

*Dear international students,*

*Congratulations on your admission! We warmly welcome you to the Eberswalde University for Sustainable Development (HNEE)!*

*In order to help you organizing your arrival at Eberswalde, we prepared an information sheet with first advices concerning travel preparation, how to get to the HNEE and first steps after your arrival.*

*A welcome package with further information about studying at the HNEE and about living in Eberswalde will be given to you directly by the Student Support Service department (HNEE) by the time of enrolment.*

*We wish you a pleasant arrival at our small but charming town of Eberswalde!*

*Your Welcome Center of Student Support Service department*

## 1. Travel preparation

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Before you set out for Germany, there are a few things that you have to arrange **in your home country**.



### Visa Requirements

For studies in Germany, and thus also at HNEE, international students often need a visa for the purpose of studying. Citizens of the European Union, the European Economic Area and Switzerland only require a valid ID card to travel to Germany. Citizens of a few other countries like Australia, Israel, Japan, Canada, New Zealand and the USA can obtain the necessary residence permit for the purpose of studying after their arrival.

International students from other countries need to apply for a visa before arrival. Please contact the German embassy in your home country and ask about entry requirements for Germany.

University registration with a tourist visa is not possible.

#### How to apply for a Visa?

It often takes several months to get a visa. So we urge you to get in contact with the German Embassy as soon as possible, as processing times vary depending on the embassy or consulate.

Therefore, please don't wait until you receive the final admission letter. It is preferable to apply for an applicant visa with the university's/uni-assist's confirmation of application and then convert it to a residence permit for study purposes in Germany.

For further information on current entry regulations and application forms consult the homepage of the Federal Foreign Office website at: [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de)

A helpful, detailed guide provided by the DAAD can be found [here](#).



## Financing your studies

When applying for your visa, you must prove you are able to finance your studies in Germany. At least the living expenses for your first year in Germany must be fully covered. In general, around 8.040 € of income or assets are required for the first year, or 670 € per month. But evidence of higher amounts may also be requested. The German embassy in your home country will provide more information on the proof that need to be provided. Depending on your situation, following options of finance are possible:

- Proof of parents' income and assets
- Personal savings secured on a blocked account (Sperrkonto) from which you will have a limited monthly withdrawal of 670 €
- The immigration office receives confirmation that someone whose place of residence is in Germany commits to assume the costs for you
- Scholarship from a recognised scholarship foundation
- Sponsorship: a declaration from a company, an organization or private individual (resident in Germany), agreeing to cover all costs during your studies

**How much money do I need?** The exact living expenses depend on your lifestyle and on where you decide to live, in Eberswalde or Berlin. Here you find a short list to orientate yourself:

<b>Monthly expenses</b>	rent, food, health insurance, medical fees, clothing, books and entertainment	500 – 600 €
<b>Semester fee</b>	Including administration fees, semester ticket for public transport	235 € per semester

**Important notice:** depending on your bank institute, you may not be able to access your money immediately after arriving in Germany. Please make sure to have about 600 € cash to be able to pay initial costs, such as rent, food and enrolment.



## Finding accommodation

Before you start studying, it is advised to look for a place to stay. If you decide to live in Eberswalde, you can choose to either stay in student dormitories or shared accommodation in apartments. You can also live in Berlin, but finding a place in the capital might be rather difficult, therefore we advise you to arrive at least 2 weeks before study start.

### Student dormitories

Student dormitories are mainly run by Student Services (Studentenwerk Frankfurt/Oder). They offer affordable accommodation for over 400 students in four halls of residence throughout Eberswalde. Here you have some general information:

- Rental prices vary between 175 – 310 €/month (depending on room size, including electricity, water, heating, internet, bed, desk, closet, shelf and lamps)
- Deposit: 300 € (must be transferred before signing the contract)
- Kitchen equipment: electric stove, refrigerator und cupboards.
- Purchase of bed sheets, blankets and pillow – 40 €

Once you received your notification of admission (Zulassungsbescheid) from HNE Eberswalde, you can apply for a room in one of the residences. Please apply online under:

<http://www.studentenwerk-frankfurt.de>

There are no application deadlines, but the earlier you apply, the more likely you will receive a room.

### Shared accommodation in apartments

Eberswalde offers plenty of apartments for students to rent. Most of them are located right in the centre, close to the university and main shopping facilities. Each shared flat (WG) in Eberswalde has its own personality, you will definitely find a place where you will feel at home!

There is the possibility to rent an empty room or sub rent someone's room who is gone away for a limited period of time In this case you may use their furniture while living there.

- Deposit: depending on flat and type of contract (about 250-400€)
- Rent: 150-250 €/month To find a list of accommodation offers, consult following addresses:

HNEE forum: <http://www6.fh-eberswalde.de/scripts/anzeigen.pl?order=zeit&typ=1>

HNEE Facebook forum: <https://www.facebook.com/groups/hneeforum/>

General internet platforms such as the following:

[www.wg-gesucht.de](http://www.wg-gesucht.de)

[www.studenten-wg.de](http://www.studenten-wg.de)

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

[www.wg-cast.de](http://www.wg-cast.de)



## Health Insurance

All German and foreign students who would like to study in Germany need health insurance. Without a proof of this you won't be able to enrol in a German university and apply for the visa from the immigration office ("Ausländerbehörde").

Please inform yourself if you will be able to use your health insurance from your home country. Travel insurance won't be recognized as valid health insurance!

### **Do you already have health insurance from your home country (usually for EU-citizens)?**

In this case you need an exemption from the German mandatory health insurance. Please contact any German public health insurance office and ask for an exemption from the German insurance obligation ("Bescheinigung über die Befreiung von einer gesetzlichen Krankenversicherung in Deutschland"). **Please note that you will only be exempted from the required German health insurance if you prove adequate coverage that is equivalent to German insurance.**

The **exemption** lasts for the duration of your studies and is a final decision that **cannot be reversed**. Even after completing your studies, you will not be able to obtain German statutory health insurance unless employment with mandatory health insurance is taken.

EU-citizens: If there is a social insurance agreement ("Sozialversicherungsabkommen") between Germany and your home country (including the member states of the European Union and the European Economic Area) the European Health Insurance Card (EHIC) is accepted.

### **Do you not have any health insurance yet?**

You can choose between several public and private health insurance companies:

**German public health insurance companies** are obliged to provide discounted student rates for their insurance cover for students until they reach 30 years of age or until the end of their 14<sup>th</sup> subject-related semester. The membership fee is currently 80 euros a month. **Please be aware that the contract duration is set at a minimum of 18 months.** When registering with your health insurance provider, please bring your passport and your admission letter from the university. The health insurer will issue you a certificate on the existing insurance cover, which you need to submit for enrolment and registration at the immigration office.

**Private health insurance** could be a good option if you are over 30 years old. Then you can no longer get public health insurance at the favourable student rate. You can maintain the public insurance, but at a higher rate.

If you choose the private insurance you also need an exemption from the German mandatory health insurance. Please contact any German public health insurance office and ask for the exemption. Please note that you will only be exempted from the required German health insurance if you prove adequate coverage that is equivalent to German insurance.

**If you choose the private insurance please be aware of the following:**

- Once you have chosen private health insurance you cannot switch back into public health insurance.
- Private insurance can be very affordable in the first year, but fees rise with every passing year.
- You will need to pay all medical bills in advance. The costs will be reimbursed once you submit the receipts to the insurance company (public health insurance is paid through your insurance card directly).
- Private health insurance for students does not necessarily give you full coverage, so read the contract terms and conditions very thoroughly.
- The exemption lasts for the duration of your studies and is a final decision that cannot be reversed. Even after completing your studies, you will not be able to obtain German statutory health insurance unless employment with mandatory health insurance is taken. Before you make efforts to be exempted please consider this and consult one of the public health insurance companies!

**If you have any questions or problems, please contact the Student Support Service Department.**

For more information around terms such as “Hausarzt” (general practitioner), “Überweisung” (doctor’s referral) and “verschreibungspflichtige Medikamente” (prescription medication):

[https://www.study-in.de/en/on-arrival/tips-for-every-day/doctors-and-pharmacies\\_27324.php](https://www.study-in.de/en/on-arrival/tips-for-every-day/doctors-and-pharmacies_27324.php).

[Health dictionary](#)



## Buddy Programme at HNEE

In order to facilitate your arrival in Eberswalde and to help you getting along with paper work and bureaucracy during the first weeks in Germany the University of Eberswalde launched a “Buddy-Program”. A German-or English-speaking student will be assigned to you and accompanies you on trips to the authorities and other bureaucratic obstacles. He or she can also show you around and help you get integrated into social student life. Having a Buddy is also a good possibility to learn more about German culture and traditions.

The Welcome Center is part of the Student Support Service Department, organises a series of welcome events and is located on the ground floor of Building 5, City Campus.

For more information contact Stefanie Lüdicke: [welcome@hnee.de](mailto:welcome@hnee.de).

## 2. Getting to Eberswalde

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### By train

Eberswalde is well connected to the public transport network of the German Railway Company (Deutsche Bahn). Eberswalde main station (Hbf) can be reached by regional (RB und RE) or long distance trains (IR and IC) directly from the capital city.

After arriving at Eberswalde main station, you can reach the city campus with either Bus route 861 (direction „Nordend“) or Bus 862 (direction „Ostend“). From "Am Markt" it will take 2-3 minutes to walk to the campus. To get to the forest campus you can either walk or take the bus 865.

If you have already received your Greencard (semester ticket) you can use it as a ticket for the public transport in Berlin and Brandenburg. Otherwise you will have to pay for a ticket. For more information on timetables, please visit [www.vbb.de](http://www.vbb.de) or [www.bahn.de](http://www.bahn.de)



## By plane

Eberswalde does not have an airport; therefore the closest airports are located in Berlin.

### **Berlin Schönefeld (SXF)**

Schönefeld airport is quite far from the city centre, therefore don't be surprised if your journey will take a considerable amount of time. After your arrival you can either walk 10 minutes or take a free shuttle bus to the Schönefeld train station. There, the RB or Airport Express brings you to the main railway station, Berlin Hbf. From Berlin Hbf, check out the railway connection mentioned above.

### **Berlin Tegel Airport (TXL)**

The easiest way to leave this airport is to hop on the JetExpressBusTXL, leaving from the main entrance of the airport. The bus ride to Berlin Hbf takes about 30 minutes.

### **Frankfurt/ Main Airport**

The AIRail terminal has a direct connection to Berlin Hbf through the highspeed railway network (ICE). Trains leave at almost every hour and the travel time to the capital takes up to 4,5 hours (costs: about 113€). You might get a cheaper ticket if you book it a couple of weeks earlier or if you decide to travel with other types of trains

(IC, RE). In this case, the journey takes longer and you will have to switch trains.



## By bus

The cheapest alternative to get from major German cities and airports to Berlin is to take the long distance coaches of [Meinfernbus](#), [Berlin Linienbus](#) or [Megabus](#). Although ticket prices are considerably lower; you have to take in consideration the extended length of the journey.



## Short-term accommodation options

In case you do end up arriving a day too early or do not have an accommodation organized ahead of your arrival, you have the following accommodation options.

### Hotels:

<http://www.brunnenberg-web.de/>

<http://www.wilder-eber.de/>

### Couchsurfing:

<https://www.couchsurfing.com/>

### Private accommodations:

[Airbnb.com](https://www.airbnb.com)

<http://www6.fh-eberswalde.de/scripts/anzeigen.pl?order=zeit&typ=1>

### 3. Checklist before arrival

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Before you come to Germany please make sure to have organized the following:

<b>Confirmed your acceptance of enrolment per e-mail</b>	
<b>A letter of Admission from HNE Eberswalde</b>	
<b>Transferred the first semester fee</b>	
<b>Valid Photo ID/ Passport (Renew your passport if it is only valid for 6 more months)</b>	
<b>Visa (Inform yourself on the study visa and immigration regulations regarding your nation)</b>	
<b>2 Passport photos</b>	
<b>Proof of financial resources for your expenses</b>	
<b>Valid health insurance in your home country or Germany.</b> You have also the possibility to organise a german health insurance after your arrival in Eberswalde	
<b>Accommodation organized</b>	
<b>Booked your flight ahead of time, travel insurance</b>	
<b>Approx. 600 € cash to cover your initial expenses (first rent, deposit, food and bureaucratic expenses)</b>	
<b>Suitable clothing according to the season in which you start your studies</b>	
<b>Personal items such as: medication and photocopies of important documents</b>	

## 4. Welcome to Eberswalde

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You probably had to manage a lot of bureaucracy and trips to the authorities during the last months. Going abroad is not easy and requires a lot of independence, courage and self-organization. The weeks since your arrival might have been full of new impressions and perhaps, a bit confusing sometimes. But here we are to help!



### Arrangements after your arrival

Please consult the table below to see what other arrangements have to be made once you arrive to Eberswalde. These can be resolved individually or with the assistance of a German (and English) speaking student. For more information about our Buddy Programme please contact [welcome@hnee.de](mailto:welcome@hnee.de).

<b>Registration at a German public health insurance office</b>	In order to confirm your insurance or to apply for a German statutory/ private health insurance.	
<b>Registration at the Student Support Service Department</b>  <i>City Campus: House 5 ground floor, room 5.016</i>	For the enrolment bring along the following documents: <ul style="list-style-type: none"><li>• Letter of admission from HNEE</li><li>• Proof of health insurance</li><li>• Passport or ID card</li><li>• Passport Photo</li><li>• Residence permit (from immigration office) or visa</li></ul> For any help contact <a href="mailto:studieren@hnee.de">studieren@hnee.de</a> or dial: ++49 (0)3334 - 657 134.	
<b>Payment of semester fees</b> <i>City Campus: House 2 3<sup>rd</sup> floor, room 2.310</i>	If you have not done it in your home country, you can pay by cash on Tue and Thu between 10:00 – 12:00 a.m.	
<b>Signing the rent contract</b>	<b>Student dormitories:</b> Sign the rent contract with the caretaker of the student dormitories. Required documents: <ul style="list-style-type: none"><li>• Certificate of enrolment from HNEE</li><li>• bank account details for direct debiting authorization</li><li>• completed inventory list (+ remarks)</li></ul> <b>Shared flats:</b> Your new flat mates can get you in touch with the owner of the apartment and assist in signing the contract.	

<p><b>Register at Municipal Registration Office</b></p> <p><i>Town hall Eberswalde Breite Str. 41-44</i></p>	<p>Required documents:</p> <ul style="list-style-type: none"> <li>• Rent contract</li> <li>• passport/ ID</li> </ul> <p>As a new citizen of Eberswalde you will be granted a welcome benefit of 80 €.</p> <p>Opening hours: Mon – Fry: 9:00-12:00 am, Tue+ Thu: 13:00-18:00 pm, Wednesday: closed</p>	
<p><b>Registration at the immigration office (for non-EU citizens)</b></p> <p><i>Ausländerbehörde (Immigration office) Eberswalde Am Markt 1 Paul-Wunderlich-Haus</i></p>	<p>Required documents for a residency permit:</p> <ul style="list-style-type: none"> <li>• Confirmation of registration from town hall</li> <li>• Passport photo</li> <li>• Letter of admission or enrolment certificate</li> <li>• Proof Health insurance</li> <li>• Proof of financial resources and/ or scholarship</li> <li>• Confirmation of your standard course length issued by HNEE</li> <li>• 100 € for the issue of the electronic permit ID</li> </ul> <p>Opening hours: Tuesday 9 a.m.-6 p.m. <i>For individual appointments call: 03334 / 214 142 6</i></p>	
<p><b>Opening a bank account</b></p>	<p>You will need a bank account from the beginning of your stay in Eberswalde in order to transfer money for your rent, health insurance, etc.</p> <p>Ask for the special student’s account (“Girokonto für Studenten”) which is free of charge at most banks!</p> <p>Required documents:</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• certificate of enrolment</li> <li>• confirmation of residency (Meldebescheinigung)</li> </ul> <p>If you have already opened a blocked bank account in order to get a visa you just need to activate it in the next branch bank.</p>	
<p><b>Getting information about your program and lecture times</b></p>	<ul style="list-style-type: none"> <li>• Visit the homepage of the <u>HNEE</u> and inform you about your study program, lecture dates, exam periods and holidays etc.</li> <li>• Please note: some study programmes offer an orientation week at the beginning of the semester, for more information see <a href="http://www.hnee.de/preparation">www.hnee.de/preparation</a></li> <li>• The faculty of Forest and Environment offers <u>preparatory courses</u> for students of the study programmes <i>Forestry and International Forest Ecosystem Management</i></li> </ul>	
<p><b>Get to know your University</b></p>	<ul style="list-style-type: none"> <li>• Register at the library (free of charge)</li> <li>• Visit our cafeterias (forest and city campus)</li> <li>• explore the functions of your Greencard</li> <li>• Join the introductory week at semester start</li> <li>• Activate your HNEE e-mail account</li> <li>• Visit computer pools in houses 2, 5 , 11</li> <li>• Log in and explore <u>EMMA +</u></li> </ul>	