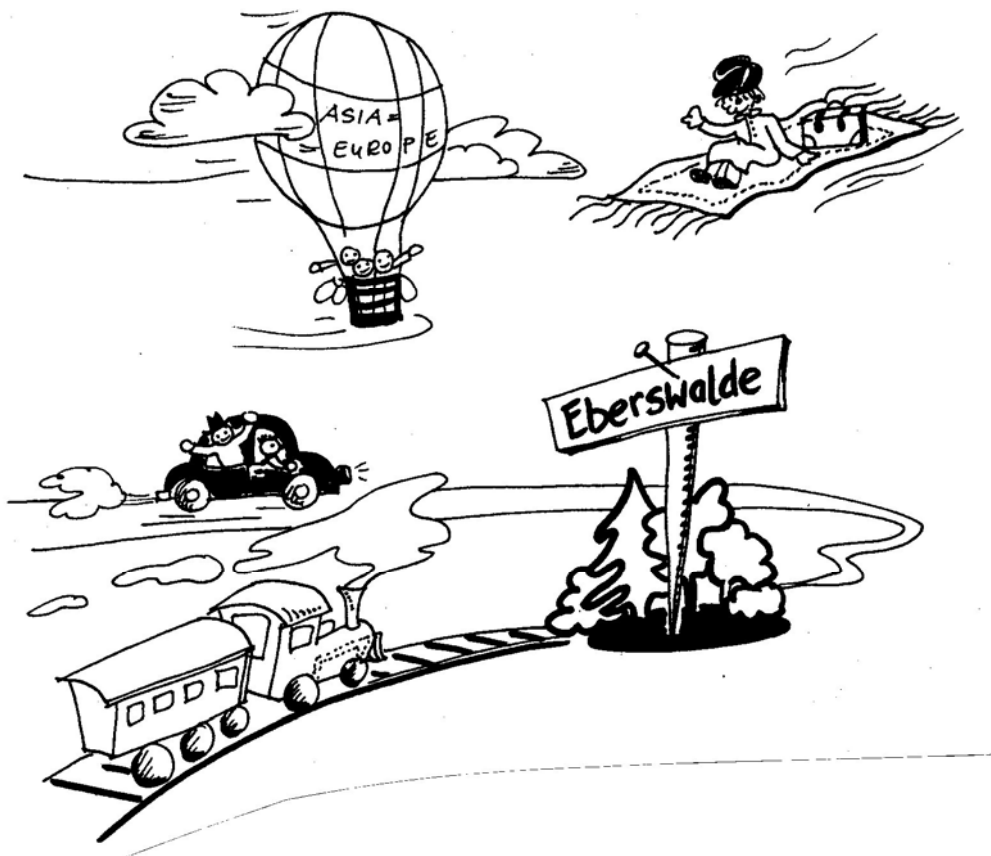


Let's Start

STUDYING AND LIVING IN EBERSWALDE



A First Guide for New Students

1. INTRODUCTION TO THE UNIVERSITY OF APPLIED SCIENCES EBERSWALDE (UASE)

In Eberswalde, there is a strong linkage between traditions and the challenges of the present. Since 1830, Eberswalde belongs to the most significant centres of forestry research and education in Germany. Then, from 1830 to 1963, professional forestry training was carried out at this location. After the reunification of the Federal Republic of Germany and the German Democratic Republic, teaching and doing research work in the sector of forestry was re-established in 1992 by founding the University of Applied Sciences of Eberswalde (HNEE).

In March 2010, the Fachhochschule Eberswalde changed its name and is now called Hochschule für nachhaltige Entwicklung Eberswalde (FH) which means in English: Eberswalde University for sustainable Development (FH). It remains a University of Applied Sciences.

The head of the Eberswalde University is called “President”, his name is Prof. Dr. Wilhelm-Günther Vahrson. The head of the Administration is called “Chancellor”, his name is Claas Cordes. The four faculties are located on two sites, the City Campus and the Forest Campus. On the City Campus, you can find the buildings of the Faculty of Economics, Landscape Management and Nature Conservation and the University Administration. It is located in the city centre between Friedrich–Ebert–Straße and Schicklerstraße. On the Forest Campus you can find the Faculties of Forest and Environment as well as Wood Science and Technology. It is located in the Alfred–Möller–Straße. Both sites have a cafeteria (Mensa), a library and computer rooms.

address of the University of Applied Sciences Eberswalde:

postal address:	Hochschule für nachhaltige Entwicklung Eberswalde Friedrich–Ebert–Straße 28 16225 Eberswalde GERMANY
phone:	++49 (0) 33 34 – 65 71 51 (President’s secretariat)
fax:	++49 (0) 33 34 – 65 71 42
internet:	http://www.hnee.de
e-mail:	rektorat@hnee.de

1.1 THE BUDDY – PROGRAM AND THE ASSOCIATION “HORIZONTE”

The goal of the Buddy program is to provide comprehensive support to foreign students at the beginning of their stay in Eberswalde. Students accompany the new foreign students during the first days. Your “buddy” will welcome you and give you a helping hand from your arrival on, assisting you e.g. in signing the rent contract, registering at several offices, opening a bank account and exploring Eberswalde and its attractions. If you are interested in participating in the Buddy Program don’t hesitate to contact!

co-ordination:	Ms. Lilianne C. Meier Phone: ++49 (0) 33 34 – 657 137 Lilianne.Meier@hnee.de
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The Association „Horizonte“ usually meets every week in the rooms of the “Students’ Club” on the City Campus. The aim of this Association is to bring together German and foreign students. You find more information under: <http://www.hnee.de/Aktive-Gruppen/Horizonte-e.V./-Horizonte-e.-V.-K194.htm>

1.2 OFFICE FOR STUDENTS AFFAIRS – ABTEILUNG STUDENTISCHE ANGELEGENHEITEN

The Office for Students Affairs is the central office for study information, registration and important deadlines. Student applications are checked and approved here. Furthermore, enrolments of German and foreign students and renewals of registrations take place here. The Examination Office (Ms. Gisela Majunke) belongs to the Office for Students Affairs, it is keeping records of your grades and issuing transcripts and degree certificates.

contact:

postal address:	Hochschule für nachhaltige Entwicklung Eberswalde Abteilung Studentische Angelegenheiten – Office for Students Affairs Friedrich–Ebert–Straße 28 16225 Eberswalde GERMANY
head:	Ms. Dr. Sigrid Seemann
information:	Ms. Beate Pehlgrimm Ms. Jutta Hein phone: ++49 (0) 33 34 – 65 71 34 Fax: ++49 (0) 33 34 – 65 71 36 email: studieren@hnee.de

1.3 INTERNATIONAL OFFICE – INTERNATIONALE STUDENTISCHE ANGELEGENHEITEN

The International Office belongs to the Office for Students Affairs and is responsible for international relationships with universities abroad and the coordination of exchange student programs of all faculties. Information on international internships, study semesters abroad and applications for scholarships and other financial supports (e.g. DAAD, Erasmus) is given here.

contact:

postal address:	Hochschule für nachhaltige Entwicklung Eberswalde Abteilung Studentische Angelegenheiten International Office Friedrich – Ebert – Straße – 28 16225 Eberswalde GERMANY
information:	Ms. Lilianne C. Meier phone: ++49 (0) 33 34 – 65 71 37 Fax: ++49 (0) 33 34 – 65 71 36 email: Lilianne.Meier@hnee.de

2. FACULTIES

2.1 FACULTY OF FOREST AND ENVIRONMENT

visiting address:	Hochschule für nachhaltige Entwicklung Eberswalde Fachbereich für Wald und Umwelt Alfred-Möller-Str.1 16225 Eberswalde Germany
dean:	Mr. Prof. Dr. Martin Guericke Martin.Guericke@hnee.de
secretary:	Ms. Carola Borchert Carola.Borchert@hnee.de phone: ++49 (0) 33 34 – 65 46 5 Fax: ++49 (0) 33 34 – 65 42 8
co-ordination:	Mr. Christoph Nowicki Ms. Undine Beyersdorff Ms. Stephanie Gotza
study consultation:	Ms. Astrid Schilling Astrid.Schilling@hnee.de phone: ++49 (0) 33 34 – 65 41 7
quality management:	Ms. Undine Beyersdorff Undine.Beyersdorff@hnee.de phone: ++49 (0) 3334 65 451

2.1.1 STUDY PROGRAMS

2.1.1.1 FORESTRY (B.SC.) FOWI

language of instruction: German

head: Mr. Prof. Dr. Martin Guericke
phone: ++49 (0) 33 34 – 65 45 7

2.1.1.2 INTERNATIONAL FOREST ECOSYSTEM MANAGEMENT (B.SC.) – IFEM

languages of instruction: English/German

head: Prof. Dr. Peter Spathelf
phone: ++49 (0) 33 34 – 65 45 0

2.1.1.3 FOREST INFORMATION TECHNOLOGY (M.SC.) – FIT

language of instruction: English

head: Mr. Prof. Dr. Alfred Schultz
phone: ++49 (0) 33 34 – 65 43 1

2.1.1.4 GLOBAL CHANGE MANAGEMENT (M.SC.) – GCM

language of instruction: English

head: Mr. Prof. Dr. Martin Welp
phone: ++49 (0) 33 34 – 65 48 3

2.2 FACULTY OF LANDSCAPE MANAGEMENT AND NATURE CONSERVATION

postal address:	Hochschule für nachhaltige Entwicklung Eberswalde Fachbereich Landschaftsnutzung und Naturschutz Friedrich-Ebert-Straße 28 16225 Eberswalde GERMANY
dean:	Ms. Prof. Dr. Uta Steinhardt phone: ++49 (0) 33 34 – 65 73 06
vice-dean:	Prof. Dr. Anna Maria Häring phone: ++49 (0) 33 34 – 65 73 48
secretary:	Ms. Irena Hierold phone: ++49 (0) 33 34 – 65 73 08 Fax: ++49 (0) 23 34 – 65 72 82
quality management:	Ms. Katharina Weinberg phone: ++49 (0) 33 34 – 65 73 12

2.2.1 STUDY PROGRAMS

2.2.1.1 LANDSCAPE MANAGEMENT AND NATURE CONSERVATION (B.Sc.) – LANU
language of instruction: German

head:	Mr. Dr. Jens Möller phone: ++49 (0) 33 34 – 65 73 05
study consultation:	Ms. Prof. Dr. Vera Luthardt phone: ++49 (0) 3334- 65 73 27

2.2.1.2 ORGANIC FARMING AND MARKETING (B.Sc.) – ÖLV
language of instruction: German

head:	Ms. Prof. Dr. Anna Maria Häring phone: ++49 (0) 33 34 – 65 73 48
study consultation:	Ms. Dr. Marianne Nobelmann phone: ++49 (0) 33 34 – 65 73 21

2.2.1.3 MANAGEMENT IN ORGANIC AGRICULTURE (M.Sc.) – ÖAM
language of instruction: German

head:	Mr. Prof. Dr. Bernhard Hörning phone: ++49 (0) 33 34 – 65 71 09
study consultation:	Mr. Gerriet Trei phone: ++49 (0) 33 34 – 65 73 17

2.2.1.4 SUSTAINABLE TOURISM MANAGEMENT (M.A.) – TOUR
language of instruction: German

head: (new)
phone: ++49 (0) 33 34 – 65 7417

study consultation: Ms. Dörte Beyer
phone: ++49 (0) 33 34 – 65 73 28

2.2.1.5 REGIONAL DEVELOPMENT AND NATURE CONSERVATION (M.Sc.) – RUN
language of instruction: German

head: Mr. Prof. Dr. Horst Luley
phone: ++49 (0) 33 34 – 65 73 24

2.3 FACULTY OF WOOD SCIENCE AND TECHNOLOGY

visiting address: Hochschule für nachhaltige Entwicklung Eberswalde
Fachbereich Holztechnik
Alfred-Möller-Straße 1
16225 Eberswalde
GERMANY

dean: Mr. Prof. Dr. Klaus Dreiner
phone: ++49 (0) 33 34 – 65 53 6

secretary: Ms. Kathrin Meier
phone: ++49 (0) 33 34 – 65 53 0
Fax: ++49 (0) 33 34 – 65 53 1

quality management: Mr. Thomas Walther
phone: ++49 (0) 33 34 – 65 574

2.3.1 STUDY PROGRAMS

2.3.1.1 WOOD SCIENCE AND TECHNOLOGY (B.Sc. OR DIPLOMA) - HOTE
language of instruction: German

training semester: Prof. Dr. Ulrich Schwarz
phone: ++49 (0) 33 34 – 65 53 2

study consultation: Mr. Prof. Dr. Holger Pehlgrimm
phone: ++49 (0) 33 34 – 65 43 5

2.4 FACULTY OF ECONOMICS

postal address: Hochschule für nachhaltige Entwicklung Eberswalde
Fachbereich Wirtschaft
Friedrich-Ebert-Straße 28
16225 Eberswalde
GERMANY

dean: Mr. Prof. Dr. Jörn Mallok
phone: ++49 (0) 33 34 – 65 73 44

vice-dean: Prof. Dr. Mario Stoffels
phone: ++49 (0) 3334 – 65 74 08

secretary: Ms. Silke Beuster
phone: ++49 (0) 33 34 – 65 74 01
fax: ++49 (0) 33 34 – 65 64 50

quality management: Ms. Loreen Köstler
phone: ++49 (0) 33 34 – 65 74 22

2.4.1 STUDY PROGRAMS

2.4.1.1 BUSINESS MANAGEMENT (B.A.) – UM

language of instruction: German

study consultation: Mr. Prof. Dr. Jörn Mallok
phone: ++49 (0) 33 34 – 65 74 01

2.4.1.2 REGIONAL MANAGEMENT (B.A.) – RM

language of instruction: German

study consultation: Mr. Prof. Dr. Michael Rösler
phone: ++49 (0) 33 34 – 65 74 01

2.4.1.3 FINANCIAL MANAGEMENT (B.A.) – FM

language of instruction: German

study consultation: Mr. Prof. Dr. Hans-Joachim Hirsch
phone: ++49 (0) 33 34 – 65 74 01

2.4.1.4 MARKETING MANAGEMENT (M.A.) MM

language of instruction: German

study consultation: Mr. Prof. Dr. Gerd Peters
phone: ++49 (0) 33 34 – 65 74 01

3. TRAVELLING TO EBERSWALDE

3.1 BY TRAIN

Eberswalde is well connected to the public transport network of the German Railway Company (Deutsche Bahn). It can be reached by regional trains (RE and RB) and long distance trains (IR and IC). These trains frequently run between different stations in Berlin and Eberswalde. The train should be taken at **Berlin-Hauptbahnhof (floor -2, downstairs)**. Eberswalde does not belong to the Berlin city transport service (BVG), which only covers Berlin and its surrounding area. However, the Deutsche Bahn railway and the BVG city trains are closely interlinked. If you buy a ticket to Eberswalde, it is valid in the BVG city trains (metro) in Berlin and in the train. From Berlin Hauptbahnhof to Eberswalde Hbf. it takes half an hour. The trains leave at 11:34 h, 12:34 h, 13:34 h; 14:34 etc... all day long and go in the direction of Stralsund or Schwedt. Trains to Stralsund at a different time do not go to Eberswalde. So be careful.

3.2 BY CAR

Eberswalde can be reached via Bundesstraße B2, which connects Berlin with Bernau, Biesenthal, Eberswalde, Angermünde and Schwedt.

Coming from Berlin and driving northeastwards, you will be led directly to Eberswalde. Coming from the motorway-ring-road A10 around Berlin (Berliner Ring) you can also take the motorway A11 (Autobahn). This motorway leads to Stettin (Szczecin, Poland) and brings you close to Eberswalde. Exit 12 "Finowfurt" takes you to the B167 towards Bad Freienwalde. Road signs already announce Eberswalde, which is reached after about 10 kilometres.

3.3 BY PLANE

Tegel Airport (TXL)

If your plane lands at the airport Berlin-Tegel (TXL): You first look for the Counter of the BVG. BVG means Berliner Verkehrsbetriebe (Berlin Public Transport). It is where you can buy a ticket for the bus and train to Eberswalde. With this ticket you can use the Bus and the metro in Berlin and take the train to Eberswalde. If this counter happens to be closed you simply buy a ticket in the bus. Be sure to buy an ABC-ticket for the whole Berlin area or even up to Eberswalde if possible.

The easiest way to leave the airport of Tegel is to take the **JetExpressBus TXL**. It goes from the airport of Tegel to Alexanderplatz and stops after less than 30 minutes at the main station **Hauptbahnhof**. The first departure is at around 05:00 AM (Saturday and Sunday at around 06:00 AM). The last bus departs Tegel Airport for the city center at 11:07 PM. The buses run at 10-minute intervals from 6:00 AM to 7:00 PM Monday to Friday, and then at 20-minute intervals from 7:00 PM to 11:00 PM. On Saturdays they run every 20 minutes from 6:00 AM to 11:00 PM. On Sundays they run at 20-minute intervals from 6:00 AM to 10:00 AM, at 10-minute intervals from 10:00 AM to 7:00 PM, and then at 20-minute intervals again from 7:00 PM to 11:00 PM.

Be careful, the Bus X9 and Bus109 do not go to Hauptbahnhof. They go to the metro and train station of Zoologischer Garten. The train to Eberswalde must be taken at **Hauptbahnhof** (s. By train).

Berlin – Schönefeld Airport (SXF)

If you land at the airport Berlin-Schönefeld (SXF) there is a shuttle bus in front of the airport bringing you free of charge to the train station "Berlin Schönefeld-Flughafen". If you want to walk, it takes only 10 minutes. A covered walkway leads from the terminal to the station.

The Airport Express takes just 28 minutes from Schönefeld airport to the main railway station (**Berlin Hauptbahnhof**). There you take a train to get to Eberswalde. You can buy your ticket all the way to Eberswalde at the station Berlin-Schönefeld-Flughafen at the BVG counter.

Frankfurt/Main Airport

The airport of Frankfurt/Main is Europe's biggest freight airport, and second-largest passenger airport in the centre of Germany. With the new AIRail terminal Frankfurt/Main Airport has direct access to the

European high speed railway network and you do not have to change trains at Frankfurt central station. From the AIRail terminal all bigger cities in Germany can be easily and rapidly reached with the ICE-trains and Intercity-trains. Berlin is connected to the airport by ICE with only 4 / 5 hours travel time. Trains leave almost every hour, the first goes at 05:39 am and the last at 00:12 am. A ticket costs about 113 €.

Reasonable prices are available if you choose to travel by other types of trains (e.g. IR). But the journey will last around 3 hours longer and you will have to change trains more often.

Before you plan taking a train check with your travel agency if you can take a connection flight to Berlin. Often these flights are already included in the ticket price. Please think about air pollution - taking a train is a wise decision because much better for the environment than going by plane.

4. THE CITY OF EBERSWALDE

“Study where others go for vacation”

Eberswalde was founded in 1254 and is situated in the middle of one of the nicest landscapes of Brandenburg. In 1317, when the trade route between Leipzig, Frankfurt/Oder and Stettin was relocated to run across Eberswalde, the town gained economic importance. The industrial climax was reached in the 17th Century. At that time, the Finow valley was developing with families from southern Germany, Switzerland and France settling here to work in copper and brass processing.

In 1830, Friedrich W. L. Pfeil founded the first German forestry academy and established the first scientific facility in the city of Eberswalde. After World War II, in which the centre of Eberswalde was almost totally destroyed, the town developed to an important site for science, technology, innovation, services and administration in Brandenburg. The rural district of Barnim around Eberswalde offers various opportunities for outdoor recreation including hunting, fishing, wind-surfing, camping, nature observing and relaxing.

Avenues, lined by shadow-casting trees, run through extensive fields and meadows. The forests are penetrated by narrow, winding roads on the visitor's way to Eberswalde. Picturesque villages and towns like Oderberg, Joachimsthal and Biesenthal emerge like colourful patches in the middle of the dark, green carpet. Visitors can discover the beautiful scenery from the top of the smoothly rolling hills, which were shaped by northern glaciers that once covered this land. Numerous clear lakes and rivers together with the dense pine and beech forests characterize this unique landscape.

Newly renovated historical houses and style-adapted new buildings as well as modern architecture characterize the city of Eberswalde, where about 45 000 people live today.

The park at the Weidendamm is the green centre of the town, where citizens of all ages meet and enjoy themselves underneath large trees on the lawn or in the café nearby. Along the Finow-canal, which runs through the town, you can find a leisure park (Familiengarten Eberswalde) giving you the opportunity to relax.

Besides that, Eberswalde is a good starting point for travelling to destinations such as the rough beauty of the Baltic Sea in the North, historically and culturally fascinating cities like Berlin and Dresden or National Parks such as “Unteres Odertal”, along the water course of the river Oder, which is the natural border to the neighbouring country Poland.

5. ACCOMMODATION

The student halls of residence, managed by the student service (Studentenwerk Frankfurt/Oder) offer the cheapest way of living in Eberswalde.

Internet access is provided in all rooms of the students residences. Internet is without extra charges. In presentation of your matriculation certificate and your leasing contract you receive login data from: Telta Citynetz Eberswalde GmbH, Friedrich-Ebert-Str. 17, Eberswalde (Haus am Markt, 2nd floor).

5.1 STUDENT HALLS OF RESIDENCE

As a student enrolled at the HNEE you have the opportunity to apply for a room in a student hall of residence (Studentenwohnheim).

The student service in Frankfurt/Oder offers affordable accommodation for about 400 students in three buildings distributed throughout Eberswalde.

Services:

The three rooms of the apartments with single bedrooms have standard equipment such as desk, chair, bed, shelf, closet and lamps. Pillows, duvets, sheets and bed linen can be purchased for 40€ from the caretaker (Hausmeister). The kitchens are equipped with a refrigerator, electric stove and cupboards. Kitchenware is not provided. A washing machine and a tumble dryer are placed in the basement. They function with special tokens, which you can buy from the service staff during the service hours.

5.1.1 STUDENTENWOHNHEIM BRANDENBURGISCHES VIERTEL

postal address: Beeskower Straße 7 – 13 and
Strausberger Straße 1 – 9
16227 Eberswalde

This building is located outside the city centre in a residential area and contains two- and three-bedroom apartments providing kitchen, shower and washing room. Each bedroom is equipped with cable television and some of them even have a balcony. Bedrooms in the Strausberger Straße and Beeskower Straße are also equipped with Internet access.

caretaker:

postal address: Ms. M. Zühlke
Beeskower Str. 9
16227 Eberswalde
Germany

phone: ++ 49 (0)179 48 78 17 0
++49 (0) 3334 83 90 84

service hours: Mon 7:30 – 08:15 a.m., Wed 4:00 – 5:00 pm and Fri 7:30 – 8:15 am

5.1.2 STUDENTENWOHNHEIM BERNAUER HEERSTRASSE

postal address: Bernauer Heerstraße 54 – 60
16225 Eberswalde
Germany

Close to one of the beautiful forests around Eberswalde, this residence, which was opened in 1998, offers comfortable living near the Forest – Campus. Each bedroom is equipped with cable television and Internet access.

caretaker:

postal address: Mr. N. Bäsler
Bernauer Heerstr. 54
16225 Eberswalde
Germany

phone:	++49 (0) 179 48 78 17 1 ++49 (0) 3334 83 90 85
service hours:	Tue 07:30 – 08:15, Wed 4:00 – 5:00 pm and Thu 7:30 – 8:15 am

As soon as you have received your notification of admission (Zulassungsbescheid) from the office for students affairs of the Eberswalde University, you can apply for a room in one of the residences. The application forms are usually sent to international applicants with the information package, but can also be ordered at the Student Service Frankfurt/Oder (<http://www.studentenwerk-frankfurt.de/start.php?PHPSESSID>).

There are no deadlines for the application, but the earlier you complete the form and send it back to the Student Service (see address below), the more likely you will receive admission for a room.

postal address:	Studentenwerk Frankfurt (Oder) Abteilung Studentisches Wohnen Ms. Straube-Seiring Paul – Feldner – Straße 8 15230 Frankfurt (Oder) Germany
phone:	++49 (0) 335 – 56 50 90
fax:	++49 (0) 335 – 56 50 99 9
e-mail:	gf@studentenwerk-frankfurt.de

If you live in Germany, please enclose two stamps of 0,55€ and a copy of your admission letter at the Eberswalde University.

If you need much room, it is better to request a larger room.

Deposit:	200 €	(must be transferred before signing the contract! It is possible to pay cash on request.)
Rent:	154 – 189 €	per month (depending on size and location, including electricity, water and heating)

Termination of Tenancy

One calendar month before you leave the HNEE and your accommodation you have to give notice by writing a letter to the Student Service by the end of the month, preceding the month when you are going to leave. You can also give a notice to the caretaker and arrange a date for officially leaving the room and receiving the refund of the deposit. The deposit is usually transferred to your bank account six to eight weeks after you have moved out of the room.

5.2 SONNENVILLA

10 apartments are available at the “Sonnenvilla” for families or teachers. The prices are higher than in the students residences

postal address:	Gästehaus Sonnenvilla Schwappachweg, 3 16225 Eberswalde Germany
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phone:	++49 (0) 334-83 90 85 ++49 (0) 179 48 78 171 ++49 (0) 3334- 33 157
care taker:	Mr. N. Bäsler

6. ENROLMENT (EINSCHREIBUNG) AT THE UNIVERSITY OF APPLIED SCIENCES OF EBERSWALDE

You applied for one of the HNEE study programs and you have been admitted by the Office for Students Affairs (Abteilung Studentische Angelegenheiten). The letter of admission (Zulassungsbescheid) you have received almost makes you an official student. For example, you are allowed to apply for a room in one of the student halls of residence or to get a German health insurance.

However, you still have to obtain official student status. The Immatrikulationsbescheinigung (confirmation of enrolment) and the greencard are the proof that you are students.

Enrolment is usually done per post before arriving in Eberswalde. When documents are missing for enrolment, it is necessary to go to the Office for Students Affairs (see address below) as soon as you arrive in Eberswalde. Studying at the HNEE is free of tuition fees. Only administration charges have to be paid before each study semester. The amount is 203,00 € and consists of administration fees (51,00€), charges for the Student Service(50,00€), the student association ASTA(8,00€), and the semester ticket (94,00€). The semester ticket allows you to use the bus in Eberswalde, the train in Brandenburg and the metro in Berlin during the whole semester. See paragraph below for more information about the semester ticket.

The office for students affairs (building 1, City Campus) is the place where you register and get enrolment, if you have not done it per post yet.

Here you receive your confirmation of enrolment (Immatrikulationsbescheinigung) and your greencard:

postal address:	Hochschule für nachhaltige Entwicklung Eberswalde Abteilung Studentische Angelegenheiten Office for Students Affairs Friedrich–Ebert–Straße 28 16225 Eberswalde Germany
office hours:	11:30 am -12:30 pm and 13:30–15:00 pm on Mo, Tue, We, Thu
phone:	++49 (0) 33 34 – 65 71 34 ++49 (0) 33 34 – 6571 33
fax:	++49 (0) 33 34 – 65 71 36
e-mail:	studieren@hnee.de

You have to transfer the semester fees of currently 203 € to the bank account of the Landeshauptkasse. Information on the bank account of the Landeshauptkasse is sent to you with the letter of admission or is obtainable at the Office for Students Affairs.

Documents which usually have to be submitted before getting the greencard are:

- valid Passport with valid visa or residence permit (for non-EU students)

- one passport photo
- a certificate confirming statutory health insurance coverage in Germany (for EU–citizens the blue insurance card obtainable from your insurance company at home) or a proof of a valid insurance from Germany.
- a bank account statement confirming that you have transferred the semester fees (203,00€) to the Landeshauptkasse. This fee includes the semester ticket which is compulsory for all full-time students.

7. THE EBERSWALDE GREENCARD

The Eberswalde Green Card is a student I.D., semester ticket and confirmation of enrolment in one and usable over multiple semesters. With the semester ticket you can travel free of charge by bus and any local trains (RE) in Eberswalde, Berlin and in Brandenburg.

Independently from opening hours you can use the Eberswalde Greencard to access to the computer pool in House 2 (Faculty of economics), city campus.

8. REGISTRATION AT THE MUNICIPAL REGISTRATION OFFICE

After you have registered at the Eberswalde University, it is very important to register as a citizen of Eberswalde within two weeks. This has to be done at the registration office (Einwohnermeldeamt / EMA). It is located close to the City Campus, across the market place and inside the city hall (Rathaus). Registering is free of charge.

postal address:	Bürgeramt Breite Straße 41-44 D-16225 Eberswalde Germany
phone:	++49 (0) 33 34 - 64 35 0 ++49 (0) 33 34 - 64 12 5 (Information contact)
fax:	++49 (0) 33 34 - 64 55 2 or 64 19 0
opening hours:	Tue 9:00 am – 12:00 and 1:00 pm – 6:00 pm Thu 9:00 am – 12:00 and 1:00 pm – 6:00 pm
Email:	h.herold@eberswalde.de

The legislation of the State of Brandenburg requires everyone living in Brandenburg (e.g. in Eberswalde) to register at the city administration **within two weeks** after moving to a new place. Generally, you would declare your address in Eberswalde as your main domicile (Hauptwohnsitz).

To welcome new students the City of Eberswalde is giving every student “Begrüßungsgeld”, a welcome gift. You will get 80 Euro for the 1st semester and 50 Euro / semester for the duration of your study (maximum 10 semesters). Use the forms of the city hall in order to receive the money.

Please, do not forget to take the following documents with you to the EMA for registration:

- Identity Card
- Tenancy agreement (Mietvertrag)
- Passport (only students from abroad)

Please feel free to ask the staff at the municipal registration office for assistance.

Please note that at the end of your studies and your stay in Eberswalde, you have to inform the EMA of your leaving and cancel the registration.

8. REGISTRATION AT THE FOREIGNERS REGISTRATION AUTHORITY (IMMIGRATION OFFICE) (AUSLÄNDERBEHÖRDE)

Before you travel to Germany, you have to ask the German embassy (Deutsche Botschaft) in your home country to inform you on current entry and residence requirements. These vary from country to country and therefore cannot be presented comprehensively within this brochure.

8.1 VISA

Foreign students from countries of the European Union (EU) do not need a visa to enter Germany. Students from countries with special entry and residence arrangements do not need a visa either. Examples for these countries are: Norway, Iceland, Liechtenstein, Switzerland, Monaco, San Marino and the United States of America. However, students from the USA are recommended to apply for a visa for the purpose of studying.

If you do not live in one of these countries, you have to apply for a visa at the German embassy in your home country. **A tourist visa is insufficient!**

With or without a visa, stays in Germany which last longer than three months require the application for a residence permit at the Foreigners Registration Authority (Ausländerbehörde).

If you registered in Eberswalde you have to go to the Foreigners Registration Authority of the county Barnim:

postal address:	Landkreis Barnim Ausländerbehörde Am Markt 1 16225 Eberswalde
contact:	Phone 03334/21 41 42 6 to get an appointment Students can request to talk to Ms. Gehrke
Office hours:	each Tuesday from 9:00 am - 6:00 pm Otherwise only if you have an appointment

8.2 RESIDENCE PERMIT FOR STUDENTS FROM EU COUNTRIES

Students from the EU also have to register at the Municipal Registration Office, then at the Foreigners Registration Authority (Ausländerbehörde) if they stay longer than 3 months in Eberswalde. The Foreigners Registration Authority gives them a permit for unrestricted mobility (Freizügigkeitsberechtigung) in the European Union. It is no longer called "residence permit".

8.3 RESIDENCE PERMIT FOR STUDENTS FROM NON–EU COUNTRIES

A residence permit for students from outside the EU costs 50 € for the first issuance for up to one year.

For the issuance of a residence permit for non–EU–members, please bring along the following:

- Passport with a validity of 3 months longer than the intended stay
- Completed application form
- Passport photograph
- HNEE registration certificate
- Tenancy agreement
- Confirmation of registration from the Municipal Registration Office
- Proof of insurance coverage
- Proof of financial resources/financial security or scholarship award letter (see next point)

8.4 PROOF OF FINANCIAL RESOURCES

Some international students have to document sufficient financial resources for their stay in Germany. The Foreigners Registration Authority estimates the average students' living costs according to the Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz, BAföG).

Following proofs of financial resources are suitable:

- Scholarship of at least 634 € per month
- A sufficient amount of money (as estimated by the Federal Education and Training Assistance Act multiplied by the number of intended study months) on an account with a German bank. You are only allowed to withdraw a certain monthly sum of money from your account not exceeding the rate needed for monthly costs (634 €)
- A declaration from your parents, a company, organization or private person (resident in Germany) agreeing to cover all costs for the duration of studying

8.5 PROLONGATION OF THE RESIDENCE PERMIT

A prolongation of the residence permit has to be applied prior to its expiry and costs 30 €. Usually the prolongation of the residence permit is valid for the same period as your HNEE registration certificate.

9. HEALTH INSURANCE

For German and foreign students it is obligatory to have an adequate health insurance. If you have not spent more than 14 semesters studying in Germany and if you are not over 30 years old, you are eligible for the Statutory Student Health Program (Studentische Krankenversicherung) and are entitled to special insurance conditions.

If there are social agreements including an insurance clause between your home country and Germany, your health insurance at home will be accepted in Germany. This concerns all countries of the EU, Bosnia–Herzegovina, Iceland, Croatia, Liechtenstein, Macedonia, Norway, Switzerland, Slovenia, Turkey and Tunisia.

If you have an insurance coverage in one of these countries, you should bring your blue health insurance card.

9.1 PRIVATE INSURANCE IN YOUR HOME COUNTRY

If there are no social agreements between your home country and Germany, you have to get adequate private insurance coverage which is officially recognized in Germany. Travel insurances are

insufficient for the purpose of studying in Germany. A confirmation by a registered health service is needed during the process of enrolment at the HNEE and for the application for the residence permit at the Foreigners Registration Authority. If you are privately insured, you have to pay for all necessary medical services and medicaments in advance. Afterwards, you can settle accounts with your insurance company in your home country.

9.2 GERMAN HEALTH INSURANCE COVER

If you do not have an insurance coverage that is officially recognized in Germany, you have to get an adequate insurance coverage in Germany, immediately after your arrival. You can get a special students insurance plan from any registered health insurance service for about 30 – 80 € per month.

10. CHECKLIST FOR NEW INTERNATIONAL STUDENTS

10.1 IN YOUR HOME COUNTRY

- Apply for visa at the German embassy for study purpose if required
- Arrange proof of financial resources or scholarship award letter
- Prepare passport photo
- Prepare health insurance for Germany
- Take original certificates with you to meet HNE entry requirements (application process)
- Take notification of admission of HNEE (Zulassungsbescheid) with you

Application for Students' hall of residence:

- Order application form from the Student Service (Studentenwerk) in Frankfurt/Oder
- Submit the completed application form to the Student Service

10.2 IN GERMANY

Enrolment at the HNEE – Registration Certificate

- Submit proof of insurance coverage (blue card or proof of a valid insurance)
- Transfer the semester fees
- Submit a bank statement as a proof for the transfer of administration charges

Miscellaneous

- Enrol at the Office for students affairs and receive your registration certificate as well as your student's card (Green Card)
- Open a bank account
- Search for accommodation and get a tenancy agreement
- Register at the Registration Office of Eberswalde

Enjoy Your Studies!