Living in Germany
A Guide for Visiting Scientists

Helmholtz Centre for Infection Research, Braunschweig
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1. Introduction

We will start by giving advice about accommodation, banking and schools (for employees with children). Then we will indicate which local authorities need to be contacted after employees arrival in Germany. Another essential part gives you important hints for enjoying life in Braunschweig and Germany. The guide will conclude with the explanation of the tax system and the presentation of the health and social insurance system.

The information has been collected on the basis of the current law codes and information leaflets of the responsible ministries and the EU. As the laws are subject to change we will regularly revise the internet version of this liability for the correctness of the contents, although the data has, of course, been collected with due care.

The information given here will be regularly checked, updated and complemented. In order to do this, we depend on your first-hand information. We would therefore be very grateful if you could inform us about your practical experience as well as help us with suggestions, comments and corrections. Your help enables us to revise future versions of the printed guide and to update the internet version on a regular basis.

Contact person at the HZI:

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Helmholtz-Centre for Infection Research (HZI)
Inhoffenstraße 7
38124 Braunschweig
Phone: +49 (0)531 / 6181 - (99)2113
Room: D2 3.04
E-mail: angela.walter@helmholtz-hzi.de
HZIgrad.school@helmholtz-hzi.de

and the

Do it (phd Initiative)
E-mail: doit@helmholtz-hzi.de
2. The Helmholtz Centre for Infection Research

The Helmholtz Centre for Infection Research (HZI) is one of 15 research establishments within the Hermann von Helmholtz Association, the largest research organization in Germany. The focus of our work is the study and investigation of pathogens which are medically relevant or can be used as models for researching infection mechanisms.

Basic financing is provided by the federal government (90 %) and the state of Lower Saxony (10 %), while additional funds are derived from other sources (called Drittmittel) and patent royalties. We have about 750 members of staff and an annual budget of approx. 45 million Euros. As a Helmholtz Centre we are accountable to both the federal and state government and the German tax payer who expects a high degree of transparency in respect to our activities.

If you would like to know more about the Helmholtz Centre for Infection Research, please visit our homepage, it contains a lot of useful information for your work at the HZI and for your daily life: www.helmholtz-hzi.de

Internal informations for the HZI-employees can be found at the HZI Intranet: http://intranet-hzi (only accessible from within the HZI)

Location

The HZI is located approx. 6 km south of the centre of Braunschweig (Brunswick), a city of 246 000 people located in Lower Saxony, Germany. You’ll find the HZI-Campus near the motorway “A 395” in the district “Braunschweig Stöckheim”.

It’s accessible quickly by car or cab (from the Main Station) or by Public Transportation (see page 20 for details).
HZI Campus Map

An Overview of the Buildings

The HZI Campus

A, B, C, D, GZ: Research Labs
B2: Drug research & Functional genomics (planned)
D2: Offices
E, F, H, K, Q, R, U: Infrastructure
S3: S3-Facility
T, T2: Animal Facility
N: Infrastructure & Administration
VC: Administration
W: Administration, Library, Canteen
X: „Forum“ – Event & Seminar Building
Y: Research Labs, Fraunhofer ITEM
Z: Leibniz Institute DSMZ
3. Preparations at home

Contact a German embassy or consulate in your home country regarding any current entries and resident requirements. You can also contact the German Embassy in the country you are working in at the moment. As a rule it takes several weeks for a visa to be issued, and therefore should be applied for well in advance – one of the important documents for the visa application should be the HZI invitation letter. Foreign scientists require a multiple entry visa for the Federal Republic of Germany. Exceptions are citizens from EU countries, the EWR counties Iceland, Norway, Liechtenstein, from Switzerland, and the USA. They do not require a visa to enter Germany but they must apply for a residence permit from the foreigner registration office after arriving in Braunschweig and register with the local authorities. It is important not to apply for a tourist visa but for a multiple entry visa which enables you and if necessary, your family, to stay for a longer period of time. A visa for Germany normally also includes travelling freely to the other EU-countries.

Your scientific host will help you with all internal HZI procedures. You should check in time with the staff administration of the HZI to find out whether they need any specific documents from you so that you may bring these papers along with you. These can include documents such as your residence permit, tax certification, university diplomas. The administrative offices usually ask for a German translation of your university diplomas, birth and marriage certificate – English translation should be enough. Therefore, it is best to bring a certified translated copy of these documents with you rather than have translations done on the spot.

We advise you to contact Mrs. Walter who is responsible for all new foreign guests at our institute beforehand. She can help and assist you and answer all the questions you might have before departing.

Phone: +49 (0)531 / 6181 - (99)2113  
E-mail: angela.walter@helmholtz-hzi.de
4. What do you do first in Braunschweig?

Here is a checklist for most important things you should do after arrival:

**Go to the HZI administration (contact person is in the personnel department)**

Angela Walter  
International Office / Grad. School  
Building D2, Room D2 3.04  

Mrs. Walter, will assist you to organize the following things for your work at the HZI (Laufzettel-Einstellung/routing slip - entry):  
- Magnetic card  
- E-mail-account  
- Medical checkup and introduction to the safety officers

If you want to get more important information about administration, Languages Courses at the HZI, Meetings and Seminars, the e-mail addresses and the phone numbers, please take a look in our intranet or/and download the HZI “welcome guide”:  

**Go to the Residents´ Office (Einwohnermeldeamt) to register.**

Foreigner Registration Office (Einwohnermeldeamt) Braunschweig  
Fallersleber Str. 1  
38300 Braunschweig

Phone: 0531 / 470-1  
Fax: 0531 / 470-6099  
E-Mail: buergerangelegenheiten@braunschweig.de

Or at the registration office (Bürgeramt) in Wolfenbüttel

**Bürgeramt Wolfenbüttel**  
Stadtmarkt 3-6  
38300 Wolfenbüttel

Phone: 05331 / 86-0  
Fax: 05331 / 86-7777  
E-Mail: Buergeramt@Wolfenbuettel.de
Open a bank account

You need: Passport or a comparable piece of identification and the registration from the registration office. The salary from the HZI can only be paid via bank account!

Organize a health insurance (see page 24 for details)

Go to the foreign registration office (Ausländerbehörde) to receive a resident permit (Aufenthaltsgenehmigung)

Ausländerbehörde
Fallersleber Straße 1
38100 Braunschweig

Postal address:
Fachbereich Bürgerservice, Öffentliche Sicherheit
Abteilung Bürgerangelegenheiten
Ausländerangelegenheiten
Postfach 33 09
38023 Braunschweig

Phone: 0531 / 470 – 6062/-6063/-6070
Fax: 0531 / 470 - 6008
Email: auslaenderbehoerede@braunschweig.de

Service point for students and scientists by appointment only. More information is available for persons to contact.
5. Looking for accommodation

Looking for inexpensive accommodation in Germany can be more difficult and time-consuming as elsewhere in Europe, especially in big cities and university towns. If you do not have the opportunity to look for accommodation before you start your fellowship, you should consider staying in the HZI-guesthouses for the first few weeks. The working group you are going to join will help you arrange this.

How to find accommodation for a longer period in Braunschweig

You can try to contact agencies directly via Internet to see their offer, e.g.:

www.braunschweig.de
www.meinestadt-braunschweig.de

You can also advertise in the paper yourself. In Braunschweig there are also special ads in the main buildings of the universities mostly by young people offering their furnished flats or their rooms in shared flats (Wohngemeinschaft – WG) for a limited time span. You can find these student rooms or “WGs” through small ads, but also through notice boards (“Schwarze Bretter”) at the universities, usually to be found in cafeterias (“Mensa”), at frequented locations and in the institutes. There are accessible to all students and employees and you can look for or post notes. Or try to find a “WG” by Internet:

www wg-gesucht.de
www.zwischenmiete.de

In shared flats several people live together in one flat, which means that each one has his or her own room and the bathroom and kitchen are shared. Shared flats are mostly inhabited by young people and students and they provide a good opportunity to get contact with Germans and to make friends. The “WGs” normally choose their flat mates themselves.

To employ a real estate agent is the most expensive way to find a flat or a house because you have to pay up to two months rent as agent’s fees, not usually a worthwhile investment for a short stay. You should, in any case, only choose agents affiliated to a professional association.
Housing Expenses

Generally, the cost of housing is quite high in Germany, especially in big cities. The information about the level of rent charged mostly refers to the basic rent (Kaltmiete) which means that you have to pay extra for electricity, water, heating and waste disposal. In contrast, these additional costs (Nebenkosten) are normally included in the rent for furnished flats (Warmmiete). When you read descriptions of apartments, pay attention to the addition including additional costs (Warmmiete/warm) or excluding additional costs (Kaltmiete/kalt) respectively.

In Germany you can rent furnished, partly furnished or empty flats. Empty flats have neither curtains nor lamps nor kitchen equipment. Partly furnished rooms have at least some furniture and kitchen equipment. Flats are rarely offered with furniture, whereas single rooms are generally furnished.

Advertisements for accommodation are often difficult to understand, because they are full of abbreviations. Here are the most important ones:

5ZKDB (5 Zimmer, Küche, Diele, Bad) 5 rooms, kitchen, corridor, bathroom
ZH (Zentralheizung) central heating
EBK (Einbauküche) Complete kitchen
400,- +NK (€ 400 Kaltmiete plus Nebenkosten) € 400 basic rent plus additional costs
KM or k (Kaltmiete) basic rent
WM or w (Warmmiete) all-inclusive rent
WFl. (Wohnfläche) size of flat in square metres
G-WC (Gästetoilette) separate toilet
OG (Obergeschoss) upper floor
TG (Tiefgarage) underground car park
OH (Ofenheizung) heating by oven/coal, i.e. no central heating
GEH (Gastageheizung) heating by gas, mostly additional costs

If a phone number is indicated, you can call the landlord or estate agent directly. You should call as early as possible (from 7.30 a.m. on) and make an appointment for looking at the flat. If only a box-number is indicated you have to apply for the apartment by letter, addressed to the newspaper and indicating the box number. In case of language difficulties ask a colleague of your working group or Mrs. Walter to help you arrange an appointment.
Renting

When you rent a flat, you generally have to make a deposit of about 2 to 3 months rent. This sum will, however, be returned to you with interest when you move out, providing you leave the flat without damages. The rent should specify the exact rent deposit. The tenancy officially begins when both you and the landlord have signed the contract. Your signature legally binds you to the terms of rent. Therefore, it is essential to read the document very carefully before signing, including the small print. (Let your German friends help you!!)

The contract specifies, in particular, the amount of rent and additional costs payable, the period of notice to be given upon termination of the contract (usually 3 months), payment for any necessary repairs, and responsibility for renovation, length of rent and terms of rent increase.

Furthermore, the contract may contain additional arrangements (e.g. use of the garden, car parking facilities etc.). Should you intend to keep domestic animals, you must obtain the permission of the landlord beforehand. The contract also lays down the general house rules, which, among with other things, stipulate that before 7 a.m., between 1 and 3 p.m. and after 10 p.m. all unnecessary noise must be avoided. They also regulate which jointly used areas (staircase, entrance area, and basement) have to be cleaned by each tenant and in which intervals the cleaning has to take place. (Germans take cleaning very seriously. However, a third party usually does cleaning today).

If you do not understand parts of the contract or if you feel that unusual conditions are imposed, you should ask your German colleagues for assistance and advice.

The HZI-Guesthouse

If you need temporary accommodation for yourself or a guest, there is the possibility of using the Centre’s guesthouse. Rooms are available starting from 259 Euro for rooms to 549 Euro for apartments per month. Rooms should be reserved in advance through Angela Walter (Tel. (99) 2113)

The guesthouse is in Neue Straße 31, in Wolfenbüttel, a small historical and interesting town just to the south of Braunschweig and thus quite close to the Helmholtz Centre. The No. 420 bus from Kornmarkt or Breite Herzogstraße in Wolfenbüttel will take you to the stop Richmondweg in Braunschweig; from here you can take the tram No. 1 to Stöckheimer Markt and walk up Mascheroder Weg till you reach Inhoffenstr. or it’s possible to take a shuttle bus every workday (Mon.-Fr.) in the morning at 8:20 am (Breite Herzogstr.) and in the evening at 6:15 pm (Senefelderstr.).

Before you sign your contract for renting, check the setting of a time limit. Sometimes you have to pay for one year or more.
6. Money and Bank account

In Germany it is still common to pay in cash for food or minor items. In department stores, clothes shops and restaurants or for larger amounts payment may be made by credit card. Cash card is generally accepted.

You need to open a bank account with a local bank, Sparkasse or post office as soon as possible to receive your income or the instalments of your grant and to carry out regular payments, such as rent, electricity, etc. The different banks offer more or less the same service, but as the fees vary considerably, a comparison is worthwhile.

Meanwhile, there are many banks, which offer home banking or telebanking, which is cheaper and allows you to handle your bank transactions by computer or phone.

We advise our guest scientists at HZI to open a bank account at the Braunschweiger Landessparkasse because it is very close to our institute, but there are many other possibilities to open a bank account for example Deutsch Bank, Postbank, Commerzbank:

Braunschweigische Landessparkasse
Stöckheimer Markt 1
38124 Braunschweig

Phone: 0531 / 26148 - 0
Fax: 0531 / 26048 - 50

To open a bank account, you will need your passport and the registration from the residents registration office (Einwohnermeldeamt).
If you expect frequent remittances from or to your account in your home country, it is worthwhile asking your home bank whether it cooperates with specific banks in Germany. This could shorten and cheapen the transfer of money to the bank abroad. When you open a current account, you have to present your passport or identification card and the registration.

A current account offers you the possibility to:

- Deposit and withdraw money at all times
- Arrange a standing order (Dauerauftrag) for regular payments of a fixed amount (e.g. rent), at fixed date
- Transfer money to another account with a transfer form (Überweisung)
- You can authorise someone to withdraw money from your account (Einzugsvermächtigung); this is relevant for regular payments of differing amounts, such as electricity bills or telephone invoices

Generally, you will receive a customer card (EC-card, debit card) with which you can withdraw money from all cash departments of your bank. In addition, you may obtain a cash card. Many bigger shops offer direct payment by cash card. Moreover, you can use this card to withdraw money from all cash dispensers in Germany for a small fee and from your bank’s cash dispensers without charge. Euro cheques are no longer valid throughout Europe, but the EC cash card can be used to withdraw money from cash dispensers in most European countries for a small fee.

Besides your current account, you may open a savings account. In Germany you hardly receive any interest on your current account, so it is worthwhile opening an additional account for savings. Interest rates depending on the kind of bank account.

You have to know that you can’t pay in all shops with the EC cash card and the credit card. In the small shops like the butcher’s shop or the bakery you have to pay cash.

It is important that you hide your password form the EC cash card and the credit card. If somebody knows your password, they can take all your money. Do not write your password near the EC cash card or the credit card.
7. Local Registration

The first thing you should do at the HZI is to be registered in the personnel department. This will either be done by contract or by guest registration. You should ask the research group you will work in if you will be registered as a guest or as an HZI-employee. They or the person responsible for foreign scientists at the HZI, Mrs. Walter (who is also your direct contact person) will also help you with filling in the guest registration form or making a date for signing the respective contract.

As soon as you have found accommodation in Germany you have to register with the residents’ registration office (Einwohnermeldeamt). The German registrations require registration for everyone who changes residence with Germany. You have to inform the registration office whenever you change your address and, as well, when you leave Germany. On presenting your passport at the residents’ registration office you will receive a registration certificate (Anmeldebescheinigung - please pick up the necessary form in the office of Mrs. Walter) and a tax certification which you have to hand over to the HZI administration (personnel department) in case you have a work contract.

**Allgemeine Bürgerangelegenheiten Braunschweig (registration/visa extension)**

**Ausländerstelle**

Fallersleber Str. 1
38100 Braunschweig
Phone: 0531 / 470 - 1
Fax: 0531 / 470 - 6099
Email: buergerangelegenheiten@braunschweig.de

**Ausländerbehörde Landkreis Wolfenbüttel (only visa extension)**

Bahnhofsstraße 11
38300 Wolfenbüttel
Phone: 05331 / 84 - 0
Fax: 05331 / 84 – 366
Bürgeramt Wolfenbüttel (registration)
Stadtmarkt 3-6
38300 Wolfenbüttel
Phone: 05331/86-0
Fax: 05331/86-7777

Look at “What do you first do in Germany”! (more on page 5)

In addition, after entering Germany an application for a residence permit (Antrag auf Erteilung einer Aufenthaltsgenehmigung) can be obtained either from the HZI or the Foreigners Registration Office (Ausländerbehörde). The residence permit is based on the multiple entry visa in the passport. Scientists who are allowed to enter Germany without a visa must also apply for residence permit.

**Extension of your Residence Permit (eAT/visa card)**

The Foreigners Registration Office limits the length of the residence permit in order to see after a period of time, if reasons still exist to extend the permit.

For the extension you have to bring along:
- Your passport
- 2 passport photographs
- A confirmation of your host institute (i.e., HZI), that you are a fellow there
- The registration certificate of the residents' registration office (Anmeldebescheinigung)
- Proof of health insurance
- Application for a Residence Permit (the from you can receive from Mrs. Walter)

We recommend arriving early at the Foreigners Registration Office, as crowds are the norm and waiting numbers are required to process applications.

For those who are accompanied by their families it is necessary to do the same procedure for their spouses and children. Parents and single parents must apply for residence permit for all their children living in Germany. Children from citizens of the EU and the EEA countries Iceland, Norway, and Liechtenstein are exempt from these rules until the child’s 16th year. However, children over 16 must have a residence permit.

When applying for a residence permit for your spouse, you will have to present your marriage certificate. Parents are asked to bring their passport and marriage certificate as well as the passport, birth certificate and two passport pictures of every child requiring a residence permit. Please note that an official translator must translate the certificate into German, often it is enough in English.

Every child applying for a residence permit requires a waiting number when at the Foreigners Registration Office. However, it is also possible to have everything arranged with the assistance of Mrs. Walter.
8. Kindergarten and School

Children from 12 months to 6 years of age may voluntarily attend kindergarten/-krippe. The conditions of kindergarten (Kita) vary considerably between the old and the new counties. In the old counties the number of places for children is insufficient especially in big cities so that you may have to wait for some time before your child is accepted.

Sterntaler Kindergarten provides childcare for children from the Centre’s employees.

**Sterntaler**
Alter Weg 8
38124 Braunschweig

Nannies (Tagesmütter), who care for your child individually, can be found through newspaper ads or the welfare office. Baby-sitters, who care for your child for a few hours during the day or in the evening, can best be found by word of mouth. You should ask both neighbours and colleagues if they can recommend a trustworthy person.

Information about kindergarten can be obtained from the youth welfare office (Jugendamt) at the local administrative authority of the respective city district. For Braunschweig it is:

**Niedersächsisches Landesjugendamt**
Wilhelmstr. 62-69
38100 Braunschweig
Phone: 0531 / 4843 845

You can get information about the organization of external crèche, kindergarten and Afterschool places from the HZI Family Office (building VC, room 0.04). You can Contact Claudia Körner by phone (tel. 2114) or by email (clk@helmholtz-hzi.de).

**Compulsory Education**

All children living in Germany must attend school form the ages of six to fifteen. First they are enrolled at the Grundschule or elementary school (grades 1 to 4). After the fourth grade pupils switch to one of the following secondary schools:
- Hauptschule where they can obtain the basic school-leaving certificate (up to grade nine or ten)
- Realschule with the intermediate school-leaving certificate at the end of grade 10
- Gymnasium which leads to the Abitur, the university entrance qualification at the end of grade 13. (since 2010 the university entrance qualification ends after grade 12.)
- comprehensive school (Gesamtschule), which is organized not according to subject preference, but to individual ability and combines the various types of schools.

At German elementary schools, classes are only held in the morning between 8:00 am and 01:00 pm in the other schools between 07:40 am and 04:00 pm.
School attendance is free of charge. There are a few private or foreign schools but most of them are very expensive.

Information about schooling can be obtained from the general school office Braunschweig (Schulamt):

**Schulamt Standort Braunschweig**
Wilhelmstr. 62-69
38100 Braunschweig
Postfach 30 51
38020 Braunschweig

Phone: 0531 / 484 - 0
E-Mail: poststelle@lschb-bs.niedersachsen.de

For enrolment of your children at a school or kindergarten you have to contact the administration of the chosen school or kindergarten. There, you can also inform yourself about the class to which your child will be assigned and whether additional German lessons are offered.

For additional information concerning the school education of your children (European Schools with classes in different languages, recognition of certificates etc.) please contact Mrs. Walter/Mrs. Körner (HZI Family Office).

**Internationale Schule in Braunschweig (education in English language)**
Helmstedter Straße 37
38104 Braunschweig

Phone: 0531 / 7078 - 261
Fax: 0531 / 7078 - 255
9. Automobile and Driving License

Driving licenses from other EU- or EEA (Norway, Iceland, Lichtenstein) - countries as well as from Andorra, Japan, Korea, Croatia, Malta, San Marino, Israel, Hungary, Slovakia, Slovenia, Switzerland and a number of Canadian provinces or certain states of the USA are generally accepted in Germany, but you have to convert it into a German driving licence after six months at latest. This is done without further examination. You have to go to the local driving license office (Führerscheinstelle), which can usually be found in the town hall or district hall (Kreisverwaltung).

Driving License

You should apply for the German driving license in good time (at least 3 months before expiry of the set term of six months), because processing takes time. Otherwise you will violate German law for driving without a valid license. When you apply for a German driving licence you have to present:

- Your passport
- Your foreign national driving license (not the international one) and one copy of it
- Confirmation of your registration in Germany (Meldebescheinigung)
- A passport photograph
- A declaration (written and signed by you) that the foreign license is still valid
- In some towns you have to present a police certificate (“Polizeiliches Führungszeugnis” obtainable at the town office) and an eye test (can be taken with every optician)

If you come from a country other than those mentioned above, you have to obtain a German driving license. This means that you have to pass the German driving test with a practical and theoretical part (traffic rules). This can be done in other languages as well.

Motor Vehicle Registration

If your stay in Germany is not temporary – a stay of more than one year will certainly be considered as such – your car must be registered in Germany. For this you have to go to the local motor vehicle registration office (Kraftfahrzeugzulassung), where you can also obtain the necessary forms.
You will be asked to present:

- Your passport
- Your diving license
- The car registration papers from your own country and your car’s old license plates
- A cover-note from the car insurance company of your home country (Deckungskarte der Versicherung)
- A statement from the Federal Motor Vehicle Office (Kraftfahrtbundesamt) that your car has not been registered in Germany before

After that you are required to do the following:

- Go to the Technical Control Board (TÜV) where your car will be checked for road worthiness
- Have an exhaust emission test (Abgasuntersuchung – ASU) made at the TÜV or at a garage

When you register your car in Germany you will be charged with a motor vehicle tax; the amount charged depends on the type of car. If you intend to take out a German car liability insurance you should request proof of the period of your accident-free driving from insurance agency in your home country.
10. Public Transport

Public transportation prices vary depending on how often you want to travel and whether you buy a single ticket or a weekly or monthly ticket. Guests who stay longer than a month in Braunschweig are advised to purchase a monthly ticket for Zone Braunschweig (Monatskarte), because it is cheaper than buying single tickets. With this ticket you can use all of the public transportation options without limitations.

For an overview of bus/tram Routes please refer to:

Public Transport in Braunschweig
http://www.braunschweiger-verkehrs-ag.de

Single Ticket

With this ticket you can use the trains and buses 1.5 hours after starting your journey. You can change as often as you wish, as long as the direction of your travel remains the same. If you want to take a bike with you, you have to buy a concessionary ticket for it.

Day ticket

If you move around in Braunschweig a whole day by all possible means of public transport, you can buy a day ticket which allows you to travel around by bus, tram and S-Bahn and regional trains in the area of Braunschweig. However, the ticket is not valid for the IC, ICE or the EC.

Monatskarte (normal month pass)

It is advisable to buy a monthly pass, because this is much more effective and less expensive than buying single tickets if you often use public transport. You can purchase this monthly pass either monthly or subscribe for a year. A subscription entitles you to pay for 12 months for the price of 10. If you pay the amount for a whole year at once, you can get another reduction. You can apply for a subscription at the main station.
How to reach the HZI by Public Transport

By bus:
Line 431 (direction Stöckheim) from central station to stop "Stöckheimer Markt" or "Senefelderstr.".
Turn left into "Mascheroder Weg" and after 500 m turn right into "Inhoffenstraße".

By tram:
Tram 1 from central station to stop "Stöckheimer Markt".
Turn left into "Mascheroder Weg" and after 500 m turn right into "Inhoffenstraße".

Guesthouse Wolfenbüttel

The guesthouse is in “Neue Straße 31”, in Wolfenbüttel, a small historical and interesting town just to the south of Braunschweig and thus quite close to the Helmholtz Centre.

The No. 420 bus from “Kornmarkt” or “Breite Herzogstraße” in Wolfenbüttel will get you to the stop “Richmondweg” in Braunschweig-Stöckheim; from here you can take the No. 1 tram to “Stöckheimer Markt” and walk up “Mascheroder Weg” until you reach the “Inhoffenstraße”.
Every morning (8:20 am/only on workdays) there’s a shuttle bus (no. 420/Verstärkerfahrt) from Wolfenbüttel to the HZI (Senefelderstr.) and in the evening (6:15 pm) you can go back from HZI/Senefelderstr. - WF/Breite Herzogstr.!
11. Telecommunication

The Telekom tariff system is rather complicated, as the price depends on when and where you call. For detailed information on prices and terms of business click: www.telekom.de

There are public telephones, which take coins, but some phones take telephone cards – nowadays there’re only a few phone boxes! Telephone cards can be obtained from the post office, gas stations and selected locations.

For calls to foreign countries see: www.telefontarifrechner.de/auslandstarife/

Calling cards can be an alternative for calling abroad. If you have a calling card you can call world-wide form any telephone. These costs are deducted from your current account.

The different companies can tell you how much international calls cost. It is advised to compare a number of different companies and to look for any “hidden costs”. It’s pretty much the same with Mobile Phone Companies. Please, compare the “discounters” like simyo (www.simyo.de) or t-mobile (www.t-mobile.de) and full service of providers like Vodafone (www.vodafone.de) or O2 (www.o2online.de) or e plus (www.eplus.de).
12. Telephone Numbers, Contacts and Further Information

Emergency numbers for the HZI:

In case of fire and medical help (0531 / 6181) - 2658
In case of emergency concerning electricity, water, gas (0531 / 6181) – 2661
Environmental affairs (0531/6181)–(99)1380
Safety officer (0531/6181)-(99)9666

(Give precise information what has happened, where did it happen and who is hurt!!!)

Reception of HZI/Post Office of HZI (0531 / 6181) - 2650
(0531 / 6181) - 2651

The complete telephone directory can be found in the HZI-Intranet.

General emergency numbers in Germany:

Police 110
Emergency call 112

Telephone Services (Telekom):

Information National 11833
International 11834
International, English Language 11837

Other important telephone numbers:

Police Station Braunschweig 0531 / 287 31 82
Braunschweiger Verkehrs-AG 0531 / 383 20 50
Deutsche Bahn AG: Travel Information 0531 / 704 34 77
13. Health Insurance

Compulsory health insurance or private insurance?

If you have a work contract your salary determines whether you can choose between compulsory or private insurance. With the stipend you can only take out a private insurance with basic service, comparable with travel insurance. Sometimes there is also the possibility of a student health insurance (matriculation)

In Germany, every employee must have a health insurance. Up to a gross salary of currently € 47,250.00 per year you have to take out the compulsory insurance (e.g. Techniker Krankenkasse TK, Allgemeine Ortskrankenkasse AOK, etc.). The contribution to this insurance is legally bound to a certain percentage of the gross salary - all compulsory insurances are 15,5 %. You can choose between the compulsion health insurances and it is worthwhile comparing the services and benefits of different agencies.

If you have a gross salary of more than € 47,250.00 per year, you can choose between a compulsory and a private health insurance.

Please note that you may not be allowed to join a compulsory health insurance in Germany, once you have joined a German private insurance. But a regular insurance might be more expensive than the special one for foreigners. You should keep this in mind if you think about staying in Germany after your fellowship. This rule is irrelevant if you remain insured in your home country or earn less.

As mentioned above, if you have a stipend you have to choose a private insurance or continue to be insured with an agency in your home country.

The compulsory health insurance covers:

The compulsory health insurance covers medical and dental treatment, granting free choice among the approved medical doctors, as well as medicines, bandages, remedies, glasses, hearing aid, etc. In addition, you are entitled to all necessary hospital treatments – every adult must pay € 10.00 per day (max. 28 days per year) for stays in hospital and a certain part of the expenses for dentures, crowns, etc.
The compulsory health insurance is a family insurance, which covers non-working spouses (up to a salary of € 400.00 per month) and children without additional contributions.

In case of sickness, you will be paid your full wage ("Lohnfortzahlung") for up to 6 weeks. At the end of the 6 weeks you get a sickness benefit, amounting to 70% of your gross salary, but maximum of 90% of the net income, from your health insurance. If you are ill, you have to see a doctor by the third day of your illness is order to qualify for the sick benefit.

**Do not forget your health insurance chip card, which is absolutely necessary for any examination and treatment in Germany.**

The doctor will examine you and will certify that you are unfit for work and the expected length of absence. You have to send one part of the sick note to your health insurance and the other part to your host institute. In case you become ill during your holidays, please inform the personnel department because this must receive special consideration.

Within the EU and in some other countries the insurance is also valid during short stays outside of Germany. This does not apply to all countries, e.g. not to Israel, Liechtenstein, USA and Canada.

**The private health insurance covers:**

In contrast to the compulsory health insurance, the contributions to the private insurances and what it covers are not legally bound. The amount of the contribution does not depend on the salary, but on age and risk of illness. In addition, the coverage of the insurance is fixed individually and contributions depend on the choice of services you wish to incorporate. Normally, the minimum standard corresponds to the coverage of the compulsory health insurance. Often the coverage of private health insurance is more comprehensive than that of the compulsory insurances and there is no need to make any extra payments.

Please note that some of the insurance companies demand a health certificate from a German doctor. Without this certificate you will have to wait for some months until all or some parts of the coverage, e.g. artificial teeth/dentures or birth comes into effect.

**Nursing insurance (only employees with a work contract)**

The long-term nursing insurance takes effect when you need regular nursing care at home (because of age or handicap). It is a compulsory insurance, which is concluded in combination with the health insurance. The contribution is about 2.05 % of the gross salary. Even if you have a private German health insurance you are obliged to take out nursing care insurance.
On November 26, 2004, the German Parliament passed the “Law taking Children into Account” (Kinder-Berücksichtigungsgesetz). As of January 1, 2005, persons without children who have a compulsory insurance scheme and have reached the age of 23, must make an additional contribution in respect to nursing care insurance (Pflegeversicherung). This amounts to 0.25 per cent of their monthly gross income (to be paid automatically by the HZI for their employees). The employer’s contribution amounts to 1.025 per cent; thus, the total contribution is 1.275 per cent. Employees born before January 1, 1940 are excluded from this.

Employees with children who do not receive child benefit (Kinder geld) via the HZI are requested to provide documentation of the birth of their child/children (birth certificate, acknowledgement of paternity, adoption certificate, and proof of child benefit). Providing such documentation was submitted by June 30, 2005, a retroactive correction effective as of January 1, 2005 is possible. Likewise, corrections for documentation received after July 1, 2005 will only be taken into account as of the month during which the documentation was submitted. The law followed a judgment of the German Federal Constitutional Court in Karlsruhe (BVG), which demanded the improvement of the financial situation of families and ordered the legislative governmental branch to reform the contribution system by the end of 2004.
14. Doctors, Hospitals and Pharmacies

On admission to a hospital, payments of a fixed sum are often required. Your medical insurance company restores this later. Compulsory insurance covers hospitals costs only for “general nursing care” but not for optional services (choice of doctors, two-bed room etc.) Stays in hospitals in Germany can be very expensive. You should obtain detailed advice from your insurance company on the necessary formalities and refundable costs.

Chemists and Doctors on duty at night /at weekend

Ärztlicher Notdienst Braunschweig
An der Petrikirche 1 | 38100 Braunschweig

Phone: 0531 / 4 40 33
Mon. / Tue. / Thur.: 7:00 pm to 7:00 am
Wed. 1:00 pm to Thur. 7:00 am
Weekends: Fri. 5:00 pm to Mon. 7:00 am (around-the-clock)

Hospitals

Städtisches Klinikum Braunschweig
Freisestr. 9/10
38118 Braunschweig
Phone: 0531 / 595-0
Fax: 0531 / 595-1322
E-Mail: info@klinikum-braunschweig.de

HEH Kliniken Herzogin-Elisabeth-Heim
Leipziger Str. 24
38124 Braunschweig
Phone: 0531 / 699-0

Städt. Krankenhaus Wolfenbüttel
Alter Weg 80
38302 Wolfenbüttel
Phone: 05331 / 934-0

If you go to a hospital as an outpatient for medical attendance (e.g. at weekends or out of hours) you have to pay € 10.00.
Doctors close to the HZI-Campus who speak different languages

Dr. med Annette Langhorst – Allgemeinmedizin / Sportmedizin
Stöckheimer Markt 15
38124 Braunschweig (Stöckheim)
Phone: 0531 / 2601660

Jacek Mickiewicz – Facharzt für Haut- und Geschlechtskrankheiten, Allergologie (englisch/polnisch)
Stöckheimer Markt 15
38124 Braunschweig (Stöckheim)
Phone: 0531 / 2601993

Annette Harms - Zahnmedizin (englisch)
Siekgraben 56
38124 Braunschweig
Phone: 0531/611160

Pharmacies

In Germany the doctors prescribe the medicine you need but you get them at the pharmacies. You can buy some medicines (e.g headache tablets) without a prescription, there are available at a pharmacy.

Pharmacies near the HZI:

Apotheke am Markt
Stöckheimer Markt 15
38124 Braunschweig
Phone: 0531 611654
Fax: 0531 611121

Flora-Apotheke-Stöckheim
Leipziger Str. 217
38124 Braunschweig
Phone: 0531 / 61 12 49

Open: Mo.-Fr. 08.00 – 18.30 | Sa. 08.00 – 13.00

There are many pharmacies in every town. They take turns in opening around the clock. Every pharmacy has a plan on its door so that you can see which pharmacy has night duty.
15. How to say it in German?

Language Courses at the HZI

On the intranet advanced education program you can find language courses to learn German at the HZI. There are courses for newcomers and for advanced speakers. You should try the beginners course first and after that go on to the advanced course.

German for foreign employees – Beginners course
(For foreign employees without knowledge of the German language)

In this course you will learn the German language from the very beginning: basic structures and words. At the end of the course you will be able to talk in German in daily situations.

After completing the beginner course it is possible to change to the next level. Enrolment is required.

Look at the „Fortbildungsprogramm“ at the HZI-Intranet: http://intranet-hzi/I/M/WB/Fortbildungsprogramm

Sprachenzentrum of the Technical University Braunschweig (TU)

You can learn German at the TU-Sprachenzentrum as well. If you have a matriculation, the costs are not so high.

TU Braunschweig
- Sprachenzentrum -
Pockelsstr. 4
D - 38106 Braunschweig

https://www.tu-braunschweig.de/sprachenzentrum/deutsch
Relaxation and Culture

How to spend your Spare Time in the City of Brunswick
16. Portrait of the City

Braunschweig, the city of Henry the Lion has some 246,000 inhabitants and is the biggest city located between Hannover and Berlin. It is characterised by an appealing and exciting blend of the past and the present, tradition and the future. The city has been given its distinctive profile by the steady development of its cultural, research and technological scenes. The surrounding region is just as varied as the city, with its cultural, historical and economic richness: a fertile symbiosis, which is unparalleled in Germany.

Discover Braunschweig’s Historical Roots

Every Sunday at 11.00 a.m. we invite you to discover Braunschweig’s History. Whilst admiring the gorgeous historical buildings you will be provided with interesting facts. This tour is offered both in English and German and is absolutely perfect, if you are new to the town.

State Museum of Braunschweig (Braunschweigisches Landesmuseum)

This museum, the main portion of which is located in the heart of the pedestrian zone of Braunschweig, houses a permanent collection documenting the history of the Braunschweig area ranging from its early history to the present. Additionally, the museum plays host to a wide range of temporary exhibitions.

Contact: Burgplatz 1

38100 Braunschweig

Phone: 0531 / 12150

Fax: 0531 / 12152607

www.landesmuseum-bs.de

open: Tue. - Fr. 10:00am - 5:00pm, every first Tuesday/monthly until 8:00 pm / closed on Mondays
Municipal Museum (Städtisches Museum)  
Löwenwall Location (Haus am Löwenwall)

The Municipal Museum is one of the most important community museums of cultural history with its extensive collections on the subject of Braunschweig art and cultural history. The largest collection of Braunschweig Lacquer work is located here.

**Further Exhibition Areas include:**
- Coinage and Monetary System
- Pre-industrial Production
- Guilds, Trades and Industry
- Religious Artifacts
- City History
- City Life
- Country Life
- Pictures on the Subject of Art and Cultural History
- Ethnology

**Series of Publications by the Museum:**
- Braunschweig Workpieces (Braunschweiger Werkstücke) from the Archives, Library and Museum
- Work Reports
- Miscellaneous Articles

Director: Dr. Cecilie Hollberg  
Contact: Am Steintorwall 14  
38100 Braunschweig  
Phone: 0531/470-4505  
Fax: 0531/4704555

Open:  
Tue. until Sun. 10:00 am - 5:00 pm  
closed on Mondays
17. Shopping in Braunschweig

Braunschweig is a shopping paradise, as there is almost nothing that one cannot buy. Most of the shops in the city are open from Monday through Saturday, 09:00 a.m. to 09:00 p.m. Several shops outside of the city have shorter shopping times. The main shopping area in Braunschweig is located in the Pedestrian Precinct by the Bohlweg. There are shoe shops, boutiques, jewellers, and more, offering everything you could wish for. If you don’t find what you are looking for you can try in the “Schlosssarkaden”.

Attention: on Sunday all shops are closed!

The vivid and pulsating city centre of Brunswick has got two faces. There are lightflooded, canopied areaways and modern business buildings in a charming interplay to the historical buildings and streets of houses, e.g. the "Burgplatz" and the "Magniviertel".

Whether for cultural or for culinary aspects or just for shopping – Brunswick’s city center is always worth visiting. Why don’t you take a minute to rest in one of the cosy coffee bars or restaurants either in historical ambiance or in modern style. Or have a look around the numerous shops of the city of Henry the Lion.

Get to know the specialty and the various range of Brunswick’s shops and stores and you will be surprised at the variety of brands. You can find nearly everything your heart desires in the small and larger establishments of the city center.
Supermarkets

The biggest supermarkets are

Opposite the HZI you can find Kaufland, at the Stöckheimer Markt there is an ALDI shop.

In Germany there is a 19% sales tax (Value Added Tax), refundable for non-residents of the EU. When buying particularly expensive items, ask the sales person for a special sales tax form. To get the tax rebates, you must, get the form validated by customers officials upon leaving Germany.

Don’t miss the “Schlossarkaden”, Braunschweig’s consumer mecca No. 1
18. Eating out

Besides a wide variety of international food (see pages, www.gelbeseiten.de), Braunschweig offers outstanding restaurants located throughout the city. For understanding menus better see glossary below.

<table>
<thead>
<tr>
<th>German</th>
<th>English</th>
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</thead>
<tbody>
<tr>
<td>Rindfleisch</td>
<td>beef</td>
</tr>
<tr>
<td>Schweinefleisch</td>
<td>pork</td>
</tr>
<tr>
<td>Schweinebraten</td>
<td>roast pork</td>
</tr>
<tr>
<td>Pute</td>
<td>turkey</td>
</tr>
<tr>
<td>Hähnchen</td>
<td>chicken</td>
</tr>
<tr>
<td>Wurst</td>
<td>sausage</td>
</tr>
<tr>
<td>Schinken</td>
<td>ham</td>
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<table>
<thead>
<tr>
<th>German</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senf</td>
<td>mustard</td>
</tr>
<tr>
<td>Knödel</td>
<td>dumpling</td>
</tr>
<tr>
<td>Pommes Frites</td>
<td>frech fries</td>
</tr>
<tr>
<td>Gemüse</td>
<td>vegetables</td>
</tr>
<tr>
<td>Fisch</td>
<td>fish</td>
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<tr>
<td>Obst</td>
<td>fruit</td>
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<table>
<thead>
<tr>
<th>Vegetarisch</th>
<th>vegetarian</th>
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<table>
<thead>
<tr>
<th>German</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saft</td>
<td>juice</td>
</tr>
<tr>
<td>Apfelschorle</td>
<td>apple juice mixed with soda water</td>
</tr>
<tr>
<td>Sekt</td>
<td>sparkling wine</td>
</tr>
<tr>
<td>Glühwein</td>
<td>mulled wine</td>
</tr>
<tr>
<td>Helles Bier (Pils)</td>
<td>light lager</td>
</tr>
<tr>
<td>Dunkles Bier</td>
<td>dark lager</td>
</tr>
<tr>
<td>Weißbier</td>
<td>wheat beer</td>
</tr>
<tr>
<td>Alster</td>
<td>beer with lemon soda</td>
</tr>
</tbody>
</table>
19. Church Service in English

At the Protestant Church (Freikirche) there is a church service in English, French and Spanish every Sunday.

Ev. Freikirchliche Gemeinde
Braunschweiger Friedenskirche
Kälberwiese 1
38118 Braunschweig
Phone: 0531 / 25687-0

Church service „innovativ“
Every **Sunday** at **11.30 a.m.**
20. Sport and Wellness

At the HZI

HZI offers some sport possibilities. There is a soccer-team, gymnastic and nordic walking. You should fill out a registration form and send it to Mrs. Meseke. You can find more about sport at the HZI on the intranet at “Fortbildungsprogramm” “Gesundheit”

http://intranet-hzi.i/M/WB/Fortbildungsprogramm/Forms/Wissenschaftliche%20Themen.aspx

Technical University Braunschweig

The HZI works together with the TU-Braunschweig. All workers from the HZI can use the sport facilities at the TU-Braunschweig. There are many sport programmes without fees. You can become a member of all sports.

http://www.unisport.tu-bs.de/

MTV (Braunschweiger Männer-Turnverein von 1847 e. V.)

Everyone can become a member of MTV-BS or MTV-WF (sports-club) and it doesn’t cost much.

www.mtv-bs.de

MTV-Sportzentrum
Güldenstraße 11
38100 Braunschweig
- Fitness-Studio
- Gymnasium (Turnhalle) und gymnastics room (Gymnastikraum)
- Dachstudio
- administrative office (Geschäftsstelle)

MTV-Sportpark Rote Wiese
Rote Wiese 9
38100 Braunschweig
- sports field (Sportplatz)
- Außenanlagen
- MTV-Gaststätte
Swimming

Indoor swimming:
Badezentrum Gliesmarode
Am Soolanger 1
38100 Braunschweig
Phone: 0531 / 23734-0
www.stadtbad-bs.de

Sportbad Heidberg
Sachsendamm 10
38124 Braunschweig
Phone: 0531 / 26405-0
www.stadtbad-bs.de

Outdoor swimming:
Stadtbad Braunschweig open air bath
Nimes-Str. 1
38100 Braunschweig
Phone: 0531 / 4815-0
www.stadtbad-bs.de
21. Other leisure activities

Visit a Zoo

"Arche Noah Zoo" Braunschweig
Leipziger Str. 190
38124 Braunschweig
Phone: 0531 - 61 12 69
Info: www.zoo-bs.de

Nature-related built vivarium, petting zoo, children's playground and a café

Tierpark Essehof
Am Tierpark 3
38165 Lehre-Essehof
Phone: 05309 - 88 62
Info: www.tierpark-essehof.de

Cycling

for Braunschweig and the immediate environment, AG Radverkehr

www.fahrradprogramm.de

Miniature Golf - at the „Kennelbad“

Kennelweg
38122 Braunschweig
Tel.: (05 31) 87 52 14

www.kennel-golf.de/index.htm
Visit to a Theatre

Staatstheater Braunschweig
Am Theater
D-38100 Braunschweig
Phone: 0531 / 1234 0

http://www.staatstheater-braunschweig.de

Brunsiviga Kultur- und Kommunikationszentrum

Theatre, Concerts, gastronomy …

Karlstraße 35
38106 Braunschweig
Phone: 0531 / 23804 0
Fax: 0531 / 23804 17

www.brunsiviga-kulturzentrum.de

Cinemaxx Cinema Centre

A big and modern Cinema in the centre of the city with several screens.
The homepage contains schedule, ticket reservations etc.:
http://www.c1-cinema.de