HANDBOOK EXCHANGE
Incoming
WELCOME

TO BERLIN
&
THE BERLIN UNIVERSITY OF THE ARTS

SUMMER SEMESTER 2020

Erasmus+

Intercontinental Studies Abroad
DEAR STUDENT,

We are very pleased to welcome you as an exchange student to the UdK Berlin!

Please read the following information carefully as it will be helpful to you during your first days at the university.

It may take you a while to become familiar with UdK Berlin as it is a large institution, but after a while you will find that this is a very creative place with a rich potential in the arts and related fields.

For a successful stay at UdK Berlin a high level of personal initiative on the part of the individual student will be helpful.

We - the team of the International Office - will do our best to make your stay in Berlin as pleasant and productive for you as possible.

INTERNATIONAL OFFICE
Berlin University of the Arts
Einsteinufer 43, 5th floor
10587 Berlin-Charlottenburg
international@udk-berlin.de
udk-berlin.de/international
#udkinternational

Bus 245 [Marchbrücke]
U-Bahn U2 + Bus M45 [Ernst-Reuter Platz]

ERASMUS Code: D BERLIN03

ORIENTATION MEETING

You are expected to attend our Orientation Meeting on
WEDNESDAY 8TH APRIL 2020,
10.30 AM sharp,
Georg-Neumann-Saal, Jazz Institute Berlin,
Einsteinufer 43, 10587 Berlin.

You will get a GENERAL INTRODUCTION to the UdK Berlin, more information about the German language classes and its cultural program and our excursion. And you will also meet the EXCHANGE COORDINATORS from your course of study!

Following the meeting (approx. starting at 1 PM), there will be a BUS TRIP (free of charge) to introduce you to the SIGHTS OF BERLIN.

IMPRINT
International Office
Universität der Künste Berlin
DATE OF ISSUE: 01/2020
ABOUT UDK BERLIN

Berlin University of the Arts is one of the biggest, most diversified and traditional art universities in the world. The teaching offered at the Colleges of Fine Arts, Architecture, Media and Design, Music, and Performing Arts, as well as at the Central Institute for Continuing Education/ Berlin Career College encompasses the full spectrum of the Arts and related academic studies in more than 70 courses. Having the right to confer doctorates and post-doctoral qualifications, Berlin University of the Arts is also one of the few art colleges in Germany with full university status. Few people know, however, that art and music teachers also train at Berlin University of the Arts, which is the only university in Berlin and Brandenburg where the subjects can be studied with a teaching career in mind.

FACTS AND FIGURES (April 2019)

COLLEGES
Fine Art
Architecture, Media and Design
Music
Performing Arts
Inter-University Centre for Dance Berlin
Jazz Institute Berlin
Berlin Career College

COURSES OF STUDY
more than 70

NUMBER OF STUDENTS
Total: 4,074
German students: 2,735
Foreign students: 1,339

HISTORY

As a result of its varied history, UdK Berlin is both a young institution and an old one. The university’s current structure has developed over the decades since its founding in 1975 as “Hochschule der Künste” (HdK); in November 2001 the institution was renamed “Universität der Künste Berlin,” or Berlin University of the Arts. Taking into account its predecessor institutions, however, UdK Berlin has a history of more than 300 years, going back to the founding of the Brandenburg-Prussian Academy of Arts in 1696.

“Hochschule der Künste” was created by the merger of two art academies: “Hochschule für Bildende Künste” and “Hochschule für Musik und Darstellende Kunst” in what was then West Berlin. Both academies had been close neighbours since 1902, when they began using the building complex at the corner of Hardenbergstraße and Fasanenstraße in Charlottenburg, which is still in use today.
CREATIVE EXCELLENCE

The quintessence of Berlin University of the Arts is training in the arts. Outstanding chairs at all its colleges, as well as the steady development of teaching concepts, help to secure and consistently improve the high standard of artistic and art-theoretical education. Almost all the study courses at Berlin University of the Arts are part of a centuries-old tradition. Combining separate academies to create what was then, in 1975, the Hochschule der Künste (HdK), the university has since developed into a network of colleges. Spurning compromise in artistic and creative disciplines, these colleges facilitate an integrated view of the arts by means of interdisciplinary projects, shared theoretical starting points, and the consolidation of related academic fields. Thus Berlin University of the Arts gives its students - at an early stage and within the protected sphere of a study course - the opportunity to investigate and experiment with other art forms in order to recognise and extend the boundaries of their own discipline.

GENERAL INFORMATION

EVENTS
Theatre performances, readings, lectures, concerts and exhibitions: hosting more than 600 events each year, the UdK Berlin features firmly in the diaries of all Berliners with an interest in culture. udk-berlin.de/en/calendar

BERLIN SUMMER UNIVERSITY
An exciting international and artistically diverse workshop program - which covers all artistic disciplines that are housed at UdK Berlin - is offered from June to October. summer-university.udk-berlin.de

COACHING AND CAREER
The Career & Transfer Service Center (CTC) offers workshops, individual consulting and coaching with the aim of finding a position in the cultural and creative industries. udk-berlin.de/ctc

UDK ALUMNI
The alumni network is the central networking site for former students, members and students. It also regularly organizes alumni reunions to stimulate the mutual exchange of ideas. udk-berlin.de/alumni

SOCIAL MEDIA
Posting, sharing, commenting, liking and following - these are the central social media channels of UdK Berlin: facebook.com/udkberlin
instagram.com/udkberlin
Universität der Künste Berlin is spread over 21 different locations, mainly in the western districts of Berlin. Here are the most important ones:

**Hardenbergstraße 33 [6]**
FINE ARTS + ARCHITECTURE

**Einsteinufer 43 [2]**
ART IN CONTEXT
JAZZ INSTITUTE BERLIN (JIB)

**Straße des 17. Juni 118 [3]**
PRODUCT + FASHION DESIGN

**Grunewaldstraße 2-5 (Medienhaus) [14]**
VISUAL COMMUNICATION + ART AND MEDIA
Mierendorffstraße 30 [1]
COMMUNICATION IN SOCIAL AND ECONOMIC CONTEXTS (GWK)

Bundesallee 1-12 [12]
MUSIC + PERFORMING ART

Fasanenstraße 1B [8]
MUSIC + PERFORMING ART

Fasanenstraße 1B / UNI.T [7]
PERFORMING ARTS

Uferstudios, Uferstraße 23 [15]
INTER-UNIVERSITY CENTRE FOR DANCE BERLIN (HZT)

Hardenbergstraße / Fasanenstraße [9]
KONZERTSAAL – CONCERT HALL
SEMESTER DATES

The SUMMER SEMESTER 2020 runs from 14th APRIL 2020 – 18th JULY 2020.

RUNDGANG - OPEN DOORS will be from 17th - 19th July 2020.
udk-berlin.de/rundgang

PUBLIC HOLIDAYS
10th + 13th April (Easter)
1st May (Labour Day)
8th May (Day of Liberation)
21st May (Ascension Day)
1st June (Whit Monday)

German national public holidays are called „gesetzliche Feiertage.“ On the above mentioned days German organisations, businesses and doctors are generally closed, but police stations and hospitals do not close, public transport is operating and supermarkets in main stations are open.

INFORMATION ON COURSES OF STUDY

As well as your assigned main course of study (studio class in Fine Art, main instrumental lessons in Music, projects in the Faculty of Media, Architecture and Design), you may choose additional courses in your area of study.

In theory you should just attend the first meeting of the course in order to get a place. In some cases though, there may be a restriction in numbers, so please check beforehand and sign up on the list before the class starts.

You can find out details in the VORLESUNGSVERZEICHNIS (course catalogue).
vdl.udk-berlin.de

Please note that our LANGUAGE OF INSTRUCTION is GERMAN! We recommend a good level of German skills (B1).

Students of „GESELLSCHAFTS- UND WIRTSCHAFTSKOMMUNIKATION“ (GWK) are requested to provide a B1 GERMAN LANGUAGE CERTIFICATE!

Sporadically there will be some courses in english (mainly offered by Studium Generale), but not that much.

GRADES are not applied in all areas of study. However, if you require a grade for your home institution, please talk to each professor / lecturer IN ADVANCE for the grades.

Grades are issued according to the German grading system (1 = very good to 5 = fail).
REGISTRATION AT UDK BERLIN

ALL STUDENTS MUST VISIT the International Office BEFORE the beginning of the semester to register.

During the initial registration a temporary STUDIERENDENAUSSWEIS (student ID) will be issued on presentation of the following documents:

☐ RECEIPT OF PAYMENT / BANK STATEMENT
Paid fee for >> SEMESTER TICKET and student social services contributions

☐ HEALTH INSURANCE
Proof of sufficient >> HEALTH INSURANCE. Either by European Health Insurance Card (EHIC) or a BEFREIUNGSBESCHEINIGUNG (certificate of exemption).

☐ YOUR PASSPORT or ID CARD

The official STUDENT ID can be picked up on notification by the International Office one or two weeks later.
A permanent >> LOCAL ADDRESS is required for this process.

STUDENT ID

In Berlin you can only obtain a STUDENT ID including a SEMESTERTICKET, which allows you to use all >> PUBLIC TRANSPORT. In the SUMMER SEMESTER 2020, the amount is 263.49 EUR. Contributions to the student social services and the student union are also included. The total amount must be transferred PRIOR to your registration at the International Office! So please transfer the COMPLETE AMOUNT before coming to Berlin. There is no possibility to pay here on the spot by credit card or in cash!
You can only be registered after a RECEIPT OF PAYMENT has been presented. As a receipt of payment we accept either a PRINT-OUT OF A BANK STATEMENT (you can blank everything out apart from name, valuta details and transaction amount) or a BOOKING CONFIRMATION.
Please be aware that you have to pay the TRANSACTION CHARGE OUTSIDE THE SEPA-AREA.
The payment must be made to the account of UdK Berlin:

Name of beneficiary: KASSE DER UDK BERLIN
Address of beneficiary: EINSTEINUFER 43, 10587 BERLIN
Bank: BERLINER VOLKSBANK
Address of bank: WITTESTR. 30, 13509 BERLIN
IBAN: DE 72 100 900 00 884 101 50 46
BIC / SWIFT: BE VO DE BB XXX
Option: “OUR” (i.e. all charges borne by the originator)
Reason for payment: YOUR NAME, YOUR COURSE OF STUDY + „INCOMING EXCHANGE STUDENT SUMMER 2020“
**PROOF OF HEALTH INSURANCE**

**STUDENTS FROM EUROPEAN COUNTRIES** with which Germany has a SOCIAL SECURITY AGREEMENT (European Union, EFTA countries as well as Bosnia-Herzegovina, Macedonia, Switzerland, Tunisia, Turkey, Serbia and Montenegro) should present the EUROPEAN HEALTH INSURANCE CARD (EHIC). Your health insurance company at home will usually issue the EHIC free of charge.

**STUDENTS WITH PRIVATE HEALTH INSURANCE** must present their INSURANCE POLICY to the office of one of the HEALTH INSURANCE COMPANIES mentioned below to receive a BEFREIUNGSBESCHEINIGUNG (certificate of exemption).

**STUDENTS WHO ARE NOT CERTAIN IF THEIR INSURANCE OFFERS SUFFICIENT CARE** for their period of study in Berlin, can take out a GERMAN STUDENT HEALTH INSURANCE costing approx. 85 EUR per month. This can be signed up for at a HEALTH INSURANCE COMPANY like AOK STUDENTEN-SERVICE TU BERLIN foreignstudents.aok.de Hardenbergstraße 8, 10623 Berlin ass.tu-berlin@nordost.aok.de OPENING HOURS Mon - Thurs: 10 am – 4 pm

**WE STRONGLY RECOMMEND TAKING OUT PRIVATE LIABILITY AND ACCIDENT INSURANCE.**

**SEMMESTERTICKET**

Your student ID including the SEMESTERTICKET allows you to use all >> PUBLIC TRANSPORT. It is valid for the whole semester including the vacation period (i.e. until 30th March). If you leave earlier, you may get a refund for each remaining whole month (provided you apply by the 5th of the month to be refunded), e.g. if you leave at the end of February, you get a refund for March.

PLEASE do NOT laminate your SEMESTERTICKET and ALWAYS CARRY A PHOTO ID with you!
REGISTRATION OF LOCAL ADDRESS

After having found accommodation in Berlin you must register your local address officially within 14 days at one of the BÜRGERÄMTER (Citizens Administration Offices).

The possibility to TERMIN BUCHEN (book an appointment) can be found here: service.berlin.de/dienstleistung/120686

It might take longer to get an appointment for the registration of your local address, but you can go to any BÜRGERAMT in Berlin - not only in your district.

Bring the following papers:

☐ YOUR PASSPORT or ID-CARD

☐ ANMELDEFORMULAR
Form to register your local address berlin.de/formularserver/formular.php?402608

☐ EINZUGSBESTÄTIGUNG
Official form signed by flat-owner that you moved in and when (Einzugsbestätigung des Wohnungsgebers / Vermieters): berlin.de/formularserver/formular.php?402544

Please keep the ANMELDEBESTÄTIGUNG (certificate of registration) in a safe place! Should you change your address then you must also re-register the new address.

Keep in mind that you also have to give notice of departure (can be done by mail) at the end of your stay in Berlin: service.berlin.de/dienstleistung/120335

VISA REGULATIONS / RESIDENCE PERMIT

STUDENTS WHO ARE EU NATIONALS or who come from Iceland, Liechtenstein or Norway DO NOT NEED to apply for a RESIDENCE PERMIT!

STUDENTS FROM ALL OTHER COUNTRIES must check out VISA or RESIDENCE PERMIT regulations BEFORE coming to Berlin: auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node

If you require a VISA, you are recommended to contact the GERMAN EMBASSY IN YOUR HOME COUNTRY in order to apply for a D-VISA. A D-Visa is valid for up to 12 months and exempts you from having to apply for an AUFENTHALTSERLAUBNIS (residence permit) in Berlin.

Citizens of AUSTRALIA, CANADA, ISRAEL, JAPAN, TAIWAN, SWITZERLAND AND THE UNITED STATES OF AMERICA are highly recommended to also apply for a D-VISA. This will avoid applying for an AUFENTHALTSERLAUBNIS (residence permit) after entering Germany which requires higher bureaucratic acts.

If you want to apply for an AUFENTHALTSERLAUBNIS instead, you have to make an appointment at the AUSLÄNDERBEHÖRDE BERLIN within the first weeks of your arrival. Please check requirements here: https://service.berlin.de/dienstleistung/305244/en/

When searching for an apartment, please make sure that you receive a LEGAL HOUSING CONTRACT. Otherwise you can not register your local address which you need for a Aufenthaltserlaubnis.
LEARNING AGREEMENT (ERASMUS+)

Our course catalogue for the summer semester 2020 will not be published before the end of March 2020. Probably your home university needs you to get your Learning Agreement signed and confirmed before the mobility. We suggest to choose modules or general lectures which can be specified in April. The agreement will be confirmed and signed by the >>EXCHANGE STUDENT COORDINATOR from your course of study!

We have integrated the Online Learning Agreement (OLA) into our incoming procedures. OLA is a web-based tool which enables the digital processing of your Learning Agreement. If your home university supports the OLA tool, please use the email-address of your >>EXCHANGE STUDENT COORDINATOR.

TRANSCRIPT OF RECORDS

Contrary to the system at many other universities, there is NO CENTRAL REGISTRATION of courses for exchange students at the UdK Berlin. For this reason, neither the International Office nor the Registration Office (IPA) has information on which courses you have taken while on exchange here.

In order to obtain a TRANSCRIPT OF RECORDS, you must collect ECTS points (and grades if necessary) and the SIGNATURES OF EACH PROFESSOR OR LECTURER you are studying with on the RECORD OF COURSES. This form will be provided by the International Office.

You should start collecting signatures during the LAST WEEKS of the semester. After collecting all signatures, the form has to be counter-signed by your >>EXCHANGE STUDENT COORDINATOR from your course of study! Afterwards, please hand it in to the International Office.

Don’t wait too long however, as the professors or lecturers may not be available during the vacation period.

The TRANSCRIPT OF RECORDS will then be issued and sent directly to your home institution within 5 weeks.

LETTER OF CONFIRMATION (ERASMUS+)

For some students it is essential to get the EXACT STUDY DATES of your exchange at UdK Berlin CONFIRMED. Please ask your home university for the form and get it signed by the International Office. Please note that the confirmation cannot be issued BEFORE THE LAST WEEK of studies.
INTERNET

The Berlin University of the Arts has its own internet service, called O.A.Se (Online Access Service). After >> REGISTRATION, your INTERNET ACCESS DATA with your personal UdK e-mail address can be picked up when receiving your STUDENT ID / SEMESTERTICKET which you will get from the International Office.

It’s important that you activate the UdK e-mail address within 42 days of receiving personal internet access data since all future information from the registration and examinations office will be sent to this UdK e-mail account.

There is wifi available in all UdK buildings. If you are registered with EDUROAM, you can use your eduroam access details. There is also an unsecured wifi connection which can be accessed with the UdK e-mail address.

UNIVERSITY LIBRARY

Fasanenstraße 88, 10623 Berlin
udk-berlin.de/service/universitaetsbibliothek

OPENING HOURS
Mon – Fri: 9 am – 10 pm
Sat: 10 am – 6 pm

REGISTRATION
Mon – Fri: 9 am – 6 pm
Sat: 10 am – 1 pm + 2 pm – 6 pm

In order to borrow books / CDs from the library, you need to register for a library card. The registration desk is to the right of the lending desk on the ground floor. Please bring your >> STUDENT ID, your identity card or passport, certificate of registration of your >> LOCAL ADDRESS and residence permit for non-EU students with you. There is no charge for students registered at the UdK Berlin.

LOCKERS
The library offers lockers to store your coats and bags. The lockers, however, require a padlock, which can be bought or rented at the bookshop in the foyer or you can bring your own.
GERMAN LANGUAGE CLASSES

Regardless of whether you need it to be accepted into a course or not: if you speak German you will generally find life in Berlin easier. While many people speak English, knowledge of German helps you to feel more comfortable and settle in quicker.

The UdK Berlin offers German language classes at BEGINNER LEVEL to its exchange students. These classes are free of charge, and run twice a week. You may take part in one or both classes. With regular participation you can obtain up to 4 ECTS (but no grades!).

MONDAYS AND TUESDAYS
5 PM – 7.30 PM
EINSTEINUFER 43, ROOM 531

You can register for the classes during the >> ORIENTATION MEETING or just take part in the first lesson on TUESDAY, 14TH APRIL 2020.

The SPRACH- UND KULTURBÖRSE (language and cultural exchange), a student project of the Technical University Berlin (TU Berlin), offers further German language courses that are not free of charge, but still quite cheap. These courses can’t be recognized as ECTS for your studies. Lessons and costs will be published approximately 6 weeks before the start of each semester. 
skb.tu-berlin.de

You can also just go to one of the local VOLKSHOCHSCHULE (community colleges) in the district where you live. They offer language courses at favourable prices and you get to know many more people (not only students). 
berlin.de/vhs

EXCURSION

The International Office organizes an excursion for all exchange students at the beginning of each semester.

This semester we will take you to WEIMAR + BAUHAUS DESSAU from 24TH– 26TH APRIL 2020.

The excursion includes:
· travel by bus to Dessau + Weimar and return
· accommodation with breakfast in shared rooms in a youth hostel
· all entrance fees and guided tours
· lunch in the Mensa of Bauhaus Dessau

Places are limited and will be distributed on a first-come-first-served basis. The individual contribution is 50 EUR.

You will receive more detailed information about the excursion at the >> ORIENTATION MEETING, where you can register by paying your contribution in cash.
STUDENT UNION: AStA

The AStA (Allgemeiner Studierenden-Ausschuss) is the Student Union of the UdK Berlin. It represents the students in the administration, on various boards and in the faculties of the UdK Berlin. The AStA supports and coordinates student initiatives both within and outwith the various colleges of the university.

The AStA holds meetings every Wednesday at 7 pm (Hardenbergstraße 33, Room 9), at which students can apply for project funding.

Foreign students in severe financial distress may also request financial aid.

asta-udk-berlin.de

STUDIERENDENWERK BERLIN

Through a mandate of the German Federal State of Berlin, the STUDIERENDENWERK BERLIN provides social, economic and cultural support services to students. It can assist students with particular problems concerning social and financial counselling as well as living in Berlin.

And: they operate the MENSA (student canteens and cafeterias) in or close to some colleges of the UdK Berlin.

In your WELCOME PACK you will find a MensaCard. You can charge it with credit and pay without using cash in all Mensas run by the StudierendenWerk.

stw.berlin

STUDIUM GENERALE

The Studium Generale is not a separate course of study. It is a cultural-scientific and interdisciplinary-artistic basic program integrated into bachelor and art diploma programs of the UdK Berlin. In each semester there are a number of lectures, seminars and workshops of the Studium Generale to choose from. The courses in the field Cultural Studies offer multidisciplinary approaches to figures of thought, theories and methods. Interdisciplinary artistic practice and theory is the second focus of the Studium Generale. You can learn different art-specific thinking and behavior in interaction with students from other courses of study. A few are offered in English.

udk-berlin.de/studium/studium-generale

UNIVERSITY SPORTS PROGRAMS

Although the UdK Berlin does not offer its own university sports program, students can participate in the sports program of the other universities in Berlin. Registration and payment of a fee are necessary. The courses start at the beginning of October and April. You need to register beforehand.

Please check the respective websites to find out the application period and when the courses are online.

TU BERLIN - Technische Universität

tu-sport.de

HU BERLIN - Humboldt Universität

hochschulsport.hu-berlin.de

BEUTH UNIVERSITITY BERLIN

beuth-hochschule.de/zeh/

FU BERLIN - Freie Universität

hochschulsport.fu-berlin.de
ACCOMMODATION

Most exchange students find accommodation through the internet. Another possibility is to look for offers pinned on the NOTICE BOARDS of the UdK Berlin and TU Berlin. Most buildings of the UdK Berlin are situated in the districts of CHARLOTTENBURG (besides the Medienhaus in Schöneberg and the HZT in Wedding). However, the hippest area now is „Kreuzkölln“ (the northern part of Neukölln bordering on Kreuzberg); many students also live in Treptow, Friedrichshain or Prenzlauer Berg where there are many cafés and clubs. But all of them are much further away.

For a shared flat, you should expect to pay between 350 and 450 EUR (including electricity, heating and wifi). Single flats are more expensive (from 450 EUR on).

In Berlin, it is quite common for students to live in a shared flat (called Wohngemeinschaft or WG) with students or other, mostly young people. There is a wide range of different types of living together, from “Zweck-WG” (sharing a flat for the sole purpose of reducing costs) to family-like constellations. Especially in the latter, your future flatmates will want to get to know you before accepting you.

The easiest way to find a shared flat is to look at the FOLLOWING WEBSITES and to post your search there:

- wg-gesucht.de
- wgcompany.de
- immowelt.de/suche/wg
- housinganywhere.com [with registration]
- easywg.de [with registration]
- medici-living.de [with registration]
- wg-cast.de [with registration]
- ebay-kleinanzeigen.de (Auf Zeit & WG)

SECURITY ADVICE

Do not pay any rent / deposit via money agents (Western Union etc.). There have been false flat offers, so if you have to pay money in advance, only do so on bank accounts where you can get back the money if you detect a fraud.

If possible, visit the flat / room and insist on a contract.

STUDENT RESIDENCES

If you wish to stay in the student residence SIEGMUNDSHOF, please contact Mrs. Anna Fudala (anna.fudala@intra.udk-berlin.de). There are single rooms with shared bathroom and kitchen available for approx. 250 EUR. You have to pay a deposit of 500 EUR before a room can be reserved for you. Rooms have to be booked for the period of six months (September – February or March – August).
PUBLIC TRANSPORTATION

With your >> REGISTRATION at UdK Berlin you receive your >> SEMESTERTICKET for using public transport during your stay in Berlin. It includes: S-Bahn, U-Bahn, buses, trams, RE & RB (regional trains) and ferries (provided by the BVG) in Zone ABC.
You can even take your bike on the S-Bahn, U-Bahn and RE & RB – not on buses and trams.
For more information about the timetable or disruptions, we recommend the App “FahrInfo” from the BVG.

Public transport runs almost all night long with some exceptions:
S-Bahn + U-Bahn stop service during the week from 1 am – 4 am. In this time some lines are replaced by (night-) buses.
On the weekends S-Bahn + U-Bahn run continuously like trams do the whole week.

CYCLING

Berlin is rather a spread-out city than there are hills, so trips can become extensive.
Even though, riding a bike is often the best and fastest solution to reach your destination. The extended network of bike lanes and the numerous bike repair shops offer a fantastic environment to cruise around exploring different neighbourhoods.
There are shops that offer new and used bikes. Maybe ask your fellow students about good options. If you want to buy a cheap bike, there are plenty of options to find second-hand bikes for example on Ebay Kleinanzeigen, Craigslist or at flea markets. But be aware that buying a stolen bike is a criminal offence!
There are also various options for bike sharing: nextbike.de/en or lidl-bike.de offer bikes all over Berlin - to use them you just need to register and don’t have to buy your own bike (this way it also can’t be stolen). Or you can rent a bike for your entire stay with swapfiets.de.

It’s obligatory to use the marked bike lanes, bus lanes or the street and it’s important to use lights at night and to wear a helmet!
GERMAN BANK ACCOUNT

Most international students open a GIROKONTO (bank account) at a bank in Berlin. For some students, a German account is necessary in order to pay their rent and telephone bills, and to receive their scholarship funds or salaries via money transfer.

Having a German bank account also allows you to use the cash machines in Berlin without paying a service fee and to make purchases with an EC/Maestro-card.

GERMAN PHONE NUMBER

You can decide between two options:

1. Signing a contract with a provider (more expensive and often the contract runs for a set time – like 12 or 24 months).

2. Buying prepaid SIM cards (can often be less expensive, but you have to make sure not to run out of prepaid credit).
   It is possible to buy prepaid cards in supermarkets, drugstores and electronic markets.

COST OF LIVING

Although Berlin is not the most expensive place in Germany, the cost of living can be relatively high. In addition to the costs already mentioned (semester contributions, insurance), you should plan at least 850 EUR for monthly costs like food, rent / apartment, study materials and other things.

Upon arrival, please ensure that you have a larger amount of money at your immediate disposal to cover such costs as: semester contributions, deposit for your apartment and the first rent, maybe some membership contributions (students gym, telephone/internet, insurance, etc.) or a bike.

It is also required that foreign students have sufficient financial resources for their studies before going abroad. Otherwise visa or residence permits might be rejected.
GOOD TO KNOW

Berlin is a safe city to live in but, like with any new place, it’s worth taking the time to learn ways you can take your personal safety into account.

EMERGENCY NUMBERS

110 POLIZEI (Police)
112 KRANKENWAGEN + FEUERWEHR (Ambulance + Fire Department)

116117 ÄRZTLICHER BEREITSCHAFTSDIENST (Doctors’ Emergency Service)
116117info.de

In case of MEDICAL EMERGENCY in the evening or at the weekend you can go directly to the NOTAUFNAHME (Emergency department) of a KRANKENHAUS (Hospital).

berliner-krankenhausverzeichnis.de
Do not forget to bring your PROOF OF HEALTH INSURANCE.

MEDICATIONS are only available on prescription by a doctor and are prepared at a APOTHEKE (pharmacy).

Drugstores (like dm or rossmann) sell common supplements, but not medicine like aspirin.

NOTDIENST DER APOTHEKE (Pharmacy emergency service night/sundays)
aponet.de

MEDICAL AND PSYCHOLOGICAL CARE

The UdK does not have its own doctor or any psychologists. On the website of the KV Berlin kvberlin.de/61arztsuche_en/index.html students may be able to contact a doctor or psychologist nearby.

Students can use the services of the StudierendenWerk Berlin run by TU Berlin:

The PSYCHOLOGICAL-PSYCHOTHERAPEUTIC COUNSELLING SERVICE offers support during examination, short-term therapy and crisis intervention.

stw.berlin/en/counselling.html

Another option is the BERLINER KRISENDIENST. The Berlin Crisis Service provides fast and professional assistance for issues including psychosocial crises and acute mental and psychiatric emergencies. People in need of assistance can be helped by phone or on site without an appointment.

berliner-krisendienst.de/en/

The HU Berlin offers NIGHTLINE. Nightlines are a confidential listening and information service run by and for students overnight. Student volunteers are trained to discuss about anything and everything including topics like academic stress, depression, loneliness, eating disorders, arguments with flatmates, etc.

nightlines.eu.
CHECKLIST

WHEN YOU ARRIVE

☐ HEALTH INSURANCE
European Health Insurance Card (EHIC) or certificate of exemption (Befreiungsbescheinigung).

☐ SEMESTER TICKET
263,49 EUR paid into the account of the UdK Berlin.

☐ REGISTRATION AT UDK BERLIN
Proof of sufficient health insurance, receipt of payment and passport or ID-card.

☐ LOCAL ADDRESS
Register your Berlin address at the BÜRGERAMT.

☐ GERMAN LANGUAGE CLASSES
As a beginner, register at the Orientation Meeting for the German classes or find a German course that fits your language level.

BEFORE YOUR DEPARTURE

☐ TRANSCRIPT OF RECORDS
Fill out the form RECORD OF COURSES, get it signed by the professors or lecturers, get it confirmed by the EXCHANGE STUDENTS COORDINATOR and bring it to the International Office.

☐ LETTER OF CONFIRMATION (ERASMUS+)
This confirmation will be issued DURING YOUR LAST WEEK of studies

☐ REFUND SEMESTERTICKET
If you leave earlier, you may get a refund for each remaining whole month for your Semesterticket. Hand in this form at the IPA.

☐ LOCAL ADDRESS
Give notice of departure to the BÜRGERAMT before leaving.

ADDITIONAL CHECKLIST FOR NON-EU STUDENTS

☐ VISA and / or RESIDENCE PERMIT
Apply for a VISA before going abroad. Or - if necessary - apply for a residence permit at the AUSLÄNDERBEHÖRDE.
CONTACT THE INTERNATIONAL OFFICE

The International Office will be your main point of contact for non-academic issues before your arrival and during your time in Berlin. Please email your contact person in the International Office with any questions you may have.

REGINA WERNER  
regina.werner@intra.udk-berlin.de
Head of International Relations

REGINE BROSIEUS  
regine.brosius@intra.udk-berlin.de  
room 525  
Tel: +49 30 3185 2791
Mon, Tues & Thurs 9.30 am – 12.30 pm
ERASMUS+ Exchange Colleges of Music, Dance and Jazz
Bilateral Exchange with Israel, Japan, Taiwan, Russia and Latin America

CHARLOTTE FREUNDEL  
charlotte.freundel@intra.udk-berlin.de  
room 526  
Tel: +49 30 3185 2436
Tues 9.30 am – 12.30 pm
ERASMUS+ Exchange Colleges of Fine Art, Architecture, Media and Design, Performing Arts:
Denmark, Finland, Sweden

JULIANE KUNZENDORF  
juliane.kunzendorf@intra.udk-berlin.de  
room 526  
Tel: +49 30 3185 2834
Mon & Thurs 9.30 am – 12.30 pm
ERASMUS+ Exchange Colleges of Fine Art, Architecture, Media and Design, Performing Arts:
Austria and the Netherlands

ANNA FUDALA  
anna.fudala@intra.udk-berlin.de  
room 522 A  
Tel: +49 30 3185 2664
Mon, Tues & Thurs 9.30 am – 12.30 pm
ERASMUS+ Exchange Colleges of Fine Art, Architecture, Media and Design, Performing Arts:
France and Italy. DFJV grants, student residences for exchange students
Bilateral Exchange with USA and Canada

LIVIA ROMERO  
livia.romero@intra.udk-berlin.de  
room 522 B  
Tel: +49 30 3185 2581
Mon, Tues & Thurs 9.30 am – 12.30 pm
ERASMUS+ Exchange Colleges of Fine Art, Architecture, Media and Design, Performing Arts:
Greece, Iceland, Portugal, Spain, Turkey
Bilateral Exchange with Australia

SHEILA ZIPS  
sheila.zips@intra.udk-berlin.de  
room 523  
Tel: +49 30 3185 2789
Mon, Tues & Thurs 9.30 am – 12.30 pm
ERASMUS+ Exchange Colleges of Fine Art, Architecture, Media and Design, Performing Arts:
Central and Eastern Europe, United Kingdom, Ireland
Swiss European Mobility Program (SEMP)
EXCHANGE STUDENT COORDINATORS IN THE COLLEGES

The Exchange Student Coordinators will be your reference person in case you have any doubts or questions related to academic issues during your stay. Once you arrive, you can arrange an appointment with them or meet them at the >> ORIENTATION MEETING.

COLLEGE OF FINE ARTS

FINE ARTS  Prof. Josephine Pryde  pryde@udk-berlin.de
FINE ARTS  Axel Haagen  a.haagen@udk-berlin.de
FINE ARTS  Kilian Seyfried  seyfried@udk-berlin.de
FINE ARTS  Marieke Helmke (student) mariekehelmke@googlemail.com
ART IN CONTEXT  Claudia Hummel  c.hummel@udk-berlin.de

COLLEGE OF ARCHITECTURE, MEDIA AND DESIGN

ARCHITECTURE  Saqib Aziz  s.aziz@udk-berlin.de
  Joceline Hülsbusch (student) j.acevedo-huelsbusch@udk-berlin.de
PRODUCT DESIGN  Prof. Jozef Legrand  j.legrand@udk-berlin.de
  Caroline Bittermann  c.bittermann@udk-berlin.de
FASHION DESIGN  Magdalena Kohler  m.kohler@udk-berlin.de
VISUAL COMMUNICATION + ART AND MEDIA  Prof. Ulrich Schwarz  us@udk-berlin.de
  Julian E. Christian (student) j.christian@udk-berlin.de
COMMUNICATION IN SOCIAL AND ECONOMIC CONTEXTS
(GWK)  Prof. Dr. Sylvia Wächter  waechterudk@gmail.com
  Jessica Haß  je.hass@udk-berlin.de
  Winona Bak (student) erasmus.gwk@udk-berlin.de

COLLEGE OF MUSIC

ARTISTIC TRAINING  Prof. Björn Lehmann  bjoernlehmann73@yahoo.de
TEACHER TRAINING  Dr. Barbara Hoos de Jokisch b.hoosdejokisch@udk-berlin.de
  Franziska C.-Leon (student) castro_leon@mailbox.org

COLLEGE OF PERFORMING ARTS

VOCAL STUDIES AND MUSICAL THEATRE  Prof. Sarah Tysman  sarahtysman@gmail.com
  Prof. Elisabeth Werres  profewerres.udk-318@t-online.de
SZENISCHES SCHREIBEN  Prof. Dr. John von Düffel  dueffel@deutschestheater.de

JAZZ-INSTITUT BERLIN (JIB)

JAZZ  Björn Sickert  sickert@jib-berlin.de

INTER-UNIVERSITY CENTRE FOR DANCE BERLIN (HZT BERLIN)

DANCE  Britta Wirthmueller  b.wirthmueller@hzt-berlin.de