



Akademisches Auslandsamt – Interkulturelles Forum
“International Office”

Information

for International Exchange Students (INcomings)

Heidelberg University of Education

Summer Term 2022

Postal Address

Pädagogische Hochschule Heidelberg - University of Education
P.O. Box 104240
69032 Heidelberg
Germany

Visiting Address

Pädagogische Hochschule Heidelberg
Keplerstr. 87
69120 Heidelberg

version of February 2022

Table of Contents

1	Pre-departure	5
1.1	Buddy program	5
1.2	Postal address of your room in the dormitory.....	5
2	Arrival	5
2.1	Arriving in Heidelberg	5
2.2	Appointments with the authorities.....	6
2.3	Documents	7
2.4	Checklist.....	8
2.5	Expenses during the first week (in Euros):	8
2.6	Proof of financial support	8
2.7	Bank account	9
2.8	Health insurance.....	9
2.9	Residence permit.....	10
3	Enrollment	11
3.1	Post-enrollment	12
3.2	Course catalogue.....	12
3.3	Courses of the AAA/IF (and more)	12
3.4	Service for students of the Heidelberg University of Education	13
4	Accommodation	14
4.1	Accommodation / rooms	14
4.2	Room in the dormitory and receiving your key	14
4.3	Dormitory.....	15
4.4	Private Housing	16
5	Public Transport	17
5.1	Public Transport to Heidelberg	17
5.2	Public Transport in Heidelberg.....	18
5.2.1	Women's taxi	18
5.2.2	Busses and trams to the PH Heidelberg	18
5.2.3	Bicycle	18
5.2.4	E-scooter	19
6	Other matters	20
6.1	Emergency numbers	20
6.2	Emergency medical services	19
6.3	Further medical services	20

6.4	Studierendenwerk (student services), Service Center and Infocafé International.....	21
6.5	Areas of responsibility and office hours of the AAA/IF.....	21
7	The semester is almost over – what now?	22
8	Attachment.....	24
8.1	Ankunftsformular (<i>arrival form</i>)	25
8.2	Site map	26
8.3	Service facilities	26
8.4	Financing statement/declaration.....	27
9	Disclaimer.....	29



Introductory Week Summer Term 2022



Participation in the Introductory Week is mandatory for all international Exchange Students.

Date	Time	Meeting point	Comment
<p>Recommended Time of Arrival: 1st April 2022</p> <p>Alternatively you can arrive on: 2nd April 2022 or on 4th April 2022 by the latest</p>			<p>You can move into your dorm room on 1st of April 2022 at the earliest. Students who prefer to rent a private accommodation need to take care of this well before the arrival in Heidelberg.</p> <p>If you arrive before the 1st of April, you have to arrange your temporary accommodation on your own.</p>
<p>Friday, 1st of April – Friday, 8th of April</p>	<p>Opening hours of the "Infothek" in the International Office:</p> <p>Mo: 10 am – 3 pm Tue: 8.30 am – 1 pm Wed: 10 am – 3 pm Thu: 9 am – 12 pm Fri: 8 am – 10 am</p>		<p><i>Move in and register through the foreigners' registration office:</i></p> <ol style="list-style-type: none"> 1. Receive the key for your room at the Service Center (Universitätsplatz) or at the International Office (depending on the information we provide) 2. Register at the foreigners' registration office 3. Non-EU citizens must apply for a residence permit <p><i>Enrollment at the university:</i></p> <ul style="list-style-type: none"> - pay the semester fee ("Semesterbeitrag") at the payment office - you need to get a health insurance or get an exemption from the compulsory health insurance - open a bank account - enrollment („Immatrikulation“). Bring copies of important documents - receive the CampusCard/student ID card - buy a „Semesterticket“ (ticket for public transportation, valid for 6 months). You will need to show your student ID.
Wednesday, 6th of April	3.30 pm – 5 pm		Welcome speech (Henrike Schön, Acad. director of the International Office of the PH Heidelberg)
Thursday, 7th of April	12.15 pm – 1.45 pm		Placement test for German as a Foreign Language
Thursday, 7th of April	2 pm – 4 pm	Main entrance 'Altbau' (Old PH)	Campus Tour
In progress		Entrance Library	Library Tour
Friday, 8th of April	10 am – 12 pm		Introduction to the topic "Education for Sustainable Development" (Prof. Dr. Alexander Siegmund, Executive Director of the ESD Center)
Friday, 8th of April	1 pm – 3 pm		Introduction to our e-learning program StudIP and our calendar of events LSF – Group 1
Friday, 8th of April	3 pm – 5 pm		Introduction to our e-learning program StudIP and our calendar of events LSF – Group 2
Saturday, 9th of April	11 am – 2 pm		Welcome-to-Heidelberg-event (Wiko). Get to know each other! Breakfast conditionally, alternatively lunch in the canteen

Saturday, 9th of April	2 pm – 5 pm	Main entrance 'Altbau' (old PH)	Hike to the 'Thingsstätte'
Wednesday, 13th of April	6 pm – 8 pm		Introduction to the German School System (Prof. Dr. Karl-Heinz Dammer, Institute of Educational Science)

A library tour takes place in presence if possible.

The library has created two explanatory videos and a presentation.

- Guided tour of the library including: "Literature search in the library briefly explained". (<https://vimp.ph-heidelberg.de/category/video/Literatursuche-in-der-Bibliothek-kurz-erklaert/1980af3ec65757f8d72c3815fc0b6586/70>)
- Online introduction "Finding media in the online library catalog". <https://vimp.ph-heidelberg.de/category/video/Medien-im-Online-Bibliothekskatalog-finden/012f8a7f7861a274b0d26dcae82a423d/70>
- Schematic tour (ppt slide with sound) explaining the library systematically: "Getting to know the rooms of the library". (<https://vimp.ph-heidelberg.de/category/video/Die-Raume-der-Bibliothek-kennenlernen/f93a5d22aedf666ccd5a0675a24030e5/70>)

1 Pre-departure

1.1 Buddy program

The Heidelberg University of Education is offering a buddy program for international exchange students. A local student will be assigned to you as your buddy. He or she can help you to have a smooth start in Heidelberg and will assist you when going to the authorities. If you have any questions about your stay in Heidelberg, you can address them towards your buddy. We hope this will make it easier for you to get oriented in the city and at the university and to get in contact with German students.

1.2 Postal address of your room in the dormitory

If you have signed up for a room in the dormitory, you will receive an e-mail from the Studierendenwerk Heidelberg containing the address of your dormitory and the rental contract, two or three weeks before the semester starts. The International Office [AAA/IF] has no influence on the dormitory or room you will be given, all rooms are assigned directly by the "Studierendenwerk".

2 Arrival

2.1 Arriving in Heidelberg

- Arrival time: **We recommend your arrival to be on the 1st April 2022.**
- **Please note, that move-in into the dorms is on 3rd of April not possible.**

During the week of arrival, the office has special opening hours:

Monday: 10 am – 3 pm

Tuesday: 8.30 am – 1 pm
Wednesday: 10 am – 3 pm
Thursday: 9 am – 12 pm
Friday: 8 am – 10 am

Please contact us regarding the **date of arrival by Friday, 11 March 2022 at the latest** via e-mail to TutorsAAA@vw.ph-heidelberg.de. Therefore, use the “arrival form / Ankunftsformular” on page 23 of this document.

2.2 Appointments with the authorities

1. Notify the residents' registration office (“Einwohnermeldeamt”) about your moving in. Take along your rental contract!
→ If you have not taken residence in Heidelberg, please go to the registration office within the city you live in.
2. You have to get German **health insurance** or get an exemption from compulsory health insurance (see page 9/ point 2.8).
3. Enroll at the Heidelberg University of Education (“**Immatrikulation**”) Special opening hours (see page 4/ point 2.1).
4. For Non-EU citizens: apply for a **residence permit** (“Aufenthaltstitel”). (See page 10/ point 2.9)
5. Optional: Open a **bank account**. This concerns you if you have taken residence in the dormitory or/and if you are a Baden-Württemberg or DAAD scholar and don't have a bank account in Germany yet.
6. You will get your **student ID** about one week after your “Immatrikulation.” (see page 7/ point 2.3)
7. Optional: Buy a „**Semesterticket**“ (ticket for public transportation, valid 6 months). You will need to show your student ID. (You can also buy it online: https://tickets.rnv-online.de/index.php/product/80/show/0/0/0/0/buy#ticket_options)

2.3 Documents

	Document	Who needs the document?	How can I get the document?	Purpose
1.	Rental contract /room key the dormitory of "Studierendenwerk Heidelberg"	Everyone who has a room in the dormitory	- passport or identity card (EU-nationals)	- registration at the „Bürgeramt“ (registration office)
	Lease for a room on the private market	Everyone who rents a room on the private market	- Please clarify arrangements with your landlord	- registration „Bürgeramt“ (registration office)
2.	Registration confirmation „Meldebestätigung“	Everyone	- passport/ ID - rental contract	- health insurance - Enrollment - Residence permit
3.	Exemption from compulsory health insurance („Befreiung von der Krankenversicherungspflicht“)	EU- citizens - Everyone who has health insurance from home or an EU-health insurance	- European health insurance card (EHIC)	- Enrollment - Residence permit
	Health insurance	Non-EU-citizens - International health insurance of your insurance provider or - Get health insurance from a German provider (depends on age see 2.8)	- document of an international health insurance of your insurance provider (<u>insurance card alone is not sufficient</u>) - Turkish nationals: A/T 11 form - registration confirmation „Meldebestätigung“ of the registration office	- Enrollment - Residence permit
4.	„Immatrikulations-Nachweis“ / Student-ID	Everyone	- Passport photo - Valid personal ID or passport (for Non-EU-Nationals) - Proof of (German) health insurance or recognition of foreign health insurance - Registration confirmation „Meldebestätigung“ - Receipt of payment from the pay office "Zahlstelle" (room 104a)	- For your studies - ticket for public transportation - Residence permit - Health insurance
5.	Residence permit	Non-EU nationals	- Proof of financial support of 861.00 € or proof of scholarship - Proof of (German) health insurance or recognition of foreign health insurance - Enrollment certificate - Residence permit - 2 passport photos (biometric)	- Final enrollment at the university (final „Immatrikulation“)

2.4 Checklist

It is highly important that you bring this from home:

1. Two biometric passport photos (for Non-EU citizens)
2. One regular passport photo (everyone)
3. Your taxpayer identification number (in the US: FATCA)
4. Proof of financial support for Non-EU nationals by a German embassy, or your parents' bank. Your **parents' signature alone is not sufficient!** (You find the appropriate form in the attachment, see page 28/ point 8.4)
5. Proof of scholarship (ERASMUS+, DAAD scholarship or Baden-Württemberg STIPENDIUM)
6. Proof of health insurance
7. Personal ID or passport
8. At least 281.75 € in cash (see below)
9. An adapter for German sockets
- 10. Official vaccination certificate COVID-19 (if available)**

Please make copies of your documents and bring them with you, in case you lose them or if they get stolen! Before your departure to Germany, please also photocopy your **passport** and, if you have already got it, **your visa**. You should also copy every important document you need to enter the country and to enroll at the University of Education.

2.5 Expenses during the first week:

1.	Social fee ("Sozial-Beitrag")	101.75 €*	Fee for the "Studierendenwerk"
2.	"Semesterticket" (optional)	180.00 €*	Use of public transport (cf. also p. 15 f.)
	Total:	281.75 €	

(*Version of January 2022)

2.6 Proof of financial support + visa information

Please note that you must apply for a visa **BEFORE** entering the country. **It is not possible to change your tourist visa in Germany.** You should make an appointment at the German embassy in your country. Without a visa you can't study officially in the country!

If you need a visa for Germany, you also need a proof of financial support. EU-nationals do not need a proof of financial support.

For everyone else, the following information applies:

The German authorities assume a certain minimum amount which you must have at your disposal each month. At the moment this amount is 861 € per month. Proof of financing can be shown in different ways. It can be shown, for example, through a scholarship or a confirmation from a German embassy, a notary's office, or your parents' bank. **If the amount of the scholarship is less than 861 € per month, the missing amount has to be made available through your parents.**

Example: Scholarship 300 € + financial support by parents: 561 €.

(The corresponding form you have to apply at the German embassy)

2.7 Bank account

Incoming students who have taken residence in the dormitory need a German bank account to pay the rent and furthermore, to get the money provided through your scholarship. We recommend the “Sparkasse Heidelberg” because they offer a “Studentenkonto”, an account with special terms for students. It is free of charge, you get a debit card, and it offers online banking. If you are over 30 years of age, you will have to pay a monthly service fee of 5 €. You will need your **passport and your resident certificate to open an account.**

You can open a free account in the following office **before** you enroll at the university (“Immatrikulation”).

Sparkasse Heidelberg – Mathematikon:
Berliner Str. 49
Phone: +496221/5110

Opening hours:

Mon. - Fri.: 9 am – 12:30 pm
Mon. - Thu.: 2 pm – 6 pm
Tue.- Fri.: 2 pm – 4 pm

IMPORTANT: You don't have to make an appointment in advance, but the best way to open an account is to go directly into the office.

2.8 Health insurance

Recognition of foreign health insurance

If you already have a health insurance from your home country or a European health insurance card (EU-citizens), your health insurance can be recognized. Turkish citizens will need to provide the A/T 11 form.

Taking out health insurance

We recommend you to take out a German health insurance. There are several health insurance providers for compulsory health insurance in Germany. We have good experiences with the “AOK”. If you start the insurance e.g. up from 1 April, the money will be collected by 15^{May}, so you don't need to pay in advance. If you are interested, please contact Mr. Ertelt (markus.ertelt@bw.aok.de). When you have a German health insurance, the costs are completely covered if you need to go to the doctor and you don't have to pay in cash. (Costs for students under 30 years old at AOK: about 100.00 €/month).

AOK-Center in Heidelberg	Opening Hours
Grabengasse 14, 69117 Heidelberg Triplex-Mensa am Uniplatz (university place) Phone: 06221 91401 3311 (AOK Service in triplex canteen)	Monday: 8:30 am – 5 pm Tuesday to Friday: 8:30 am – 1 pm
Friedrich-Ebert-Anlage 27 69117 Heidelberg Phone: 0621 97609972	Monday: 8:30 am – 5 pm Tuesday to Friday: 8:30 am – 1 pm
Kurfürsten-Anlage 36 69115 Heidelberg Phone: 06221 52910	Monday to Tuesday 8:30 am – 5 pm Wednesday 8:30 am – 1 pm Thursday 8:30 am – 6 pm Friday 8:30 am – 4 pm

2.9 Residence permit

All foreign students have to register with the residents' registration office:

Offices in Heidelberg	Opening Hours*	
Bürgeramt Mitte Bergheimer Str. 69 69115 Heidelberg Phone: 06221 5847980	Mon. & Fri.:	8 am – 12 am
	Tue. & Thur.:	8 am – 4 pm
	Wed.:	8 am – 5.30 pm
Bürgeramt Altstadt Am Marktplatz 10 69117 Heidelberg Phone: 06221 5813810	Mon. & Fri.:	8 am – 12 am
	Tue. & Wed.:	8 am – 4 pm
	Thu.:	8 am – 6 pm
Bürgeramt Neuenheim Rahmengasse 21 69120 Heidelberg Phone: 06221 5813830	Tue.:	8 am – 6 pm
	Wed. – Fri.:	8 am – 4 pm

As soon as you are registered you will get a letter with your German taxpayer identification number. You won't have to pay taxes, no worries. You'll need your taxpayer identification number only if you want to work in Germany.

Non-EU nationals have to apply for a **residence permit** / "Aufenthaltsgenehmigung" only if their visa has not been approved for the entire period of their study stay. You can only apply for the residence permit after your provisional enrollment at the PH HD, for which you will get a written confirmation ("Immatrikulationsbescheinigung"). **You have to call the registration office and make an appointment as soon as possible.**

Foreigners' registration office

Bergheimer Straße 147 (Landfriedgebäude)

Mon.-Fri.: 8:00 am- 12:00 pm

Tue.-Thur.: 8:00 am- 4:00 pm

Wed.: 8:00 am- 5:30 pm

69115 Heidelberg

Phone: +49 6221 58 17520

Website: <https://www.heidelberg.de/hd/HD/Rathaus/Behoerdenwegweiser.html>

E-Mail: zuwanderung-servicepoint@heidelberg.de

Familienname A – Bah	Martin Rühle	martin.ruehle@heidelberg.de +49 6221 58 17730
Familienname Bai - Des	Christina Jung	Christina.Jung@heidelberg.de +49 6221 58 17740
Familienname Det - God	Oliver Zeh	oliver.zeh@heidelberg.de +49 6221 58 17750
Familienname Goe - In	Fabienne Rehberger	Fabinne.rehberger@heidelberg.de +49 6221 5817760
Familienname Io - Lh	Julia Schuh	julia.schuh@heidelberg.de +49 6221 58 17770
Familienname Li - Nf	Sophie Huber	Sophie.huber@heidelberg.de +49 6221 58 17780

Familiennamen Ng - Sae	Gabrielle Knopf und Anjali Vasanthakumar	Gabrielle.knopf@heidelberg.de Anjali.vasanthakumar@heidelberg.de +49 6221 58 17960 +49 6221 58 17375
Familiennamen Saf – Too	Emeli Siemens	emeli.siemens@heidelberg.de +49 6221 58 17950
Familiennamen Top – Wo	Janna Christou	Janna.christou@heidelberg.de +49 6221 58 17719
Familiennamen Wp – Z	Julia Zeh	Julia.zeh@heidelberg.de +49 6221 58 17377

After having made an appointment with the official in charge you can collect your residence permit.

You will need these documents to register:

1. A valid passport or ID
2. Confirmation of provisional enrollment (“bedingte Immatrikulationsbescheinigung”) from the PH
3. Passport photos (biometric; 4 photos are 7 € at the photo booth in the Citizens Registration Office “Bürgeramt”)
4. Proof of health insurance / recognition of foreign health insurance
5. Proof of financial support (see point 2.6)
6. 50 euro (only card payment)
7. Form

When you have dealt with all these administrative formalities, you can finally enroll at the PH 😊!

3 Enrollment

If you want to study at our university and use all the facilities, you have to be enrolled. In order to enroll, please come to the AAA/IF, where you get the enrollment form (“Antrag auf Einschreibung”).

You will need the following documents:

- Enrollment form (“Antrag auf Einschreibung”) (which you get in the AAA/IF)
- Valid ID or passport + photocopy!
- 1 passport photo
- Recognition of foreign health insurance **or** proof of German health insurance + **photocopy!**
- Residence permit (Non-EU-nationals) **or application for residence** from the foreigners’ registration office (Non-EU-nationals) + **photocopy!**
- Receipt of payment from the payments office/ “Zahlstelle” + **photocopy!**

Course of events:

1. Please see us in the AAA/IF during the office hours mentioned in the orientation/prep week. We will assist you with the enrollment form („Antrag auf Einschreibung“).

2. Please see Ms. Bixer in the pay office "Zahlstelle" (room 104a in the old PH) and pay the **"Sozialbeitrag" of 101.75 € in cash**. Please have the exact amount ready. Please note: Ms. Bixer will give you a receipt for payment of the "Sozialbeitrag." Make sure to consider the current opening hours. The payment office is closed on Wednesdays.
3. Please hand in this receipt, the enrollment form and every important document at the AAA/IF.
4. You will get your student ID with your matriculation number some days after having handed in all the necessary documents required for registration.

A note on the "Sozialbeitrag"

The "Sozialbeitrag" is **not** a tuition fee. It covers the expenses of facilities of the Studierendenwerk that are open to all students, such as the dining hall, cafeterias, dormitory, etc.

3.1 Post-enrollment

You can buy the „Semesterticket“ of the VRN at the main station, the Bismarckplatz, Uniplatz, or online (discount of 2.50€).

https://tickets.rnv-online.de/index.php/product/80/show/0/0/0/0/buy#ticket_options

You will need the enrollment certificate or a valid student ID.

3.2 Course catalogue (available online in mid-February 2022)

You can find the course catalogue online at <https://lsf.ph-heidelberg.de>

- ➔ You do not need to log in!
- ➔ You will find the course catalogue under „Veranstaltungen“ on the left hand side
- ➔ Change to the English version at the top of the right side

3.3 Courses of the AAA/IF (and more)

1. "Heidelberg: City of Romanticism – then and now": The International Office of the Heidelberg University of Education also offers **the regional and cultural studies course** "Heidelberg – Stadt der Romantik"/ "Heidelberg: City of Romanticism – then and now" (bilingual German-English) (including trips around Heidelberg). You will learn about the fascinating history of Heidelberg, the region, and the land. Fees, e.g. for the Heidelberg Castle, will be covered by the International Office. Come join us! The program is funded by different partners and PH HD. Therefore, you can get cheaper tickets for famous sights. (no language level restriction)
2. Course "Fit für's Studium": Only visit this course when possessing good German skills (at least level B1/B2)

3. Course “Phonetik und Intonation für internationale Gaststudierende”: This course helps the students to improve their German pronunciation and their communication skills (no language level restriction)
4. Spanish courses: You can also take a Spanish language course (ECTS credits awarded). For more information, visit
<https://www.ph-heidelberg.de/auslandsamt/lehrveranstaltungen.html>
5. German courses: **There are no German courses for beginners.**

Cultural program

We would like you to see as much of the region around Heidelberg and Baden-Württemberg as possible. For that reason, we organize an exciting cultural program each semester. There will be about five trips, e.g. a boating trip on the Neckar, a visit to cities like Stuttgart or Frankfurt, and a relaxed international dinner.

You will see what we have planned and when the trips take place at our **Welcome Breakfast**. You can also sign up then. The trips are subsidized, so it will be much cheaper to go with us than on your own.

For a better communication we created a group on different platforms. During the last years we focused on What’s App groups instead of Facebook. We are going to negotiate the platform at the beginning of the semester.

3.4 Service for students of the Heidelberg University of Education

After having enrolled at the Heidelberg University of Education, you will be able to use the service facilities. These are:

- The **student services’ canteens**: There are five major canteens and a couple of smaller Studierendenswerk-run cafeterias in Heidelberg that you can visit.
 - **Old PH**: Basement of the Old PH (Keplerstraße 87), 69120 Heidelberg
 - **New PH**: Im Neuenheimer Feld 560-562 (eventually closed)
 - **Zeughaus-Mensa in the Marstall**: Marstallhof 3, 69117 Heidelberg
 - **Triplex-Mensa**: Grabengasse 14 (Universitätsplatz), 69117 Heidelberg
 - **Zentralmensa**: Im Neuenheimer Feld 304, 69120 Heidelberg
- The **libraries**, e.g. the University Library Heidelberg.
 - **PH**: Keplerstraße 85, 69120 Heidelberg
 - **Uni-Bibliothek**: Plöck 107-109, 69117 Heidelberg
- The **computer rooms**: You will need an account to log in. We will create an account together with you in the first week.
 - **New PH**, room A233
 - **PH-Bibliothek**, upper floor
- The **media center** (“MeZ”): take out cameras, projectors, microphones and a lot more.
 - **New PH**, basement, Building A, room A-106 bis A-128

- **Language self-learning center („Selbstlernzentrum Sprachen“):** improve your German skills!
 - **New PH**, room A308
- **Inclusion center** (“Lernwerkstatt Inklusion”) and **didactic pools** (“Didaktische Werkstätten): choose from a pool of teaching materials
 - **Old PH**, room 218a, 225a, 301, 303, 304, 306, 307, 308
- **WiFi:** There is free WiFi for students. Choose the network “Eduroam” and log in with your university e-mail and password. (It will be explained during the orientation week.)

In addition, you can take part in different **ensembles**, such as the theatre group, the choir, the orchestra and the Big Band of the University of Education (please bring your own instrument.). ECTS credits will be awarded.

You can find more information about these activities and facilities on the website of the Heidelberg University of Education www.ph-heidelberg.de, under “Einrichtungen”.

The Heidelberg University of Education offers a **sports program** in cooperation with the Heidelberg University. You can find the list of sports offered at the beginning of each semester under www.hochschulsport.issw-hd.de. You can do anything from capoeira and karate to tennis, yoga, swimming, and much more. Most of the sports are free for students. However, some programs, like the gym, require a service fee (about 35 Euros per semester). You can get more information in the AAA/IF.

4 Accommodation

4.1 Accommodation / rooms

If you are assigned a room in the dormitory, please note that you cannot swap the room with another student.

4.2 Room in the dormitory and receiving your key

If a room in the dormitory is reserved for you, you can get your key on 1 April 2022 at the earliest. We will inform you well in advance of your arrival in Heidelberg where you will get the key: either at the ServiceCenter (office hours see below) at the Universitätsplatz (**bus 31 and 32 from the main station**) or at the International Office of PH Heidelberg (Keplerstr.87).

You get your lease contract two or three weeks before the semester starts from the “Studierendenwerk” Heidelberg via e-mail. Please sign the lease contract, send it back and pay your lease. If you are a Baden-Württemberg scholar, you do not have to pay the first month’s lease.

Please note: If you stay at the dormitory you will need a bank account!

If you need help you can ask us or your buddy. We can pick you up at the main train station.

Should you arrive before 1 April 2022, **please arrange accommodation on your own** for these days, e.g. the youth hostel in Heidelberg: www.djh-heidelberg.de.

ServiceCenter in the Triplexmensa at the University Square (Universitätsplatz) Grabengasse 12, 69117 Heidelberg (06221) 54 540 Email: info@stw.uni-heidelberg.de	Opening hours Mon - Thu 9 am – 5 pm Friday 9 am – 3 pm
---	--

4.3 Dormitory (rented via Studierendenwerk)

The rooms are about 12 m² in size. Furnished rooms include a closet, a bed, a desk, a chair, and a bookshelf. Each room has a ceiling light; desk lamps are not included.

IMPORTANT: Please bring a sleeping bag or your own pillows, duvets, and bedlinen for the first night.

- !**
- ➔ A pillow and a duvet can be bought from the janitor during the office hours (→ in your contract) in the dormitories: INF 684, INF 133, Holbeinring, Rohrbacher Str. 110. Ask your buddy to help you if necessary.
 - ➔ Pillow and duvet cost 37 €. Payment will be made via your bank account, the amount will be drawn in with the following rent.

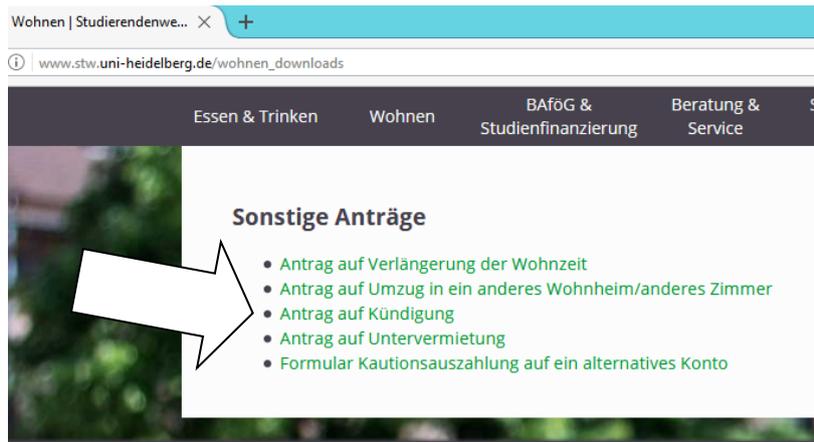
Sanitary facilities/kitchen: Rooms in dormitories that have floor-shared facilities have a sink (warm and cold water). Each floor has a shower, toilets, and a shared kitchen. Shared flats with 4-6 rooms have two showers/toilets. Double flats and shared flats with 2 or 3 rooms are equipped with a shower/toilet each and a shared kitchen. Kitchens are equipped with a stove, a refrigerator, and cupboards. **Pots, pans, and cutlery are not included.** (Note: Store with low priced recycled items behind the main train station in Heidelberg, called “Recyclingkaufhaus”)

Dormitories with Internet: You have the option of getting an Internet connection in your room. However, this is not possible for dormitories in the Altstadt. You can ask your neighbor if he or she is interested in sharing the costs/ connections with you. You will get an account and an e-mail-address for the Wi-Fi and the PC room at the PH, so you will have a free Internet connection there.

Laundry:

All dorm buildings have washing machines and tumble dryers. You can pay with your campus card.

Your contract runs from April to end of September (summer term) and from October to end of March (winter term). **If you plan to leave Heidelberg sooner, make sure to hand in a written notice directly upon your arrival in Heidelberg. Caution: Immediate termination is no guarantee that you will actually be released from the lease early, but it increases your chances.** You will find the necessary form (“Antrag auf Kündigung”) online:



Licence fee for public service broadcasting (“Rundfunkbeitrag”): The German public service broadcasters are financed by the license fee. This fee enables media coverage independent from commercial or political interests. The Rundfunkbeitrag also ensures that everyone has free access to information through a number of media outlets, e.g. television, radio, and media libraries. Contributors to the *Rundfunkbeitrag* are citizens, businesses, institutions, and public interest bodies. For 18.63 € per month, the license fee covers all public service programs. The rule „one residence – one fee“ applies, which means that it does not matter how many people share one apartment unit. If you, for example, share your apartment with three people, you would divide the costs by four. It is important that one of those who share an apartment reports his or her contact to the *Gebühreneinzugszentrale* (GEZ) (=authority in charge of collecting the fee). Make sure this person puts all of your names on the corresponding form. Each apartment unit will receive a cover note, which means that you do not need to contact them individually. In case you live in a single apartment, you have to bear the full costs. This also applies in case your room is part of a so-called “Flurgemeinschaft” (which means that you have your own room but share kitchen and washroom with others). In the event that you share an apartment with German students who receive BaföG (national student grant), you need to pay the whole amount since those students are exempted from paying the fee. Feel free to contact us any time in case you have further questions.

4.4 Private Housing

1. **Renting fees:** These days, **renting fees** including heating in a shared apartment are around 250 - 450 € per month.
2. **Location:** Prices may be higher in some **neighborhoods**: Highest for Altstadt and Neuenheim, high for the neighborhoods of Weststadt, Südstadt and Handschuhsheim, and usually lower for Bergheim, Kirchheim, Rohrbach, Ziegelhausen, Pfaffengrund as well as the bordering cities of Eppelheim, Dossenheim and Schriesheim.
3. **Rent including heating, water, electricity:** Make sure that you always ask which services are included in your rent. In general, “**Warmmiete**” (literally “warm rent”;

housing space, including heating, water, and in some cases electrical current) is distinguished from so-called “**Kaltmiete**” (literally “cold rent”) that is the net rent which only includes housing space. **Phone and internet** is usually not included in rental fees. Ask your roommates whether there are shared connections.

4. **Wi-fi /Internet access:** Is usually part of the rent.

Useful online addresses for private housing are:

- | | |
|---|-------------------------------------|
| • Studierendenwerk Heidelberg | www.stw.uni-heidelberg.de/en/living |
| • Flat offers for Heidelberg and vicinity | www.zimmer69.de |
| • Germany-wide intermediate rent | www.zwischenmiete.de |
| • Germany-wide rents | www.wg-gesucht.de |
| • Germany-wide rents | www.studenten-wg.de |
| • Jugendherberge Heidelberg (short-term solution) | www.jugendherberge.de |

If you have questions about the accommodation please contact us via email (TutorsAAA@vw.ph-heidelberg.de)

If you can please buy a LAN cable in advance.

5 Public Transport

5.1 Public Transport to Heidelberg

By plane: International airports are Frankfurt/Main (90 km) and Stuttgart (120 km). These airports have elaborated train and bus connections to Heidelberg.

Several companies (e.g. [flixbus.de](https://www.flixbus.de)) offer low-priced bus rides from Frankfurt/Main (terminal 2) to Heidelberg (main station). Ticket prices apply for online booking only. There is also the Flixtrain (<https://www.flixbus.de/>), which goes from Frankfurt to Heidelberg and is a little bit cheaper than normal trains.

Low-budget airlines (e.g. RyanAir or Germanwings) usually arrive at Frankfurt International Airport/Frankfurt Hahn, Stuttgart or Baden-Baden. There are direct bus connections between Frankfurt Hahn (bus ride: 2 hours) and Baden-Baden (bus ride: 1.5 hours). Tickets are available for around 20 € at [flixbus.de](https://www.flixbus.de) (online booking recommended).

By train: Heidelberg is well connected with neighboring cities via long-distance trains (IC, EC, ICE). Local trains (RE, RB, S-Bahn) facilitate excursions to Heidelberg’s proximity. There are group tickets available. Tickets are usually cheaper when bought in advance (“Sparpreis”).

5.2 Public Transport in Heidelberg

Heidelberg and its surroundings have a splendidly constructed **local public transportation system**.

Students can acquire a ticket at a discount that is valid for one term. The “Semesterticket” comes at 180 € and is valid for six months from the first of the month you purchased it. You can use all the local transportation (S-Bahn, RB, RE, IRE, and bus). To buy a semester ticket, you need to show proof of a validated student ID and your passport. You can purchase a semester ticket either online at www.vrn.de or in person e.g. in the information center of the Deutsche Bahn (DB) at Heidelberg main station, the head office of the Verkehrsverbund Rhein-Neckar (VRN) (Kurfürstenanlage 62, opposite Heidelberg main station) or at the Bismarckplatz (Kiosk Thoma, Am Bismarckplatz 1).

You always need to show your student ID or passport along with the semester ticket in case of a ticket check. Please check <https://www.vrn.de/tickets/ticketuebersicht/semester-ticket/semester-ticket>.

Before you have your student ID, you can use the following options:

Single Tickets	Valid for one ride in one direction; depending on the number of zones valid for 60 minutes (1 zone) to 370 minutes (6-7 zones)	
City-Ticket Heidelberg	1.80 €	Only in the inner city, e.g. main station to university square
One-way-ticket/ person	2.70 €	Valid in 2 zones, e.g. Technologiepark to main station
Day tickets		
Day ticket/ person	7.00 € - 19.00 €	Any number of rides during one day (till 3 am on the following day throughout the week, till 6 am the following day on weekends or public holidays)
Group day ticket	19.00 € - 39.00 €	Valid for up to 5 persons
Ticket for 3 days/ person	17.30 € - 45.50 €	

5.2.1 Night cabs for women: Women who have their permanent residence in Heidelberg can use a night cab for 7 € (10 pm to 6 am). The rides can only take place in Heidelberg city. You can use one ticket for up to four persons as long as everyone meets the requirements. Tickets can be bought at the Bürgeramt only.

5.2.2 Busses and transport to and from the PH:

Consult the following short outline for bus and streetcar connections to and from the buildings of our university:

access	means of transportation	destination	exit
Bismarckplatz/ Uniplatz	bus line 31	PH (old building at Keplerstraße and Zeppelinstraße)	Mönchhofschule
Bismarckplatz/ Uniplatz	bus line 31	PH (new building), INF 561	Pädagogische Hochschule
Pädagogische Hochschule (PH Neubau)	bus line 37	sports center, INF 710	Olympiastützpunkt
Hauptbahnhof	streetcar line 24 / 21	PH (old- and new building)	Technologiepark
Bismarckplatz/ Hauptbahnhof/ Mannheim	streetcar line 5	PH (old building)	Blumenthalstraße

You can get further **information** concerning the public transport for the region Rhein-Neckar in the offices of VRN next to the main train station (Kurfürstenanlage 62, (06221 465 4444)) or at the train main station in the travel center (DB Reisezentrum) (0621/1077077) or on the Internet: www.vrn.de.

You can buy tickets for the public transport in different places like e.g. at Bismarckplatz (there is a small kiosk in the middle of the place, in Bergheimerstraße 75, in the InfoCenter INF (Im Neuenheimer Feld 304), in the ServiceCenter of the "Studierendenwerk" (Grabengasse 14) or online (www.vrn.de).

5.2.3 Bicycle: Heidelberg has well-constructed driveways for bikes. Since temperatures do not drop very low in winter, you can use your bike (almost) all year round. In case you consider the option of getting around by bike as most German students do, please talk to us. We can provide you with a list of available options of where to purchase or rent a bike. As student of the PH Heidelberg you have also the possibility to rent public bikes for free. For further information look at www.vrnnextbike.de (→ campusbike) or ask in the AAA/IF.

5.2.4 E-Scooter:

There are quite a few E-scooter stations around Heidelberg, which you can also use! Please ask us if you are interested.

Here are some options for you. You have to download the app for each brand and link your PayPal account or your credit card.

Tier E- Scooter – 1 € to unlock/ 0,19 cent per Minute

Bird E- Scooter – 1 € to unlock/ 0, 19 Cent per Minute

Bolt E- Scooter – 1 € to unlock/ 0,15 Cent per Minute

6 Other matters

6.1 Emergency numbers

Emergency phone number for Germany are (without area code and free of charge)

112 Fire department as well as emergency doctor

110 Police

Psychological telephone helpline: 0800/ 111 01 11

Women's emergency hotline:..... 0800/ 011 60 16

Psychological counselling:..... 06221/ 543750

(→ also anonymous online service:... https://www.studentenwerk.uni-heidelberg.de/de/pbs_neu)

6.2 Emergency medical services

In case you need to consult a doctor at nighttime, during the weekend or on holidays, please consider the following:

Address and phone number:

Ärztlicher Bereitschaftsdienst
(Medical Emergency Service)
Medizinische Klinik des Universitätsklinikums
Im Neuenheimer Feld 410
Tel. 06221 116117

Available as follows:

Monday / Tuesday /
Thursday / Friday: 07:00 pm– 11:00 pm
Wednesday 01:00 pm– 11:00 pm
Weekend & Holidays 08:00 am– 11:00 pm

Zahnärztlicher Notdienst
(Dental Emergency Service)

Im Europa-Center
Friedrich-Ebert-Anlage 1
69117 Heidelberg
Attention: appointment required! 06221 /35 44 917

Monday - Friday 07:00 pm – 06:00 am
Public holidays 06:00 am – 08:00 pm
Weekends Friday 07:00 pm–
Monday 06:00 am

In case of cuts: Go directly to the „Notaufnahme“ (*emergency room*) of the university surgery, Im Neuenheimer Feld 110. Don't forget your insurance certificate!

On weekends, you can call the gynaecological emergency service on 06221/4880.

Klinik Sankt Elisabeth Heidelberg
Max-Reger-Str. 5-7
69121 Heidelberg

6.3 Further medical services

If you are looking for a doctor's practice, you can find addresses on: www.arzt-atlas.de/Aerzte_in_69121_Heidelberg.html.

Here are some recommendations:

Doctors	Address
Gynaecologist	Fr. Dr. med. Ertelt-Kircher,

	Fr. Dr. med. Mäder-Joepgen, Fr. Dr. med. Schwaighofer-Bender, Römerstraße 7 (near the central police station), Tel.: 06221/656060
General Practitioner	Dr. med. Ulrike Barth, Dr. med. Andrea Horeysecck, Blumenthalstraße 42, Tel.: 06221/480869
Dentist	Dr. Justine Bloch-Ingenohl, Handschuhshheimer Landstraße 6, Tel.: 06221/480406

6.4 Studierendenwerk (*student services*), Service Center and Infocafé International

Studierendenwerk Heidelberg

Wohnheimverwaltung
(Dormitory Administration)
Marstallhof 1
69117 Heidelberg
Tel.: 06221/ 545400
E-Mail: wohnen@stw.uni-heidelberg.de

Office hours

Monday - Thursday 08:00 am – 04:00 pm
Friday 08:00 am – 02:00 pm

ServiceCenter

Inside the "Triplex", at the university square
Tel.: (06221) 54 54 00
E-Mail: info@stw.uni-heidelberg.de

Office hours

Monday - Thursday 9:00 am – 05:00 pm
Friday 9:00 am – 03:00 pm

InfoCafé International

Im Neuenheimer Feld 304 (Zentralmensa)
69120 Heidelberg
Tel.: (06221) 54 54 00
E-Mail: info@stw.uni-heidelberg.de

Monday- Friday

10:00 am – 03:00 pm

6.5 Areas of responsibility and office hours of the AAA/IF

Who?	Responsibility	Contact	Office hours
Frau Schön (director)	Director, coordination, teaching, BWS	hschoen@vw.ph- heidelberg.de	Monday: 2:00 pm – 03:00 pm or make an appointment
Frau Auerbach- Dietz (secretary)	Incomings & housing	alisha.auerbach- dietz@vw.ph- heidelberg.de +49 6221/477-543	Monday – Thursday 10:00 – 12:00 am
Tutors (HEISS Team)	Incomings, buddy program, cultural program, advice on	tutorsaaa@vw.ph- heidelberg.de +49 6221/477-626	tba

	course schedules		
--	------------------	--	--

Frau Franke (OUTgoings) also works in the AAA/IF.

7 Coronavirus information

Please make sure about the restrictions in Germany before travel and all the regulations that the government suggest. You can find all the information about the situation with these links:

Germany: <https://www.auswaertiges-amt.de/de/quarantaene-einreise/2371468>

Baden-Württemberg: <https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/aktuelle-corona-verordnung-des-landes-baden-wuerttemberg/>

Heidelberg: <https://www.heidelberg.de/1430273>

Pädagogische Hochschule: <https://www.ph-heidelberg.de/coronavirus/aktuelle-regelungen>

8 The semester is almost over – what now?

Thinking about the end of your stay in Heidelberg may seem a bit early, but it is still important anyway.

1. My stay abroad ends at the end of the semester, but I would like to stay for another semester.

We are happy to hear that you like the life in Heidelberg. To stay for one more semester, you have to submit an application. You can find the form (“Antrag auf Verlängerung”) in the download area of the AAA website. Please print the form and fill it in. Now the PH professor, who is in charge of you, has to sign it. Then you have to get your home university’s signature too. Bring the form with both signatures to the AAA/IF. Ms. Schön has to approve of your application and to sign your form. **You must hand in the form with the signatures until 15 June 2022.**

Now you have to pay the social fee of 101.75 €. During the period of re-registration (you will be informed about this via your PH e-mail account), log in to LSF. There you find the option for the payment. You fill in your bank details, and the PH will debit the amount from your bank account. If you don’t do this within the period prescribed, you will get exmatriculated.

Concerning your **room**: Normally your rental agreement ends at the end of March. If you have a room in the dormitory of the “Studierendenwerk”, you will have to leave the room at the end of your rental agreement and find accommodation on your own.

In exceptional cases you can stay in the room for your second semester in Heidelberg. You will need to apply for this by filling in a form called “Antrag auf Verlängerung des Mietvertrags” (application to extend the rental agreement). You can get it from the “Studierendenwerk” (for example at ICI at Universitätsplatz). Hand in the application at the AAA. Ms. Schön will decide if you can stay in the room or if you have to give it to the new exchange students arriving for the next semester.

If you don’t stay in the students’ dormitory, but in an apartment, you found on your own, you have to ask the landlord if you stay longer than agreed upon in the beginning. Take care to

do this early, just in case you cannot extend your stay and have to look for another place to stay.

Please inform the AAA when your address changes. You also have to inform the “Studienbüro”, the resident registration office of Heidelberg and your bank.

2. My stay in Heidelberg has ended. I am returning home. What do I have to do beforehand?

Moving out of the dormitory.

Usually, your lease is valid through March (winter semester) or September (summer semester). If you want to depart earlier, please terminate your lease immediately upon your arrival in Heidelberg. You may have to pay extra rent otherwise. The exact procedure depends on where you are living:

Dormitory: Hand in a written cancellation of your lease. You can get the forms from us in the “Infothek”. Please cancel your room directly after moving in the dormitory.

About two weeks before you leave, you have to make an appointment with the janitor (“Hausmeister”) who will have a look at your room and return the security deposit. Please check with him how and where you can return your keys.

Private room:

If you are living in a room that you rented on the private market, you have to get in touch with your landlord to arrange your move, handing over the keys and payback of your security deposit. Usually, you have to cancel your lease within three months’ notice.

Bank account: You will only get your deposit in cash if you have closed your bank account before your departure and can prove this to the Studierendenwerk.

We recommend the following:

1. Terminate bank account
2. Make an appointment with the janitor (“Hausmeister”)
3. Give proof to the Studierendenwerk in the Marstallhof that you have terminated your bank account, and you will get your deposit in cash.

 **City of Heidelberg:** You registered with the registration office of the city of Heidelberg at the beginning of your stay. Now you will have to de-register. You can do this in your district branch of the “Bürgeramt”, which is called “Bürgerbüro”, or at the main registration office, Bergheimer Str. 69.

For Non-EU-Nationals

The registration office will forward your de-registration to the foreigners’ registration office, so you will not have to take care of that.

PH Heidelberg: Please return all your books to the library at the end of the semester.

At the end of the semester you will be exmatriculated from PH Heidelberg. You can request the exmatriculation certificate from AAA up to one year after the exmatriculation date.

AAA: Please hand in signed and stamped photocopies of the “Scheine” for the classes you attended. Do not hand in originals – keep them! We will issue a transcript of records as soon

as possible and send it **to you and your home university** by mail. The copies you handed in will be kept for one year and be destroyed subsequently.

9 Attachment

- 8.1 Ankunftsformular (arrival form)
- 8.2 Site Map
- 8.3 Service Facilities
- 8.4 Financing statement

9.1 Ankunftsformular (arrival form)

Surname	
Name	
Date of Birth	
Sending Institution	
Arrival Date	
Arrival Time	
Place of Arrival	

Arriving by:

Plane	<input type="checkbox"/>	Flight Number:	from:	Airline:
Bus	<input type="checkbox"/>	Bus Number:	from:	Company:
Train	<input type="checkbox"/>	Train Number:		

Please send this form to TutorsAAA@vw.ph-heidelberg.de by **Friday, 11 March 2022 at the latest.**

I confirm that the information given is correct and complete.	
Student's signature	
Date	

Please note:

- **The attendance at the orientation week is mandatory.**
- **Rooms in a dormitory are free to move in from Friday, 1 April 2022.**

9.2 Site Map



9.3 Service Facilities

OLD PH: (KEPLERSTR. 87)	NEW PH: (IM NEUENHEIMER FELD 561)	TECHNOLOGIE- PARK:	ZEPPELIN- STRASSE 3:	SPORTS' DEPARTMENT:
<ul style="list-style-type: none"> • AAA/IF International Office (150-155) • Zentrales Prüfungsamt Central Examination Office (008-010) • StuPa (Zep1) • Bibliothek Library (E-Bau) • Praktikumsämter Placement Offices: Grundschule/ Sekundarstufe I Primary and Secondary (113-116) Sonderpädagogik Special Needs Education (348/349) • Rektorat Rector's Office (203) • Sekretariate der Fächer Offices of the Faculties of Education and Social Sciences (I) Erziehungswissenschaft Institute of Educational Sciences (024a) Institut für Psychologie Institute for Psychology (127b) Institut für Sonderpädagogik Institute for Special Needs Education (309) • Studienbüro Student Affairs Office (003 u. 004) • Zahlstelle Payment Office (104a) 	<ul style="list-style-type: none"> • Medienzentrum Media Center (A -126) • Lesesaal Reading Room (INF 561) • Sekretariate der Fächer Offices of the Faculties II and III: Deutsch German Language and Literature (A 311a) Französisch/ Kunst/ Englisch/ Musik Foreign Languages/Fine Arts and Crafts (A 115) Mathematik Mathematics and Computer Sciences (A 225) Physik/ Biologie/ Technik/ Chemie Natural Sciences, Geography and Technical Education (B 119) Haushalt u. Textil Everyday Culture and Health (A115) Heimat- und Sachunterricht Living Environmental Studies (B119) 	<ul style="list-style-type: none"> • Sekretariate der Fächer: Ev. und kath. Theologie/ Philosophie und Ethik Religious Education/ Philosophy/ Ethics (INF 517 TW 103) Soziologie/ Geschichte/ Politikwissenschaften Sociology/ History/ Political Sciences (INF 519, TO 117) <p style="text-align: center;">Czernyring 22</p> <ul style="list-style-type: none"> • Geographie Geography (Zi. 402, 403, 437) 	<ul style="list-style-type: none"> • Professional School & Akademie für wissenschaftliche Weiterbildung Professional School and Academy for scientific education (Zep. 3) • Theaterpädagogik Play and Theater Education (Herr Humphrey, R 106, Hinterhaus) • Bibliothek Sehbehinder-tenpädagogik Library of Visual Impairments and the Blind (Zep. 1) • QRef (Zep 1) 	<ul style="list-style-type: none"> • Sekretariat für Sportpädagogik Sports Office (INF 720, 118) • Sporthallen Gyms • Veranstaltungs-ort des Unisports University Sports

8.4 Financing Statement



Statement of Finances

zur Vorlage bei der diplomatischen Vertretung der Bundesrepublik Deutschland und bei der Ausländerbehörde der Stadt Heidelberg über die vorgesehene Finanzierung des Studiums von:

To be presented to the diplomatic representation of the Federal Republic of Germany and to the foreigners' registration office in Heidelberg concerning the financial provision for the studies of:

Herr / Frau // Mr / Ms

Hiermit erkläre ich, dass ich für die Zeit von _____ bis _____
für den oben genannten Studienbewerber monatlich einen Betrag von _____ €
zur Verfügung stellen werde.

I hereby confirm that for the period from ... to ... a monthly sum of ... € will be made available for the above mentioned student applicant.

Datum / Date

Unterschrift / Signature

Name / Name

Adresse / Address

official stamp of the institution

10 Disclaimer

We do not guarantee the accuracy of the information. We try to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the information and services. Any reliance you place on such information is therefore strictly at your own risk.