

Dear students,

Welcome to the Eberswalde University for Sustainable Development (HNEE)! To make it easier for you to arrive and start your studies at the HNEE in the extraordinary situation in which we all still find ourselves, we have compiled this compact information guide for you. It will guide you step by step through planning your arrival, to arriving at your student residence of the Studentenwerk and the end of the obligatory quarantine. It will also familiarize you with the essential information and formalities concerning your arrival at your new study location.

For the newly enrolled students of the Eberswalde University for Sustainable Development, who will begin their studies at the HNEE in the winter semester 2020/21, the university has developed a suitable procedure in close cooperation with the Studentenwerk Frankfurt (Oder) and the local public health department, which takes care of the current situation and at the same time ensures intensive support for the students.

For questions of any kind, please get in touch with us preferably via welcome@hnee.de but also by calling 03334 - 657 149, usually from 9:00 to 15:00.

Basic information

Quarantine regulations in Germany

"Anyone entering the Federal Republic of Germany who has stayed in a risk area within 14 days prior to entry is obliged to go directly home or to find other suitable accommodation after entry and to isolate there for 14 days. This does not apply if someone has only passed through a risk area and has not stayed there. The responsible health authority shall monitor the quarantine obligation.

The quarantine regulations and obligations are determined by each federal state. Therefore, please visit the website for the federal state in which you live or will be staying to find out what the quarantine regulations are there.

Anyone who has stayed in a risk area in the 14 days prior to entry must report to the relevant health authority immediately upon arrival and provide the address they are staying at.

<https://www.bundesgesundheitsministerium.de/coronavirus-infos-reisende/faq-tests-einreisende.html>

Quarantine regulations in Brandenburg

The public health department carries out regular checks on compliance with the quarantine. Anyone who does not go into quarantine or does not follow the guidelines during the quarantine period is committing a criminal offence!

https://bravors.brandenburg.de/verordnungen/sars_cov_2_quarv

Risk areas

Please note: Whether you have to be quarantined does not depend on your nationality, but on whether the region from which you are travelling is officially listed as a corona risk area by the Robert Koch Institute (RKI).

ATTENTION: The infection rate worldwide is still very unclear and can vary greatly at any time, so we recommend that all students regularly check the official [list from the RKI](#). This way, you can make sure that the region from which you are travelling is not subsequently declared a risk area immediately before your departure and you are therefore subject to the quarantine procedure.

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.htm

Possibilities for shortening the quarantine time

Negative corona test presented upon arrival:

If upon arrival in Germany, you have a negative corona test which was issued directly before departure or at the airport or train station, the public health department can release you from the quarantine obligation. Admission to the university, e.g. for enrolment or for lectures, is only possible after a second mandatory negative test after 5-8 days. If your first corona test was taken outside of Brandenburg, this can be done free of charge in a family doctor's practice cooperating with the HNEE.

Without corona test on arrival

If you arrive at your future place of study without a corona test, you must immediately enter a 14-day quarantine as described above. To shorten the quarantine period, a corona test must be done between 5-8 days after arrival. This can be done free of charge in a family doctor's practice cooperating with the HNEE (or at other test centres).

As soon as the responsible public health department has a negative test result for this test, the public health department can release you from the obligation to quarantine and you can then move freely without any restrictions.

<https://www.bundesgesundheitsministerium.de/coronavirus-infos-reisende/faq-tests-einreisende.html>

What you need to know ... and how we will support you

Before your arrival

"What I need"

In order to ensure the procedure runs smoothly, it is essential that you provide us with comprehensive information about your arrival. If you wish, you can be looked after by one of our student buddies – of course, in compliance with the hygiene and distance rules which continue to apply.

"Where I live"

If you would like to live in a student residence from the Studentenwerk Frankfurt (Oder) during your studies in Eberswalde, please apply in advance online for a place. In the current situation, there are only spaces at the Brandenburgisches Viertel residence complex available for international students. All correspondence and the conclusion of the rental contract is done online via e-mail with the Studentenwerk. When you arrive, you can make an appointment with the caretaker in the residence hall to hand over the keys.

"I am packing my suitcase"

We strongly recommend that you carry a sufficient amount of cash (approx. 300-400€) for the first week in Eberswalde to cover all costs for food, toiletries, household items or other expenses. Please expect not to be able to wash your laundry during the quarantine period. Therefore, when packing, you should urgently be sure to pack sufficient clean laundry for 8-14 days. In addition, we advise you to carry a well-equipped first-aid kit as a precautionary measure with all necessary medications, personal hygiene items (shower gel, shampoo, soap, toothbrush, toothpaste, etc.) and a sufficient number of towels.

All other necessary items for your place of residence are provided by the Studentenwerk Frankfurt (Oder) in the SIS-Pack (contents: plate, cup, cutlery, pillow, blanket, sheets, fitted sheet, pot, pan, garbage bag, toilet paper). It costs 50.00 € which are transferred to the Studentenwerk in advance together with the deposit. All international students from risk areas are required to purchase the SIS-Pack.

Your arrival

"I'm here"

You are required to go into quarantine immediately after arriving in Germany and to report to the local health authority by e-mail or telephone (English or German). Please note that this procedure is mandatory and that disregarding it can result in a significant fine. **Failing to enter quarantine is a criminal offence!**

The following data is required when reporting to the public health department:

Surname, first name, date of birth, country of departure, date of entry in Germany, address in Germany, reachable telephone number in Germany.

As soon as you have reported to the local health authority for the first time, your quarantine time begins. While you are in quarantine, the local health authority must be able to reach you every day by telephone or e-mail (see also text template at the end of this document)

Please note: Whether you have to be quarantined does not depend on your nationality, but on whether the region from which you are travelling is officially listed as a corona risk area by the Robert Koch Institute (RKI).

ATTENTION: The infection rate worldwide is still very unclear and can vary greatly at any time, so we recommend that all students regularly check the [official list from the RKI](#). This way, you can make sure that the region from which you are travelling is not subsequently declared a risk area immediately before your departure and you are therefore subject to the quarantine procedure.

During your quarantine period

"I am being provided for"

Please note that you are subject to absolute ban on going out and receiving visitors during quarantine. This means that you are not allowed to leave the house or apartment (not even to go shopping, for a walk or to do sports activities) or to receive visitors during quarantine.

Remember: this measure is not only for your own protection, but also for the protection of your neighbours and all other people in your environment. If you violate these conditions, you alone will bear the (financial) consequences – and these can sometimes be very expensive. The Eberswalde University for Sustainable Development will not cover the costs on any condition.

Food and shopping

The HNEE is offering a Buddy Program during the quarantine period. Once they receive a shopping list and sufficient cash from you, student buddies can do food shopping for you in nearby supermarkets and electronics stores two to three times a week. The handing over of the money and the shopping will be done in compliance with the current hygiene regulations, especially with a safety distance of two metres. The student buddies will contact you personally to clarify the exact details. In addition, they will be available at the beginning for all your questions concerning your studies and everyday life at the HNEE.

If enough international students are on site, the Studentenwerk will offer lunch service:

In order to ensure that you are provided with a good lunch during your quarantine and can already get to know the talent of our cafeteria cooks, the Studentenwerk is offering you the exclusive opportunity to have your lunch delivered directly to your door in the student residence. This service costs you only 25 € for meal delivery on 5 consecutive days (excluding weekends). With the letter of invitation from the student residence, you will be asked whether you would like to take advantage of this service. If you wish to do so, the sum of 25 € for the food must be transferred to the Studentenwerk together with the deposit and the SIS-pack. The food can be selected from the current menu.

Link to the Studentenwerk menu: <http://www.studentenwerk-frankfurt.de/2011/index.php?lg=de&rt=Eberswalde&ct=Gastronomie&sct=Home&city=Eberswalde&style=&lk=CafeteriaMoellerstras se>

Eberswalde also has a number of caterers and delivery services that can deliver hot meals all day long. If required, we can provide you with an overview of the available delivery service offers with the corresponding delivery times.

Garbage

During your quarantine period, your garbage will be disposed of by the caretakers in the Brandenburgisches Viertel. Please place your garbage in front of your door by 10 am on Wednesdays.

Medical emergencies

An overview for first-year students with a list of doctors in and around Eberswalde is available in the appendix to this guide.

Outside of doctors' office hours, the public insurance emergency service can be contacted by calling 116 117 in the case of complaints which are not acutely life-threatening.

In case of urgent medical emergencies, admission to the local hospital (Werner Forßmann Klinikum) can also be arranged.

Registration and hand-over

"This is what I must do"

Please check for and note any deficiencies in your place of residence and send the signed inventory list promptly by e-mail to the Studentenwerk Frankfurt (Oder) within your first three days in Germany.

If necessary, please book an appointment at the registration office (Einwohnermeldeamt / Bürgeramt) online to register as a resident in Germany. This should be arranged for the time after quarantine and can be done together with your student buddy.

Shortening quarantine with a negative corona test

We will get in touch 5-8 days after your arrival to inform you of a date for the obligatory corona test. This test is carried out in a doctor's practice cooperating with the HNEE (or in other test centres).

As soon as the responsible health authority has the negative test result, the health authority can release you from quarantine and you can move freely again. Afterwards you can take care of all other formalities – and get to know Eberswalde better.

After your quarantine period

"This is what I must do now"

- ✓ Give the on-site caretaker your original signed inventory list
- ✓ Set up a German bank account
- ✓ Register at the HNE Eberswalde, if not already done
- ✓ Send your matriculation certificate to the Studentenwerk by e-mail (wohnen@swffo.de)
- ✓ Make an appointment at the registration office/citizen's office (bring your certificate of residence with you)
- ✓ Register for the radio programme
(https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html)
- ✓ Give the on-site caretaker your original signed SEPA Direct Debit Mandate or send it by e-mail to the Studentenwerk Frankfurt (Oder), Paul-Feldner-Straße 8, 15230 Frankfurt (Oder)
- ✓ Take out health insurance, if not already done

Don't forget

If you experience typical COVID-19 symptoms (breathing difficulties, coughing fits, fever or loss of sense of smell and taste) after a certain period of time despite receiving a negative test result, you must immediately contact your local health authority again. In addition, you should then immediately contact a family doctor (preferably first by telephone).



Step by step – To do upon arrival

✓	Apply online for a room of residence at the Studentenwerk Frankfurt (Oder) www.studentenwerk-frankfurt.de/2011/index.php?lg=de&rt=Eberswalde&ct=Wohnen&sct=Home&city=Eberswalde&style=&lk=Antraege
✓	If from a risk area: Transfer deposit, SIS-Pack costs and (if desired) money for food to the Studentenwerk (total 375,00 €) If not from a risk area: Transfer deposit to the Studentenwerk (total 300,00 €)
✓	Send the signed rental contract in advance by e-mail to the Studentenwerk at wohnen@swffo.de
✓	Send the signed SEPA Direct Debit Mandate in advance by e-mail to the Studentenwerk (requires a German account, if you do not yet have one, it must be submitted later) → wohnen@swffo.de
✓	Cover your mouth and nose sufficiently
✓	Pack hygiene products such as shampoo, toothbrush , etc. (enough for 8-14 days)
✓	Pack enough linen and towels (enough for 8-14 days)
✓	Bring all necessary medications for travel
✓	Pack LAN cable and adapter for your end devices so you can use the internet in your residence
✓	Carry approx. 300-400 € cash
✓	Arrange online appointment with caretaker 48 hours before arrival to collect the keys (link is provided by the Studentenwerk)
✓	If from a risk area: choose food for 5 consecutive days from the current menu at the time of arrival (without weekend) http://www.studentenwerk-frankfurt.de/2011/index.php?lg=de&rt=Eberswalde&ct=Gastronomie&sct=Home&city=&style=&ct=Gastronomie&lk=Speiseplan if from risk area: choose food for 5 consecutive days from the menu valid at the time of arrival (without weekend) and order it → verpflegung@swffo.de
✓	Submit the original signed rental contract to the caretaker when you collect the keys
✓	Report immediately to the health office after reaching the accommodation → gesundheitsamt@kvbarnim.de
✓	Fill out the inventory list for your residence
✓	Send the signed inventory list by e-mail to the Studentenwerk (within the first three days) → wohnen@swffo.de
✓	Make an appointment with the Residents' Registration Office/ Citizens' Office → buengeramt@eberswalde.de
✓	Hand over the original signed inventory list to the caretaker* on site
✓	Set up a German bank account
✓	Enrol at the HNEE
✓	Send your enrolment certificate to the Studentenwerk by e-mail → wohnen@swffo.de
✓	Attend your appointment at the Residents' Registration Office/ Citizens' Office (please bring your certificate of residence with you)
✓	Register for the radio programme https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html
✓	Give the on-site caretaker your original signed SEPA Direct Debit Mandate or send it by e-mail to the Studentenwerk Frankfurt (Oder), Paul-Feldner-Straße 8, 15230 Frankfurt (Oder)
✓	Take out health insurance, if not already done

Important contact information:

Student Support Service Department & International Office

Welcome Centre for International Students: Ms Stefanie Lüdicke

E-mail: studieren@hnee.de

Tel.: 03334 – 657 148

Office: Building 5, 05.011

Buddy Programme Coordination: Ms Josephine Carus

E-mail: welcome@hnee.de

Tel.: 01515 – 51 55 219

Enrolment Office: Ms Beate Pehlgrimm

E-mail: studieren@hnee.de

Tel.: 03334 / 657-133

Office: City Campus, Building 5, 05.016

Appointments are currently only given by prior arrangement

Student Union Frankfurt (Oder)/ Studentenwerk Frankfurt (Oder)

Student Housing: Ms Straube-Seiring

E-mail: wohnen@swffo.de

Tel.: 0335 – 565 09 53

Caretaker, Location Bernauer Heerstraße – Mr Nöthen, Office: Bildung 54

Tel.: 0176 – 327 20 441

Caretaker, Location Brandenburgisches Viertel – Ms Zühlke, Office Beeskower Straße 9

Tel.: 0176 - 31335380

Health Office for the Barnim region

Covid 19 hotline (registration office, quarantine, general information)

E-mail: gesundheitsamt@kvbarnim.de

Tel.: 03334/214 1601

Possible text template for contacting the public health department

*Subject: First reporting after entry from risk area | Status: Student*in at the HNEE*

Dear Sir or Madam,

I would like to inform you that I, [first name, last name, (date of birth)]

arrived from [city, airport/railway station/bus station] on [date]

with the [flight(-number) / train(-connection) / bus(-connection)] to [city, airport/railway station/bus station] at [arrival time] and then went directly to my accommodation in [Eberswalde/ Berlin/other].

I am residing in [street, house number and apartment number, postal code, city] for the quarantine period.

You can reach me by phone at [phone number] or by e-mail to [e-mail address].

I currently have the following typical symptoms: [fever, cough, loss of smell or taste or shortness of breath] / no typical symptoms.

If you have any further questions, please do not hesitate to contact me.

*With kind regards
first name, last name*