

WELCOME TO GOETHE UNIVERSITY

GUIDE FOR INTERNATIONAL RESEARCHERS





We would like to thank the EURAXESS platform
for its compilation of information.

WELCOME TO GOETHE UNIVERSITY
GUIDE FOR INTERNATIONAL RESEARCHERS

Dear International Researcher,

without a doubt, Frankfurt is one of Germany's most international cities, a city of encounters and intellectual enrichment. This impressive academic, logistical, cultural and financial hub with its long history has always depended on exchange with different people and nations. For more than a century, Goethe University has been able to contribute to this unique urban blend that constitutes Frankfurt. Ever more so today, as the global environmental, health and financial challenges call for truly committed academic cooperation and exchange. In our rapidly changing world, increased internationalization and a high number of internationally mobile researchers directly benefit Goethe University's research output and the education of our nearly 50.000 students.

As part of the University's strategic efforts to strengthen and enhance its international ties, I am very glad that the Goethe Welcome Centre has taken on the responsibility to take care

of our international guests. Researchers, scientists and doctoral candidates from all over the world will find a welcoming atmosphere at our university, making their arrival and stay as unbureaucratic as possible. Goethe Welcome Centre offers a wide range of services to support and guide you through all the non-academic formalities and aspects of your stay in Frankfurt. Be it the search for accommodation, the city's administrative red tape, or colorful social and cultural events: our University will take care of you!

Together with Goethe Welcome Centre's staff, I would like to welcome you to Goethe University and wish you a great and most productive stay in Frankfurt: *Herzlich willkommen an der Goethe-Universität!*

Sincerely,

Enrico Schleiff

President of Goethe University Frankfurt





WELCOME

Welcome to Goethe University, Frankfurt am Main.

We are very pleased that you have decided to stay at Goethe University. We hope that you will have a fruitful and enriching time in the vibrant cultural and commercial metropolis of Frankfurt.

The Goethe Welcome Centre (GWC) is the central point of advice and services for international researchers (professors, post-docs and PhDs) at Goethe University. Before, throughout, and after your stay, the GWC will assist you with information, advice and targeted help regarding your life in Frankfurt. Our goal is to help make your stay as smooth and comfortable as possible. The GWC works closely with other service facilities at the University as well as the City of Frankfurt. In addition, we offer events and excursions for you and your family.

To help us support you in the best possible way, please fill in our online registration form (preferably before your arrival).

As soon as we receive your registration, we will reach out to you with some initial information for your first steps in Frankfurt. Once you have arrived, you will be able to pick up our welcome-bag at your hosting department or the guest house.

On the following pages, you will find ample information about your stay in Frankfurt. Should you have further questions, please do not hesitate to contact us at any time.

We look forward to meeting you,

**Florian von Bothmer
and the Goethe Welcome Centre Team**

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Administrative Office

1

OUR SERVICES AND PROGRAMMES

1. OUR SERVICES AND PROGRAMMES

1.1 SERVICES

The Goethe Welcome Centre will serve as your central point of contact and can arrange professional, expert advice on all non-academic affairs. The Goethe Welcome Centre strives to be a source of support for you and your family across a wide range of matters. In its capacity as the central facility for networking and interlinking the existing services and programmes and for pooling expertise and skills at the university, the Goethe Welcome Centre maintains contacts with all the existing service points at the university. The Goethe Welcome Centre additionally offers its own services, fine-tuning these to specifically meet your requirements.

In addition to assistance with all non-academic and extra-curricular matters, the Goethe Welcome Centre supports the socio-cultural and linguistic integration of international researchers. The Goethe Welcome Centre, in cooperation with the *Internationales Studien- und Sprachenzentrum (ISZ)*, offers German as a foreign language courses at different levels.

If you have any special needs or wishes, please feel free to contact us.



We currently offer the following services:

Services before your arrival

- ▶ Advice regarding your visa application
- ▶ Information on documents and papers needed
- ▶ Support during the accommodation search
- ▶ Advice on the immigration of your spouse and/or children
- ▶ Advice on childcare and schooling
- ▶ Information on travelling to Frankfurt

Services upon your arrival

- ▶ General advice
- ▶ Helping you find permanent accommodation
- ▶ Providing advice and accompanying you on visits to local authorities (Registration, Residence Permit)
- ▶ Answering formal questions about health insurance, pension insurance, other forms of insurance, taxes, banking, international driving licence, registering a car
- ▶ Information on the ID card for the library, an email address, Goethe Card and WiFi access at Goethe University

Services during your stay

- ▶ Support in all non-academic matters
- ▶ Change of address
- ▶ Coordinating the subsequent immigration of your spouse and/or children
- ▶ Information on childcare facilities
- ▶ Helping you to find a school in Frankfurt and the surrounding area
- ▶ German as a Foreign Language courses
- ▶ Information on doctors and hospitals incl. medical assistance in languages other than German
- ▶ Information on life in Frankfurt
- ▶ Information on the range of cultural events, programmes and sporting activities offered in Frankfurt and at the university
- ▶ Events and seminars related to social integration
- ▶ GRADE training programme for doctoral candidates and Postdocs.

Services at the end of your stay

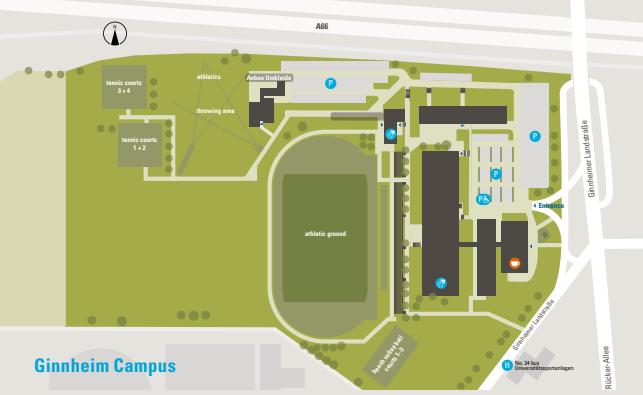
- ▶ Information on formalities before you leave, such as terminating your rental agreement, de-registering with the Frankfurt Municipality, terminating insurance contracts, etc.

1.2 HOW TO GET TO GOETHE UNIVERSITY'S DIFFERENT CAMPUSES?

BOCKENHEIM CAMPUS

Senckenberganlage 31, 60325 Frankfurt am Main

- 1 Art Pedagogy
- 17 Dantestraße 9
- 7 Day-Care Center Bockenheim
- 9 European Academy of Work (AdA)
- 24 Guest House Beethovenstraße 36
- 4 Halls of Residence Bockenheimer Landstraße 135
- 10 Halls of Residence Jügelstraße 1
- 19 Institute for Informatics
- 23 Institute for Informatics, Goethe Center for Scientific Computing (G-CSD)
- 18 Institute for Mathematics, studium digitale
- 13 Institute of Social Research (IfS)
- 2 Johann Christian Senckenberg University Library
- 8 Juridicum
- 15 Lecture Hall Building: Halls 1 – 16 and I – VI
- 12 Library Art History, Islamic Studies and Städel's Library
- 22 LOEWE Biodiversity and Climate Research Centre (BiKF)
- 5 New Cafeteria, Social Centre (Conference Room III)
- 16 Senckenberg Research Institute and Natural History Museum, Physical Society
- 3 Sonderforschungsbereich (SFB) 1095
- 11 Student House (General Students' Committee, AstA)
- 21 Varrentrappstraße 40–42, Carl-Bosch-Haus



Ginnheim Campus



Bockenheim Campus

1. OUR SERVICES AND PROGRAMMES

WESTEND CAMPUS

Theodor-W.-Adorno-Platz 1, 60323 Frankfurt am Main

- 13 Auditorium Complex (HZ)
- 7 Canteen (Casino)
- 8 Canteen Annexe (Casino Annexe)
- 5 Childcare Centre (Kita)
- 23 DIPF | Leibniz Institute for Research and Information
- 24 Equal Opportunities Office (IKB Building)
- 17 Facility Management (IMM)
- 25 Global Office (House of Labour Building)
- 18 Goethe Card
- 6 Goethe Welcome Centre (GWC)
- 15 Hall of Residence (church-run) (ESG/KHG)
- 16 Haus der Stille (Multi-Faith and Intercultural Centre)
- 9 House of Finance (HoF) / Leibniz Institute for Financial Research SAFE
- 1 IG Farben Building
- 3 IG Farben Building, Side Building (NG)
- 22 Landesbetrieb Bau und Immobilien Hessen (LHIB Container)
- 14 Law, Economics & Business Administration (RuW)
- 11 Max Planck Institute for Legal History and Legal Theory (MPI)
- 2 Norbert Wollheim Memorial
- 20 Normative Orders | Research Centre of Goethe University (FNO)
- 10 President's Office & Central Administration (PA)
- 12 Psychology, Educational Sciences, Social Sciences (PEG)
- 19 Seminar Building
- 21 Seminar Pavilion
- 6 Students' Union Campus Office (ASTA)





1. OUR SERVICES AND PROGRAMMES

RIEDBERG CAMPUS

Max-von-Laue-Str. 9, 60438 Frankfurt am Main

- 5 Biologicum
- 2 Biozentrum, Goethe Welcome Centre
- 6 Buchmann Institute for Molecular Life Sciences (BMLS)
- 1 Chemical Institute
- 9 FIZ
- 4 Geo Centre
- 11 Greenhouses, Planting Areas
- 13 Kita Kairos Day-Care Centre
- 10 Kita Zauberberg Day-Care Centre
- 8 Max Planck Institute for Biophysics
- 12 Max Planck Institute for Brain Research
- 7 Otto Stern Centre (Lecture Hall Centre)
- 3 Physics



Boea-Luxemburg-Straße

1. OUR SERVICES AND PROGRAMMES

NIEDERRAD CAMPUS

Theodor-Stern-Kai 7, 60590 Frankfurt am Main

- 20 Audimax
- 35 Canteen
- 20 Cafeteria
- 23B
- 10A Dean's Office, Medicum
- 1 Doctoral Studies Office 1
- 97 Hochschule Fresenius
- 6, 8, 10A, 14, 20, 22, 23, 27B, 28, 29, 40, 44, 49, 93
Lecture Halls
- 10 Medical Library
- 35A Seminarpavillon
- 12 Shops and gastronomy

Directions by car:

- from the A5 towards Kassel, exit »Niederrad/ Schwanheim/ Uniklinik«
- from the A5 towards Basel, exit »Westhafen/ Uniklinik«, Gutleutstraße, Friedensbrücke, Theodor-Stern-Kai
- from the A3 towards Frankfurt Süd/ Stadtmitte, exit »Schwanheim/ Niederrad/ Rennbahn«, Kennedyallee, Rennbahnstraße, Sandhofstraße or Deutschordenstraße, Theodor-Stern-Kai

Directions by public transport:

- 35 and 46 bus routes, »Stresemannallee« stop
- Tram lines 12 and 21 from Central Station, lines 15 and 19 from Südbahnhof to »Universitätsklinikum«
- »Hauptbahnhof«, »Südbahnhof« underground stations





1.3 FIVE CAMPUSES, ONE UNIVERSITY

Goethe University has campuses in Bockenheim, Westend, Riedberg, Ginnheim and Niederrad. While each campus is very different and has a distinct character, all campuses are conveniently located and well serviced by public transportation.

The new Westend Campus with its park-like ambiance and beautiful travertine-facade buildings is one of Germany's most attractive campuses. It is currently home to the House of Finance and the departments of law and economics as well as history, philosophy, religious studies, and a part of the language and cultural studies department. In addition to lecture the-

atres, the campus features a beer garden and several restaurants and cafes.

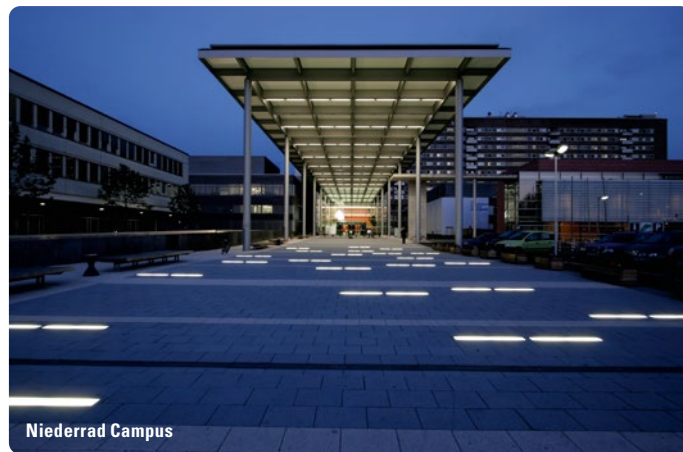
The original main campus in Bockenheim is still home to the university library and various academic departments. It is scheduled to be closed within a couple of years.

Riedberg Campus is home to the natural sciences at Goethe University – geosciences/geography, physics, biochemistry, chemistry, pharmacy, and biology. Modern buildings offer state-of-the-art facilities and laboratories. The new Otto Stern Centre forms the heart of the campus, providing not only a library and

lecture hall centre, but also a place for students and faculties to gather.

Set directly on banks of the River Main, Niederrad Campus is the site of the medical faculty and the University Hospital. It is undergoing reconstruction and expansion and offers a mix of modern, new buildings and charming old ones.

Ginnheim Campus is home to the department of sports sciences and the University Sports Centre. Here, Goethe University students and faculty members can participate in a variety of sports. Ginnheim Campus features training grounds, gyms, and swimming pools.







2

FORMALITIES





2. FORMALITIES

2.1 CHECKLISTS FOR MOST IMPORTANT FORMALITIES

✔ 2.1.1 THINGS TO DO BEFORE YOU COME TO FRANKFURT

You can use this checklist to keep track of the tasks you have already completed and those still pending. The list may not mention every detail. However, we have attempted to include the most important steps to follow in preparation for your trip to Frankfurt. There is no need to adhere to the order of the tasks as given in the list. Moreover, we recommend that you carefully read the information we provide on our homepage to prepare for your stay in Frankfurt.

www.uni-frankfurt.de/gwc/Checklists

1. Registration with the Goethe Welcome Centre

The Goethe Welcome Centre team will be happy to assist you in preparing for your journey and anytime during your stay in Frankfurt. Our main purpose is to provide information and service at the highest level. In order to offer this level of service, it is important for us to get to know you and your needs. Therefore, we would like to ask you to register by filling in our Online Registration Form available on our homepage: www.uni-frankfurt.de/gwc

2. Invitation from your host institute or confirmation of your research fellowship

Be sure to print out and bring the invitation from your host institute in Frankfurt or the confirmation of your research fellowship.

3. Visa

You should apply as early as possible for your visa and those for your family at the German embassy or consulate in your home country. As there are several kinds of visa you may want to check our website for further information:

www.uni-frankfurt.de/gwc/Visa

4. Apartment Search

Apartments and furnished rooms are in great demand in Frankfurt. Therefore, we recommend that you start your apartment search as early as possible. Please contact us well ahead of time if you would like us to help you with your search. Read more about this on our homepage:

www.uni-frankfurt.de/gwc/Accommodation

5. Health Insurance

If you are planning for a longer stay in Germany, you should make sure that you and any accompanying family members have adequate health insurance coverage. German health insurance providers generally cover the costs of medicine, doctor's visits, and hospital stays. It is very important that your health insurance covers medical treatment in the case of acute illnesses and accidents. Adequate health insurance coverage is also required to obtain a residence permit in Germany. Read more about this on our homepage:

www.uni-frankfurt.de/gwc/Health-insurance

6. Formalities for family members

There are a number of formalities to be taken care of if your spouse or other family members are going to accompany you to Frankfurt. Family members will need a visa, which you need to apply for well in advance. If your spouse wishes to work while in Germany, you must indicate this during the visa application process. A work permit is required if a spouse is to be employed regularly in Germany (exceptions: citizens of countries within the European Union, Iceland, Liechtenstein, and Norway). When coming with children, you should arrange for child care or schooling in Frankfurt ahead of time and ideally before coming to Germany. We recommend

that you contact the Goethe Welcome Centre as early as possible. It is often necessary to reserve child care places well ahead of time. In many cases, your host institute may also help. Please do not hesitate to ask! Read more about this on our homepage:

www.uni-frankfurt.de/gwc/Family

7. Language Preparations

It is a good idea to learn at least some basic German, especially if you are planning on a longer stay in Germany. Obtaining some language skills in advance will make your arrival easier and more pleasant. The Goethe Welcome Centre organises basic language courses for visiting scholars and their families in Frankfurt. Nevertheless, we recommend a more intensive course in one of the numerous language schools in Frankfurt. Read more about this on our homepage:

www.uni-frankfurt.de/gwc/Language-Courses

8. Important Documents

Before coming to Germany, you will need to gather various documents such as:

- ▶ Your passport(s) or similar identification document(s)
- ▶ Visa(s)
- ▶ Your children's birth certificates / your marriage certificate if your spouse is ac-

companying you

- ▶ Several biometric passport photos
- ▶ The invitation from your host institute or confirmation letter from your funding institution (hosting agreement)
- ▶ Your university degrees and your doctoral degree, if applicable
- ▶ Confirmation of health insurance (if your health insurance is valid in Germany)
- ▶ Vaccination records, information about previous sicknesses or medication
- ▶ A foreign or international driver's licence



2.1.2 ARRIVAL AND STAY IN FRANKFURT AM MAIN

This checklist will help you determine the tasks that you still have to complete. However, please note that this checklist is not a complete list of all necessary tasks, but is a summary of the most important information. The tasks do not need to be completed in the order in which they are shown in the list. Please contact us if you need assistance with any of the formalities described here; we will be delighted to help you!

1. Fill in Goethe Welcome Centre's questionnaire

You should complete Goethe Welcome Centre's Online Registration Form before or upon your arrival in Frankfurt. (http://linkto.eu/welcome_GU) We can provide you with important information and inform you about special events and advisory programmes only after we have received the completed questionnaire. All information is kept confidential.

2. Register with the city of Frankfurt

You must register at the Citizens' Office (*Bürgeramt*) in Frankfurt within two weeks after arrival. This rule applies to all German citizens as well as to international guests who will stay in Germany for more than three months. You may find a link for the online booking system on the web pages of the Goethe Welcome Centre (www.uni-frankfurt.de/gwec/Registration). In order to declare your residency, you must bring your personal identity card and a lessor confirmation (*Wohnungsgeberbestätigung*) to one of the Citizens' Office. You can choose between different Citizens' Offices depending upon your place of residence in Frankfurt (frankfurt.de/leistungen/Umzug-8958631/Abmeldungen-Ummeldungen-

[Anmeldungen-8958634/Anmeldung-einer-Wohnung](http://frankfurt.de/leistungen/Umzug-8958631/Abmeldungen-Ummeldungen-)). At the Citizens' Office you may also apply for a police certificate of good conduct. If you are going to sign an employment contract with Goethe University, you will have to submit a tax number to the Human Resources department. This confirmation will be sent automatically to your new address about 3–4 weeks after your registration with the *Bürgeramt*.

3. Visa and residence permit

Non-European foreigners generally require a visa to enter Germany and also a residence permit if they are planning to stay for an extended period. The entry visa can usually be obtained through German consulates abroad. Depending upon the length and purpose of the stay in Germany, a visa is required (research stay in Germany for up to three months) or a national visa (research stay exceeding three months). Foreigners who require an entry visa must also receive permission to stay in Germany if their planned stay exceeds the length of the issued visa. In this case, a residence permit is required. This also applies to foreigners who are permitted to enter and stay in Germany for up to three months without a visa. These varying regulations depend upon the country of origin of the person traveling to Germany. If you are planning to stay in Germany longer than three months, you are obliged to apply for a residence permit at the Foreigners' Office (*Ausländerbehörde*).

The issuing or extension of a residence permit is controlled by the Foreigners' Office. We are happy to assist you in arranging an appointment with the Foreigners' Office. The following documents are required at the time of the appointment:

- ▶ Valid passport
- ▶ Registration certificate from the Citizens' Office
- ▶ Completed and signed Application for a residence title
- ▶ Proof of your ability to finance your living expenses: employment contract/scholarship certificate
- ▶ Proof of medical insurance coverage
- ▶ Rental contract
- ▶ 1 recent biometric photo
- ▶ service fee of € 50–147 (fee depends upon the length and type of the granted residence permit)
- ▶ A service fee between € 60 and € 96 is charged for extending a residence permit.

Please find further information on our web page:

www.uni-frankfurt.de/gwc/Visa

www.uni-frankfurt.de/gwc/Residence-permit

4. Rental contract and security deposit

A written rental contract is usually signed with the landlord before moving into an apartment. By signing the contract, you legally recognize and accept the conditions of the contract; therefore, the entire contract should be read very thoroughly. In Germany, it is common for the landlord to require a security deposit amounting to about two months of rent. This money will be returned to you once you move out unless the apartment has been damaged or there are outstanding payments to the landlord. A security deposit should amount to three months' rent at the most. If you live

in one of the university's guesthouses, you will receive further information and the rental contract upon moving in.

5. Health insurance

If you will be staying in Germany for an extended period of time, you and your accompanying family members have to obtain health insurance coverage in Germany. German health insurance companies generally reimburse the cost of medication, doctor's fees, and hospital fees. It is also very important that your health insurance covers medical treatment for acute illness and accidents. Health insurance coverage is also required by the *Ausländerbehörde* in order to receive a residence permit. Please find further information on our web page:

www.uni-frankfurt.de/gwc/Insurances

6. Liability insurance (*Haftpflichtversicherung*) and accident insurance (*Unfallversicherung*).

We strongly recommend obtaining private liability insurance at the latest shortly after your arrival in Frankfurt. This type of insurance provides coverage should you injure another person, for example through carelessness (causing an automobile accident while riding a bicycle). Please determine if your liability insurance in your home country remains valid in Germany. Accident insurance (*Unfallversicherung*) is a component of the compulsory German state social insurance. This insurance covers you in the event of an accident at work but does not provide coverage in other instances. If you have an employment contract in Germany, you do not

have to personally apply for accident insurance because your employer is fully responsible for accident insurance coverage. You should consider taking out supplementary private accident insurance. Scholarship recipients are usually exempt from the obligatory German state social insurance. You can find further information on our web pages.

7. Opening a bank account

Because monthly rental payments, electrical bills, and insurance fees are usually charged directly to a bank account and salaries and scholarship funds are directly deposited to one's account, it is important to open a bank account (*Girokonto*) for the duration of your stay in Germany at a local bank. Please find more information on our homepage:

www.uni-frankfurt.de/gwc/Bank-account

8. Goethe-Card

International researchers and guest researchers can receive a card from the Computer Centre (*Hochschulrechenzentrum/HRZ*).

This personal »Goethe Card« allows you to perform several procedures that will certainly be useful throughout your stay:

- ▶ Employment and services card
- ▶ Identity card used for research and taking out books or other media from the university's libraries
- ▶ Access to various buildings
- ▶ Cashless payment in the university cafeteria
- ▶ Copy card
- ▶ As a service card, the Goethe Card allows you to participate in university sport courses.

Your hosting department/institute at Goethe University will have to apply for this card. Only guest researchers who are staying longer than four weeks at the university or at associated institutions may receive the Goethe Card. More important information about the Goethe Card can be found on the Computer Centre's website:

www.rz.uni-frankfurt.de/44160530/Goethe-Card

9. Internet and email

International researchers and guest researchers have free internet access on the university's premises. You can log in with the username given to you by the Computer Centre.

10. Language Courses

Basic German skills will be very useful in handling day-to-day tasks and activities. The Goethe Welcome Centre offers language courses at beginner's levels for guest researchers. If you are interested, please inquire at the Goethe Welcome Centre. In addition, numerous language schools in Frankfurt and the surrounding area offer the opportunity to learn German or to improve one's German skills. More information can be found on our homepage:

www.uni-frankfurt.de/gwc/Language-Courses



11. Transportation

Frankfurt's public transportation system of city buses and trams is very well organized. You can find information about tickets, fees, and transportation connections on RMV's website www.rmv.de. Employees of Goethe University may apply for a so-called »job ticket«, which allows further reductions in public transportation costs (not applicable for professors and junior professors). It is also easy to reach many locations in Frankfurt by bicycle and there are many opportunities to buy second hand bicycles. If you will be bringing your car to Germany, you can find more information about this topic on website of the Federal Ministry of Transport & Infrastructure: www.bmvi.de/SharedDocs/EN/Articles/StV/Roadtraffic/driving-licence.html

Further information may be found on our web page:
www.uni-frankfurt.de/gwc/Transportation

12. Events and Activities

Events for international researchers and their families, such as short trips and excursions to museums and historical sites in Hesse, are organized every month by the GWC. Current events can be found on our homepage:
www.uni-frankfurt.de/gwc/Events



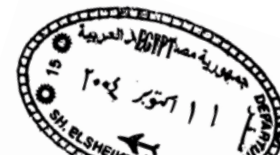
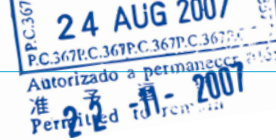
2.2 DOCUMENTS

- ✔ You will need a number of documents for your stay in Frankfurt. Please bring the following documents:
- ▶ A **passport** valid for the duration of your entire stay in Germany and at least 3 months after the planned return to your home country
 - ▶ A **visa** for yourself and for any family members accompanying you. Please be sure to apply for the visa as early as possible. Although you may receive your own visa fairly quickly, many visitors experience delays of two months or more before receiving visas for their family members.
 - ▶ The **invitation from your host institute** or confirmation letter from your funding institution
 - ▶ **Proof of sufficient financial resources/** proof of receipt of a fellowship or contract with GU
 - ▶ Several **biometric passport photos**
 - ▶ Your **birth certificate**
 - ▶ Your **marriage certificate** and your **children's birth certificates** if your spouse

- and/or your children are accompanying you. These documents should be translated into German by a certified translator.
- ▶ Certified copies in German or English of your **secondary school leaving certificates** (High School Diploma, GCE, Baccalaureate etc.), of your **university degrees** and, where applicable, of your **doctoral degree**
 - ▶ Copies of detailed **work certificates**
 - ▶ **Certificate of good conduct** to be obtained from the Citizens' Office (applicable only for long term contracts with GU)
 - ▶ Confirmation of **health insurance coverage** valid for Germany for yourself and any family members beginning on the first day of your stay in Germany. You may have to take out a German health insurance for the entire duration of your stay.
 - ▶ If applicable, a **statement regarding any current or previous illnesses** (also any recent X-rays) as well as any medication you are taking at the time of your departure

- ▶ Your **vaccination records**, if possible an international certificate of vaccination
- ▶ If you have a **personal liability or a private accident insurance** in your home country, you should find out whether the coverage is also valid in Germany.
- ▶ An **international driving licence** or your national driving licence, if you plan to drive a car while in Germany
- ▶ An **international »green« insurance** card to confirm that you have automobile liability insurance that is valid in Germany (if you plan to bring your own car to Germany)
- ▶ Confirmation from your automobile liability insurance provider that you have an accident-free **driving record** to obtain a lower insurance premium for German liability insurance

Please find further information about important documents on the following web page:
www.uni-frankfurt.de/gwc/Checklists





2.3 VISA

Foreign nationals generally require a visa to enter Germany (for detailed information see the Federal Foreign Office website). Please apply for your visa as early as possible at the relevant German mission abroad, i.e. the German Embassy or a German Consulate in your home country or country of residence. You will need a number of different documents and papers when applying for a visa depending on the type of visa and the country.

Please note that it may take between 4 to 6 weeks to process a visa application and that this can differ from one embassy to the next. So, please apply for your visa in good time.

The website of the relevant Consulate General contains more detailed information on the documents required. A detailed overview of statutory frameworks for entry and residence can be obtained from EURAXESS Germany (www.euraxess.de). Please note: If a visa is compulsory, then entry without a visa is not permitted and is thus **illegal**. Please also note: the visa process for family members/dependents differs from the one for guest researchers and academics and may, under certain circumstances, take longer.

Exemptions to and relaxations of the visa requirement are only available to a few countries.

The following groups do not require a visa for entry. They only need to present a valid travel document (e.g. a passport):

- ▶ Citizens of the European Union.
- ▶ Nationals of European Economic Area countries (EEA): Iceland, Liechtenstein, Norway, United Kingdom.
- ▶ Nationals of Australia, Canada, Israel, Japan, Republic of Korea, New Zealand, Switzerland and the USA (if coming for a stay exceeding three months, nationals of these countries must apply for a residence permit at the Foreigners' Office/*Ausländerbehörde* in Germany). However, if you are planning to take up gainful employment in Germany we strongly recommend applying for a work-visa **before** coming to Germany. Starting this process only upon arrival will most probably delay the starting date of your employment at Goethe University.
- ▶ Nationals of Andorra, Honduras, Monaco and San Marino do not need a visa, as long as they are not planning to take up gainful employment. (If they will stay for longer than three months, they must apply for a residence permit at the Foreigners' Office/*Ausländerbehörde* in Germany).
- ▶ Nationals of Argentina, Bosnia and Herzegovina, Brazil, Brunei, Chile, Costa Rica, Croatia, El Salvador, Guatemala, Malaysia, Mexico, Montenegro, Nicaragua, Panama, Paraguay, Singapore, Serbia, Uruguay, Vatican City and Venezuela can enter without a visa for stays not exceeding three months or if they do not plan to take up any gainful employment that requires social security contributions to be paid. If the employment as a (visiting) researcher or academic will not exceed three months, entry without a visa is also possible. It is **not** possible to extend these visa-free stays beyond three months. After completion of the three months, these persons **must** leave the country. If they wish to stay longer or to take up gainful employment in a job that requires state approval, they must, as an absolute prerequisite, enter Germany on a national visa.

No liability for errors or omissions.



2.3.1 TYPES OF VISA

On arrival in Frankfurt, you usually have to go to your local Foreigners' Office (*Ausländerbehörde*) at the earliest appointment possible during the first 3 months of your stay to extend your visa (residence permit / *Aufenthalts-genehmigung*). The GWC will be glad to arrange such an appointment for you. In most cases, it will be clear which of the residence permits set out in the relevant paragraphs of the Residence Act (*Aufenthaltsgesetz*) is most suitable for you. In some cases, you may choose the paragraph that will appear on your residence permit and this decision can have advantages and disadvantages depending on your particular situation. The following residence permits are generally available for researchers:

§ 16b

This section is addressed to students and can also apply to doctoral students who are registered for a PhD. In this case, the main purpose of the stay should be to attain a PhD.

§ 18b (1)

This section is aimed at all those who hold an employment contract (e.g. as research assistant / *wissenschaftliche*r Mitarbeiter*in*). It is also possible to choose this section if you are pursuing a PhD alongside work.

§ 18b (2)

Blue Card

The Blue Card is a residence permit for highly qualified persons. It serves to promote the mobility of researchers within Europe. This includes third-country nationals who will enter Germany directly from a third country and those who are already in another EU member state under an EU Blue Card. However, it may also be worth considering for researchers who are already residing in Germany.

- ✔ You need to meet certain criteria before the EU Blue Card can be issued:
 - ▶ A German or a foreign university degree that is either recognized and acknowledged in Germany or is comparable to a German degree.
 - ▶ An employment contract
 - ▶ A minimum salary (information about the amount can be attained at the Goethe Welcome Centre)
 - ▶ If the requirements for a minimum income are not met (i.e. 52 % of the annual income threshold for German pension insurance), the approval of the *Bundesagentur für Arbeit* is required. The employer/HR department will request this approval from the *Bundesagentur für Arbeit*.

§ 18c (3)

Permanent settlement permit for specialists

This section is addressed to highly qualified persons. It allows unrestricted residence in Germany (including family members). All types of occupations are permitted.

§ 18d

This section is aimed at foreign researchers who want to carry out a research project in an (officially approved) research institution in Germany. A hosting agreement between the researcher and the research institution has to be concluded. If the dissertation is carried out within the framework of an employment contract, it is also applicable for doctoral candidates.

No liability for errors or omissions. We recommend that you also consult the diplomatic mission or your local Foreigners' Office for more detailed information on your individual case.





2.3.2 TEMPORARY RESIDENCE PERMIT (FIKTIONS BESCHEINIGUNG)

It takes approx. 4–8 weeks for your electronic residence permit to be issued, and you will receive this in card format. If your current residence permit is due to run out during this period of time, you will need to obtain a temporary residence permit. This is only a temporary document to replace your expired permit until your new electronic residence permit arrives.

There are three different types of temporary residence permit. These are known as ›Duldungsfiktion‹, ›Erlaubnisfiktion‹ and ›Fortbestandsfiktion‹.

If you have applied far enough in advance to extend your residence permits and are now waiting for your card, you will usually receive a ›Fortbestandsfiktion‹ (§ 81.4), as your old residence permit will continue to apply until you receive the new card.

In principle, it is possible to travel with this type of temporary residence permit, and you are permitted to re-enter Germany at any time. Nevertheless, as long as you only possess a diplomatic residence permit, it is advisable to check with the diplomatic mission (embassy/consulate) of the country you will be visiting, to ensure you will be able to enter and leave the country without any problems.

A temporary residence permit costs € 13.

2.3.3 INVITING VISITORS

✓ If you would like to invite visitors to Germany who require a visa, you need to submit the following documents to the Foreigners' Office:

- ▶ Application form: Inviting Visitors (*Besuchereinladung*)
- ▶ Formal obligation (*Verpflichtungserklärung*)
- ▶ Form: Instructions on how to save and use the application data (*Belehrung zur Speicherung und Nutzung der Antragsdaten*).
- ▶ Your last three payslips/statements of grant receipts or, depending on the amount of monthly income, details of a dedicated account may be required (€ 1,500 + € 25 per visiting day if the visitor will be living with you, or € 75 per visiting day if the visitor will be staying in a hotel or another paid accommodation)
- ▶ Tenancy agreement (stating the amount of rent and the size of the living area in square metres)
- ▶ Bank statements from the last three months recording recording income and rent payments
- ▶ Valid passport
- ▶ Cost: € 25

You need to submit the completed forms to the Foreigners' Office. The required documents will then be passed on to the visitor and they will be able to take them to the Embassy and apply for a visa.

2.3.4 EXTENDING A VISA

You need to apply for a residence permit at your local Foreigners' Office before your entry visa runs out. Citizens of Australia, Israel, Canada, New Zealand, the Republic of Korea, the United Kingdom and the USA, who arrive without a visa and are planning to stay in Germany for a longer period of time, also need to apply for a residence permit as soon as possible after their arrival in Frankfurt.

We advise you to submit your application as soon as possible (approx. 3 months before your visa is due to expire).

- ✓ You usually have to present the following documents at the Foreigners' Office (*Ausländerbehörde*). All documents have to be translated into German. Some might need a certified translation:
 - ▶ Completed application for a residence permit
 - ▶ Valid passport (please ensure that your passport is not due to expire until at least three months after the end of your stay)
 - ▶ Biometric passport photo (please note the requirements set out by the Federal Foreign Office)
 - ▶ Fellowship award letter, employment contract or hosting agreement with the university (stating the amount of the monthly fellowship or salary as proof that you can support yourself financially)

- ▶ Letter of invitation from your host faculty (in German)
- ▶ Proof of a German health insurance cover
- ▶ For spouse/children: certified German or English translations of marriage and birth certificates
- ▶ For children: current school enrolment certificate (of the German school they will attend)
- ▶ Registration certificate from the Citizens' Office (*Bürgeramt*)
- ▶ Charges: a maximum of € 110 for the original permit
- ▶ Your height in metres and centimetres (please check measurements beforehand)



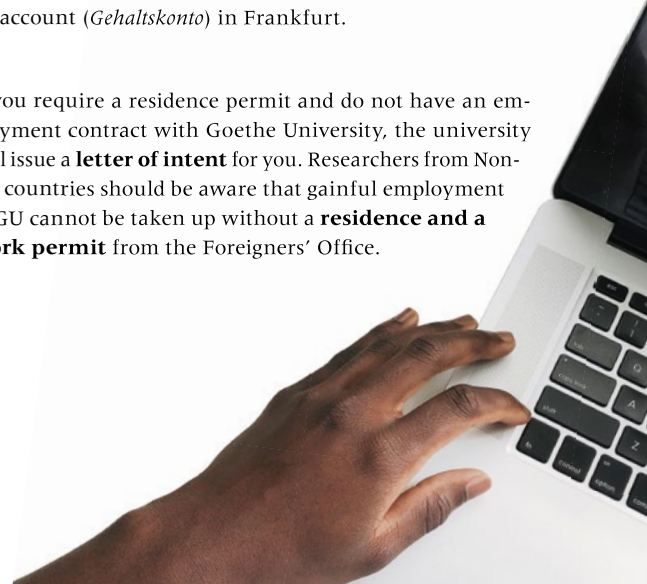
2.4 CONTRACT

If you are granted an **employment contract** as a member of the academic staff or as a professor at Goethe University, your department will apply to the university's Human Resources Department (*Personalservices*) to formally appoint you. You will receive the contractual papers and documents plus various other forms. The Goethe Welcome Centre and the staff of the Human Resources Office will be pleased to assist you in completing the forms. If you have any questions on contractual matters, please feel free to contact the Goethe Welcome Centre and your contact person at Goethe University's Human Resources Department. We will also be pleased to assist you if you have any general questions related to taxes.

- ✔ For your appointment at Goethe University, you will need the following documents:
 - ▶ A copy and, where applicable, a certified translation of your university degrees (Master's degree/doctorate)
 - ▶ A copy of your ID
 - ▶ Proof of previous work experience
 - ▶ Where applicable, a copy of your residence permit
 - ▶ If you are married: a copy and, where applicable, a certified translation of your marriage certificate
 - ▶ If you have any children: a copy and, where applicable, a certified translation of their birth certificates

- ▶ A certificate of good conduct from the last country of residence (applicable only for a work contract with GU)
- ▶ A Health Certificate issued by the University Hospital (if applicable)
- ✔ You need to obtain the following documents and papers once you arrive in Frankfurt:
 - ▶ Tax number
 - ▶ Health insurance and social security number
 - ▶ We recommend that you open a bank account/cheque account (*Gehaltskonto*) in Frankfurt.

If you require a residence permit and do not have an employment contract with Goethe University, the university will issue a **letter of intent** for you. Researchers from Non-EU countries should be aware that gainful employment at GU cannot be taken up without a **residence and a work permit** from the Foreigners' Office.



2.5 REGISTRATION

Once you have moved into your accommodation in Frankfurt, you must comply with the Registration Act and register in Frankfurt **within 2 weeks**. The registration is done at the Citizens' Office (*Bürgeramt*) of the City of Frankfurt and is free of charge. You should make an appointment online before going to the *Bürgeramt*.

- ✔ You will require the following papers and documents to be able to register:
 - ▶ Proof of identity for all persons registering (ID card, passport)
 - ▶ Lessor confirmation (*Wohnungsgeberbestätigung*); available online or at GWC
www.uni-frankfurt.de/gwc/Registration

At the *Bürgeramt* you will receive a registration certificate, which you need, among other documents, when applying for a residence permit or opening a bank account.

SERVICE:

The Goethe Welcome Centre will be happy to accompany you to the Citizens' Office.

Please note: if you change your accommodation during your stay, you must re-register with the *Bürgeramt* responsible for your new place of residence, i.e. you have to register your new address. When leaving Germany, you have to de-register at the *Bürgeramt*.

Address:

Bürgeramt (Zentrale)
Zeil 3
60313 Frankfurt am Main
Phone: +49 (0)69 21230600

Opening hours:

Mon 9:00 am – 5:00 pm
Tue 7:30 am – 1:00 pm
Wed 7:30 am – 1:00 pm
Thu 10:00 am – 6:00 pm
Fri 7:30 am – 1:00 pm



2.6 IMMIGRATION AUTHORITY – RESIDENCE PERMIT

Address:

Foreigners' Office
 (Ausländerbehörde)
 Ordnungsamt
 Rebstöcker Straße 4
 60326 Frankfurt am Main
 Phone: +49 (0)69 212 42485
 Fax: +49 (0)69 212 42216

Office hours:

Mon 8:00 am – 1:00 pm
 Tue closed
 Wed 7:30 am – 3:00 pm
 Thu 1:00 pm – 6:00 pm
 Fri 7:30 am – 12:00 am

If your stay at Goethe University will last longer than three months, you not only have to register with the Citizens' Office (*Bürgeramt*) after you arrive but also with the relevant Foreigners' Office and apply for a residence permit. Your place of residence – i.e. where you are living – determines which office is responsible for you. If you are registered in Frankfurt, the relevant immigration authority is the Foreigners' Office Frankfurt (*Ausländerbehörde*). You can find information on the subsequent immigration / reunification of families on the following pages.

Please note: Nationals of non-EU States who are exempted from the visa requirement and are going to spend more than three months at Goethe University also have to apply for a residence permit after they have entered Germany.

If you are planning to take up gainful employment in Germany, we strongly recommend applying for a work visa before coming to Germany. Starting this process only upon arrival will most probably delay the starting date of your employment at Goethe University.

Nationals of EU countries or EEA states do not require a residence permit. However, citizens of Switzerland have to inform the German authorities if they intend to stay for more than three months.

Essentially, there are three kinds of residence permits. Which residence permit applies to you depends on your status at the Goethe University:

1. You are a **visiting researcher or scientist** at Goethe University and have a **temporary employment contract** with the university: in this case, you are considered to be in gainful employment and will receive a residence permit in accordance with § 18 or § 20 of the Immigration Act.
2. You are a **visiting researcher or scientist** at Goethe University and are financed **via a scholarship or grant, or are receiving payments from your home country**. If this describes your situation, you will conclude a hosting agreement with the Goethe University and will receive a residence permit in accordance with § 20 of the Immigration Act.
3. You were offered a **professorship** or are **working as a professor** at the Goethe University. You are considered to be in gainful employment and will receive a residence permit in accordance with either § 18 or § 20 of the Immigration Act or, alternatively, you could apply directly for a (permanent) settlement permit.

SERVICE:

The Goethe Welcome Centre will be happy to accompany you to an arranged personal appointment with the Foreigners' Office.

- ✔ To apply for a residence permit, you will need to present the following documents:
 - ▶ a valid passport with a valid visa (if visas are needed for nationals of your country)
 - ▶ a completed application form (available at the Goethe Welcome Centre or online)
 - ▶ 1 recent biometric photo (not older than 6 months)
 - ▶ an employment contract and the latest salary statement or other proof of your ability to finance your living expenses, for example, a scholarship or grant certificate or a similar document
 - ▶ your registration certificate from the *Bürgeramt*
 - ▶ a rental contract
 - ▶ proof that you have health insurance cover that is valid throughout Germany (if you have an employment contract with Goethe University, you will normally be compulsorily insured with a public health insurance fund). Please note that in general only German health insurances are accepted
 - ▶ the processing fee
 - ▶ depending on your status: a hosting agreement

Permanent settlement permit

In order to apply for a permanent settlement permit you must meet the following conditions:

- ✔ You must
 - ▶ have a health insurance cover or have health insurance
 - ▶ have been in possession of a residence permit for five years (you will be credited with only half of the period spend in Germany as part of a study programme: i.e. if you spent 2 years studying in Germany, you will be credited with one of the five years required for a settlement permit),
 - ▶ have sufficient resources to cover your living expenses and have sufficient living space for yourself and your family,
 - ▶ have an adequate knowledge of the German language,
 - ▶ have sufficient knowledge about the German legal and social system,
 - ▶ have made compulsory or voluntary contributions to the statutory pension scheme for at least 60 months.

If you are offered a professorship at Goethe University, you can apply directly for a permanent settlement permit.

If you hold a EU Blue Card, more favourable conditions apply. In such a case, you may request a *Niederlassungserlaubnis* (settlement permit)

- ▶ after 33 months of qualified employment, if you possess simple German language skills (level A1)
- ▶ after 21 months of qualified employment, if you possess proficient German language skills (level B1)
- ▶ In both cases contributions to the statutory pension insurance, sufficient living space and the exam »Leben in Deutschland« (Live in Germany) are required.

For more details please have a look at:

www.make-it-in-germany.com/en/visa/living-permanently-in-germany/settlement-permit





2.7 WORK PERMIT

If you are going to be employed as a researcher or scientist at Goethe University, you **do not need** a specific work permit. However, depending on your nationality, you may require a visa or residence permit that allows you to take up gainful employment.

If you have received a grant or scholarship from Goethe University or from another institution, you **do not need** a work permit either.

2.8 INSURANCES

It is imperative that you have sufficient insurance cover for your stay. Following, you will find information on health insurance, private health insurance, nursing care insurance, public/private liability insurance, social insurance and accident insurance.

2.8.1 HEALTH INSURANCE

It is an **absolute requirement** for all international scientists and researchers to have a health insurance policy that is valid for the entire duration of their stay in Germany. The Immigration Authorities require you to prove that you have adequate health insurance cover before issuing a residence permit. Please note that you must have health insurance cover from your **very first day in Germany**. If you enter Germany on a Schengen Visa for a short-term research stay of up to 90 days, you will generally be required to prove that you have a travel health insurance cover of at least € 30,000. For longer-term stays, you must have comprehensive (unlimited) health insurance cover that is at least equivalent to a German statutory health insurance fund. We strongly recommend choosing an adequate German health insurance policy. Depending on your status in Frankfurt, there are various options for health insurance policies:

- ▶ You have an **employment contract** at Goethe University: in this case, it is usually **compulsory** for you to be enrolled with a **statutory health insurance fund**, whereby you are free to choose which one of these

funds you take. If you do not insure yourself with a statutory health insurance fund, you will automatically be insured with the AOK insurance fund. All statutory health insurance funds charge a standardised premium of around (=14,6 % *allg. Beitragssatz* + X % *individuelle Zusatzbeitragssätze*) 15.5 % of your gross salary. Health insurance premiums are deducted from your gross salary at source. If your gross salary exceeds the compulsory insurance ceiling (56.250 €/year) you can insure yourself either privately or voluntarily with a statutory health insurance fund.

- ▶ You have a **scholarship** or are financed via your home country and are sufficiently **insured in your home country**: you have to prove that your health insurance is equivalent to the German statutory health insurance fund, which is very difficult. Therefore, we strongly recommend that you take out an adequate German private health insurance policy.
- ▶ You have a **scholarship** or are financed via your home country and are **not sufficiently insured in your home country**: You have to take out an adequate private health insurance policy in Germany.
- ▶ You are an **EU citizen**: The Member States of the European Union introduced the **European Health Insurance Card (EHIC)** in 2004. It is issued by the national insurance carriers in your home country. As a holder of a European Health Insurance Card you can contact doctors and hospitals directly if you are ill, including in

other EU Member States. Please note that the EHIC is only meant for short-term stays. For a long-term stay, German health insurance is required. Please check with your domestic insurance company what items are covered in Germany. Foreign insurance companies will not always cover all the costs that arise in Germany.

There is a great choice of private and statutory health insurance funds and companies. It is worth comparing costs and services. Subsequently, we have compiled some information on the statutory and private health insurance funds and companies. We do not make any claim as to the completeness of this information.

Statutory health insurance funds:

All statutory health insurance funds charge a common percentage of your gross salary, currently 14,6 %. Your employer covers 7,3 % of this and a further 7,3 % will be deducted directly from your gross salary. The statutory health insurance funds differ in the services they offer and may, beside the standard rate, charge a supplementary premium, usually about 1.3 %. In contrast to private insurance companies, statutory insurance providers pay the doctor or hospital directly. You merely have to present your insurance card before treatment. Below you find the names of the most important statutory health insurance companies in Frankfurt:

- ▶ AOK Hessen <https://en.zuwanderer.aok.de/home>
- ▶ Techniker Krankenkasse www.tk.de/en
- ▶ Barmer Krankenkasse www.barmer.de/en

2.8.2 PRIVATE HEALTH INSURANCE

There are many private health insurance companies. If you stay in Frankfurt for less than five years, one of the following private health insurances might be advisable for you. If you need short-term health insurance for your initial period in Germany in order to apply for a visa, the following options might also be suitable.

- ▶ Care Concept AG: up to two years, can be taken out on a daily basis www.care-concept.de
- ▶ HanseMerkur: Private health, liability and nursing care insurance for visiting scientists and researchers, up to 5 years max. www.hmr.v.de/en
- ▶ Mawista Health Insurance for visiting scientists and researchers. Contracts between one and 60 months www.mawista.com/en/health-insurance-for-foreign-nationals-in-germany/
- ▶ For more information see: www.euraxess.de/germany/informationen-beratung/sozialversicherung/health-insurance and www.uni-frankfurt.de/gwc/Health-insurance
- ▶ A comparison of private short term health insurance programmes: <https://feather-insurance.com>

2.8.3 NURSING CARE INSURANCE (PFLEGEVERSICHERUNG)

Normally, both statutory and private health insurance policies are combined with a nursing care insurance policy (which is **compulsory**). For further information on the various kinds of nursing care insurance policies, please visit the website of EURAXESS Germany.

2.8.4 LIABILITY INSURANCE (HAFTPFLICHTVERSICHERUNG)

In Germany, anybody can be held liable for damage(s) they have caused to others (third parties). Accordingly, it is usual to take out a private (family) liability insurance policy against claims resulting from any damages caused inadvertently.

During your stay at Goethe University, the university will **not provide** you with **liability insurance cover**. We **urgently recommend** that you take out a private liability insurance policy or check whether your liability insurance policy in your home country will also cover you during your stay in Frankfurt. A liability insurance policy must, as a minimum, cover you for all instances of private liability and, if possible, also all instances of work-related liability.

- ▶ Many insurance companies offer favourable liability insurance policies. Several websites offer a comparison of costs for liability insurance policies.

2.8.5 SOCIAL SECURITY INSURANCE

Social security insurance is generally governed by law and includes health insurance, pension insurance, unemployment insurance, accident insurance, and nursing care insurance. If you have an **employment contract** with Goethe University, it is compulsory for you to have insurance cover with a health insurance, pension insurance, unemployment insurance, and nursing care insurance fund. In Germany, the social security contributions are set by law. Employers and employees each pay half of the contributions, which amount in total to approximately 40 % of the gross salary. The employee must pay an additional 0.9 % to 1.2 % of their gross salary as an additional health insurance contribution. Employees without children pay a further contribution surplus of 0.25 % of their gross salary into the nursing care insurance fund. The employer alone is responsible for making contributions to the accident insurance fund. You can find further information on this on the EURAXESS website.

If you are financed by a **scholarship** or via your employer in your home country, you are generally **exempted from the requirement to make social security contributions** – with the exception of health insurance premiums, for which you are also liable as a scholarship holder.

If you have signed an employment contract with Goethe University, the university will take the necessary steps to **register you with a social security fund**. You will be registered with your chosen health insurance company, which will then advise the social security agencies accordingly. After completing the registration process, you will receive

an insurance number from the pension insurance agency and an insurance record book. The employer is responsible for paying the contributions and for deducting the contributions at source from each salary payment.

The **pension insurance agency** is part of the social security system as defined by law. Statutory pension insurance premiums are deducted at source from your gross salary; you do not have to do anything in this respect. EU Member States or Social Security Agreement partners must take the insurance periods that have been completed in Germany into account when checking pension entitlements. Insurance periods from a country with which the Federal Republic of Germany has not signed a Social Security Agreement cannot be added to the German insurance periods in order to meet entitlement requirements. If, in the course of your career, you have worked in various countries and have paid contributions to the respective social security systems, you should contact the insurance agencies in the individual states to find out what your entitlements are. Please note that the minimum period for which an individual must have worked in order to attain pension entitlements may differ from one country to the next. **If you return to a country that has no Social Security Agreement with Germany, you may get the pension contributions that you paid in Germany reimbursed.** After a waiting period of two years, you can submit an application to the German Pension Agency for reimbursement of the contributions (www.findyourpension.eu).

The University, as your employer, offers special occupational pension plans alongside the compulsory public pension insurance. For more information see the *Versorgungsanstalt des Bundes und der Länder* (www.vbl.de).

Unemployment insurance is another social security contribution system prescribed by law. It provides insurance cover for unemployed people. Those who have an entitlement (i.e. who have worked in Germany immediately before becoming unemployed and who have had employment with compulsory unemployment insurance for at least 360 days during the last 3 years) and who are active job seekers are entitled to receive German unemployment payments. Previous employment periods in EU Member States/EEA States and Switzerland may be considered. The unemployment insurance premiums are deducted directly at source from your salary. You do not need to do anything in this respect. To find out to what extent the contribution periods in Germany can be recognised by unemployment agencies in other countries, please contact the authority in the respective country. If you return to a country that does not have a Social Security Agreement with Germany, it is not possible to claim German unemployment benefits from there. **The contributions cannot be reimbursed.**

2.8.6 ACCIDENT INSURANCE

If you have an employment contract with Goethe University, you are covered by statutory accident insurance **when carrying out your work** at Goethe University or on the **way to or from Goethe University** (or your work place). If you are working at the Goethe University as a visiting scientist or researcher **without** an employment contract and your **research benefits the University**, you are also covered by accident insurance at the Goethe University when working (if this is not the case, we recommend that you take out a **private accident insurance policy**). Please note that statutory accident insurance only provides you with cover for work-related activities at Goethe University and does not cover activities outside of work. Accordingly, it may be advisable to take out a private accident insurance policy.

www.uni-frankfurt.de/gwc/Accident-insurance



2.9 TAXES

Finanzamt Frankfurt am Main

Gutleutstraße 124
60327 Frankfurt am Main
Phone: +49 (0)69 2545 01
Fax: +49 (0)69 2545 1999

Office Hours:
Mon – Fri: 8:00 am – 6:00 pm

If your employment contract with Goethe University is for more than 6 months, you must regularly pay your income taxes and social security contributions. **Income tax** is deducted by the employer at source and is directly transferred to the State. The amount of income tax depends on your income, family status, and taxation class. Approximately two weeks after your registration with the city of Frankfurt you will receive a letter containing your tax ID. Please enter this number into the tax form forwarded to you by GU's Human Resources department. Submit the filled-in form to the HR department. Please define your tax class.

In Germany, the State levies a **church tax** for the major churches in Germany. If you belong to a religious denomination, you will be asked when applying for your wage tax deduction confirmation. If you belong to the Roman Catholic Church, the Lutheran Church, the Reformed Protestant Church, the Jewish Community, or certain evangelical or protestant free churches, you have to pay church tax in Germany (about 9% of the income tax). This is not the case if you belong, for example, to the Anglican Church or the Orthodox Church.

Double taxation: To prevent foreigners from having to pay taxes both in Germany and in their home country for the same income, so-called Double Taxation Agreements have been concluded with 75 countries. These agreements govern in detail which country is entitled to collect the relevant taxes. Researchers from certain countries are exempted from German tax payments for up to two years. However,

these exemptions have to be applied for with the local tax authorities. Please note the arrangements for your home country. For further information please contact the GU Human Resources department (*Personalservices*) or the GWC.

At the end of each calendar year, you may file an **annual tax declaration** to the tax office. Under certain circumstances, you may receive a refund of some of the taxes that you have paid. The relevant forms are available from the *Finanzamt* itself or online. As German tax legislation is complicated, you should ask the *Finanzamt* for advice. It can also be beneficial to enlist the services of a tax adviser to prepare your tax return, however, please note that the **tax adviser** will charge for this service (www.dstv.de). A considerably more economic tax consultancy may be obtained by joining a wage tax help association. One partly English speaking option in Frankfurt may be found on the website www.vlh.de.

Scholarships are generally **tax-free** if the following conditions are met: they must be paid by a public institution to promote research and training. They must not exceed the sum required to cover the cost of living. Exemption from taxes also means that no social security contributions have to be paid and that you will have to enroll with a private health insurance.

For further information on taxes, see www.euraxess.de/germany/information-assistance/taxation





2.10 BANK ACCOUNT

For your stay at Goethe University, it may be advisable to open a bank account in Frankfurt. A German bank account is generally required for salary payments and scholarships. Thus, we recommend that you open a current account/cheque account (known in German as a *Girokonto*). You will also receive an EC card with which you can withdraw money from cash dispensers/ATMs (*Geldautomaten*) and make cashless payments in many shops.

To open a bank account, you need a registration certificate from the *Bürgeramt* and an identity document. There are several banks in Frankfurt where you can open an account, but the services that they offer, and their bank charges may differ.

- ▶ Sparkasse Frankfurt www.frankfurter-sparkasse.de
- ▶ Volksbank Frankfurt www.frankfurter-volksbank.de
- ▶ Santander Bank www.santanderbank.de
- ▶ Deutsche Bank www.deutsche-bank.de
- ▶ Postbank www.postbank.de
- ▶ Sparda Bank www.sparda-hessen.de
- ▶ GLS Bank www.gls.de

SERVICE:

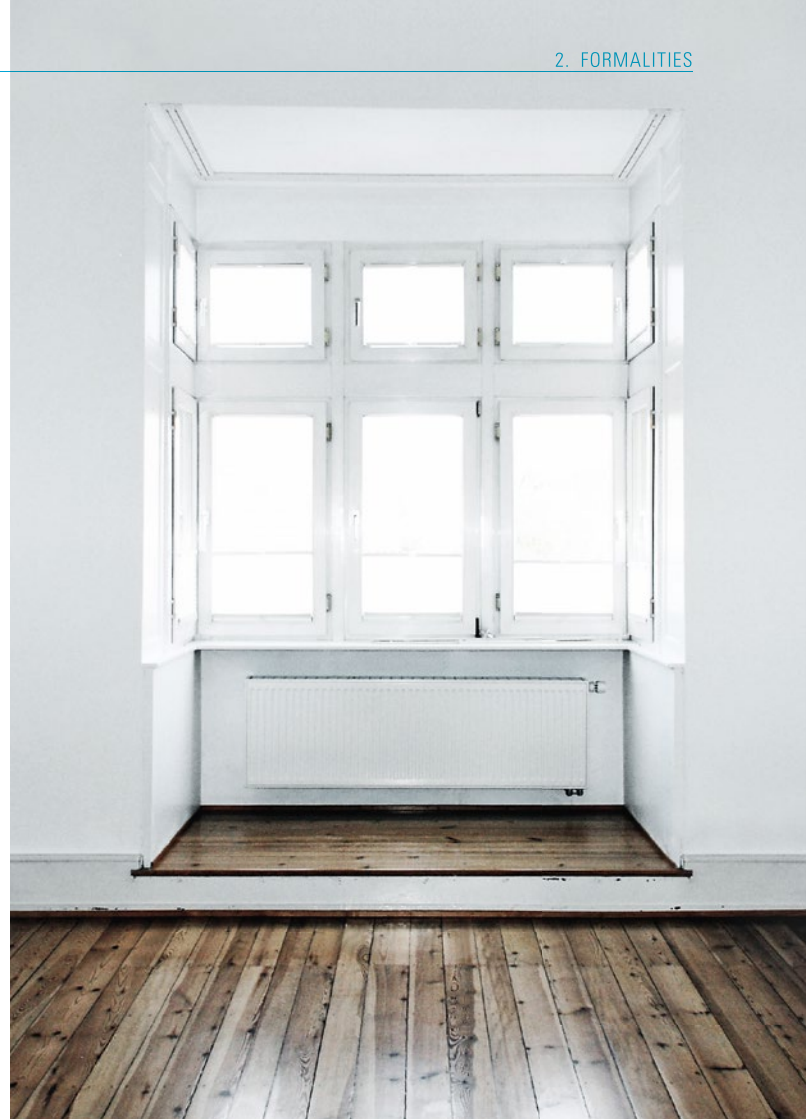
The Goethe Welcome Centre will be happy to assist you in opening a bank account.

2.11 CHANGE OF ADDRESS

- ✔ If you move, you should inform the following parties:
 - ▶ Re-registration with the *Bürgeramt*
 - ▶ the HR department of Goethe University and the *Hochschulbezugsstelle* in Kassel (BHF)
 - ▶ your scholarship provider
 - ▶ your bank
 - ▶ your health insurance provider
 - ▶ other insurers (for example liability insurance provider)
 - ▶ *Stadtwerke* (electricity)
 - ▶ your mobile phone company
 - ▶ ARD, ZDF and Deutschlandradio licence fee

TIP:

It might be advisable to apply for a forwarding request (*Nachsendeauftrag*) with the post office (€ 26,90 for 12 months and € 34,90 for 24 months).



2.12 DRIVING LICENCE AND CAR REGISTRATION

You will need a valid driving licence if you want to drive a car during your stay in Germany. **Driving licences** from EU or EEA countries are valid in Germany without restrictions. An international driving licence is also recognized in Germany. Driving licences from non-European countries (with a German translation) lose their validity after 6 months. You then have to go to the Driving Licence Office at the *Ordnungsamt* – to apply for a German driving licence.

Servicezentrum Rund ums Auto – Führerscheinstelle

Ordnungsamt
Am Römerhof 19
60486 Frankfurt am Main
Phone: +49 (0)69 212 42334
Fax: +49 (0)69 212 43230
Email: fuehrerscheinstelle@stadt-frankfurt.de

Depending on the country that issued your driving license, you may be required to repeat your driving test (theory and/or practice). You should apply for the conversion of your driving licence in good time, i.e. at least three months before it will expire/lose validity. Whether you are allowed to drive in Germany with a foreign driving licence and under what conditions a conversion is possible depends on the country that issued your driving licence and has to be checked on a case-by-case basis.

If issued by a »privileged state«, the driving licence can be converted for a fee but without renewed testing.

If issued by a »third state«, a theoretical and/or practical test at a German driving school is required in order to convert the driving licence.



Kfz-Zulassung

Am Römerhof 19
 60486 Frankfurt am Main
 Phone: +49 69 212 42750
 Website: <https://frankfurt.de/leistungen/Fahrzeug-und-Verkehr-8957833/Fahrzeugzulassung-8958390/Kfz-Zulassung>

Online Registration (in German):
<https://kfzonline.ekom21.de/kfzonline.public/start.html?oe=00.00.06.412000>

Car registration

You can **import your car to Germany tax-free** if you have lived abroad for at least one year, you have used the car abroad for at least six months and you are importing the car for your personal use and will later export it again. For stays lasting less than one year, an international or foreign vehicle registration document will suffice (with a German translation).

If your stay is not only temporary – as a rule, this means longer than one year – you must register your car after entering Germany. To register the car, please contact the Motor Vehicle Registration Office.

✔ **To register your car you will need the following documents:**

- ▶ Vehicle certificate of title or equivalent document (*Zulassungsbescheinigung Teil II* or the *Betriebserlaubnis*)
- ▶ Vehicle registration certificate or equivalent document (*Zulassungsbescheinigung Teil I*)
- ▶ Licence plate if your car is still registered
- ▶ A valid emissions inspection report (*Abgasuntersuchungsbericht*)
- ▶ A valid general inspection report (*Hauptuntersuchungsbericht*)
- ▶ Confirmation of insurance (car liability)
- ▶ Passport or ID card
- ▶ Direct debit authorisation for a German bank account for the car tax
- ▶ Foreign residents (also EU citizens): a valid residence permit

Fees: appr. € 30 for the re-registration + € 20–30 for a new licence plate + € 15 if you would like to have a specific number

2.13 RADIO AND TV FEES

The licence fee: one flat, one fee

Every adult who lives in Germany and is registered as a resident is obliged by German law to pay a licence fee to finance public service broadcasting *ARD, ZDF and Deutschlandradio*. It does not matter how many radios, TV sets or computers are in the flat as the fee conforms to the principle »one flat, one fee«. It is to be paid per flat by one person and is valid for everyone who lives there. The new licence fee of € 17.98 per month also covers the car radios for everyone who lives in the flat. For further information about exemptions or the reduced rate as well as e.g. registration forms visit: www.rundfunkbeitrag.de

2.14 CERTIFIED TRANSLATIONS

Do you need a certified translation of your documents (marriage certificate, birth certificate, diplomas, etc.)? The *Justiz-Dolmetscher* (www.justiz-dolmetscher.de/Recherche/en) or *Bund der Übersetzer* (www.bdue.de/der-bdue) websites have search engines to help you find certified translators in your region.





2.15 DEPARTURE

Before leaving Frankfurt, you should complete the following steps and formalities:

CHECKLIST BEFORE YOUR DEPARTURE

✔ If you rented an apartment:

- ▶ Cancel the lease for your flat or room, usually three months prior to departure but check this in your contract.
- ▶ Make an appointment to hand over your flat to the landlord and make sure that you receive your deposit from your landlord.
- ▶ If your flat must be painted upon moving out, contact a painter in a timely manner.
- ▶ Because some costs associated with your flat are settled only once a year, it is possible that you may need to reimburse your landlord at a later point (in some cases, your landlord may have to reimburse you).
- ▶ Apply for your mail to be redirected at the post office. You can apply for the service online. Your mail can be sent to any country but there will be another fee if it is to be sent abroad. This fee must be paid when the mail is picked up.

✔ Further important steps to take:

- ▶ Inform the German authorities by lodging a notice of departure at the Citizens' Office (*Bürgeramt*). The relevant form can be obtained from the Goethe Welcome Centre.
- ▶ Cancel your electricity, telephone, insurance policy, fees for public television, association memberships, newspaper, etc.
- ▶ De-register your children at their day-care centre or school.
- ▶ Cancel your car registration.
- ▶ If you would like to take back goods subjected to customs or tariffs, contact the customs office for more information on the current customs regulations (*Zollbestimmungen*).
- ▶ Complete your tax return due on the 31st of May for the previous calendar year.
- ▶ If you lived in a Goethe University guesthouse: make an appointment with the guesthouse administration three days before departure to hand over the apartment.



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3

ACCOMMODATION

3. ACCOMMODATION

3.1 GENERAL INFORMATION

The Goethe Welcome Centre will be pleased to assist you in finding suitable accommodation for the duration of your stay in Frankfurt. It is our goal to make you feel comfortable in Frankfurt and to ensure that you have a fruitful and successful stay at Goethe University. Knowing that the quest for accommodation can be demanding we would like to give you some information regarding accommodation in Frankfurt.

Please be aware that it is rather difficult to find accommodation in Frankfurt. Prices are very high as Frankfurt is an attractive place to live, it is an economically very busy city and there is limited housing. Goethe Welcome Centre does not charge for its service of assisting you in finding suitable accommodation and we do not receive any brokerage from third parties. Therefore, we do not have any financial interest in arranging specific accommodation for you; we simply want to make sure that the accommodation fits your needs.

Basically there are four accommodation options in Frankfurt:

- 1.** A limited contingent of university guest house apartments is available for researchers from abroad. It is necessary to book very early as the University guest houses are usually fully booked more than 9 to 12 months in advance.
- 2.** We regularly search the private accommodation market in Frankfurt in order to find a suitable place for you to stay. However, for three reasons, it is very difficult to be successful in the private housing or rental market:
 - a.** Landlords generally will not rent out apartments to someone they do not know, i. e. when you are not in Frankfurt, it is very difficult to be chosen, especially as there are generally more than 50 people who apply for attractive accommodation.
 - b.** Landlords do not tend to rent apartments for only a couple of months: they are looking for someone intending to rent an apartment on a permanent basis.
 - c.** Most apartments offered on the private accommodation market are not furnished.
- 3.** There is a large variety of hotels and inns in Frankfurt. The prices vary between € 80 and € 300 per night. You can book some of them on a long-term basis for cheaper rates.

4. Every once in a while the Goethe Welcome Centre receives exclusive offers for accommodation. We collect these offers in the Goethe Welcome Centre accommodation database (roomBase).

Please note that the Goethe Welcome Centre cannot guarantee that it will find suitable accommodation for you. Moreover, please be aware that it can be extremely difficult to find accommodation in Frankfurt when looking for more than a single apartment. In many parts of Germany, it is quite common to spend 40% to 50% of your net salary on accommodation. Prices for a room in a flatshare range between € 300 to € 600. For a furnished single apartment, you should calculate € 550–750, € 750–950 for a two-room flat, and € 1.000–1.900 for a three-room flat.

We would like to emphasise that the Goethe Welcome Centre cannot sign any contracts and that you are contractually fully responsible for any lease and any reservation we make on your behalf. Please be aware that it is generally not possible to cancel a reservation or only under very specific conditions. Therefore, you are fully responsible for expenses related to reservations even if you ultimately decide not to come to Frankfurt or to arrive later.

In many cases, especially when you intend to stay for more than six months, we recommend looking for temporary accommodation for the first two to three months of your stay and we will assist you in finding permanent accommodation once you are here.



Finally, please note that the Goethe Welcome Centre unfortunately has only limited capacity and resources to assist you in the search for an accommodation. Therefore, we can only provide you with a limited number of offers (generally two). Given the difficult accommodation situation in Frankfurt we might not be able to comply with all detailed requests that you might have. Be assured, however, that we will do our best to find an adequate and comfortable place for you during your stay in Frankfurt.

3.2 PRIVATE APARTMENTS THROUGH THE GWC

The Goethe Welcome Centre receives offers from private individuals, which we will gladly share with you upon inquiry. Nevertheless, we cannot guarantee the availability of these apartments, especially when trade fairs are on in Frankfurt. At these times, hotels also have different terms and conditions.

To view these offers, please register first with the GWC and then enter your search details into the online form we will provide you with.

3.3 THE RENTAL MARKET



Another possibility when searching for accommodation is to enter the private rental market. Rental advertisements can be found in the Internet or in the real estate section of the weekend issues of certain local or daily newspapers such as the »Frankfurter Rundschau« or »Frankfurter Allgemeine Zeitung«. You can also post your own advertisement on the websites mentioned below, or in local newspapers and on notice boards. Furthermore, you can enlist the help of an agency to find accommodation.

List of abbreviations for accommodation search

If you want to search for accommodation in Germany privately, you will discover that advertisements contain a lot of abbreviations. To help you search more efficiently, we have compiled a list of abbreviations.

List of abbreviations:

2-Zi-Whg	2-Zimmer-Wohnung	<i>2-room apartment</i>
Abstellk	Abstellkammer	<i>storeroom</i>
Blk / Balk.	Balkon	<i>balcony</i>
DG	Dachgeschoss	<i>under the roof/ attic rooms</i>
D	Diele	<i>hall</i>
DU	Dusche	<i>shower</i>
EBK	Einbauküche	<i>fitted kitchen</i>
EFH	Einfamilienhaus	<i>single family house</i>
EG	Erdgeschoss	<i>ground floor</i>
EB	Erstbezug	<i>first tenancy</i>
G-WC	Gäste-WC	<i>separate toilet for guests</i>
HK	Heizkosten	<i>heating costs</i>
HH	Hochhaus	<i>high-rise building</i>
KM	Kaltmiete	<i>rent excl. utilities costs such as heating, cable TV, cleaning of communal areas, waste removal etc.</i>
	Kaution	<i>deposit</i>
	Keine zusätzl. Prov.	<i>no additional commission</i>

KDB	Küche, Diele, Bad	<i>kitchen, hall, bathroom</i>
MM	Monatsmiete	<i>monthly rent</i>
NK / NBK	Nebenkosten	<i>additional costs such as heating, cable TV, cleaning of shared areas, waste removal etc.</i>
NR	Nichtraucher	<i>non-smoker</i>
OG	Obergeschoss	<i>top floor</i>
RH	Reihenhaus	<i>terraced house</i>
Stellpl.	Stellplatz	<i>parking space</i>
TG	Tiefgarage	<i>underground parking</i>
TL	Tageslicht	<i>bathroom with natural light</i>
warm/WM	Warmmiete	<i>Rent may incl. all utility costs such as heating, cleaning of communal areas, waste removal etc.</i>
Wfl.	Wohnfläche	<i>living space</i>
WG	Wohngemeinschaft	<i>shared accommodation</i>
WK	Wohnküche	<i>open-plan kitchen</i>
ZH	Zentralheizung	<i>central heating</i>

Below are some real estate agencies that specialize in rooms/apartments for rent:

City-Residence GmbH

Hansaallee 2
D-60322 Frankfurt am Main
Phone: +49 (0)69 299 050
Fax: +49 (0)69 299 05-353
Website: www.city-residence.de

HomeCompany Mitwohzentrale GbR

Bergerstraße 27
D-60316 Frankfurt am Main
Phone: +49 (0)69 19445
Fax: +49 (0)69 4 90 90 97
Website: www.frankfurt.homecompany.de
Email: frankfurt@homecompany.de

Following are some more online links for the private real estate market in Germany:

Real estate research in Germany:

www.immowelt.de
www.immobilienscout24.de
www.immonet.de
www.19flats.com
www.nestoria.de
www.the-flag.de
www.wg-gesucht.de
www.wohnung-jetzt.de
www.wohnungsboerse.net (private rentals without commission)
www.wimdu.de (private short term rentals)

Apartment swaps:

www.sabbaticalhomes.com (apartment swaps among academics)
www.homeexchange.com
www.homeforswap.com

3.4 RENTAL CONTRACTS

Before moving into an apartment, you usually sign a lease with your future landlord. By signing it you enter into a legally binding agreement and should therefore read it carefully before signing, including the fine print. Purely verbal rental agreements are rather uncommon in Germany.

Lease should include the following information: basic monthly rental charge not including monthly additional costs such as garbage removal, water, taxes and, in some cases, heating and hot water (Kaltmiete), monthly additional costs (Nebenkosten), starting date and duration of the rental period (in the case of fixed-term leases), term of notice for open-ended contracts (usually 3 months), the tenant's rights of use (basement, common areas, garden, etc.), possible obligatory make good/repairs before moving out (professional carpet cleaning, painting, etc). Any existing deficiencies in the flat should also be noted so that you will not be held responsible when moving out. Under German legislation, it is permissible to keep small pets (guinea pigs, caged birds, rabbits, and hamsters). If you wish to keep cats or dogs, you should discuss this with your landlord in advance.

Some landlords will agree to terminate the tenancy before expiry of the notice period if you are able to provide a new tenant in time. **If anything in your lease strikes you as strange or unusual, do not hesitate to consult the Goethe Welcome Centre.**

3.5 SECURITY DEPOSIT

It is common in Germany for a landlord to ask for 1 or 2 months' rent as a security deposit. This deposit may be paid within three installments. The money is put in a savings account for you and is paid back in full when you move out unless you have damaged the apartment or have not fully paid your rent. **The maximum permissible deposit is three months' rent.**

Before moving in, you usually make an appointment with your landlord to receive the keys. Additionally, we recommend to ask for a hand-over protocol before moving into a new rental accommodation.



3.6 GOETHE UNIVERSITY'S GUESTHOUSES



The Goethe Welcome Centre has a total of 41 furnished rooms/apartments for the accommodation of **guest scholars without employment contracts coming from abroad** at its disposal. Since the capacity of our guesthouses is limited, you should contact your host professor at Goethe University about these as early as possible. Your host professor should contact Goethe Welcome Centre (Ms. Isabelle de Porras, Guest House Management).

Please note that the »*Institute for Advanced Studies in the Humanities*« also offers rooms in their guesthouse for University guests.

www.forschungskolleg-humanwissenschaften.de

Moreover, the Villa Giersch accommodates international researchers of the »*FIAS – Frankfurt Institute for Advanced Studies*« and their families in eight luxurious apartments.
www.stiftung-giersch.de/#/Villa_Giersch

3.6.1 GUESTHOUSE BEETHOVENSTR. 36

This guesthouse is owned by Goethe University and contains 19 furnished rooms and apartments. The minimum rental period is one month, the maximum one year.

3.6.2 GUESTHOUSE DITMARSTR. 4 AND GUESTHOUSE FRAUENLOBSTR. 1

These guesthouses are located very close to each other. These properties belong to the *Stiftung zur Förderung der internationalen wissenschaftlichen Beziehungen der J.W. Goethe-Universität*, a foundation that promotes academic exchange. The guesthouses contain 22 furnished apartments. The minimum rental period is one month, the maximum one year.

Contact:

Researcher Advisor and Guest House Management
International Office – Goethe Welcome Centre
Ms. Isabelle de Porras
Westend Campus, Bauleitgebäude
60323 Frankfurt am Main
Email: Porras@em.uni-frankfurt.de
Phone: +49 (0)69 798 17193
Fax: +49 (0)69 798 763 17193

3.7 HOTELS, BOARDING HOUSES AND HOSTELS

There is a range of short-term accommodation options in Frankfurt when looking for longer-term or permanent accommodation. Please note that prices may vary significantly during the fairs.

Hotels:

www.hrs.com

Detailed information about hotels and other short term accommodation can be found on GWC's web pages:

www.uni-frankfurt.de/gwc/Hotels

Private accommodation for visitors to trade fairs:

www.frankfurt-tourismus.de/en

www.messezimmer.com

www.airbnb.ca

www.wimdu.de

Hostels:

Haus der Jugend Frankfurt

Deuschherrnufer 12

60594 Frankfurt am Main

Phone: +49 (0)69 6100150

Email: jugendherberge_frankfurt@t-online.de

Website: www.jugendherberge-frankfurt.de

Frankfurt Hostel

Kaiserstraße 74

60329 Frankfurt am Main

Phone: + 49 (0)69 2475130

Website: www.frankfurt-hostel.com/en

United Hostel Frankfurt

Kaiserstraße 52

60329 Frankfurt am Main

Phone: +49 (0)69 25 66 78 00 0

Fax: +49 (0)69 25 66 78 00 8

Email: info@united-hostel-frankfurt.com

Website: www.united-hostel-frankfurt-city-centre-frankfurtmainhotel.com/en

Five Elements Hostel

Moselstraße 40

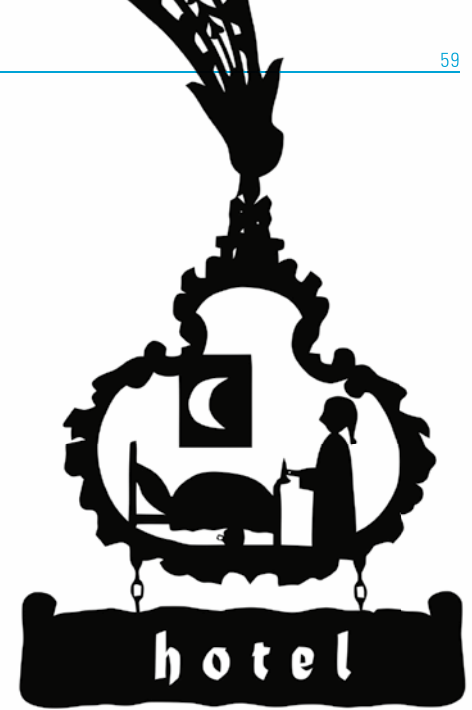
60329 Frankfurt am Main

Phone: +49 (0)69 24 00 58 85

Fax: +49 (0)69 24 24 69 55

Email: welcome@5elementshostel.de

Website: www.5elementshostel.de







4

FAMILY

4. FAMILY

4.1 COMING WITH THE FAMILY

As a family-friendly university, Goethe University will help to organise the subsequent immigration of your family and will help you settle in with your family in Frankfurt. Depending on your nationality, your family will also require a visa and a residence permit to stay in Frankfurt. Please inform the Goethe Welcome Centre ahead of time whether your family will be coming with you, so that we can advise you about the **subsequent immigration procedure for your family** and can help you with the formalities. Please note that a visa can take between **8 and 12 weeks to be issued**, depending on the circumstances.

Please start by collecting the information you need to apply for a visa for your family. You can find information about this on the Goethe Welcome Centre website. The prerequisites for a visa application to reunite your family may differ, depending on the Consulate General in question. Thus, we urgently recommend checking the website of your local German Mission Abroad (German Embassy or Consulate) for the requirements relevant to you and your family.

If you are required to hold a visa (*Visumpflicht*), the subsequent immigration/family reunification can be most easily arranged if the receiving scientist or researcher already

holds a residence permit issued in accordance with the Researcher Directive.

✔ In general, you must present the **following documents as a minimum when applying for a visa for your spouse**, your partner or your children (please take note of the requirements specified by the relevant embassy):

- ▶ Appropriate application forms can be obtained from the relevant Consulates General
- ▶ Copy of every page of the researcher's passport (if you are already in Germany)
- ▶ Copy of the researcher's registration certificate from Frankfurt Municipality (if you are already in Germany)
- ▶ Copy of the rental contract (Landlord-Tenant Agreement) that you have in Frankfurt (if you are already in Germany, if not: proof of accommodation)
- ▶ Documentary proof of all your utility costs in Frankfurt (water, heating, electricity, insurance, telephone, etc., if you are already in Germany)
- ▶ Proof of the researcher's financial resources (e.g. salary statement, scholarship certificate)
- ▶ If you hold a residence permit issued in accordance

with the Researcher Directive: the spouse/partner reuniting with the researcher does not need to prove that they speak German if they were married before the researcher entered Germany. If this is not the case, it may, under certain circumstances, be necessary to prove that the »immigrating« spouse/partner has a basic knowledge of German (in specific cases, it may be sufficient if your spouse holds a recognised university degree).

- ▶ Marriage certificate (depending on nationality, it may be necessary to have this »legalised«: Please contact the relevant consulate and note that the legalisation process can take up to 12 additional weeks)
- ▶ Where appropriate, a birth certificate
- ▶ Where appropriate, graduation certificates (school-leaving certificate, university (degree) certificate, etc.)
- ▶ The child's/children's birth certificates (depending on the nationality in question, it may be necessary to have these »legalised«: Please contact the relevant Consulate and note that the legalisation process can take up to 12 additional weeks)
- ▶ Valid passport
- ▶ Passport photos
- ▶ Informal letter of invitation from the researcher
- ▶ Visa fee



4.2 DUAL CAREER COUPLES

You are working as an academic or researcher at the Goethe University and your spouse or partner would also like to continue working in their profession/career path? The Dual Career Service will help your spouse or partner with questions about how they can continue with their previous work or career and will provide advice on the career situation.

www.dualcareer.uni-frankfurt.de

Contact:

Dr. Jana Bäuerlen
 Dual Career Service Coordinator
 Room 1110
 Campus Westend, IKB-Building
 Eschersheimer Landstr. 121–123
 60322 Frankfurt am Main
 Phone: +49 (0)69 798 18113
 Email: baeuerlen@em.uni-frankfurt.de

4.3 IN FRANKFURT WITH CHILDREN

4.3.1 CHILDCARE FACILITIES

The Goethe Welcome Centre in cooperation with the Family-Service at GU will be pleased to help you organize childcare places for your children in day care centres or day nurseries. You can find further information on the childcare services offered by the Equal Opportunities Office:

www.family.uni-frankfurt.de

www.uni-frankfurt.de/41010854/reg_goethe

The university offers a number of childcare options for members of Goethe University:

The child day care at Campus Westend hosts 44 children aged from one through seven. The rooms are generously equipped with particular types of play and work equipment (for example creativity room, exercise room, and role play room).

Kita Campus Westend

Gisèle-Freund-Platz 1

60323 Frankfurt

Phone: +49 (0)69 79817262

Email: campus-kita@bvz-frankfurt.de

Website: [www.bvz-frankfurt.info/Kinder-Einrichtungen/](http://www.bvz-frankfurt.info/Kinder-Einrichtungen/Kita-auf-dem-Campus-Westend)

[Kita-auf-dem-Campus-Westend](http://www.bvz-frankfurt.info/Kinder-Einrichtungen/Kita-auf-dem-Campus-Westend)

Hours of Operation: 7:45 am – 5:15 pm

The child day care Zaubenberg mainly hosts the children of university members and is located on the southern fringes of the Riedberg Campus. Children are accepted from 6 months

of age until they start school. Currently, the centre hosts 30 toddlers (from 6 months to 3 years) and a group of mixed ages (from 1 to 7 years old).

Kita Campus Riedberg Zaubenberg

Altenhöfer Allee 1b

60438 Frankfurt am Main

Phone: +49 (0)69 57 60 89 69

Fax: +49 (0)69 58 09 21 09

Email: zauberberg@bvz-frankfurt.de

Hours of Operation: 7:30 am – 6:00 pm

Kita Campus Riedberg Kairos

Max-von-Laue-Straße 20

60439 Frankfurt am Main

Phone: +49 (0)69 363 9631 00

Email: kita-kairos@bvz-frankfurt.de

Website: www.bvz-frankfurt.de

Hours of Operation: 7:30 am – 5:00 pm

The day care centre Uni-Strolche at Campus Niederrad mainly focuses on the children of hospital employees and takes 60 children from 1 to 7 years of age.

Uni-Strolche

Theodor-Stern-Kai 7/House 17

60596 Frankfurt am Main

Phone: +49 (0)69 630 152 06

Fax: +49 (0)69 630 14182

Email: unistrolche@bvz-frankfurt.de

Hours of Operation: 5:45 am – 5:30 pm

Further childcare options in Frankfurt:

- ▶ Directory of childcare facilities in Frankfurt (data base maintained by the city of Frankfurt):
www.kindernetfrankfurt.de
www.hallobabysitter.de

4.3.2 SCHOOLS

There is a greater variety of schools in the Rhein-Main area than in any other part of Germany. In addition to the public German schools, there are private bilingual and international schools. All public schools are gradually being converted into full-time schools and most children have the opportunity to eat their lunch at school.

Children generally start school at 6 years of the age. For the first four years they go to primary school (*Grundschule*). At the end of this period, teachers provide recommendations for the child's further schooling. In some cases, children go to a transitional school for two years of orientation before a final decision about their further schooling is taken.

Children must transfer to the highest-level secondary school (*Gymnasium*) in Grade 5 or Grade 7 if they would like to obtain a general university entrance qualification (*Abitur*). A general university entrance qualification can be attained after the 13th year of schooling, or in some schools after year 12 (depending on whether the school follows the »G9« or the »G8« model).

For most jobs that require training a secondary school-leaving certificate (*Realschulabschluss*) after 10 years of schooling is sufficient. The lowest school-leaving certificate can be attained after 9 years of schooling at a general-education secondary school (level I, yrs 5–9, *Hauptschule*). Such schools are oriented towards the working world and are compulsory for all pupils who do not transfer to other secondary schools.

The comprehensive school (*Gesamtschule*) combines all three types of school (*Gymnasium, Real- und Hauptschule*). This model has been applied in Hesse since the 1970s. Pupils at these schools are separated for some specific subjects according to their performance level but stay together with their classmates for all other subjects.

All schools in Frankfurt can be found on the following website: www.schulaemter.hessen.de/standorte/frankfurt-am-main/schulangebot/schulliste

Public schools in Germany are free of charge. Only about 8 % of all children in Germany attend a private school and only these ask for tuition fees. All international schools in and around Frankfurt are private schools.

International schools

- ▶ Frankfurt International School in Oberursel und International School of Wiesbaden www.fis.edu
- ▶ ISF Internationale Schule Frankfurt-Rhein-Main in Frankfurt-Sindlingen www.isf-net.de
- ▶ European School Frankfurt in Frankfurt-Hausen www.esffm.org/en
- ▶ Metropolitan School Frankfurt in Frankfurt-Rödelheim www.m-school.de
- ▶ Strothoff International School in Dreieich www.strothoff-international-school.com
- ▶ European School in Bad Vilbel www.es-rm.eu/index.php/en

Private Bilingual and Trilingual Schools (English-German)

- ▶ accadis Education – Preschool to University in Bad Homburg www.accadis-isb.com
- ▶ Erasmus School Frankfurt in Frankfurt/Westend www.erasmus-frankfurt.de/en
- ▶ Erasmus School Offenbach www.erasmus-offenbach.de
- ▶ International Bilingual Montessori School in Frankfurt-Westend www.ibms-frankfurt.com/en
- ▶ Kids Camp Primary School in Königstein www.kidscamp-koenigstein.de/en/schule/home.html

- ▶ Lycée Francais Victor Hugo Francfort www.lfvh.net
- ▶ Fintosch Multilingual Primary School www.fintosch.com/en
- ▶ Die Kinderzeit-Schule in Schwalbach www.die-kinderzeit-schule.de
- ▶ Obermayr International School in Schwalbach www.obermayr-international-school.com
- ▶ PbG – Private bilinguale Ganztagschule in Wiesbaden www.pbg-wiesbaden.de
- ▶ Phorms Frankfurt – City & Taunus Campus in Frankfurt-Nordend www.frankfurt.phorms.de and www.frankfurt-taunus.phorms.de

Hesse's first and so far only public school with English as the only language of instruction opened in 2005:

State International School in Seeheim-Jugenheim
www.schuldorf.de
www.schuldorf.de/siss2

More information on the German education system is available at:

www.newcomers-network.de/life-in-germany/german-and-international-schools

4.3.3 CHILD BENEFITS AND FAMILY ALLOWANCE

Parents are eligible to receive child benefits (*Kindergeld*) for **children aged up to 18**. Parents from foreign countries can also apply for child benefits under certain circumstances. It is usually paid to those parents who are currently residing in Germany or who are regular residents of Germany. Applicants who are not actually living in Germany may be eligible to receive child benefits if they are subject to unlimited income taxation in Germany. This means that the majority of their income is exclusively earned in Germany. **Child benefits currently amount to** approx. € 219 per month for the first and second child, € 225 for the third child, and € 250 for each additional child. You need to send an application to the local Family Benefits Office (*Familienkasse*) to be assessed for eligibility.

You can obtain the necessary application forms and information from the responsible official at the GU Human Resources department (*Personalservices*) or the GWC.

Non-German employees with EU citizenship who have their place of residence in Frankfurt should contact the

»Familienkasse Frankfurt«

Fischerfeldstr. 10–12

60311 Frankfurt am Main,

Phone: +49 800 4555530

Familienkasse-Frankfurt@arbeitsagentur.de

Opening Hours: 8:00 am – 12:20 pm,

Thurs until 6:00pm

Family allowance

If you are a citizen of an EU member State, the EEA States or Switzerland, you are usually eligible to receive a family allowance if you are employed or simply living in Germany.

Non-EU citizens can receive a family allowance if they hold a permanent residence permit and are permitted to take up employment. If you hold a residence permit you automatically meet this requirement. If you hold a settlement permit, you only meet the requirement if you are also entitled to take up employment in Germany or have already worked here legally. Those parents from foreign countries who hold a residence permit for the purpose of studying, or only in connection with a work permit for a specified maximum period of time do not qualify for a family allowance.



Sara Schlichting

Family-Service Officer

Room 1070 (1st floor)

IKB-Building, Campus Westend

Eschersheimer Landstraße 121-123

60322 Frankfurt am Main

Phone: +49 69 798 18688

Email: s.schlichting@em.uni-frankfurt.de

Benjamin Kirst

Family-Service Officer

Room 1070 (1st floor)

IKB-Building, Campus Westend

Eschersheimer Landstraße 121-123

60322 Frankfurt am Main

Phone: +49 69 798 18124

Email: kirst@em.uni-frankfurt.de





5

LIVING IN FRANKFURT

5. LIVING IN FRANKFURT



Frankfurt has all the qualities of a city with a high standard of living: a middle-sized city (app. 760 000 inhabitants), it is modern, international (over 180 nationalities live here in Frankfurt), and open-minded. Including commuters, Frankfurt makes it over the one million mark during daytime hours. The city has many faces: on the one hand the banking quarter, which cannot be missed with its impressive skyline, and on the other hand, Frankfurt's cosy historical city with many half-timbered houses and small streets and alleyways where one can stroll and take in the ambiance. Right in the middle of it all is the Zeil (between Konstablerwache and Hauptwache), which is the most famous shopping district in Frankfurt.

Links:

www.frankfurt.de/english/discover-and-experience/about-frankfurt/history



5.1 GERMAN LANGUAGE COURSES

International scholars and post-docs are invited to participate in the basic German language courses »Deutsch im Alltag« offered by the GWC in cooperation with GU's International Study Centre (two hours weekly during the term). Registration should be effected by emailing to porras@em.uni-frankfurt.de. These courses are free of charge.

Additional German language courses are offered by Goethe University's Research Academy for Early Career Researchers (GRADE)

www.goethe-university-frankfurt.de/54290660/Language_Tools

More intensive language courses offered by the *Internationale Studien- und Sprachzentrum (ISZ)* may be taken throughout the semester depending on your personal language level.

www.uni-frankfurt.de/51281204/IKD-ev

We recommend studying some basic German before arriving to Germany at a local or online language school. The DUO Language School caters explicitly to the needs of students and academics.

www.deutsch-uni.com

Private Language Schools in Frankfurt offering »German as a Foreign Language«:

Lehrerkooperative – Bildung und Kommunikation – e. V.

Kasseler Str. 1a
Phone: +49 (0)69 70 84 60,
Email: info@lehrerkooperative.de
Website: www.lehrerkooperative.de

Volkshochschule Frankfurt

Im Galluspark 19
Phone: +49 (0)69 21 23 83 01
Email: vhs@frankfurt.de
Website: www.vhs.frankfurt.de

Zentrum für deutsche Sprache und Kultur e. V.

Tilsiter Str. 4
Phone: +49 (0)69 77 71 71
Email: info@zentrum-fuer-deutsche-sprache.de
Website: www.zdsk.de

Goethe-Institut Frankfurt

Diesterwegplatz 72
Phone: +49 (0)69 961 22 7 0
Email: frankfurt@goethe.de
Website: www.goethe.de/ins/de/de/ort/fra.html



5.2 ARTS AND CULTURE

The cultural scene in Frankfurt is most colourful. Museums, music halls and theatres offer a great variety of programmes and shows. In the following, we have listed some of the most popular ones:

Music

- ▶ Goethe University's Orchestra and Choir
<http://unimusik-frankfurt.de>
- ▶ hr-Sinfonieorchester
www.hr-sinfonieorchester.de
- ▶ Oper Frankfurt www.oper-frankfurt.de
- ▶ Alte Oper www.alteoper.de
- ▶ Jahrhunderthalle www.jahrhunderthalle.de
- ▶ Jazzkeller
www.jazzkeller.com
- ▶ hr-Bigband www.hr-bigband.de
- ▶ Cultural Centre Brotfabrik
www.brotfabrik.de
- ▶ Classical student concerts at Goethe University
esg.ekhn.de/esg-frankfurt/angebote/musik/konzerte.html

Theatre

- ▶ Schauspiel www.schauspielfrankfurt.de
- ▶ English Theatre www.english-theatre.org
- ▶ The International Theater Frankfurt
www.internationales-theater.de
- ▶ Goethe University's Chaincourt Theatre Company
<http://chaincourt.org>

Cinema

- ▶ Commercial cinema
www.kino.de/kinoprogramm/stadt/frankfurt-am-main
- ▶ www.arthouse-kinos.de
- ▶ Repertory cinema www.malsehnkino.de
- ▶ Pupille (Goethe University's cinema) www.pupille.org

Literature

- ▶ Literaturhaus Frankfurt
www.literaturhaus-frankfurt.de
- ▶ Romanfabrik Frankfurt
www.romanfabrik.de
- ▶ Frankfurter Goethe House
www.frankfurter-goethe-haus.de

Museums

- ▶ Mainly along the southern banks of the Main, you will find a great variety of excellent museums. More than 30 of them have jointly established the »Museumsufercard«. This card allows you to enter all of the participating museums for one year.
www.museumsufer.de/en
- ▶ Senckenberg Naturmuseum
<https://museumfrankfurt.senckenberg.de/en>
- ▶ Deutsches Architekturmuseum
www.dam-online.de/en
- ▶ Deutsches Filmmuseum www.dff.film/en
- ▶ Junges Museum Frankfurt
www.kindermuseum.frankfurt.de/english
- ▶ Städel Museum www.staedelmuseum.de/en
- ▶ Jüdisches Museum Frankfurt www.juedischesmuseum.de/en

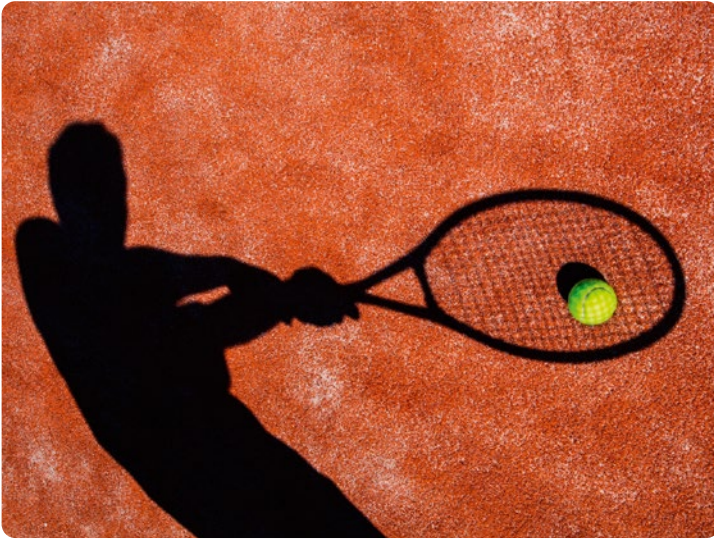
Libraries

- ▶ German National Library www.dnb.de/EN
- ▶ Public Libraries (German only)
www.frankfurt.de/service-und-rathaus/verwaltung/aemter-und-institutionen/stadtbuecherei/unsere-bibliotheken
- ▶ All university libraries
www.ub.uni-frankfurt.de/home_en.html

More culture

- ▶ Culture for children
www.kultur-frankfurt.de/portal/en/Children/ChildreninFrankfurt/1693/0/0/0/1433.aspx
- ▶ Cultural events
www.frankfurt.de/veranstaltungen
- ▶ Cultural events organized by the Catholic University Group
www.khg-frankfurt.de
- ▶ Events by the city of Frankfurt
www.kultur-frankfurt.de
- ▶ Jazz in Frankfurt
www.jazz-frankfurt.de
- ▶ Culture in Hesse
www.kultur-in-hessen.de/en





5.3 SPORT

Sporting activities at Goethe University

All students, members, and affiliates of Goethe University are entitled to use the Centre for University Sports (*Zentrum für Hochschulsport*). Sports at Goethe University are purely recreational, and hence the emphasis is on having a good time and taking a break from the daily routine. At the Centre for University Sports, you will find more than 40 different sports on offer.

Zentrum für Hochschulsport (ZfH)

Ginnheimer Landstraße 39

60487 Frankfurt am Main

Phone: +49 (0)69 798 24532

Fax: +49 (0)69 798 24532

Email: zfh@em.uni-frankfurt.de

Website: www.goethe-university-frankfurt.de/68983801

Fitness training

Information on sporting activities is available at:

www.goethe-university-frankfurt.de/45729195/Sports

Fitness on training devices:

zfh-db.sport.uni-frankfurt.de/angebote/aktueller_zeitraum/_Fitnesstraining_an_Kraftgeraeten_-_Max__7_Personen.html

You can find a suitable fitness centre close to your home or close to the campus with these search engines:

► Gyms in Frankfurt: www.kennstdu einen.de/ergebnis-fitnessstudio-in-frankfurt-am-main-510-604.html

► www.studiosuche.de/fitness/frankfurt-am-main

Women only

- ▶ Amiga Frauenfitness (with locations in Bockenheim, Rödelheim):
www.amiga-frauenfitness.de

Outdoor activities

The region's landscape offers a great choice for all kinds of outdoor activities such as cycling, jogging and tennis, rowing and canoeing.

- ▶ www.radroutenplaner.hessen.de (Cycling)
- ▶ www.hessen-tourismus.de (Excursions)
- ▶ www.bbf-frankfurt.de (Public swimming pools in Frankfurt)
- ▶ www.seen.de (Swimming lakes)

Clubs/ Vereine

Team and indoor sports are mainly offered by sports clubs. As well as sports clubs, there are a great variety of other clubs active in all kinds of cultural, social, natural and creative fields.
www.frankfurt.de/themen/sport/sportvereine

5.4 LEISURE TIME

If you enjoy spending time in lush green surroundings, you will be sure to have a great time in Frankfurt. The Taunus (www.ich-geh-wandern.de/taunus), a low mountain range at Frankfurt's doorstep, is just perfect for short day trips. Another low mountain range, the Spessart (www.naturpark-spessart.de), is about 45 min east of Frankfurt. The river Lahn (www.daslahntal.de) is about the same distance to the north, where you can embark on beautiful canoe trips. Only by car, you can reach the beginnings of the Rheingau (www.rheingau.de), the world famous wine-growing area along the river Rhein, in only half an hour.

Excursions in Frankfurt

- ▶ Park and Botanical Garden »Palmengarten«
www.palmengarten.de
- ▶ Frankfurt Zoo www.zoo-frankfurt.de
- ▶ Opel Zoo, Kronberg www.opel-zoo.de

Further information and suggestions for trips

- ▶ City of Frankfurt
<https://www.frankfurt-tourismus.de/en/>
- ▶ Taunus Tourist Service
<https://taunus.info/>



5.5 HEALTHCARE AND MEDICAL DOCTORS

If you need to see a doctor in Germany you should ask your colleagues or acquaintances for a recommendation. Your local classified directory (Yellow Pages/*Gelbe Seiten*) will provide you with a list of all doctors, listed according to their field of expertise. It is often advisable to consult a general practitioner first (*Hausarzt*), who will then refer you to a specialist if necessary. **You should always contact the doctor's surgery in advance to make an appointment.** In the event of an accident or emergency, you will be given an appointment immediately or on the same day. In non-urgent cases, you will probably have to wait a couple of days or even weeks for an appointment, particularly if you want to see a dentist or a specialist.

Health insurance

As an employee, you most certainly have health insurance – either under the statutory health insurance system or as a member of a private health insurance fund. If you fall ill, your health insurance will cover the cost of medical treatment. The statutory health insurance system includes the following benefits:

- ▶ out-patient medical treatment, for example in a physician's office
- ▶ dental care
- ▶ medication, remedies and medical devices
- ▶ in-patient medical treatment, for example in a hospital

- ▶ medically necessary rehabilitation
- ▶ services during pregnancy and childbirth

If your spouse is not employed, they may be covered under your statutory health insurance policy at no extra charge. The same holds true for your children.

Moreover, your health insurance policy automatically includes long-term care insurance. Your long-term care insurance is activated if, for example, you need nursing care because of a serious illness that prevents you from caring for yourself.

5.5.1 THE GERMAN HEALTH CARE SYSTEM

All general practitioners in Germany can operate a medical practice. They are the first point of contact for the patient (*Hausarzt/Allgemeinarzt*). If there is a specific problem, the general practitioner will refer you to a specialist. Nevertheless, you can also visit the specialist directly without a referral from the general practitioner. Make sure you always take your insurance card with you when visiting a doctor.

www.wegweiser-gesundheitswesen-deutschland.de/download

5.5.2 SEARCHING FOR THE RIGHT DOCTOR

Several general practitioners as well as specialists can be found in the telephone guide, the yellow pages or on the following website: www.arztsuchehessen.de

5.5.3 MEDICAL EMERGENCY SERVICES

If you urgently require a doctor at night, on the weekend or a public holiday, you will have to rely on the emergency services (otherwise known as »*ärztlicher Notdienst*« or »*ärztlicher Bereitschaftsdienst*«). On-call assistance is available on the weekend, during holidays and during the night at a hospital, physician or pharmacy in your area. Many newspapers publish daily listings of the physicians and pharmacies that are on call.

In life threatening or other serious situations, or if you are uncertain, dial 112, which connects you with the emergency medical service. The number is valid throughout Germany. An ambulance will arrive within 15 minutes. The emergency number is toll-free.

If the situation is not quite as serious, you can go directly to a hospital A&E department. A&E departments are open day and night.

You can also dial 116 117 for an on-call physician; this number is valid throughout Germany. The call is free from

landlines and mobile phones, and is available to all patients with statutory or private health insurance.

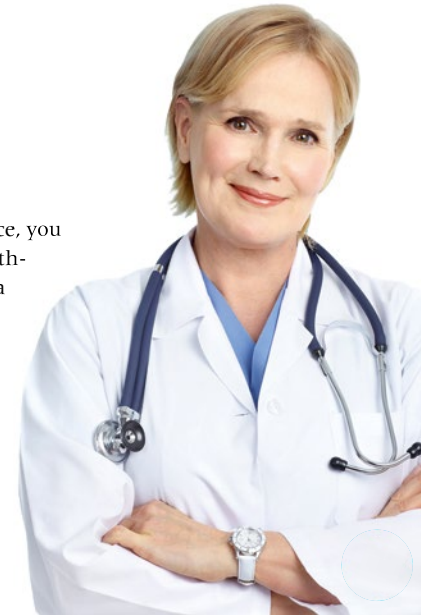
5.5.4 EMERGENCY PHARMACY SERVICES

Specific pharmacies are open all night (*»Apotheken-Notdienst«*) on specific days to service those who need medication at night or out of hours on the weekend. These pharmacies are normally listed in local newspapers and on the internet. Furthermore, every pharmacy has a list on its door stating which ones are open at night.

www.aponet.de/apotheke/notdienstsuche
(in German only)

5.5.5 COSTS OF MEDICAL TREATMENT AND OFFICE VISIT

As a patient covered by statutory health insurance, you will have almost no out-of-pocket expenses. Rather than billing you, your physician will submit a bill directly to your health insurance provider.



5.5.6 AT THE HOSPITAL

Frankfurt has public hospitals, private clinics and charitable hospitals run by church relief organisations as well as a university hospital. **As a rule, your general practitioner will arrange to have you admitted to hospital; you should only go directly to hospital in an emergency.** Your health insurance will normally cover the costs of your hospital stay. Since hospitalisation can be very expensive, however, it is a good idea to determine in advance whether all of your treatment costs will be covered.

Here are some addresses of hospitals in Frankfurt:

Unfallklinik Frankfurt am Main

Friedberger Landstraße 430
60389 Frankfurt am Main
Phone: +49 (0)69 4750

Universitätsklinikum

Theodor-Stern-Kai 7
60590 Frankfurt am Main
Phone: +49 (0)69 6301 0

More hospitals in Frankfurt:

www.kliniken.de/krankenhaus/deutschland/ort/frankfurt-am-main



5.6 RELIGION

Frankfurt, as a multicultural metropolis, is home to a great variety of religious confessions. **Freedom of religion** is included as an integral part of German Basic Law (*Grundgesetz*) in Article 4, which guarantees that everybody may practice their religion, act according to its laws and propagate it without harm. Thus everybody is free to choose their religion, and to change confessions and convert to another religion. Moreover, no one is compelled to follow any religious denomination at all. Nevertheless, freedom of religion is restricted when other basic rights and laws are being violated.

Religious communities at Goethe University:

Katholische Hochschulgemeinde (KHG)

www.KHG-Frankfurt.de

www.facebook.com/KHG.Frankfurt

Westend Campus

Alfred-Delp-Haus (ADH)

Siolistraße 7

60323 Frankfurt am Main

Phone: +49 (0)69 788087 0

Fax: +49 (0)69 788087 20

Email: KHG@KHG-Frankfurt.de

Evangelische Studierendengemeinde (ESG)

www.esg-frankfurt.de

within the student dorm on Westend Campus

Susanna von Klettenberg-Haus

Siolistraße 7, Haus 4

60323 Frankfurt am Main

Phone: +49 (0)69 4786210 20

Fax: +49 (0)69 4786210 17

Email: mail@esg-frankfurt.de

Islamische Hochschulgemeinde (IHG)

The Islamic University Community in Frankfurt was founded in 2005 as an independent forum for the Muslim community at Goethe University.

Members of the IHG are Muslim secondary students, university students and academics. More information can be found on the following website:

www.ihg-ffm.de

The House of Silence (*Haus der Stille*), Westend Campus

In 2009/10 the House of Silence was inaugurated on the Westend Campus only a few metres away from the Lecture Hall Building (*Hörsaalzentrum*) next to the student dorms. It is an open space that invites students and members of the university to a few moments of silence. The house is meant to be a place of cultural and religious dialogue in a university defined by plurality.

www.uni-frankfurt.de/40732130/haus-der-stille



5.7 PUBLIC TRANSPORTATION

The city of Frankfurt runs a highly efficient public transportation system. There are urban railways (*S-Bahn*, mainly above the ground), subways (*U-Bahn*, mainly underground), trams (*Straßenbahn*) and buses by the minute throughout the whole Frankfurt area and the surrounding municipalities.

The Rhein-Main-Verkehrsbund (*RMV*) provides all public transportation options and connections inside and outside Frankfurt:

www.rmv.de

Many people prefer to take a bicycle to work. This is certainly the healthiest way to move around Frankfurt and you will find that the city is rather small in size. Buying a second hand bicycle might prove to be a good choice for you:

www.goethe-university-frankfurt.de/47516964/Bicycling

5.8 LIVING EXPENSES

Monthly living expenses (expenses for food, accommodation etc.) in Frankfurt are about € 1,000–1,200 per person.

The following list of prices for standard daily-use items will give you a rough idea of prices in Frankfurt:

single RMV ticket	ca. 2,75 €
Monthly ticket for public transportation , RMV Frankfurt	91,80 €
Cappuccino	ca. 2.90 €
Cinema per person	ca. 10.00 €
Bread roll	ca. 0.60 €
Entry fee for museum	ca. 7–14.00 €
Stamp for a standard letter national	0,80 €
Beer (0.5 l)	ca. 4.20 €
Appel Cider (traditional Frankfurter drink)	ca. 2.50 €

On average, people in Frankfurt spend about 42% of their net income on rental accommodation.



5.9 TELECOMMUNICATION/INTERNET

Telecommunication

In most apartments for rent, telephone or internet is not included. There are many different companies and contractual possibilities in relation to telephone, internet, mobile telecommunication and mobile internet. We have set out some information about telephone, internet, mobile telecommunication & internet in the following, but make no claim as to the completeness of this information.

Free Wifi at Goethe University

International researchers and guest researchers have free internet access on the university's premises. To gain access you should use the username given to you by the Computer Centre. Access has to be applied for at the Computer Centre (HRZ) by your host institute/faculty. More information:

www.rz.uni-frankfurt.de/50948965/W-LAN (in German only)

Telephone and Internet

Most telecommunication companies offer flat rates for telephone and internet.

Mobile telecommunication

The best mobile telecommunication option largely depends on your needs and habits. Generally speaking, you can enter a mobile phone contract or you can use a prepaid option without basic charges and monthly obligations. As there is a large variety of different options, it is almost impossible to get a comprehensive overview of mobile rates.

www.uni-frankfurt.de/gwc/Telecommunication





6

USEFUL LINKS

6. USEFUL LINKS

For newcomers in Frankfurt:

- ▶ www.newcomers-network.de
- ▶ www.frankfurt-rhein-main.de/en
- ▶ www.justlanded.com/english/Germany
- ▶ www.region-frankfurt.de
- ▶ www.frankfurt-tipp.de/en
- ▶ www.frankfurt-tourismus.de/en
- ▶ www.work-in-hessen.com
- ▶ www.kultur-frankfurt.de
- ▶ <https://english.hessen.de>

General information about Germany:

- ▶ www.make-it-in-germany.com/en
- ▶ www.deutschland.de
- ▶ www.tatsachen-ueber-deutschland.de
- ▶ www.ifa.de/en
- ▶ www.bamf.de/EN
- ▶ www.german-way.com
- ▶ www.dw.com/en
- ▶ www.germany.travel/en/index.html

Accommodation in Frankfurt:

- ▶ www.city-residence.de
- ▶ www.frankfurt.homecompany.de
- ▶ www.housinganywhere.com
- ▶ frankfurt.xpatrentals.com
- ▶ www.immobilienscout24.de

Housing Associations:

- ▶ www.gwh.de
- ▶ www.abg.de
- ▶ www.naheimst.de

Sport:

- ▶ www.sport-in-hessen.de
- ▶ www.sportkreis-frankfurt.de
- ▶ www.mainova-sport.de
- ▶ www.radroutenplaner.hessen.de (Cycling)
- ▶ www.hessen-tourismus.de/en (Excursions)
- ▶ www.bbf-frankfurt.de (Swimming pools)
- ▶ www.eissporthalle-ffm.de (Ice skating)

7. IMPORTANT PHONE NUMBERS

Police emergency call	110
Fire Fighters and Ambulance	112
Call a Taxi in Frankfurt	+49 (0)69 23 00 01/+49 (0)69 25 00 01
Emergency doctors Frankfurt	+49 (0)69 19292
Dental emergency services	+49 (0)69 63015877
Pediatrician emergency services	+49 (0)69 63 01 71 70
Lost property office	+49 (0)69 212 42403
Directory enquiries (Germany)	11833

THE GWC-TEAM WILL BE PLEASED TO ASSIST YOU



Florian von Bothmer vonBothmer@em.uni-frankfurt.de

Head of Goethe Welcome Centre,
Westend Campus, Bauleitgebäude

Phone +49 (0)69 798 17192, Fax +49 (0)69 798 763 17192

Questions & Answers, advisory service for international researchers
(Postdocs/Professors)



Isabelle de Porras Porras@em.uni-frankfurt.de

Accommodation Management and Researcher Advisor,
Westend Campus, Bauleitgebäude

Phone +49 (0)69 798 17193, Fax +49 (0)69 798 763 17193

Accommodation service for international researchers
(Postdocs/Professors)



Gabriele Zinn zinn@em.uni-frankfurt.de

Researcher Advisor and Private Accommodation Management
Riedberg Campus, Biozentrum, Building N100, Magistrale, GF, Room 010
Phone +49 (0)69 798 29863, Fax +49 (0)69 798 763 29863

Accommodation service and advisory service for international researchers (Postdocs/Professors)



Kework Kalustian kalustian@em.uni-frankfurt.de

Graduate Assistant PhD Advisor
Riedberg Campus, Biozentrum, Building N100, Magistrale, GF, Room 010
Phone +49 (0)69 798 1719

Advisory service for international degree seeking PhD candidates

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GUIDE FOR INTERNATIONAL RESEARCHERS

Whether you are an international scientist or scholar, visiting researcher, or university teacher taking up a new position at Goethe University, this guide is designed to help all post-docs and professors to find their way. No matter how long you are intending to stay or whether you will be receiving a salary or a fellowship, this guide will ensure that you get off to a good start in Frankfurt.

For additional information and important updates:

www.uni-frankfurt.de/gwc

