Guide to Heidelberg
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1 Introduction

This guide is divided into two parts: In the first part, we will give information on accommodation, banking and schools (for fellows with children). Local authorities that need to be contacted after the arrival in Germany will be listed. At the end, the taxation, health and social insurance system will be explained. The second part offers tips specifically related to the Helmholtz center in which you are starting to work.

All institutions that might become important to you will be referred to in italic letters. You will find the contact details in the “Summary of contact details” section. Furthermore, general information about the formal, organizational and social aspects of everyday day life as a PhD student at the DKFZ can be found in the “Newcomer Guide for DKFZ PhD students” www.dkfz.de/en/doktorandeninitiative.

The information has been collected on the basis of the current law codes and information leaflets of the responsible authorities, ministries and the EU. This guide is intended as a means of assistance. We cannot, however, accept 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 updated and complemented. In order to do this, we depend on your first-hand information. We would be grateful if you could inform us about your practical experiences as well as help us with suggestions, comments and corrections.
### Summary of contact details

<table>
<thead>
<tr>
<th><strong>Driving license office (‘‘Führerscheinstelle’’)</strong></th>
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<tbody>
<tr>
<td>ADAC-Gebäude - Pleikartsförster Str. 116 - Heidelberg</td>
<td>Opening hours</td>
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<tr>
<td>Postfach 10 55 20</td>
<td>Mo 8.00 - 12.00</td>
</tr>
<tr>
<td>69045 Heidelberg</td>
<td>Tu 8.00 - 16.00</td>
</tr>
<tr>
<td>phone 06221/5813444</td>
<td>We 8.00 - 17.30</td>
</tr>
<tr>
<td><a href="mailto:Fuehrerscheinstelle@heidelberg.de">Fuehrerscheinstelle@heidelberg.de</a></td>
<td>Th 8.00 - 16.00</td>
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<td>Bürgeramt Mitte</td>
<td>Opening hours</td>
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<tr>
<td>Bergheimer Str. 69</td>
<td>Mo 8.00 - 12.00</td>
</tr>
<tr>
<td>69115 Heidelberg</td>
<td>Tu 8.00 - 16.00</td>
</tr>
<tr>
<td>phone 06221/5847980</td>
<td>We 8.00 - 17.30</td>
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<tr>
<td><a href="mailto:AmtfueroeffentlicheOrdnung@heidelberg.de">AmtfueroeffentlicheOrdnung@heidelberg.de</a></td>
<td>Th 8.00 - 16.00</td>
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<td>Fr 8.00 - 12.00</td>
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<tr>
<th><strong>Ministry of Science (‘‘Ministerium für Wissenschaft, Forschung und Kunst Baden-Württemberg’’)</strong></th>
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<tr>
<td>Königstraße 46</td>
<td>phone 0711/2790</td>
</tr>
<tr>
<td>70173 Stuttgart</td>
<td><a href="mailto:poststelle@mwk.bwl.de">poststelle@mwk.bwl.de</a></td>
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<td>Bürgeramt Mitte</td>
<td>Opening hours</td>
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<tr>
<td>Bergheimer Str. 69</td>
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<tr>
<td>69115 Heidelberg</td>
<td>Tu 8.00 - 16.00</td>
</tr>
<tr>
<td>phone 06221/5847980</td>
<td>We 8.00 - 17.30</td>
</tr>
<tr>
<td><a href="http://www.meldebox.de/Einwohnermeldeamt/Heidelberg/">www.meldebox.de/Einwohnermeldeamt/Heidelberg/</a></td>
<td>Th 8.00 - 16.00</td>
</tr>
<tr>
<td><a href="mailto:Buergeramt@heidelberg.de">Buergeramt@heidelberg.de</a></td>
<td>Fr 8.00 - 12.00</td>
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Beside this Bürgeramt, there are further Service Offices in each district of Heidelberg. You can find the adress of the closest one on the webpage.
<table>
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<tr>
<th>Youth welfare office (“Jugendamt”)</th>
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<td>Kurfürstenanlage 38-40 - Heidelberg</td>
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<tr>
<td>Postfach 10 46 80</td>
<td>Th 13.30 - 16.00</td>
</tr>
<tr>
<td>69036 Heidelberg</td>
<td>Fr 8.00 - 12.00</td>
</tr>
<tr>
<td>phone 06221/5831510</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Jugendamt@heidelberg.de">Jugendamt@heidelberg.de</a></td>
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<tr>
<th>Job center (“Arbeitsamt”)</th>
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<tr>
<td>Agentur für Arbeit Heidelberg</td>
<td>Mo 7.30 - 12.30</td>
</tr>
<tr>
<td>Kaiserstraße 69 – 71</td>
<td>Tu 7.30 - 12.30</td>
</tr>
<tr>
<td>69115 Heidelberg</td>
<td>We 7.30 - 12.30</td>
</tr>
<tr>
<td>phone 01801/555111 (3,9 ct/min)</td>
<td>Th 7.30 – 18.00</td>
</tr>
<tr>
<td><a href="http://www.arbeitsagentur.de/heidelberg">www.arbeitsagentur.de/heidelberg</a></td>
<td>Fr 7.30 - 12.30</td>
</tr>
<tr>
<td><a href="mailto:Heidelberg@arbeitsagentur.de">Heidelberg@arbeitsagentur.de</a></td>
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</table>
2 Living in Germany

2.1 Preparations at Home
Citizens from EU countries, the EWR countries Iceland, Norway, Liechtenstein, from Switzerland, and the USA, do not require a visa to enter Germany, but they must apply for a residence permit from the foreigner registration office within a week from their arrival and register with the local authorities.

In the case you are coming from a country outside the EU contact a German embassy or consulate in your home country regarding any current entry and residence requirements. You can also contact the German Embassy of the country in which you are working at the moment (e.g. A Chinese citizen working in the USA at the moment you do not have to go back to China to contact the German embassy. You can contact the German embassy in the United States directly, as well). Normally it takes several weeks for a visa to be issued, and therefore it should be requested in due time.

Foreign scientists require a multiple entry visa for the Federal Republic of Germany. 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 guarantees the freedom to travel within the EU space.

The administrative offices usually ask for German or English translations of your university diploma, birth and marriage certificates. Therefore it is best to bring a certified translated copy of these documents with you rather than have translations done on the spot.

2.2 What to do first in Germany
Here is a checklist for the most important things you should do after arrival:
1. Contact the responsible person for foreign student of your institute to have more specific hints
2. Go to the residents' registration office (“Einwohnermeldeamt”) to receive a police registration
3. Open a bank account
4. Organize a health insurance
5. Go to the foreigners' registration office (“Ausländerbehörde”) to receive a residence permit (“Aufenthaltsgenehmigung”)
2.3 Accommodation

2.3.1 HEIDELBERG GUIDE

Most of Heidelberg's suburbs can be recommended for living. In the following section, you will find a brief overview of what to expect of the different suburbs.

If you plan to live close to DKFZ, Neuenheim, Handschuhsheim and Weststadt can be recommended. Rents there are consideralbly high. Wieblingen is a bit further off, but very nice and calm (located next to a nature protection area) and still just a 10-15 minutes bike ride away along the Neckar. Eppelheim and Pfaffengrund have similar distances. Living in Ziegelhausen and Schlierbach usually takes longer to get to work. Dossenheim is closer, but isn't serviced by the night buses.

Rohrbach and Kirchheim are located in the south of Heidelberg. Kirchheim has a direct bus connection to the Neuenheimer Feld (~15 min) which runs every 30 minutes until 8 pm. Rohrbach is serviced by trams to the city center and the Neuenheimer Feld.

Living in the places around Heidelberg (Leimen, Plankstadt, Nussloch, Walldorf, Schriesheim, etc.) is considerably cheaper, but generally takes you longer to get into town.

The Altstadt is, even for Heidelberg standards, expensive to live in, and near the Old Bridge, the “Untere Straße” and the “Hauptstraße” you have to expect noise, especially at night time. Also, parking a car is difficult. You need a permit, which you're eligible for as a resident of the Altstadt, but still parking space is limited and maybe leaving one's car outside of an underground garage during the night near the streets mentioned should not be recommended. Despite that, the Altstadt is certainly one of Heidelberg's most charming places to live in.
2.3.2 DIFFERENT SORTS OF ACCOMMODATION

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

Since accommodation is fairly expensive in Heidelberg, you might consider sharing a flat and moving into a “Wohngemeinschaft” or so called “WG” (shared flat).

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

A good way to find a furnished place to stay for several months is “Zwischenmiete” (interim lease). Many young people offer their apartment or room in a WG while they are abroad.

2.3.3 LOOKING FOR ACCOMMODATION

Looking for inexpensive accommodation in Germany can be 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 one of the guesthouses of your institute for the first few weeks. The working group you are going to join will help you to arrange this.

There are different ways to find accommodation if you want to stay for a longer period:

- You can try to find contacts on your own directly via Internet looking for offers or posting ads. Some of the common pages are listed below, but many others are available online.
  
  www.immobilienscout24.de
  www.heidelberg.studenten-wohnung.de
  www.wgcompany.de

- You can also go through the ads for apartments in the local newspapers where you will find an extensive advertisement section, usually on Wednesdays, Saturdays and Sundays. You can also advertise in the paper yourself. In Heidelberg, the most widely read newspaper probably is the Rhein-Neckar Zeitung. The advertisement section is also available online and looking at advertisements is free of charge (www.rnz.de/RNZ_Anzeigen_Top/anzeigenuebersicht.php).

- There are also special ads at notice boards (“Schwarze Bretter”) in the main buildings, in cafeterias (“Mensa”), at heavily frequented locations and in the institutes of the universities. Mostly young people place their ads there to offer their furnished flats or their rooms in shared flats (“Wohngemeinschaft” - WG) for a limited time span.

- 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 three 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 (e.g. “Ring Deutscher Makler” - RDM).
2.3.4 HOUSING EXPENSES
Generally, housing costs are quite high in Germany, especially in big cities. To give you a rough estimate, in Heidelberg you could find a one-room-apartment starting at approximately 400 € and a WG-room starting at 300 €. 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 Warmmiete/ warm (including additional costs) or Kaltmiete/ kalt (excluding additional costs) respectively.

2.3.5 ACCOMMODATION ADVERTISEMENTS
Advertisements for accommodations 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: (Gasetagenheizung) heating by gas, mostly additional costs

The letters IMM or RDM signify "Immobilienmakler" (real estate agent) and "Ring Deutscher Makler" (Association of German real estate agents). This means that you must pay a fee of up to two months' rent upon signing the lease. 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 a viewing appointment. 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 to help you arranging a viewing appointment.

2.3.6 LEASE
To 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 once you move out, provided that you leave the flat without damages. The lease should specify the exact terms regarding the deposit.
The tenancy officially begins when both you and the landlord have signed the lease. Your signature legally binds you to the terms of lease. Therefore it is essential to read the document very carefully before signing, including the small print. (Let your German friends help you!!!)
The lease specifies, in particular, the amount of rent and additional costs payable, the period of notice to be given upon termination of the lease (usually 3 months), payment for any necessary repairs, renovation, length of lease and terms of rent increase. Furthermore, the lease 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 lease also lays down the general house rules, which, among 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 nowadays).

If you do not understand parts of the lease or if you feel that unusual conditions are imposed, you should ask your German colleagues for assistance and advice. In case of doubt you may also contact the German Tenants' Association (Deutscher Mieterbund - DMB), which can give you information on legality. You can also obtain information on leases from the DMB (Deutscher Mieterbund: http://www.mieterbund.de).

Before you move into the rented accommodation, you should make an appointment with the landlord to check the apartment with him for any defects (scratches, stains, wear and tear, damage etc.). All this should be put down in writing, even if damages appear to be very slight. Otherwise you may be charged for repairs or your deposit will not be repaid to you in full when you move out because it is assumed that the respective damage has been caused by you. The landlord must sign the list of defects and damages and both parties keep a copy.

2.4 Money/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 by credit card or cash card is generally accepted.

You need to open a checking account with a local bank, “Sparkasse” or post office as soon as possible to receive your income or the installments of your grant and to carry out regular payments, such as rent, electricity, etc. 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.

If you expect frequent remittances from or to your account in your home country, it is worthwhile to ask your home bank whether it cooperates with a specific bank in Germany. This could shorten and cheapen the transfer of money to the bank abroad.

A checking account offers you the possibility to:

- deposit and withdraw money at any time
- arrange a standing order ("Dauerauftrag") for regular payments at a fixed amount (e.g. rent), effecting that a specified sum is transferred regularly at certain dates
- transfer money to another account with a transfer form ("Überweisung")
you can authorise someone to withdraw money from your account ("Einzugsermächtigung"); this is relevant for regular payments of differing amounts, such as electricity bills or telephone invoices.

Generally, you will receive a cash card ("EC karte") with which you can withdraw money from all cash dispensers (ATM) of your bank. This card can be used for direct payment. Moreover, you can use this card to withdraw money from all cash dispensers in Germany for a small fee. Eurocheques 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 checking account, you may want to open a savings account. In Germany you hardly receive little to any interest on your checking account, so that it is worthwhile to open an additional account for your savings. Interest rates currently amount to 2-4% depending on the kind of account.

To open a bank account, you will need to bring your passport.

2.5 Kindergarten/School

All children living in Germany must attend school from 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: the “Hauptschule” where they can obtain the basic school-leaving certificate (up to grade nine or ten), the “Realschule” with the intermediate school-leaving certificate at the end of grade 10 and the Gymnasium which leads to the “Abitur”, the university entrance qualification at the end of grade 12 or 13. In addition, there is the comprehensive school ("Gesamtschule"), which is organized not according to subject preference, but to individual ability and combines the various types of schools.

At German schools, classes are only held in the morning between, i.e. 8.00 and 01.00 p.m. in elementary schools and between 8.00 a.m. and 1.00 or 2.00 p.m. in the other schools, but always from Monday to Friday. Only few schools offer all day classes. School attendance is free of charge. There are a few fee-charging private or foreign schools, most of which are very expensive.

Children from 3 to 6 years of age may voluntarily attend kindergarten. 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. The children receive lunch and it is possible for them to take an afternoon nap. Children can attend for half days or whole days (8 hours). The fees depend on the income of the parents.

Nannies (“Tagesmutter”) that care for your child individually can be found through newspaper ads or the youth 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 neighbors and colleagues if they can recommend a trustworthy sitter.

Information about kindergartens can be obtained from the youth welfare office ("Jugendamt") at the local administrative authority of the respective town hall. For the 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 children from foreign countries.
3 Local Authorities

3.1 Registration Offices

As soon as you have found accommodation in Germany you have to register with the residents' registration office ("Einwohnermeldeamt"). The German registration regulations require registration for everyone who changes residence within Germany. You have to inform the registration office whenever you change your address and, as well, when you leave Germany.

Presenting your passport at the residents' registration office you will receive a registration certificate ("Anmeldebescheinigung") and - in case you get a work contract - an income tax card which you have to hand over to the personnel department. You can choose between the registration office in the city center and special Service Offices of the district you live in.

In addition, after entering Germany an "Antrag auf Erteilung einer Aufenthaltsgenehmigung" (Application for a Residence Permit) is generally required and can be obtained either from the DKFZ 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 a residence permit.

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.

You have to bring along:
- your passport
- 2 passport photographs
- a confirmation of your host institute that you are a fellow there
- the registration certificate of the residents' registration office ("Anmeldebescheinigung")
- proof of health insurance
- application for a Residence Permit

We recommend arriving early to 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 permits 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 passports and marriage certificate as well as the passports, birth certificates and two passport pictures of every child requiring a residence permit. Please note that an official translator must translate the certificates into German.
3.2 Recognition of your PhD Degree

A PhD degree, which has been acquired abroad, is not automatically recognized in Germany. However, you need this acknowledgement if you want to use the title „Dr." as part of your name, especially for official purposes (e.g. the registration office). Nevertheless, it is easy to obtain an approval of your degree if it has been acquired in an EU country or in the Czech Republic, Hungary, Iceland, Norway, Poland, Slovakia, or Switzerland. You should call or write to the Ministry of Science ("Ministerium für Wissenschaft, Forschung und Kunst Baden-Württemberg") of the Land you live in stating the country and university where you acquired your PhD.

You will then receive a letter of acknowledgement of your PhD after paying a charge of € 92.54. Your host institute has already accepted your qualification as part of the hiring process. For further information visit the Internet at: www.anabin.de

3.3 Car

Driving licenses from other EU- or EEA (Norway, Iceland, Liechtenstein) -countries as well as from Andorra, Japan, Korea, Croatia, Malta, Monaco, San Marino, 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 license after six months at latest. This is done without further examination. You have to go to the local driving license office ("Führerscheinamt").

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. It is forbidden by law to drive without a valid license.

Applying for the German driving license you have to present:

- your passport
- your foreign national driving license (not the international one)
- 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 additionally a police certificate ("Polizeiliches Führungszeugnis", obtainable at the town office) and an eye test (can be taken with every optician) have to be presented as well

If you come from another than the above mentioned countries you have to obtain a German driving license. This means that you have to pass the German driving test with a practical and a theoretical part (traffic rules). This can be done in other languages as well. You must reckon with costs of approximately € 100.00 for the theoretical examination (including teaching materials in English) and € 24.00 for every driving lesson of 45 minutes. You can contact a driving school to determine whether your knowledge is sufficient. If not you will be required to take some driving lessons.

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 ("Kraftfahrzeugzulassungsstelle"), where you can also obtain the necessary forms. You will be asked to present:

- your passport
- your driving 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

The fees for registering your car, including the costs for obtaining the number, plates will amount to app. € 50,00. The costs for TÜV and ASU total about € 80,00. 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 your insurance agency in your home country.
4 Taxes

The question of whether or not you have to pay income taxes depends on the kind of contract your host institute has with you. If you have a "real" work contract you have to pay regular taxes and social security contributions. A scholarship ("Stipendium" is the established term used in the German tax system) or "Stipendien" are generally tax-free if they fulfill the following requirement: they have to be paid by a public institution for the support of research or scientific training and the amount must not be higher than what is necessary to cover the costs of subsistence (German law text). This means that "Stipendien" are tax-free up to a certain amount. The exemption from taxes also means that you do not have to pay social security contributions.

4.1 Income Tax

The income tax will be paid directly to the state by the host institute. The amount of taxes depends on income, family status and tax classification.

4.1.1 DOUBLE TAXATION AGREEMENT

To avoid double taxation of foreigners in Germany and in their home country, Germany has signed the so-called double taxation agreements with about 75 countries. These agreements state in which country taxes have to be paid. Generally, taxes have to be paid in the country where the salary is received if the employee stays for more than half a year (183 days) within a tax year (which, in Germany, is equivalent to the calendar year). If this is not the case, the salary will be taxed in the home country.

Besides this general rule some countries have additional arrangements. For instance, in some countries a salary received from a public institution (in Germany this includes universities and research centers) will be taxed in the country where the public institution is located. In other countries, foreign researchers, who do research in a public institution for up to two years, may pay their taxes in their home country (see Table 1, column research activity).

Sometimes this regulation is only valid for university teaching, which means it only applies to lecturers and professors. In some countries the latter two regulations are further restricted by the fact that the money has to come from outside the host country (e.g. the EU or the home country). You should check (with an accountant) whether these restrictions apply to you.

4.1.2 INCOME TAX BRACKETS

When you register at the residents' registration office, you will receive your income tax card ("Lohnsteuerkarte"). The card will state your marital status, number of children and the resulting tax classification as well as a possible affiliation to a church. If you enter into a work contract you have to hand the “Lohnsteuerkarte” over to the DKFZ, (staff administration) at the beginning of your stay. The host institution will enter the tax paid on your behalf during the past calendar year on this tax card. At the end of the year the data is transmitted electronically to the tax office. Employees will receive a separate
printout of the electronic income tax certificate from the personnel administration for their own documentation by March of the next calendar year. As the official district key is a prerequisite for the entering of your tax data, the same is only possible by means of the tax card. Otherwise the Personnel Administration will be obliged to register you under the unfavorable tax class VI, which can only be offset following receipt of the current tax card. Therefore please make sure to give your income tax card to the DKFZ Personnel Department as soon as possible.

This is crucial for the tax declaration, which you should submit at the end of a calendar year.

The amount of taxes charged is determined by your income and family status. Depending on your marital status and number of children, you will be assigned to a tax bracket (“Steuerklasse”), which will be noted on your tax card:

- unmarried without children: tax bracket 1
- unmarried/divorced with children: tax bracket 2
- married couples, of which
  - only one has an income: tax bracket 3
  - both have roughly the same income: tax bracket 4 for both
- one earns more money than the other: tax bracket 3 for the one with higher income, tax bracket 5 for the one with lower income

The highest tax-rates are paid by singles; the lowest tax-rate by families with only one income. The income of married couples will be assessed jointly in the tax declaration, which means that you pay considerably less tax if only one has an income. However, your spouse will only be taken into consideration if she/he has accompanied you to Germany or if she/he is living in your home country of European Community without an income of her/his own.

Children will also be noted down on the tax card. You may either receive an allowance (“Kindergeld”) for your children or you are granted a certain sum, which is exempt from taxes (“Kinderfreibetrag”). The tax office will check which solution is more profiting for you when you hand in your tax declaration at the end of the year.

The sum exempt from tax is € 1,824.00 per year per child for single parents and € 3,648.00 for married couples. This amount will be indicated on your tax-card. For this you have to go to the residents’ registration office (“Einwohnermeldeamt”). The amount of child allowance is € 154.00 per child per month for families with up to two children.

For larger families, the amount of child allowance will be € 179.00, starting with the fourth child. Foreigners living in Germany with their children and with a “Niederlassungserlaubnis” or “Aufenthaltserlaubnis” according to §§ 17, 18 or 19 of the “Aufenthaltsgesetz” are entitled to this allowance as well. You have to apply for child allowance at the family pay-office (“Familienkasse”) of the local job center (“Arbeitsamt”) or at the personnel department of DKFZ.
4.2 Church Tax
Together with the income tax the German government collects church tax ("Kirchensteuer") for the major churches in Germany (which is about 9% of the income tax). You have to indicate your affiliation to a church when you ask for your tax registration card. Church tax is paid by those affiliated to the Roman-Catholic Church, the Lutheran or Reformed Protestant Church, the Jewish Parish or some free Protestant churches. You do not have to pay if you belong, for example, to the Anglican Church or Orthodox Church or if you have no affiliation with a church. In case of doubt, you can ask the residents' registration office ("Einwohnermeldeamt") which issues the tax card.
5 Social Security

If you have a work contract, you have to pay social security contributions in Germany. If you have a Stipendium, you are exempted from that. But you should at least take out a (private) health insurance.

The European Commission has issued the "Community Regulation on Social Security" which states the claims and transferability of social benefits within the European Union. These rules are also relevant for Iceland, Liechtenstein and Norway. The Community Rules state two basic rules:

1. Principally, you are insured in the country in which you are working.
2. Principally, you are subject to the laws of one single member state only.

Furthermore, Germany has signed social security agreements with similar conditions with the European countries Iceland, Liechtenstein, Bulgaria, Yugoslavia, Turkey, Hungary, Japan (without health insurance) and Norway as well as Bosnia-Herzegovina, Croatia, Macedonia, Poland, Serbia/Montenegro, Slovenia and Switzerland. Similar agreements have been signed with Israel, Marocco and Tunisia and, for pension alone, with Chile, Canada and the USA.

In Germany, there are legally fixed contributions to the social insurances (health insurance, care insurance, pension scheme and unemployment insurance). The employer and the employee each pay half of the contributions which amount to about 42% of the gross income.

As soon as your contract has begun, the DKFZ will take the steps necessary for your enrolling in the insurances. After you have chosen a health insurance (see below), the DKFZ will inform the insurance company which will in turn inform the other social institutions. After joining, you will be given an insurance number and a social security card, a copy of which you have to hand over to the DKFZ personnel dept. The DKFZ will be responsible for the payment of the contributions. You can receive further advice from the following Insurance institutions / Insurance Contact offices:

- Health Insurance
  Deutsche Verbindungsstelle - Krankenversicherung Ausland
  phone 0228/ 95300 - www.dvka.de/oeffentlicheSeiten/Wir_ueber_uns.html

- Accident Insurance
  Hauptverband der gewerblichen Berufsgenossenschaften e.V.
  phone 02241/ 23101 - www.hvbg.de/e/pages/presse/archiv/archiv06/fusion2.html

- Unemployment insurance and Child allowance
  Bundesagentur für Arbeit
  www.arbeitsagentur.de

- Pension scheme
  Bundesversicherungsanstalt für Angestellte
  phone: 0800/ 100048070 - www.bfa.de
5.1 Health Insurance

5.1.1 STATUTORY OR PRIVATE INSURANCE?
If you have a work contract your salary determines whether you can choose between a statutory and a private insurance. With a Stipendium you can only take out a private insurance with basic service, comparable with travel insurance.

In Germany, every employee is obliged to have a health insurance. Up to a gross salary of currently € 47,250.00 per year you have to take out a statutory insurance (e.g. Barmer Ersatzkasse BEK, Techniker Krankenkasse TK, Allgemeine Ortskrankenkasse AOK, etc.). The contributions to the statutory insurances are legally bound to a certain percentage of the gross salary (at the moment between 12% and 16%, depending on the company).

You have the free choice between the statutory health insurances and it is worthwhile to compare the services and benefits of different agencies.

If you have a gross salary of more than € 47,250.00 per year, you have the free choice between a statutory and a private health insurance.

Please note that you may not be allowed to join a statutory health insurance in Germany, once you have joined a German private insurance. But a regular private 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 of no relevance if you remain insured in your home country or earn less.

As mentioned above, as a “Stipendiat” you have to choose a private insurance or continue to be insured with an agency in your home country.

5.1.2 COVERAGE OF THE STATUTORY HEALTH INSURANCE
The statutory 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. For the first visit to a doctor or a dentist every quarter of a year every adult above the age of 18 must pay the so-called “Praxisgebühr” of € 10.00. The doctor then can give you a referral to a specialist if necessary to avoid a second payment.

The patient has to pay an excess of € 5.00 – 10.00 for prescription drugs, € 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 statutory 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 have the right to full continuation of wages ("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 on sick leave, you have to see a doctor on the third day of your illness the latest. You have to get a sick note, which needs to be handed in to the group’s secretary. 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 attestation to your health insurance
and the other part to your host institute. In case you become ill during your holidays, please inform the personnel dept. because this must receive special consideration. Within the EU and in some other countries (see above) the insurance is also valid during short stays outside Germany (e.g. vacation). This does not apply to all countries, e.g. not to Israel, Liechtenstein, USA and Canada. It is advisable to contact your insurance company before your journey.

5.1.3 COVERAGE BY THE PRIVATE HEALTH INSURANCE
In contrast to the statutory health insurance, the contributions to and coverage by the private insurances are not legally bound. The amount of the contributions does not depend on the salary, but on age, sex 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 statutory health insurance. Often the coverage of private health insurances is more comprehensive than that of statutory insurances and there is no need to make any excess 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/denture or birth comes into effect.

The following insurance companies offer a special tariff for foreigners: Hanse Merkur, COLONIA Krankenversicherung, Deutsche Krankenversicherung (DKV), Central Krankenversicherung and Vereinte Krankenversicherung.

5.1.4 CARE INSURANCE
The long-term care insurance takes effect when you need regular 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 1.7 % of the gross salary. Even if you have a private German health insurance you are obliged to carry long-term care insurance coverage.

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 are within the statutory insurance scheme and have reached the age of 23, must make an additional contribution in respect to nursing care insurance (“Pflegeversicherung”) in the amount of 0.25 per cent of their monthly gross income (to be paid automatically by the DKFZ for the employees). The employer’s contribution amounts to 0.85 per cent; thus, the total contribution is 1.1 per cent. Employees with children who do not receive their child benefit (“Kindergeld”) via the DKFZ are requested to provide documentation of the birth of their child/children (birth certificate, acknowledgement of paternity, adoption certificate, and proof of child benefit).

5.2 Pension Scheme
As an employee you have to pay contributions to the pension scheme (“Rentenversicherung”) in Germany. The contributions amount to 19.1 % of the gross salary. Your payments to the pension scheme are recognized in each EU and EEA country as well as in the countries with social security agreements and your claims will be preserved. This means that at the age of retirement you may apply for part of your
pension in each of the countries where you have paid into the pension scheme. Therefore, if you have paid contributions to, for example, the pension schemes in Germany, France and Greece, you will get a part of your pension from each of these countries. Thus, the pension payments will not be transferred to another national pension scheme but you will get your money from each pension scheme separately depending on the laws of each country.

When you apply for pension payments at home, you have to indicate that you have paid pension contributions in other countries. This is necessary to ensure that your home insurance organization can inform the other pension organizations in order for you to receive your payments from the other country. Since payments for a certain number of years are required by the pension organization in your home country, any time spent abroad is taken into consideration.

When, after your stay in Germany, you return to a country without a social security agreement you may claim reimbursement of your contributions. After a waiting time of 24 months you can apply for the reimbursement at the “Bundesversicherungsanstalt für Angestellte”. In this case you should inform your host institute because it can claim its part of the contributions as well, for the question whether you are entitled to pension payments or whether you get refunds does not depend on your nationality but on the country you are staying in (principle of territory). For example, if you are a Polish citizen and you return to Poland you are entitled to pension payments from Germany. But if you are a Polish citizen but a resident of Hungary, you are entitled to a reimbursement of your contributions.

You will have to complete Form “V900”, available also at www.deutsche-rentenversicherung-bund.de.

5.3 Unemployment Insurance

The unemployment insurance is a compulsory insurance as well. The contributions amount to about 6.5% of the gross salary. You may claim unemployment benefit (“Arbeitslosengeld”) if you have been employed and paid contributions in Germany for at least 12 months within the last three years. Employments before within other EC-countries may possibly consider. You will have to prove this by completing a form Nr. E301.) If you are unemployed and want to claim unemployment benefit in Germany you have to register with the local job center (“Arbeitsamt”) and be at its disposal for arranging employment, which means that you should be willing to take up any reasonable job and that you have to report to the office regularly. In case these requirements are fulfilled, you will receive 60% of your last net salary if you do not have children and 67% if you have children (“Arbeitslosengeld I”).

You will receive earnings-related unemployment benefit for at least 180 days depending on the contributions you have paid. After that you can apply for unemployment assistance (“Arbeitslosenhilfe”) the amount of which is related to your needs, which means that your savings and the income of your spouse will be taken into account. For one year you get up to 53% of your last net salary if you do not have children and 57% if you have children. You receive unemployment assistance as well if you have worked in Germany for 6 to 12 months. Of course, you can only apply for unemployment benefit in Germany
if you have a valid residence and work permit. But after the end of the fellowship this usually only applies to EU- and EEA-citizens.
Under certain circumstances you can transfer your claims for unemployment benefit to another EU or EEA member state (or a country with social security agreement): For that you must have been registered with the German job center (“Arbeitsamt”) for at least 4 weeks prior to your departure. After your arrival in the country of your destination, you have to register with the local job center within 7 days. After fulfilling these requirements you will get German unemployment benefit for another three months (ask for form number E 303 at the German job center).
Depending on the respective country, the contributions you made in Germany may be taken into account by the country's unemployment insurance. If you return to a country that does not have a social security agreement with Germany, it is not possible to receive German unemployment payments there. The contributions cannot be refunded either.

5.4 Accident Insurance
Accident insurance is paid by the employer and covers accidents that occur at work or on your way from and to work. Even if you have no contract with the DKFZ and are just registered as a guest you are covered by the accident insurance of the DKFZ.
Any such accident has to be reported to the responsible for foreign guests immediately. Your children are automatically insured at school or kindergarten as well as on the way from and to it.
6 Science and Research in Germany

6.1 Competencies of the Federal Government

In federalism, i.e. there is a division of competencies between the Federal Government on the one hand and the Länder (e.g. Bayern, Brandenburg, Hamburg, Sachsen, Berlin) on the other hand:

The Federal Government promote research institutions and projects of national importance, such as the Deutsche Forschungsgemeinschaft (DFG), the Max-Planck-Gesellschaft, the Herrmann von Helmholtz Association of National Research Centers (15 centers, one of which is the DKFZ), the Wissenschaftsgemeinschaft Gottfried Wilhelm Leibniz. Another common task is the expansion and establishment of universities. The Wissenschaftsrat (Scientific Council) has been set up by the Federal government and the Länder as an advisory board. It does not offer direct research promotion, but gives recommendations concerning the contents and structure of science and research, as well as the development of universities, research and the establishment of universities.

The Länder have independence in matters of education. Administration regarding education and science are implemented by the individual Länder themselves. Consequently, schools and universities are within their responsibilities. In the area of education, the federal government is responsible for general outlines of laws for the university system. In the field of science, the promotion of research, technological development and the new generation of scientists is part of the competencies of the federal government, represented by the Federal Ministry for Education and Research (Bundesministerium für Bildung und Forschung - BMBF).

Universities are not only places of education but also places of independent basic and applied research. With regard to the education the emphasis is on pure sciences. Until recently, the obtainable degree was the Master of Arts or science ("Magister Artium"/M.A., "Diplom"/Dipl.). In order to receive this degree, it was necessary to study at least 8 semesters (4 years), but it generally took 10-12 semesters or more. Meanwhile, German universities offer a bachelor-degree after three years and the master-degree after another two years, as is common in many other countries. Only with a masters-degree is it possible to obtain a doctorate (“Doktor”, typically 3-5 years) and, in a second step, to qualify for a professorship (“Habilitation”, typically 5-8 years).

6.2 University education

6.2.1 UNIVERSITIES

Each university is divided into different sections. Older universities have faculties (Fakultäten), which comprise several subjects (e.g. “Naturwissenschaftliche Fakultät” - faculty of natural sciences). Newer universities often have schools (Fachbereich), which
only consist of one subject area (“Wirtschaftswissenschaftlicher Fachbereich” - school of economics). These faculties and schools are further divided into seminars or institutes where the single subjects are located (e.g. “Institut für Physikalische Chemie”, “Historisches Seminar”). Here, you find the lecturers’ offices and the administration for each subject. In addition, there are the laboratories and the equipment for research. The university is headed by the rector (“Rektor”) or president (“Präsident”), elected for several years, typically, but not necessarily out of the body of professors. Besides the Rector, there is the administrative director of the university, the chancellor (“Kanzler”). The German universities are self-governing institutions, i.e. general questions of research and teaching, course and examination contents, appointment of professors and other questions of staff as well as the equipment of the institutes are decided by the academic Senat. This body is composed of representatives of professors, staff and students. In addition, once a year the students elect self-governing bodies within each institute (“Fachschaft”) and for the whole university (“Allgemeiner Studentenausschuß” - AStA). These bodies represent the students at meetings with the university administration and deal with social and cultural matters, such as organising events and other activities. You may find a list of German universities under: www.hrk.de - www.hochschulkompass.de/hochschulen.html

6.2.2 FACHHOCHSCHULE
The “Fachhochschule” (FH) is particular to Germany. It is a kind of polytechnic school, which mainly offers courses in the area of engineering, business administration, design and social welfare. Typically, the courses of studies are short, strictly organized and vocationally oriented. The students are educated in small groups and curricula are job-oriented rather than research-oriented. Because of this, the final degree of the FH (“Diplom”) generally does not allow students to embark on a doctorate at a German university. Nevertheless, this is possible in some other countries, e.g. in the United Kingdom. Although the emphasis at the FH is on teaching, research is also done there. Special attention is, however, given to applied research and technological development. You may find a list of “Fachhochschulen” under: www.bwg-berlin.de

6.3 Research Institutions
Besides the universities there are several research institutions engaged in basic and applied research.

6.3.1 HERMANN VON HELMHOLTZ ASSOCIATION OF NATIONAL RESEARCH CENTERS ("HELMHOLTZ-CENTERS")
There are 15 national research centers (e.g. Max-Delbrück-Center for Molecular Medicine Berlin-Buch, Forschungszentrum Jülich (FZJ), Deutsches Zentrum für Luft- und Raumfahrt (DLR), Forschungszentrum Karlsruhe (FZK), Deutsche Krebsforschungszentrum (DKFZ)). Many of them are engaged in high-tech basic research especially with large-scale equipment. They have a high-quality scientific-technical infrastructure and considerable financial and staff resources. The main focus is on complex scientific-technical questions and cross-program basic research, as well as the operating of scientific large-scale
equipment, technology development, national long-term programs and national preventive research in the field of environment and health.
The research centers cooperate closely with universities, research institutions and industrial research centers in Germany and abroad.
The national research centers are self-governing and have a business-like management. They are financed by the Federal Government with 90% and by the respective Land with 10%, with an annual total budget of more than € 2.2 billion per year. In 1995 they formed an association: the Helmholtz-Gemeinschaft Deutscher Forschungszentren (HGF).

Contact address:
Helmholtz-Gemeinschaft Deutscher Forschungszentren
www.helmholtz.de - hgf@helmholtz.de
phone 0228/ 308180

6.3.2 MAX-PLANCK-GESELLSCHAFT ZUR FÖRDERUNG DER WISSENSCHAFTEN (MPG)
The Max-Planck-Society is a supporting organization for about 80 research institutes, laboratories, branch offices and work groups of varying size, structure and tasks. The society promotes basic research in selected areas of natural, human and social sciences. It promotes new research fields, complementing the universities' research. Furthermore, it cooperates with universities and puts its large-scale facilities at their disposal. The MPG has an overall annual budget of about € 1.4 billion (2005) and about 4,300 permanent scientists. It is the special concern of the MPG to promote young scientists.

Contact address:
Max-Planck-Gesellschaft zur Förderung der Wissenschaft e.V.
www.mpg.de/english/portal/index.html
phone 089/ 21080

6.3.3 DEUTSCHE FORSCHUNGSGEMEINSCHAFT (DFG)
The Deutsche Forschungsgemeinschaft (DFG) is the central self-governing organisation of science and the humanities in the Federal Republic of Germany. Since the DFG was founded in 1920, its statutes have assigned it to the continuing responsibility of promoting "science in all its branches". The DFG supports research projects in every discipline, especially within basic and applied research as pursued in the universities and technical academies. Particular attention is given to promoting oncoming generations of researchers. In addition, it advises parliaments and public authorities on scientific matters. On an international level, the DFG has taken over the responsibility of representing German science in international organizations.
The overall budget of the DFG for 2003 was about € 1.35 billion. The general support of research is mainly financed by the Federal Government (€ 780 million) and the “Länder” (€ 560 million). Two thirds of the budget is being spent on promotion of up-and-coming academics.
6.3.4 FRAUNHOFER-GESELLSCHAFT ZUR FÖRDERUNG DER ANGEWANDTEN FORSCHUNG E.V. (FHG)
The 57 institutes of the Fraunhofer Society carry out applied contract research in nearly all engineering disciplines. They take on contract research for industry, especially for small and medium-sized enterprises without any research facilities. They also carry out their own strategic research projects in order to keep up scientific quality and competitiveness and to develop new research areas. Finally, the FhG offers several services, e.g. patent support for German inventors. The overall annual budget of the FhG is more than € 1 billion (2005).

Contact address:
Fraunhofer Gesellschaft
www.fraunhofer.de - info@fraunhofer.de
phone 0 89/12050

6.3.5 "WISSENSCHAFTSGEMEINSCHAFT GOTTFRIED WILHELM LEIBNIZ" (WGL)
In March 1995, 76 institutes joined the Association Wissenschaftsgemeinschaft Blaue Liste (WBL), which changed its name to „Wissenschaftsgemeinschaft Gottfried Wilhelm Leibniz (WGL)" at the end of 1997. Presently, 84 research institutes and research service institutions of national importance and interest are being funded jointly by the Federal Government and the respective Land with an input of 50% each with an annual budget of € 1.05 billion. The Forschungsinstitut für Molekulare Pharmakologie (FMP) on Campus belongs to this association. Several very different institutions belong to the WGL, such as the Institut für deutsche Sprache (IdS) in Mannheim, the Institut für Weltwirtschaft (IfW) in Kiel, the Institut für Neurobiologie (IfN) in Magdeburg, the Fachinformationszentrum Chemie (FIZ Chemie) in Berlin, the Forschungszentrum Rossendorf e.V. (FZR) near Dresden or the Deutsches Museum Munich.

Contact address:
Wissenschaftsgemeinschaft Gottfried Wilhelm Leibniz
www.wgl.de - wgl@wgl.de - ziemer@wgl.de
phone 0228/ 308150 and 030/ 2060490

6.3.6 FEDERAL OFFICES WITH RESEARCH TASKS
In addition to the research centers, there are several institutions of the Federal Government, which mainly perform governmental tasks and are also concerned with research. This research is mainly focused on collecting scientific knowledge relevant for the tasks of the office, but contributes to the general knowledge as well. These institutions
are exclusively financed by the Federal Government. Examples are: the Physikalisch-Technische Bundesanstalt (PTB), Bundesanstalt für Materialforschung- und Prüfung (BAM) and the Robert-Koch-Institut (RKI).

6.3.7 DEUTSCHER AKADEMISCHER AUSTAUSCHDIENST (DAAD)
The German Academic Exchange Service (DAAD) fosters academic relations with other countries, especially by promoting the exchange of students and researchers. The DAAD offers grants to German and foreign students, trainees, young researchers and lecturers. In addition, it arranges long-term and short-term lectureships for German scientific lecturers at foreign universities.
The exchange of university lecturers and researchers is promoted as well. Yet another task of the DAAD is to inform interested persons and institutions about the possibilities of studying and doing research in Germany and abroad, as well as keeping in contact with former fellows.
The DAAD is a joint institution of the German universities with an annual budget of € 237,5 million (2004).

  Contact address:
  Deutscher Akademischer Austauschdienst
  www.daad.de - postmaster@daad.de
  phone 0228/ 8820

6.3.8 ALEXANDER VON HUMBOLDT-STIFTUNG (AVH)
The Alexander von Humboldt Foundation promotes international cooperation between scholars from abroad and specialist colleagues in Germany. The Foundation has built up an international network currently numbering nearly 22,000 individuals in approximately 130 countries who maintain intensive academic, cultural, political and economic contacts with Germany.
In 2005, once again, the Foundation was able to award 542 new fellowships and 87 research awards as well as five Helmholtz-Humboldt and two Max Planck Research Awards. There has been a stunning increase in the number of applications to the Georg Forster Program, which is tailored to the needs of developing countries. 29 % of the fellowships granted in this program went to women.
The Humboldt Foundation again offered its foreign research fellows and award winners a wide range of opportunities to continue academic work in their home countries and to maintain contact with German partners in cooperation.
The prize for the friendliest “Ausländerbehörde” was awarded on January 30, 2003 for the first time. The award winners from Erlangen, Freiburg and Wismar received each 25,000€ cash. Twelve other towns and districts received special mention for the friendliness of their offices.

  Contact address:
  Alexander von Humboldt-Stiftung
  www.avh.de - general@alex.avh.uni-bonn.de
  phone 0228/8330
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