



Universität Hamburg

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**Faculty of
Mathematics, Informatics and
Natural Sciences (MIN)**



Practical Guide for Visiting Researchers

<http://www.min.uni-hamburg.de/forschung/PracticalGuideVR.html>

Universität Hamburg

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Welcome to Universität Hamburg! We want to help ensure that you can prepare for your research stay in Hamburg. To this end we have compiled some services and information for you.

The Faculty of Mathematics, Informatics and Natural Sciences of Universität Hamburg is home to six thriving Departments. They are the Departments of [Biology](#), [Chemistry](#), [Earth Sciences](#), [Informatics](#), [Mathematics](#) and [Physics](#). You will live in one of the most attractive cosmopolitan cities in the world with its maritime atmosphere, its mind-broadening culture and nearly limitless leisure activities.

Alles Gute!
All the best!

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Practical Guide for Visiting Researchers

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1. General Information on the City of Hamburg and main contact point



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Main contact point for information on the topic "New in Hamburg"

You can contact the Hamburg Welcome Center (HWC) at <http://english.hamburg.de/welcome-center/> service advisors by telephone or e-mail prior to or after your arrival in Hamburg if you need any information on the topic "New in Hamburg". The HWC offers various **free services** for new comers to Hamburg.

Ask a HWC service advisor for a bag of "Welcome Package for international visitors", which needs to be collected from the HWC.

Hamburg Welcome Center

Alter Wall 11, 20457 Hamburg

Phone number: +49-40-42854-5001

E-Mail: info@welcome.hamburg.de

Opening hours: Mon 08:00 – 17:00, Tues and Wed 08:00 - 12:00 and Thurs 08:00 – 18.00, Fri 07:00 – 12:00

Main contact point for visiting researchers and their families at Universität Hamburg:

Service for International Visiting Researchers: http://www.uni-hamburg.de/internationales/wissenschaft/service-international_e.html

To avoid hours of online searching, check out the following sites for information on the City of Hamburg and for a list of event highlights in Hamburg:

City of Hamburg	http://www.uni-hamburg.de/piasta/InfoPackage.pdf http://english.hamburg.de/
City map of Hamburg	http://www.hot-map.com/de/hamburg/
Attractions	http://english.hamburg.de/museums-attractions-hamburg-en/
Event highlights	http://english.hamburg.de/hamburg-events/

Hamburg Public Transport Association (HVV)	For newly arrived residents http://www.hvv.de/en/all-you-need-to-know/newly-arrived-residents/ Service offer http://www.hvv.de/en/timetables-lines-routes/overview-service-offer/
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Getting around in Hamburg

Hamburg Public Transport Association (HVV): If you live in Hamburg or Hamburg area, you are better off if you avoid the roads and take the U-Bahn, S-Bahn, AKN, rapid transit or regional rail lines for fast, direct rail connections within the Hamburg region, all leading into the city center.

- HVV for newly arrived residents <http://www.hvv.de/en/all-you-need-to-know/newly-arrived-residents/>
- Overview of HVV service offer <http://www.hvv.de/en/timetables-lines-routes/overview-service-offer/>
- The CityBike Hamburg, the bike system “StadtRAD Hamburg” <http://stadtrad.hamburg.de/kundenbuchung/process.php?proc=index&&changeto=511>

Hamburg Public Transport Association (HVV): If you live in Hamburg or Hamburg area, you are better off if you avoid the roads and take the U-Bahn, S-Bahn, AKN, rapid transit or regional rail lines for fast, direct rail connections within the Hamburg region, all leading into the city centre. You will need a HVV season ticket. HVV offers bargain-price weekly or monthly season tickets for regular passengers on HHV services.

2. Funding of research stay

A researcher who plans a research stay in Germany under a funding program and is looking for a German host institute may contact researchers by letter and email for enquiries on cooperations. Researchers who are interested in a cooperation may also use:

- The EURAXESS search engine to find a suitable host institution or researchers http://www.euraxess.de/portal/search_engines_for_hosts.html
- The Research Directory of the German Research Foundation (DFG) and the German Academic Exchange Service (DAAD) http://research-explorer.dfg.de/research_explorer.en.html?schrift=deutschlandkarte
- The Alexander von Humboldt homepage to check for an appropriate research stay sponsorship: <http://www.humboldt-foundation.de/web/sponsorship.html>

It is also important to contact the scientific host prior to arrival in order to clarify any special conditions pertaining to the research projects (e.g. permission to carry out certain experiments, regulations governing medical practices, etc.) and to obtain information about premises and equipment so as to make sure that the planned research project is technically feasible at the Department of the academic host.

3. Visa

Visiting researchers from European Union countries and countries of the European Economic Area and Switzerland

EU nationals and nationals of those countries for which the European Community (EU plus Iceland, Liechtenstein, Norway and Switzerland) just need a valid passport to enter Germany. They do not need a visa for a stay longer than three months. Nor is work permit necessary but they must register with the local authorities after arrival (cf. 5).

Visiting researchers from Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, New Zealand, Republic of Korea, San Marino, Switzerland and the United States of America

do not need a visa since they may acquire a residence permit at HWC after entry. Prerequisites for this are proof of financing and valid health insurance. They need to apply for a temporary residence permit (Aufenthaltserlaubnis) at the relevant immigration authority within one week after arrival in Hamburg

Non-EU visiting researchers

As a general rule, Non-EU nationals require visas for stays of more than three months or stays leading to gainful employment **before** entering Germany. Non-EU citizens who want to work as a visiting researcher should **not** enter Germany on a tourist or Schengen visa. Information on visa regulations including visa fees and a table of the countries whose citizens require/do not require visa are available at: Visa Regulations http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html.

Information on entry and stay of researchers from non-EU countries is available on the pages of the Federal Office for Migration and Refugees: <http://www.bamf.de/SharedDocs/Anlagen/EN/Publikationen/Flyer/forschungsaufenthalte.pdf>. The decision on a visa application may take several weeks. Applications should therefore be submitted in good time.

All applicants must submit visa applications, together with all the required supporting documents, in person at the German Embassy or German Consulate in their home country prior to departure. You can download and fill in visa application forms online, and then take the completed and printed out form to the interview at the visa section of the German mission responsible for your place of residence. Visa application forms can be downloaded and completed online at: https://videx.diplo.de/ap1_web_1.3.3/?jsessionid=TdVZD5ZIWwdRL678NP547Yw-.undefined?0.

Prior to departure, all other applicants must submit a visa applications for a national visa (D Visa), together with the required documents at the German Embassy or

Consulate in their home country. You will be able to enter Germany and to stay for three months with this visa:

Required documents

- Completed application form, available online and free of charge from the German mission in your home country.
- A valid travel document (passport)
- Passport photographs
- Written invitation from the host scientist of Universität Hamburg or research institute of Universität Hamburg containing details about the purpose and duration of your planned research visit. Alternatively, an employment contract or a statement of intent from the host scientist, stating that you will be employed there.
- Proof of adequate health insurance
- Visa fees: The fee for all types of visas has been EUR 60,- since May 2008 (stand June 2012).

If your spouse and/or underage children will be accompanying you to Germany or if members of your family will be joining you at a later date:

- Original or certified German translation of the marriage certificate (certified by the German diplomatic mission)
- Original or official copy of birth certificate (with a legalization certificate or apostille from the German diplomatic mission) and a certified German translation of the birth certificate.
- Copy of your passport including a copy of your valid residence permit, if applications are not submitted together.
- **National visa (D visa):** For a stay in Germany more than three months visiting researchers will need to apply for a national visa. Before the visa expires it must be extended by a residence permit at the HWC: <http://english.hamburg.de/welcome-center/>.
- **Dual visa (D + C visa):** A national visa can also be issued as a so-called dual visa. A dual visa is suitable for prolonged visit and functions as a visa entitling the holder to make temporary visits to countries in the Schengen zone without first having to wait for their residence permit to be issued. To receive a dual visa, the applicant must explain why it is necessary for him or her to visit other Schengen states during the application waiting period.

The consent of the registration office (HWC) is **not** necessary for visiting researchers and their families, if:

- The academic visit has been arranged through the agency of a German scientific or academic organization, i.e. DAAD, DFG, AvH and the visitor has been awarded a scholarship or grant from public funds.
- You are invited to Germany to engage in scientific or academic research by a university or other publicly funded research institution. In any case check with the German diplomatic mission in your home country.

4. Accommodation

Due to the high demand and shortage of accommodation in Hamburg, it is strongly recommended to start making arrangements for accommodation while you are still at home.

How to find an apartment for rent?

Please check out Info Sheet 'How to find an apartment in Hamburg' for information on rentals: http://www.min.uni-hamburg.de/promotion/Practical_Guide_e/HWC_info.pdf

The International Housing Office of UHH

The International Housing Office helps visitors and staff of Universität Hamburg find accommodation for the duration of their stay in Hamburg: <http://www.international-housing.de/en/home/>. Please note that there is a brokerage fee to remit to the International Housing Office in the event of a tenancy agreement. General terms and conditions can be found at <http://www.international-housing.de/en/gtct.html>.

Hotels and hostels

If you prefer to stay at hotels or hostels at a favorable price for the first few days in Hamburg, check out Hostel Hamburg Booking: <http://www.hamburg-tourism.de/en/search-booking/hotels/search-hotel/>.

5. Residence Registration (Anmeldung)

You have to register at the [Hamburg Welcome Center \(HWC\)](#) within the first week of arrival to obtain a residence registration certificate, "Meldebescheinigung". The registration form is available at: <http://www.hamburg.de/Dibis/form/pdf/anm.pdf>. You can find an english completion help at <http://welcome.hamburg.de/contentblob/2217292/data/anmeldung-des-wohnsitzes-englische-ausfuellhilfe.pdf>. Contact an English speaking advisor at the HWC who will be happy to assist you with your application. The following documents are required for an application for a residence registration:

- Completed and signed registration form
- A valid passport or ID
- Birth certificate, marriage certificate or divorce decree where applicable
- Administrative fee: 10 € (subject to change)

6. Residence title (Aufenthaltstitel)

Everybody including EU nationals staying in Germany for more than three months must apply for and obtain a residence permit (Aufenthaltserlaubnis). Consequently, international visiting researchers must apply for a residence permit. You should first register your residence at the Hamburg Welcome Center before you apply for a residence permit. As of 1st September 2011 an

electronic residence permit (eAT) in credit card format replaces the paper form:

<http://www.bamf.de/SharedDocs/Anlagen/EN/Publikationen/Broschueren/broschuere-eat-a4-en.pdf>.

The documents needed for the residence permit application are listed below, based on information provided by the Hamburg Welcome Center. If any of the required documents is missing, your application will be refused. Thus, please always check requirements with an English speaking advisor of the HWC before applying. The HWC information service is available for free. You need to arrange an appointment with Hamburg Welcome Center <http://english.hamburg.de/welcome-center/>.

Necessary documents to be submitted may vary in individual cases.

- Completed application form, downloads are available in several languages at residence permit application form: <http://www.hamburg.de/Dibis/form/pdf/anm.pdf>.
- Valid passport
- Biometric photograph (no older than 6 months)
- Current certificate of registration (Meldebescheinigung) with your address in Germany
- Health insurance certificate (Krankenversicherungsnachweis)
- Rental agreement or confirmation of hotel or student residence hall
- Administrative fee about 50 € - 200 € (subject to changes)
- Contract of employment or employment agreement (3 months' pay slip, where applicable)
- Residence permit for student's family members: <http://english.welcome.hamburg.de/residence-permit-for-family-members/>
- Information on workplace and on employment (use official form), download Declaration Forms of Business and Occupation at <http://english.welcome.hamburg.de/contentblob/2217304/data/vordruck-angaben-betrieb-und-beschaeftigung.pdf>. The official form is in German. An English speaking HWC service advisor will assist you with translation into English.
- CV

If you have family, please also provide

- Your birth certificate and your family members' birth certificate(s)
- Marriage certificate

For any questions that you may have regarding your planned trip to Germany with your family you can get in touch with a service advisor at the HWC <http://english.hamburg.de/welcome-center/>.

7. Health Insurance, health care and emergency services

Health insurance is mandatory for everybody residing in Germany. That is also true for all guest researchers during their stay in Germany. In order to receive first payment if you are employed, you need to provide a proof of health insurance or a copy of your European Insurance Card (EHIC). Proof of health insurance is also essential for extending your residence permit. Researchers from EU countries who have an EHIC or E 109 (for families) can usually keep their

health insurance that covers any necessary medical treatment within the European Economic Area (EEA). More information is available at the German mission in your country.

Contributions

If you are employed (i.e. a research scientist), the standardized contribution rate for your health insurance makes up 15.5 % of your monthly gross. The contributions are then split between your employer (7,3%) and you (8,2%) and will be automatically deducted from your monthly salary.

State regulated health-insurance (public health insurance) include **premium-free family insurance**. This insures the holders's spouse or official partner and children (up to a certain age limit). The prerequisites to be eligible for family insurance is that the income of the spouse and children does not exceed 375 € per month (stand 2012) and that they are not insured themselves.

Health insurance systems

There are two health insurance systems in Germany:

- A public health insurance which is generally taken out by international researchers up to 34 years old. To find out which health insurance system is mandatory for you, check out the EURAXESS homepage Health Insurance Guide: http://www.euraxess.de/portal/health_insurance_in.html. You can find more information about state-regulated health insurance at Federal Ministry of Health <http://www.bundesgesundheitsministerium.de/ministerium/english-version.html>.
- A private health insurance which generally offers more extensive cover, but is not automatically advantageous for everyone. If you are employed on the basis of an employment contract, it depends on your salary whether you can take out a private or public health insurance.

Health Insurance Companies

If you are not from a EU country and need a health insurance, you can find a list of the health insurance companies, **Krankenkasse** in the telephone directories of the Yellow Pages of Hamburg: <http://www.gelbeseiten.de/krankenkassen> : AOK, Barmer, Care College, DAK, GEK, HEK, HKK, HMK, IKK, KKH, Knappschaft, TK. This alphabetical list of health insurance companies is not exhaustive and we do not recommend any particular insurance company.

Before choosing a health insurance company, find out exactly what services, therapies, treatments and additional benefits it offers and what benefits and payments you can claim for. Ask for an English brochure and read it very carefully. Services differ from provider to provider. Being a member of a health insurance company does not mean that the company is responsible for all the costs that arise in respect of your medical care. Ask for an English brochure and read it very carefully. Some costs for medical and dental treatment, for medication, for medical aids, for treatment by therapists or rehabilitation measures may not be fully covered by your health insurance company. Patients often have to pay a personal excess (Patientenbeitrag). Besides, there are forms of treatment that patients have to pay in full. If you

are uncertain about additional costs you may have to pay for a medical treatment or dental care, ask your health insurance company for advice in advance.

Required documents for a membership application

- Passport
- Residence registration certificate
- Proof of financial situation, i.e. statement of income, contract of employment
- Bank account details

Health care and emergency services

Make sure you obtain a “Krankenversicherungsnachweis”, a confirmation of health insurance from the health insurance provider. You will also receive a “Krankenversicherungskarte” (Health Insurance Card) which you always need to carry with you. If you become ill, you can directly go to a doctor. Addresses and telephone numbers of doctors are available in the telephone directories of the Yellow Pages Doctors <http://www.gelbeseiten.de/arzt/hamburg> (in German). Enter the type of doctor or specialist (Facharzt) you are looking for in the search field “Stichwort, Name, Telefonnummer,, (keyword, name, phone number):

Alphabetical list of a few types of doctors

Allgemeinmedizin	general medicine	Kieferorthopäde	orthodontist
Augenarzt	oculist	Kinderarzt	paediatrician
Augenheilkunde	ophthalmology	Frauenheilkunde/Frauenarzt	Gynaecology
Hausarzt	General Practitioner (GP)	Orthopäde	orthopaedist
Hautarzt	dermatologist	Zahnarzt	dentist

If you need urgent medical care at the weekend or at night, report to the „Ambulanz“ (outpatient department) or „Notaufnahme“ (Accident and Emergency) in hospital or call a doctor. Emergency doctors are listed in local newspapers under the heading of “Ärztlicher Notdienst” (Medical Emergency Service) or „Notdienst“ (Emergency Service).

Emergency call numbers	
Police	110
Fire Brigade	112
Medical emergency service	228022
Medical emergency practice <i>In Altona: Stresemannstrasse 54, 22769 Hamburg</i>	

In Farmsen: Berner Heerweg 124, 22159 Hamburg
Opening time: Mon, Tues, Thurs, Fri 19:00-24:00, Wed
13:00-24:00, Sat, Sun & official holidays 7:00-24:00

8. Liability insurance (third-party insurance)

You should know about the importance of having a liability insurance. It is worthwhile to take out a (family) liability insurance for the entire duration of your research stay in case of damage caused to a third party. The third-party insurance will protect you against claims resulting from damage caused unintentionally. Standard third-party insurance policies are not expensive and the conditions are similar. Contact Service for International Visiting Researchers for any queries : http://www.uni-hamburg.de/internationales/wissenschaft/service-international_e.html .

9. Family Affairs

The Office of Family Affairs puts together useful material such as flyers on family support services and coordinates information about the compatibility of work and family. You can also contact the Office of Family Affairs for any queries regarding your family at: http://www.uni-hamburg.de/familienbuero_e.html .

Work permit for spouses

Spouses accompanying guest-researchers who want to work during their stay in Germany need a work permit, except nationals from countries of the European Union, Iceland, Liechtenstein and Norway. Your spouse must inform the German consulate or embassy in your country of this prior to departure for Germany and apply for the respective residence permit that indicates "employment permitted". The processing of a work permit application takes several weeks, so it must be applied for in good time.

Bilingual day care: http://www.min.uni-hamburg.de/forschung/HWC_info_sheet_BILINGUAL_DAY_CARE_FACILITIES_IN_HAMBURG.pdf

Child care: http://www.min.uni-hamburg.de/forschung/HWC_info_sheet_CHILD_CARE1.pdf

Child benefits: http://www.min.uni-hamburg.de/forschung/HWC_info_sheet_CHILD_BENEFIT1.pdf

10. Opening a bank account

Opening a bank account in Germany is straightforward. To obtain a current account (Girokonto) you need to supply the following documents: Required documents:

- Registration certificate (Meldebescheinigung, cf. 4)
- A valid passport
- Work contract, where applicable
- A proof of income would make the opening of a bank account easier (pay slip or bank statement).

Take the documents to your chosen bank or branch. Please ask at the bank or the branch if you could get information from an English speaking customer adviser. Addresses and telephone numbers of banks or branches are available at Yellow Pages Banks, the telephone directories of the Yellow Pages of Hamburg: <http://www.gelbeseiten.de/branchenbuch/hamburg/index.html>. Enter "Bank und Sparkassen" (banks and saving banks) in the search field "Stichwort, Name, Telefonnummer,," (keyword, name, phone number), then enter the place (Ort) or postcode (PLZ), district name (Stadtteil) or street name (Straße) in the search field "Ort, PLZ, Stadtteil, Straße". Last click on „suchen“(search) to look for addresses of a bank near your place.

Once at the local branch, **always** ask for any potential service charges as they may differ from bank to bank. You may be charged for: opening an account, yearly administrative costs, credit card costs, withdrawal costs from other banks, bank statements printouts.

Depending on the bank and the account details bank card should normally be sent by post within a few days.

Bank Terminology Guide

Account number	Kontonummer		Current account	Girokonto
Amount	Summe		Debit card	EC-Karte
Bank	Bank		Deposit	Einzahlung
Bank account	Bankkonto		Direct debit	Lastschrift, Abbuchung
Bank balance	Kontostand		Exchange Bureau	Wechselstube
Bank charges	Bankgebühren		Exchange Rate	Wechselkurs
Bank manager	Filialleiter		Fiscal/tax code	Abgabenordnung
Bank note	Geldschein		Fixed rate	feste Rate
Bank statement	Bankauszug		Interest rate	Zinssatz

Bank transfer	Banküberweisung		Overdraft	Kontoüberziehung
Credit balance	Guthaben		Paying-in slip	Einzahlungsbeleg
Credit card	Kreditkarte		Payment slip	Einzahlungsschein
Standing order	Dauerauftrag		Sort code	Bankleitzahl

11. Information for new staff and employees of Universität Hamburg

Now you have sorted out your family, accommodation, health insurance, bank account, residence registration, etc. and you think you can start working. Now you need keys, IT services to set up a work space with your computer, a telephone connection as well as the internal telephone directory, and a lot more. You can find an answer to those topics at: New at Universität Hamburg http://www.uni-hamburg.de/beschaefigtenportal/services/neu-an-der-uni_e.html or contact: Service for International Visiting Researchers <http://www.uni-hamburg.de/internationales/wissenschaft/service-international.html>.

12. Language courses, workshops and seminars

Language courses are generally offered at six different levels from A1 to C2, following the Common European Reference Framework for Languages. The six levels A1 and A2 for basic users, B1 and B2 for independent users and C1 and C2 for proficient users are an interpretation of the classic division into basic (A), intermediate (B) and advanced (C).

In-Class courses

Courses offered by the joint Language Center of the Universität Hamburg and the Adult Education Center

You can check for language courses offered by the joint Language Center of Universität Hamburg and the Adult Education Center at http://www.uni-hamburg.de/internationales/studieren-an-der-uhh/deutschkurse_e.html. Terms and conditions for course attendance can be found there, too.

Courses offered by the Adult Education Center

The Adult Education Center also offers classes at different levels from A1 to C2. Please be advised that these are not tailored to academic level so you should take "schnelles Lerntempo" classes at fast learning pace. You can ask an advisor for an assessment test to make sure that the course is suitable for you.

Check for available courses of Hamburg Volkshochschule at <http://www.vhs-hamburg.de/kurse/kurse/deutsch/deutsch-691> . An English completion help can be found at: http://www.min.uni-hamburg.de/forschung/VHSGermanCourses_e.pdf

Courses offered by Goethe-Institut: <http://www.goethe.de/ins/de/ort/ham/enindex.htm>

Course information portal Hamburg provides you with more German courses offered by further language institutions in Hamburg (in German): <http://deutsch.kursportal.info> .

Workshops and seminars

offered at Universität Hamburg can be found at Career Center Workshops and Seminars (German): <http://www.uni-hamburg.de/career-center/nachwuchswissenschaftler/workshops.html> .

Language Learning Services at the University of Hamburg

Information on language courses and workshops is available at PIASTA Language Compass http://www.uni-hamburg.de/piasta/beratung/sprachenkompass/sprachkurse_e.html .

Information on different institutions offering courses in various languages can be found at http://www.uni-hamburg.de/fachsprachenzentrum/lehre/sprachen_e.html .

Events, advising services, networks and an information pool, guides and supports on your career path are offered by Career Center http://www.verwaltung.uni-hamburg.de/cc/index_e.html .

Online German courses

If you want to learn German basics in your own time, you could sign up for the free online course “German Steps” for beginners at BBC Languages <http://www.bbc.co.uk/languages/german/talk/> . Once you have completed this course, you should be able to use and understand frequently used expressions related to areas of most immediate needs for your stay in Germany. You will receive weekly email tips.

“Deutsche Welle” also offers free interactive German self-study course for everyone at DW German Course <http://www.dw.de/learn-german/german-courses/s-2547> . It covers levels A1 and C2. Select the level that suits you best by answering a few assessment questions. Then choose from e-learning at the computer, with short videos, audio courses or podcasts, or with texts and worksheets. Microsoft Internet Explorer 6.0 or higher / Firefox 1.5 or higher are recommended. You must log in with your own password to be able to use this website.

Language Tandem Service

PIASTA's Tandem Service, available during semester and free of charge, mediates language partnerships between two students with different native languages who work together to learn with and from each other's language. Fill out the registration form for the Tandem Service which will be needed for tandem matching and management at http://www.uni-hamburg.de/piasta/sprachtandem_e.html. You will then be put in touch with a suitable language tandem partner.

Dear visiting researchers,

We have compiled some services and information to help you to get started in Hamburg. If there is anything you think we could improve, we would like to hear your ideas and suggestions. Please direct comments to: Janie.Wermter@uni-hamburg.de.

The MIN Faculty and its members wish you a good start, a most interesting research stay at Universität Hamburg and every success in your research.

Alles Gute!

All the best!

Do not forget to ask an HWC service advisor for a free bag of **“Welcome Package for International Visitors (UHH)”**, which you will need to collect from the HWC:

Hamburg Welcome Center

Alter Wall 11, 20457 Hamburg

Phone number: ++49-40-42854-5001

E-Mail: info@welcome.hamburg.de

Opening hours: Mon 08.00 – 17.00, Tues and Wed 08.00. - 12:00 and Thurs 08:00 – 18.00, Fri 07:00 – 12:00

