timely grade reporting.

For students in the Humanities and Social Sciences, final term papers in Germany are usually extensive research papers. Oftentimes students encounter problems because they do not understand the academic nature that their papers should have. Professors have commented that UCEAP students have merely reviewed or repeated information rather than doing research and then organizing their own arguments and drawing their own conclusions. The Study Center conducts a tutorial on how to properly write a term paper in Germany. Students should take this tutorial very seriously and apply it to their final work for their courses.

The German academic calendar begins much later than UC's, and processing of course descriptions and grades means that grades are generally not posted at UC until October or November following the completion of the academic year. Every effort is made to process the academic records as soon as possible, but do not expect to apply for graduation or have UC transcripts available for graduate school applications until late fall.

International Summer School, Free University Program

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

International Summer School classes make use of the vast historic, cultural, and political institutions and resources Berlin offers. Field trips to museums, memorials, as well as political and cultural institutions are integral parts of the curriculum. You will attend classes with UC and other international students.

See the [FUBiS website](#) for more information on the program.

Course Information and Requirements

You will either take an intensive German language course, two subject classes in English, or a combination—one language class and one subject class. The courses in English are in a wide variety of subject areas including history, political science, global studies, business administration, and art history. All UCEAP students take 10 UC quarter units.

Registering for Courses

You will register for your courses in your online application through FUBiS.

Grades

For more information about grades, see the [Academic Information](#) chapter of the *UCEAP Guide to Study Abroad*.

University of Potsdam, Language and Culture Program

Course Information and Requirements

UCEAP'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.

Students on the Potsdam Language and Culture program may have an opportunity to take one course at the University of Potsdam.

Course Structure

Class sizes on the Potsdam Language and Culture program typically range between 5 to 10 students. All classes are seminars that engage students in discussions and special assignments or presentations. German language classes meet four times a week.

Attendance Policy

Attendance is monitored as course participation is mandatory in this program. Should you feel unwell and unable to come to class, please let the staff at the study center know. If you have a medical emergency, the study center staff can help you find an English speaking doctor to avoid the language barrier. Please remember that the doctor should give you a sick note to hand in at the program office if you have to stay away from class for longer.

Unexcused absences are not tolerated, especially not repeatedly. The Berlin and Potsdam program managers will intervene in such cases. Three unexcused absences throughout the semester will cause your grade to go down by 1.0.

Grades

For students who take a course at the University of Potsdam, final term papers in Germany are usually extensive research papers. Oftentimes students encounter problems because they do not understand the academic nature that their papers should have. Professors have commented that UCEAP students have merely reviewed or repeated information rather than doing research and then organizing their own arguments and drawing their own conclusions. The tutors at the University of Potsdam can help you develop the proper academic structure for your final papers.

For information about grades, see the [Academic Information](#) chapter of the *UCEAP Guide to Study Abroad*.

► See the [FU-BEST website](#) for current course offerings.

► 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 non-intensive 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.

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

Course Information

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)

Requirements

You are required to take four courses on this program. You will either take one German language course and three non-language courses or, if you decide to follow a language-intensive track, you will take two consecutive German language courses and two non-language courses. The non-language courses, taught in English, focus on Europe, Germany, and Berlin. 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.

Registering for Courses

You will register for courses prior to departure. On your FU-BEST application you will indicate which level of German you wish to take and you will rank the non-language courses in order of preference. Instructions and deadlines are located in your Predeparture Checklist. You will be notified by email in May (for fall participants) or November (for spring participants) with your course placements.

You will have the customary Add/Drop options during the first week of the program in Berlin, but remember that switching courses in an overseas setting like Berlin is more complicated and at times simply impossible. Also keep in mind that changes in your course enrollment might require that you first obtain long-distance approval from your department advisor at UC.

Grades

Grades for the fall semester are usually ready by January and grades for the spring semester are usually ready by June.

Internships and Volunteer Opportunities

Internships for academic credit, called UCEAP Special Study Projects, require a substantial academic component in addition to the work with the sponsoring organization. See the Academic Information chapter of the [UCEAP Guide to Study Abroad](#) for additional details on academic internships.

Internships may be arranged by enterprising students. If you are interested in seeking an internship, you should identify the field you are interested in, research institutions and organizations in that field, and get in touch with them to see what opportunities are available. Be sure to bring your résumé to distribute.

Students have worked in several organizations in Berlin including the Natural History Museum and international media companies. There are opportunities to do volunteer work in Berlin in social, political, and other fields. The UCEAP Study Center can suggest appropriate possibilities based on previous internships and volunteer work done by UC students.

EXTENDING UCEAP PARTICIPATION

Plan Ahead to Extend

Extending your UCEAP 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. 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).

International Summer School, Free University Program: Extension for students participating in the International Summer School, Free University Program is not possible once already abroad. If you are interested in participating in a fall program immediately after the summer program, contact your Campus EAP Office to register for the fall program by that program's application deadline.

Approval is based on a number of factors, including academic performance, the support of your UC campus department, language acquisition, and available space at the host institution.

Once your extension has been approved, UCEAP will notify 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*.

UCEAP STUDENTS SAY...

“

Know a little about the university and what the city has to offer before leaving the States.

Read about German current events and talk to people. Learn about the German school system before you arrive.

Read about current political affairs before going abroad. Politics is an important topic among students.

”

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

- *Germany in the Modern World: A New History*, Sam Mustafa, Lanham: Rowman & Littlefield, 2011.
- *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).
- *Three Germanies: West Germany, East Germany and the Berlin Republic (Contemporary Worlds)*, Michael Gehler, Reaktion Books, 2011: Post-war diplomacy, modern history, future of Germany (1945–present).
- *The Beauty of Transgression: A Berlin Memoir*, Danielle De Picciotto, Gestalten Verlag, 2011: On Berlin’s evolving underground culture from the 1980s to today.
- *Easier Fatherland: Germany and the Twenty-first Century*, Steve Crawshaw, New York: Continuum, 2004.
- *Stasiland: True Stories From Behind the Berlin Wall*, Anna Funder, Melbourne: Text Publishing, 2004.
- *Germany: Unraveling an Enigma*, Greg Nees, Yarmouth: Intercultural Press, 2000.
- 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 Schätzing, and Sven Regener.

UCEAP STUDENTS SAY...

“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:

- 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 available, 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.
- Collect in a journal German phrases, expressions, whole sentences, and 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.

► Additional information about passports, visas, and other required documents is provided in the *UCEAP Guide to Study Abroad* and on the UCEAP website.

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.

If you have a European passport in addition to your U.S. passport, use the European one when entering Germany/Europe.

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 UCEAP.

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 a 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 UCEAP 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 in UCEAP.

Residence Permit

All Students

You will have to give up your passport for one to three weeks as part of the residence permit process, unless you are applying for yours in person. Do not plan to travel outside of Germany during this time. 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 or other cities within Germany.

Berlin Immersion Programs

In order to obtain a residence permit once in Germany, you must first register with the city of Berlin at the *Bürgeramt* (a department within the Berlin city administration) in person. You can only do this after you have found a permanent residence. You must register with the city within two weeks of moving into the apartment.

If you are a U.S. citizen, you will need to obtain a residence permit within three months of entering Germany. You will fill out the necessary forms during the UCEAP on-site orientation. There are two ways of obtaining a residence permit: 1) make an appointment with the *Ausländerbehörde*, go in person, and receive the residence permit after your appointment is over; or, 2) use the visa service at your host university's International Office, which will assist you with the process and offers a service for obtaining the residence permit. If you choose the second option, 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 FU-BEST staff will assist you with the residence permit process. FU-BEST will pay the €50 fee in cash for you, but in return you will be expected to pay for expenses related to German language class field trips (not exceeding €50). As part of the residence permit 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.

UCEAP STUDENTS SAY...



Take pictures of home, friends, family, dogs, and cats.

Take some familiar medical supplies for colds, sore throats, and upset stomachs. It's a lot easier to have them than to have to deal with the pharmacy when you are not feeling well, especially when you first arrive.

If you need or use any particular type of medicine or contact lens supplies, take them with you for your convenience.

Take a scarf and a hat, even if you've never worn them. When it gets cold, you'll be amazed at how much they help.

Take a good raincoat and a good umbrella (collapsible umbrellas are best).

When in doubt about a piece of clothing, don't take it. Take as little as possible so you don't have to drag clothes back home again.

Bring flannel sheets, wash cloths, and your own towels (dorms don't provide them).

Take a German grammar book.



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)
- One towel
- 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
- German-English dictionary (or buy one in Germany for €10-20)
- 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 biting cold. The annual rainfall is about 20 inches. The first snowfall usually comes early in December, 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 UCEAP Student Budget does not include funds for the purchase of clothing abroad.**

Books

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. Although readings will be assigned in German texts, some UCEAP students find it helpful to take their English textbooks as reference tools.

UCEAP STUDENTS SAY...

“

Remember that what you send abroad must later be shipped back home, and German postal rates can be very high.

”

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 Program Start Date, you are subject to dismissal from the program (Student Agreement, Section 10). The Official Program 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 UCEAP online Predeparture Checklist.

Notify UCEAP 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.

UCEAP also recommends 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 others 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 this applies to you. 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 can only be purchased within 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 UCEAP 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 UCEAP Student Budget, notify your financial aid counselors. Neither UCEAP nor the Financial Aid Office can guarantee that the additional cost will be funded by financial aid.

Travel Tips

- ▶ UCEAP strongly discourages “couch surfing” when traveling. This is defined as using an Internet social network (used by travelers around the world) to organize free places to stay.
- 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.

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 UCEAP.

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 UCEAP online Predeparture Checklist.

University of Potsdam

UCEAP has made group flight arrangements for students participating in the Potsdam spring semester program. See your online Predeparture Checklist for more information. You are encouraged to take the UCEAP flight, though it is not mandatory.

If you choose to take the group flight, you must make your own reservations directly with the travel agency by using the form provided in the UCEAP Predeparture Checklist, and pay the agency directly for the ticket.

Any request for a change in UCEAP-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.

Students on the group flight will be met upon arrival at their arrival gate at Berlin Tegel Airport by a University of Potsdam representative and will be guided to their chosen accommodation via public transportation. If you do not participate in the 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 UCEAP group in Potsdam.

UCEAP STUDENTS SAY...

“Do all your traveling on weekends and during semester breaks. There’s plenty of time to travel during the breaks, and if you don’t attend all of your classes you can fall really far behind.”

LOCAL TRANSPORTATION

You will purchase a Semesterticket, which allows you to take virtually all forms of public transportation in Berlin, Potsdam, and parts of Brandenburg. The ticket costs around €150-180 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, fall and year students will need to purchase their 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, but you will have to speak to the transportation authority in person to request this). The Semesterticket is 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). 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.

Bicycles

Biking around Berlin is easy, and there are bike lanes all over the city. Your semester ticket allows you to take your bike onto the U-Bahn or S-Bahn for free; if you are using the standard monthly ticket or a day-pass, you will have to buy an extra bicycle ticket. Make sure that you always lock your bike carefully since unlocked bikes are likely to get stolen. Be sure to follow all traffic laws when biking. Do not bike in a one-way street, on the wrong side of the road, or in the pedestrian area; you could be injured, injure somebody else, or get fined.

You can buy bicycles in many places around town. The Berlin Welcome Book you will receive from the Berlin Study Center includes detailed information on where to buy a bike. To find the best bike route to take, refer to [BBBike](#), an online route planner for cyclists in Berlin and Potsdam.

Trains

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.

IC (InterCity): Express service connecting domestic and international medium-sized towns to major rail centers. Trains generally run every two hours or more often.

ICE (InterCityExpress): 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 €122 for students under 26 with identification; €240 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.

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

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, which is cheaper than the Eurail 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 by filling out a Travel Sign-Out form in your MyEAP account. An emergency may arise abroad or at home that may necessitate the Study Center staff reaching you promptly. Use this form every time you travel out of your program’s city.

► It is important that you carefully read all of the information available in the [UCEAP Guide to Study Abroad](#) and discuss it with the person who will assist you with your finances while you are abroad.

FINANCIAL INFORMATION

Understanding Your Finances

Understanding your finances before, during, and after your program 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 UCEAP
- UCEAP student account information
- Banking before and after arrival
- Fees and penalties
- Loan information
- How financial aid works while abroad (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 UC campus financial account. It will be available as soon as you are selected for your program in MyEAP. You can make payments through this account using e-checks or credit cards (MasterCard or Discover). The fees that you owe UCEAP will be applied to your account after your program predeparture withdrawal date, which is listed in MyEAP. For the amount due to UCEAP prior to fees being posted on your account, refer to the UCEAP Student Budget Payment Vouchers. Program fees are subject to change.

UCEAP 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. Review your UCEAP Student Budget frequently. The Payment vouchers are on the second page of the UCEAP Student Budget.

Instructions

- **Download** and **print** your UCEAP Student Budget and Payment Vouchers.
- Note the deadlines on the Payment Vouchers.
- Give the UCEAP Student Budget and Payment Vouchers to the person responsible for paying your UCEAP bills. Sign this person 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 will be receiving financial aid, see also the [UCEAP Financial Assistance](#) web page.

UCEAP STUDENTS SAY...

“

Watch the exchange rate—it does fluctuate. Keep to a budget.

”

Handling Money Abroad

The Euro (€)

The euro is the official currency of 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. \$1.34 (as of December 2011). Since it is impossible to predict how the exchange rate will fluctuate during the year, budget carefully.

Cash Upon Arrival

You can purchase foreign currency through your bank in the U.S. (it can take up to two weeks to receive the currency). Purchase about €300 to €400 cash in the U.S. to bring with you to Germany. Besides providing the opportunity to become familiar with the euro, 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 €1,200 to €1,500 via ATM 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 fees, and books.

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 larger stores and restaurants in Berlin honor major credit cards, such as Visa and MasterCard. American Express is rarely used. Credit cards are less commonly accepted in Potsdam. Keep in mind that most credit card companies charge fees on purchases made in foreign currency or abroad (even if the transaction is made in dollars). Check with your credit card company 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.

UCEAP STUDENTS SAY...

Don't plan on shopping after 6 p.m. or for anything at all on Sundays. Besides food and drinks in restaurants and bars, you won't be able to buy food in grocery stores after 8 p.m.



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. 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.

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.

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.

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.

- Approximate time difference: 9 hours (depending on whether California is on daylight savings time)

COMMUNICATIONS ABROAD

Mail

German post offices, located in every village and neighborhood, sell stamps and phone cards and send letters and packages. Letters sent within Germany usually reach their destination within one day. Airmail is necessary only for overseas mail. Letters mailed to and from the U.S. take about six days. 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. Students with tri-band cell phones from the U.S. can use them abroad by purchasing a prepaid SIM card once in Germany. Usually, tri-band phones must be “unlocked” by the U.S. cell phone provider to allow you to use SIM cards from other phone companies. Check with your service provider for details.

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 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 international 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 2.3 cents per minute to a German landline, American landline, and American cell phone, and 25.3 cents per minute to a German cell phone. Skype also offers monthly subscriptions.

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.

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, before the regular 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 and Breite Straße 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 to you.

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 computer access during the program.

UCEAP STUDENTS SAY...

“Classes and living situations offer the best ways to meet other students.”

HOUSING & MEALS

- ▶ Students who withdraw after the withdrawal deadline may be liable for unrecoverable housing and other costs incurred by UCEAP.

FU-BEST Program Housing

You have the option to choose between a homestay and a studio apartment. You will make your selection prior to departure as part of your FU-BEST application in the online Predeparture Checklist. Housing payments are included in the UCEAP fees. See the UCEAP 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. Homestay accommodations provide the opportunity to observe firsthand how Germans live.
- **Studio apartment:** Single occupancy, fully furnished apartment. Meals are not included. Located in a residential area in southwest Berlin, a 30 minute bus ride from the program building.

While it is possible for you to opt out of the program housing, this is not a recommended option. It can be very difficult to find private housing in Berlin, even more so for someone who does not speak German fluently. If you decide to opt out of BEST housing, you will not receive housing assistance from FU-BEST or UCEAP, and you cannot change your housing choice after FU-BEST's application deadline has passed.

- ▶ For more information on housing, refer to the [FU-BEST website](#).

International Summer School, Berlin Program Housing

Students participating in the International Summer School in Berlin have five options for housing:

- 1) Single room in a shared apartment at the student dorms
- 2) Single-occupancy apartment
- 3) Homestay with host family
- 4) Plus Hostel
- 5) Seminaris Campus Hotel

Prices and more information are in the online Predeparture Checklist. See the [FUBiS website](#) for additional details. 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 UCEAP fees. Additionally, you have the option of finding your own housing, but all arrangements must be made independently. Neither FUBiS nor the UCEAP Study Center will assist in the search for private housing.

UCEAP STUDENTS SAY...

“

I liked my housing. I had my own room, which was nice. There are a couple things new students should know though: 1) German dorms are not the social places American dorms are; 2) understand at all costs the “Mülldienst” and “Küchendienst.”

”

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 multiple options for housing during the pre-ILP:

- 1) single room in a shared apartment
- 2) single-occupancy apartment
- 3) homestay with host family
- 4) Plus Hostel (for pre-ILP + fall students only)
- 5) Seminaris Campus Hotel (for pre-ILP + fall students only)

Prices and more information are in the online Predeparture Checklist. See the [FUBiS website](#) for additional details. 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 UCEAP fees. Additionally, you have the option of finding your own housing, but all arrangements must be made independently. Neither FUBiS nor the UCEAP Study Center will assist in the search for private housing.

Your pre-ILP housing will start on the program-arrival day and run through the end of the pre-ILP, at which point you will need to move into your accommodations for the remainder of the semester/year.

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 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.

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. Berlin's WG market is becoming more and more competitive and the search for a room in a WG might prove frustrating at times. 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 (which is only possible in conjunction with submitting your university application and not at a later point in time).

UCEAP STUDENTS SAY...

“

Be prepared to talk about all aspects of American life. You'll be asked about sports, politics, cities—just about everything.

”

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 damaged 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.studenten-wg.de
- studentenwohnungsmarkt.de
- wg-gesucht.de
- www.suchezimmer.de
- wgcompany.de
- wgfuerdich.de
- www.zitty.de
- berlin.en.craigslist.org
- www.tip-berlin.de
- www.zweitehand.de
- www.studenten-wohnung.de
- www.meinberlin.de

Typically, you will search for your WGs online. On some WG sites, such as www.wg-gesucht.de, 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 much 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.

UCEAP 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.”

Avoid Scams

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. Contact the Study Center if you are uncertain about the legitimacy of an offer. 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:

- **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 usually 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). In addition, your temporary roommates are usually a great source of information that will help you get accustomed to the city and search for permanent housing. 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.
- **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 [Studentenhotel](#) website for rental rates.

University Dormitories

Previous students 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 following detailed descriptions for each of these options.

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 upfront. 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.

Dorm 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 UCEAP; 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 either the **Forststraße** or **Breite Straße** residence.

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

The Breite Straße residence consists of single apartments with a kitchenette and a bathroom. The apartments are situated in the center of Potsdam with quick access to the main station and to the Brandenburger Straße shopping area. They are six bus stops away from the Neues Palais campus.

Rooms in the dorms 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 €25 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 €300 per month for a single room; a flat is more expensive).

You can also choose to live in Berlin, where housing is slightly 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.

The International Relations Office at the University of Potsdam and UCEAP are not responsible for helping students secure or manage issues that may arise with private accommodations.

Housing Payments

If you choose to live in the student residence, you will have to sign a tenancy agreement with the Studentenwerk. You will then have to pay a monthly rent for your room between €210 and €320. 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 by bank transfer (from one German bank account to another) 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).

If you choose to arrange private housing, you must make arrangements for rent and deposit payment with your landlord directly.

In order to terminate a rental agreement either in the residence or private housing, you must give the landlord (or Studentenwerk, for those in dorms) 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).

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 about €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 FU-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.

UCEAP 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 UCEAP 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.

Working in Germany

Your German student resident permit includes permission to work up to 90 full days or 180 half days (4 hours or less) per calendar year in Germany (90 days before December 31 and 90 days after January 1). You may work no more than 20 hours per week. Past students have held jobs such as waiting tables or working as English tutors; others have found paid internships, such as at a museum.

FU-BEST program: During the semester, pursuing a job or internship is not feasible, in view of the full calendar and tight structure of the program.

- Flu shots are available in Germany, usually free of charge.

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 UCEAP insurance claim process to follow. 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. Typically, you can bring enough prescription medication to last for the duration of your program, 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. If you need to obtain more medication once in Germany, the Study Center will help you make an appointment with an English-speaking German doctor who can consider prescribing 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 provider, 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 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

Web: www.studentenwerk-berlin.de/bub/pp_beratung/index.html

Free University Psychological Counseling (available in English)

Brümmmerstr. 50 **Phone:** (030) 83 85 52 42
14195 Berlin **E-mail:** psychologische-beratung@fu-berlin.de

Web: 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 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

Strong advocacy for students with disabilities 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 (Dahelm)

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 behinderteter Studierender an der FU Berlin. For more details, visit their **website**.

TU

Frau Gomm
Hardenbergstr. 34
10623 Berlin (Charlottenburg)

Phone: (030) 939 39 8416

E-mail: beh.beratung.hardenbergst@studentenwerk-berlin.de

Office Hours: Tuesdays, 10 a.m.–1 p.m. and by appointment

Studentenwerk (FU, HU, and TU)

Klaus-Peter Drechsel
Franz-Mehring-Platz 2
10243 Berlin

Phone: (030) 29 30 2 283

E-mail: k-p.drechsel@studentenwerk-berlin.de

Web: www.studentenwerk-berlin.de/en/bub/index.html

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

Student Insurance

- ▶ All UCEAP participants are covered by the mandatory **UCEAP Insurance Plan**, which includes non-medical benefits. Read it, understand the terms of coverage, and share it with your parents.

Berlin Immersion Programs

(Free, Humboldt, and Technical immersion students)

You are actually covered by two insurance policies. 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 with benefits starting 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 and it covers you anywhere in the world. The 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. Benefits begin 14 days before the official start of UCEAP and end 31 days after the official end date of the 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, avoid 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. You must sign out officially through your MyEAP account by completing 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, you must guard against petty theft. 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.

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). Depending on the situation, you may have some options to deal with this. Whatever you do, make sure that you are safe and are not compromising your own health and safety. If anything does happen, and you feel that people around you will help, yell at your offender using—“Sie!—Lassen Sie mich in Ruhe!”—so people realize that you do not know the person and will be more eager to help. Call on other people for help, addressing them directly—“Sie mit dem roten Pullover, helfen Sie mir!” English is fine, too! Contact the police to report the incident, and/ or call the UCEAP cell phone if you need assistance.

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. 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.

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 securable 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.

Fire Safety

The responsible body for operating and equipping fire departments are the German communities (“Gemeinden”) and cities (“Städte”). By law, they are required to operate a firefighting force including Emergency medical services (EMS) in numbers corresponding to the inhabitants of the county or city. In cities, this is usually performed by the Fire Prevention Bureau, one of the higher-ranking authorities.

UCEAP strongly encourages you to buy a portable battery-operated smoke alarm for use while traveling. For more information, read the *UCEAP Guide to Study Abroad* section on [Fire Safety](#).

Emergency Contacts

What Is an Emergency?

An emergency is a serious, unexpected, and often dangerous situation requiring immediate action. The following are considered emergencies:

- Any life/death situation
- A traumatic event requiring immediate assistance
- An arrest
- Civil unrest or 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 your Operations Specialist at the UCEAP 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

Pariser Platz 2
14191 Berlin

Phone: (030) 8305-0

Fax: (030) 8305-1215

Web: germany.usembassy.gov

If you have a health, travel, or safety emergency and do not have access to local or UCEAP representative emergency information, contact the UCEAP travel assistance provider, Europ Assistance, available 24/7:

Call international collect: 1+202-828-5896

Call within the U.S.: 1+866-451-7606

E-mail: ops@europassistance-usa.com