

Welcome to Jena

The



**Exploration of Ecological
Interactions with Molecular
and Chemical Techniques**

Visitors' Folder

Preparing for your stay

What you need

International Student ID

If you are currently a student, you should get an international student ID (ISIC-card) before leaving your home institution. The ISIC card might save you money on travel, and you can get reduced prices for many events (movies, concerts, exhibitions, etc.) in Europe. You will also get 50% off the price of the main meals at the *Mensa* (cafeteria) used by the MPI.

Health Insurance

Usually the health insurance of your home country does not cover your move and your stay in Germany. Therefore it is advisable to buy health insurance in Germany as soon as you arrive, and to get travel insurance for the temporary time when you arrive and settle in. In Germany you have the choice among several private insurance companies and a national health insurance program. The government subsidizes the latter and employers pay half of the premiums, if you are on a BAT salary and under a certain income threshold.

People on stipends have to purchase private health insurance and they have to pay the whole premium by themselves. The MPG has contracts with several private insurance companies between you can choose the one that fits your needs.

Please contact Elke Grunow or Karin Groten for basic information.

Temporary Accommodation

The Institute has a limited number of apartments available for temporary accommodation. Please ask your academic supervisor or host to make arrangements for temporary accommodation before your arrival. The institute administrator responsible for guest apartments is Regina Epp. For a first enquiry please contact Elke Grunow or Karin Groten.

You can ask for an institute e-mail address before your arrival by sending a request to the head of the computer department, Dieter Ruder. You will need the signature of your group leader and you have to sign the code of conduct.

Document checklist

- Passport
- Visa
- Birth certificate
- Marriage certificate (if married)
- Certificate of your most recent university degree
- MPI contract
- Passport sized photos (at least 10)
- drivers licence / international drivers license
- money: Euros (€)
- tickets

Directions to the Institute

Map of Beutenberg Campus: www.beutenberg.de/plan.html

Air:

While the nearest commercial airports to serve Jena are in Leipzig (LEJ) and Erfurt (ERF), you are much more likely to fly to Frankfurt (FRA) or Berlin (BER). Instead of changing planes in Frankfurt to go to Leipzig, it will often save time by getting off in Frankfurt and traveling directly to Jena by train or car.

Car:

Coming from North or South: Highway A9 Berlin-Munich to intersection *Hermisdorfer Kreuz*, Highway A4 direction Erfurt-Frankfurt/Main, exit *Jena-Göschwitz*, direction Göschwitz/Jena-Zentrum, *Rudolstädter Straße*. After ca. 5 km turn left on *Winzerlaer Straße*. Follow this road and the signs "Beutenberg Campus". Turn left onto the campus site. The institute is the blue building straight ahead.

Coming from East or West: Highway A4 Frankfurt/Main-Dresden to exit Jena-Göschwitz, see above

Train:

Two railway stations serve the city: *Jena West* and *Jena Paradies*.

If you arrive by train your host or a delegated person from the Institute will meet you at the station. If -for unpredictable reasons- you must get to the Institute for the very first time on your own, it is advisable to take a taxi.

Arrival at the train station *Jena West*:

Bus line 10, 13 or 40

Bus stop: Beutenberg Campus

Arrival at the train station *Jena Paradies* :

Bus line 4, 5 or 35 to the *Stadtzentrum (Holzmarkt, Löbdergraben)*, from there bus line 10,13 or 40 to the bus stop Beutenberg Campus

Getting settled

Upon your arrival - Contact people in the institute

First day at the Institute

You will need an entrance control to get into the building. For entrance control and office key you will have to pay a deposit at the reception (room A0.001). You will get key and entrance control from Johan Brandenburg or Christian Gast (room A0.017). Sabine Schuchardt (room A0.001, reception) will enter the chip code into the system.

For further questions, please ask the IMPRS coordinators for assistance.

For more information about the responsibilities in the service groups and the helper system click on **Service Groups** in the intranet (left menu).

Contact person for Industrial safety, laboratory safety, disposal of hazardous chemicals, waste management, support for biological safety and radioactivity: **Dana Arnold**, Tel. 2203, room no. A0.019.

Contact person for intra-institute communication and information (affinity groups, organization of seminars and regular internal meetings, institute news and newsletter, visitors folder etc.): **Angela Overmeyer**, Tel. 2110, room no. A0.021.

Important Residency Requirements

When you arrive in Jena there are a few administrative details you will need to take care of. You will need to apply for a residence permit and, if you are not an EU citizen, possibly also a work permit. All newcomers must register their new place of residence in Germany with the local authorities. **Depending on what nationality you are these procedures might vary.** Please ask the IMPRS coordinators for help.

Details of all these activities follow:

1. Registration as a Resident of Jena

In order to register as living in a particular place of residence in Jena you will need your passport and visa and a home address. If you don't have a rental contract yet, it is sufficient to give the address of your transitory accommodation but you have to re-register if you move to a different flat. You need to re-register within two weeks. After that there will be a fee.

The forms for registration can be obtained in advance from the department secretaries or Evelyn Fritzsche in the Personnel Office. Feel free to ask for assistance filling them out.

At the *Bürgeramt* you receive a copy of your registration (*Meldebescheinigung*). You will need this „pink slip“ to open a bank account.

2. Residence permit for non-EU citizens (*Aufenthaltsgenehmigung*)

Within a week of arriving in Jena you have to register as a foreigner living and working in Germany, even if you received a German visa outside of Germany. At the *Ausländerbehörde* you

will need your passport, a valid working / student visa, a copy of your MPI contract, a proof of health insurance, a copy of your rental contract and two passport-sized photos. Unless you are a student costs for residence permit for non-EU citizens are 51,00 €.

3. Residence permit for EU citizen (Aufenthaltserlaubnis)

As a citizen of the European Union, you will not need a work permit to live and work in Jena. You will however need a residence permit (*Aufenthaltserlaubnis*). Getting a residence permit is a formality, provided you have a valid reason to be in Germany (e.g. work, study, family). The *Aufenthaltserlaubnis* is free of charge.

All forms are available at the administration of the institute, where you can ask for help filling them out.

Relevant addresses:

You can register as a resident and apply for your residence permit in the same building:

Ausländerbehörde

Richard-Sorge-Straße 4

07747 Jena

Phone 492640, 492642

Fax 492647

E-mail: auslaenderbehoerde@jena.de

Office hours:

Mon, Thur, Fri: 8:30 am to 12:00

Tue 8:30 am -12:00, 2:00-5:00 pm

Thur: 2:00 pm to 6:00 pm

Ausländerbeauftragte (Municipal Representative for Foreigners' Issues): [Frau Thiele](#)

Gerberstraße 18

Office hours:

Tuesday: 9:00 - 12:00 a.m.

Thursday: 2:00 - 6:00 p.m.

phone: 49 26 35

E-mail: thieled@jena.de

Bürgeramt

Löbdergraben 12 (next to Red Tower)

07743 Jena

Phone 49 33 80

Office hours:

Mon: 7:00 am to 12:00

Tue, Wed, Thur: 8:30 am to 6:00 pm

Fri :8:30 am to 4:00 pm

By tram: Line 1 Stop „Universität“ or „Holzmarkt“, Line 4 Stop „Steinweg“

By bus: Line 15 Stop „Universität“ Line 14 Stop „Steinweg“

Spouses and Dependents

Spouses are granted an *Aufenthaltsgenehmigung* if they are financially secure and have accommodation and health insurance. If the parents of a child under 16 years of age have a

residence authorization for Germany, the child is eligible for residence authorization as well, but the parents have to provide for their child.

Accommodation

As the guesthouse of the institute or a hotel is only a temporary place to stay, you have to look for an apartment or house, which can be a bit complicated in Germany.

There are several options for a search:

- ▶ Local newspapers TLZ and OTZ have advertisements in the Saturday edition.
- ▶ on Wednesdays and Sundays you will find ads in the AA (Allgemeiner Anzeiger) which is free
- ▶ You can place your own ad in a newspaper.
- ▶ If you are single, you might consider moving into a shared apartment (*WG* or *Wohngemeinschaft*). Contact the **Mitwohnenzentrale** (phone 82 09 39) or check the noticeboards at the university (canteen, main building)
- ▶ If you come with your family and plan to stay for one year only, you might be eligible for one of the flats owned by the MPG on Schroeterstraße. Ask Frau Epp if there is one available at the time of your arrival
- ▶ The most expensive way to find an apartment is to use a real estate agent (Makler), who may charge two or three monthly rents as a commission, but usually have much more available
- ▶ Search via Internet:
www.jenaonline.de/anzeigen/wohnungen.shtml
www.vermietung-online.de
<http://www.uni-jena.de/Wohnliches.html>
- ▶ *Zimmervermittlung* jena-information, phone 58 63 21

Explanation of abbreviations:

3 ZKB : 3 Zimmer, Küche, Bad = 3 rooms plus a kitchen, bathroom

300 € + NK: 300 Euro Miete plus Nebenkosten = 300 Euro rent plus related utility costs

KM: Kaltmiete = rent without heat, electricity, water costs, etc.

WM: Warmmiete = rent with heat and most water costs included (but not electricity)

OG: Obergeschoss = apartment in the upper floor

TG: Tiefgarage = subterranean garage

Expect to pay around 6 to 8 € per square meter for an average apartment.

When you rent a house or apartment, the costs are mostly applied to the *Kaltmiete*; electricity, water, heating and garbage collection are not included.

It is important to ask about the related costs before signing the rental contract!

As soon as you sign a contract, you accept all its regulations.

Therefore it is necessary to read the whole contract in all its details, especially the small printed parts. The contract regulates the amount of the rent, the incidental costs, period of notice (pay attention to this part, usually and legally 3 months, according to the new laws governing tenancy, a longer period required for notice is only allowed if you have been tenant for 5 years), payment of incidental repair charges, the absorption of costs of renovation when you move out (many places require complete repainting before leaving!) and the conditions for a possible increase in rent.

If you plan to have pets, you need to ask the landlord for permission.

Usually, the tenant has to pay a security deposit (1 to 3 months rent) before moving in. This money is to be paid back with interest after you move out, provided you leave the rooms in good condition. The money is usually put on a savings account. If this is not the case, ask your landlord to do it. It is your right as a tenant.

In some houses the tenant is required to clean the stairs and sidewalk (clearing of snow during winter) on a rotating schedule.

In Germany **unfurnished apartments** usually do not have a kitchen or any appliances or lights! Therefore you may need to buy kitchen furniture, including refrigerator, stove and sink.

However, it is common to buy second-hand furniture. You can get them at:

- Möbellager Löbstedter Str. 50, phone: 449734
- Möbellager Winzerla, phone: 618309
- Online: <http://www.jenaonline.de/anzeigen/verschiedenes.shtml>

In addition, the Welcome Club (see below) has a large depot of china, kitchenware, towels, sheets, blankets that you can lend for as long as you stay in Jena. If you would like to get some stuff there please contact Ulla Hoenig (phone: 212825) or Edith Claussen (phone: 828240)

In case of problems you might contact the local tenants' association:

Mieterverein Jena

Unterlauengasse 2

Phone 44 28 24

or contact the German tenants' rights association (*Deutscher Mieterbund*) under

www.mieterbund.de.

Contact

ICE Foreigners' Representative:

Karin Groten

Phone (57)-1001

Institute Foreigners' Committee

The Max Planck Institute for Chemical Ecology has its own foreigners' committee that organizes regular meetings to discuss foreigners' issues and to have fun together (pot luck and movie parties etc.). For more information contact Karin Groten.

Ausländerbeauftragte (Municipal Representative for Foreigners' Issues): Frau Thiele

Gerberstraße 18

07703 Jena, Postfach 100 338

Office hours:

Tuesday: 9:00 - 12:00 a.m.

Thursday: 2:00 - 6:00 p.m.

phone: 49 26 35 or 49 26 36, Fax 49 26 01

E-mail: thiele@jena.de

http://www.jena.de/sixcms/detail.php?id=15352&_nav_id1=11217&_nav_id2=11326&_nav_id3=15352&_lang=de

Friedrich Schiller University

The webpages of the FSU Jena also offer some valuable information for foreign students:

<http://www.uni-jena.de/University-lang-en.html>

Welcome Club Jena

The *Welcome Club Jena* is a group of women (whose husbands work at the university or other research institutes) who organize social activities (barbecues, summer parties, *Spielenachmittage*, etc.) for the families of foreign scientists. Every first Wednesday of a month all are welcome to have tea and cookies together in the *Humboldt-Haus* (Charlottenstraße 3). It is an opportunity to discuss problems but also to talk and to get to know different cultures and traditions.

They also offer:

- German lessons (for children and adults)
- tutoring of school children
- a small library in the *Humboldt-Haus*
- *Kindersprachbrücke* (establishing contacts between German and foreign children)

For more information contact

Edith Claussen, phone 828240 or
Ulla Hoenig, phone 212825

Basic Information

Bank Accounts

If you plan an extended stay in Germany, you should open a German bank account as soon as possible. To open an account you will need your passport, your „pink slip“ (*Meldebescheinigung*) from the *Einwohnermeldeamt* and some cash for the initial deposit. Some banks might ask for your residence permit (*Aufenthaltsgenehmigung*) or proof of employment.

The most basic account at German banks is called a *Giro-Konto*, which is the equivalent of an American savings or a British current account. Most transactions are made by electronic transfer, not by check. You can make arrangements for automatic withdrawals of your rent, your telephone and electricity bills, insurance premiums, etc., and your salary can be directly deposited in your account.

You can ask for telephone or Internet banking. Get detailed information about how much money you are allowed to withdraw at a time and how often, as there might be some restrictions in the first couple of months.

Electronic transfers across German borders can be expensive!

A safe and inexpensive way of sending money abroad is by mailing travelers checks.

If you often have payments from or to an account in your home country, ask if your German bank and the bank in your home country have a cooperation; agreement which can shorten and cheapen money transfers.

Child Care and Schools

Children from 13 months to 6 years can attend kindergarten. The attendance can be fixed individually ranging between a few hours and the whole day. The charges depend on the parents' salaries and may differ from town to town. In Jena children under the age of 2 1/2 years children can only attend a nursery if (both) their parents are studying or working.

Another option for daycare of babies and children under the age of 3 years, is to look for a *Tagespflegeplatz* at a „day mother“ (*Tagesmutter*). Addresses of qualified persons can be obtained at the Youth Welfare Department (*Jugendamt*, Saalbahnhofstr.9, 07703 Jena, Frau Pester, phone 49 27 26).

For all children living in Germany there is a compulsory education from the age of 6 to 15. School starts with elementary school (*Grundschule*, 1st to 4th grade). Thereafter one can decide whether to go to secondary school (until grade 9 or 10, graduation with CSE) or grammar school (*Gymnasium*, until grade 12 in Thuringia, graduation with A-levels, general qualification for university entrance). Furthermore, there is a comprehensive school (*Gesamtschule*) including secondary and grammar school, where the pupils are graduated according to their school achievement.

Lessons usually begin at 7:45 or 8:00 a.m. and end between 12:00 a.m. and 3:00 p.m. Primary schools offer additional child care before and after school (from 7:00 a.m. in the morning, until 5:00 p.m. in the afternoon. Every primary school in Jena has a so-called *Hort*.

The nearest [International School](#) is in Weimar. The school provides a full day learning program from preschool to an International Baccalaureate Diploma. An international team of teachers teaches small classes in English as the language of instruction. The school offers a door to door shuttle service.

Here are some facilities or clubs that offer additional music and sports classes for children:

Music and Arts Lessons:

Musik- und Kunstschule Jena
Ziegenhainer Str. 52
07749 Jena
Phone/Fax: 03641/ 36 66 66
<http://www.mks.jena.de/einleitung.html>

Sports:

Turn- und Sportverein Jena e.V. (athletics, wrestling, Judo, fencing, gymnastics, basket ball),
www.tusjena.de

SV Schott Jenaer Glas (chess, soccer, table-tennis, canoe) www.svschottjenaerglas.de

Tanzhaus Jena e.V. (dance classes) www.tanzhaus-jena.de

For more sports see www.jena.de (*Sport*) and the offer of the FSU for University sporting
www.hochschulsport.uni-jena.de

Churches and Religious Communities

Protestant Church (Lutheran): Under www.kirchkreis-jena.de you will find detailed information about the churches in Jena and the surrounding areas as well as service hours.

Catholic church: Under www.stjohann-jena.de you will find information about the catholic church in Jena. The catholic church in Jena is the oldest church in town and located in the Wagnergasse 34.

If you are a registered member of the protestant or catholic church you might have to pay taxes (see [Taxes](#)).

Adventgemeinde phone 371673
Christengemeinschaft phone 829614

Neuapostolische Kirche phone 826879

Ev.-Methodistische Kirche phone 820881

Jewish Community Thüringen (Erfurt) phone 0361-5624964

Baha'i Hochschulgruppe Jena www.bahai.de/jena/ phone 820030

Buddhistische Meditationsgruppe Jena www.uni-jena.de/stud/gruppen/buddhismus/

Islamisches Zentrum Jena e.V. , Knebelstraße 3 (Prayer Room)

Russian Orthodox Church, Amalienstr. 11 (Historic Cemetery), 99425 Weimar, phone 03643-426068

Cultural Events

www.jenaonline.de

Jenaer Philharmonie (Philharmonic orchestra and choirs) www.jenaonline.de/philharmonie/

Theaterhaus Jena (theatre) www.jenaonline.de/theaterhaus/aktueller_spielplan.shtml

Volkshaus www.jenaonline.de/volkshaus/english.shtml

IMAGINATA www.imaginata.de

Kleinkunsthöhne (Cabaret) www.kurz-und-kleinkunst.de

Cinemas

- Capitol Center Jena www.bofimax.de/NEU_01/programm/prog_jena.html

- Cinestar Jena www.cinestar.de

- Film e.V. Jena – Kino im Schillerhof (www.jenaonline.de/filmev/) - this movie theater often has „OmU” movies shown in the original language with German subtitles.

Kulturarena www.kulturarena.com. One of the summer highlights in Jena is a six-week long music, dance and movie extravaganza.

Doctors, English speaking

You will find a list of medical practitioners under

www.gelbe-seiten-thueringen.de (under Ä – Ärzte)

For English speaking doctors please contact Angela Overmeyer for advice.

Driver's Licenses

All foreign drivers licenses are valid for the first 6 months of your stay in Germany. It is advisable to carry a translation of your drivers license with you. It can be obtained at the **ADAC** (Teichgraben / Eulenhäus, 07743 Jena, phone 0180 510 11 12). Owners of a drivers license issued in a country of the *European Union* (EU) or the *European Wirtschaftsraum* (EWR) do not need to convert their licence in Germany. If the license has been given within the past two years

or if it is temporary, it needs to be registered at the local German authorities (*Führerscheinstelle*, Löbdergraben 12, phone 493730, 493731 or 493734).

EU-Countries: Belgium, Denmark, Germany, Finland, France, Greece, Ireland, Italy, Luxembourg, Netherlands, Austria, Portugal, Sweden, Spain, Great Britain, Czech Republic, Estonia, Lithuania, Hungary, Poland, Latvia, Malta, Cyprus, Slovakia, Slovenia

EWR-Countries: Liechtenstein, Iceland, Norway

These countries are treated like EU countries: New Caledonia, Singapor, South Africa

Some US-States, Canadian Provinces and some other countries have similar requirements to test driving skills. **The conversion of the license must be done within 3 years of your residence in Germany.**

Countries and States without required testing:

US-States: Alabama, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Illinois, Kansas, Kentucky, Massachusetts, Michigan, Mississippi, Missouri, Nebraska, New Mexico, North Carolina, Oregon, Puerto Rico, South Dakota, Tennessee, Utah, Virginia

Canadian Provinces: Alberta, Prince Edward Island, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Saskatchewan, Yukon

Other Countries: Andorra, Korea, Croatia, Guernsey, Hungary, Isle of Man, Japan, Jersey, Malta, Monaco, San Marino, Slovenia, Switzerland,

All US-States not mentioned above have no simplified conversion of their drivers licence, a written and a practical test is required.

The written exam and the road test are administered by an officially registered. Driving School.

Please check your embassy webpage for latest rules!

To apply for a German driver's license you will need:

- current stateside license with translation
- a personal statement attesting to the validity of your stateside license
- passport - registration and valid residence permit
- 2 passport sized photos
- certificate indicating that you have passed an eye test
- evidence of proficiency in first aid (courses are offered by the Red Cross or similar organization)
- an official police certificate of good conduct (you can apply for it at the *Bürgeramt* or the *Einwohnermeldeamt*, it might take several weeks)

Start to make your preparations at least three months before your stateside licence becomes invalid, as the procedure can take a long time!

Electricity

The standard household electric outlet operates with 220 Volt alternate current. As this is twice the standard voltage of the US-voltage , a normal 110-volt appliance designed for use in the US, Canada or Mexico will provide a nice fireworks display if plugged into a European outlet. If you bring your electric appliances along, you will need plug adapters in case you have a multi-voltage model or a voltage transformer or converter if this is not the case.

Transformers can be heavy and very expensive especially if you need several. It might be less expensive and time consuming to buy new or used German appliances.

Emergency Information

Emergency (*Notruf*): phone **110**

Fire (*Feuer*): phone **112**

Police Jena: phone **810**

Ambulance, emergency house calls: phone **112** or **59 76 30**

Intoxication-Help: phone **0361-730730**

If you need to know which doctor is on duty (or can do house calls) or which pharmacy is open, you can also call **59 76 31** to get this information.

See also www.jena.de **Notruf, Bereitschaft**

Insurances

Comparison of Benefits Offered by Health Insurance Funds for Foreign Grant Recipients and Guest Scientists (compiled by the Max Planck Society) are available in the Personnel Office.

More detailed information is available on the following websites

www.campusgermany.de/english/1.120.34.html

www.tatsachen-ueber-deutschland.de/712.0.html :

www.daad.de/deutschland/en/2.6.3.7.html

www.howtogermany.com

PLEASE NOTE: The sentence "...you can visit general practitioners and specialists without paying any fee." is not true anymore. Since January 2004 you have to pay 10,00 € per quarter if you need medical help ([Praxisgebuehr](#))

Language Assistance

Learning German

It is helpful and always a good idea to learn the language in the country of your stay. **The institute offers free classes that run twice a week.** Please contact Angela Overmeyer in the reception if you are interested in joining one.

Another option is to take an evening class at the *Volkshochschule*. The *Friedrich-Schiller-Universität* in Jena(FSU) also offers a variety of courses. The *Institut für Interkulturelle Kommunikation* is a private institution that offers intensive courses in German.

Please be aware that in the former East Germany the first foreign language taught at school was Russian, therefore many people in town do not understand or speak any English.

Volkshochschule der Stadt Jena
Friedrich-Wolf-Str. 2
07743 Jena
phone 4682-0
www.jena.de/volkshochschule/

[Institut für Auslandsgermanistik der FSU](#)
(Deutsch als Fremdsprache DaF)
Ernst-Abbe-Platz 8
phone 944350 or 944361
e-mail: daf.daz@uni-jena.de

Institut für Interkulturelle Kommunikation
IIK
Grietgasse 11
07743 Jena
phone 489219
E-mail: iik.jena@t-online.de
www.iik.de

Translation Service

For a list of translators please contact Angela Overmeyer from the administration or your department secretary.

You can get a complete list of all translators in *Thüringen* from the

Bundesverband der Dolmetscher und Übersetzer (BDÜ) e.V. ,

contact Dietrich Hücke, phone 681844 (who is English speaking).

Libraries

Ernst Abbe Library: Main Building Jena Volkshaus: the library is located in a side wing of the *Volkshaus* Carl-Zeß-Platz 14, 07743 Jena, phone 03641-59 00 17, office hours: Mon:10:00

a.m. to 7:00 p.m., Tue to Fri: 11:00 a.m. to 7:00 p.m. Sat: 10:00 a.m. to 1:00 p.m.
<http://stadtbibliothek.jena.de/>

Hochschulbibliothek der Fachhochschule Jena Carl-Zeiss-Promenade 2, 07745 Jena, phone 20 52 80, e-mail bibliothek@fh-jena.de

Thüringer Universitäts-und Landesbibliothek, Bibliotheksplatz 2 , 07743 Jena, phone 940 000 www.uni-jena.de/thulb

Post Office

Hauptpost (main post office):

Engelplatz 8

phone 0 18 02 33 33

office hours: Mon to Fri: 8:00 am to 6:30 pm, Sat 9:00 am to 1:00 pm

You can get the local phone book and the yellow pages at the *Hauptpost*.

Under www.postag.de/postagen you will find detailed information in English about mail, services, postage, etc.

At the Institute you can put outgoing business letters in the yellow mailbox in front of the P.O. boxes. Please write your last name in the upper left hand corner of the envelope so that the postage can be assigned to the proper department of the institute and mail which is returned can be given back to you.

A small amount of stamps for private use can be purchased from the receptionist in the institute.

Pharmacies

You will find all pharmacies (*Apotheken*) in the yellow pages (separate phone book, www.gelbeseiten.de).

There is an emergency pharmacy service at night and on the week-ends. It can be found under [Apotheken-Notdienst](#) in the local journals.

Public Transport

Jena

Jena has an extensive bus and tram system and there are additional bus connections to the surrounding villages.

The service center of the *Jenaer Nahverkehrsgesellschaft (Jenah)*, phone 44 33 17, www.jenah.de, is located on the first floor of the Holzmarktpassage (building with Cinestar Movie

Theater). There you will get information about the different bus lines and be able to pre-buy tickets.

Note that tickets must be bought in advance either at the service center or at one of the ticket machines located in the front part of the bus. The bus driver won't change money or sell tickets nor offer assistance! And don't forget to use the ticket-cancelling machine in the bus if you use pre-print tickets!

If you are caught riding without paying you are fined 30 € on the spot.

Students registered at the university get a *Studententicket* (available at the university) and ride free. They get this *Studententicket* automatically when they pay their semester fees. **If you use your student ticket make sure that you always keep an identification document (passport or any other identity card with a photo) with you. This ticket is only valid if you can proof your identity.**

A single bus ticket with the option to switch the bus line or tram once costs **1,50 €**.

A monthly ticket is available for **44,00 €** and if you subscribe for one year, the monthly fee is reduced.

Out of town

There is a special offer called **Regiomobil** for **8,00 €** valid for one day, which allows you to use all kinds of public transportation, trains included, in Erfurt, Weimar, Jena, Apolda and in the area Weimarer Land.

The **Thüringen-Ticket** for **21 €** offers unlimited travels on one day within *Thüringen*, *Sachsen-Anhalt* and *Sachsen* (no ICE-trains).

With a **Hopper Ticket** (only valid in *Thüringen*) you can travel as far as 50 km and back for **4,50 €**.

The **Deutsche Bahn** has an excellent website where you can check schedules and buy tickets. This website also informs about saving offers (BahnCard etc.).

http://www.bahn.de/-S:PtVOSN:dy2FI9NNqWPeftNNNOAM/p/view/international/englisch/international_guests.shtml

Restaurants

There is a wide selection of [restaurants](#) in Jena.

Ask for recommendations among your colleagues as the prices and the quality of food and service may vary.

In Germany there are no fixed rules for tipping (it depends on the type of restaurant and the service). It is your decision how much money you want to spend. A rough recommendation is to give between 5 and 10% of your bill.

Rubbish / Trash

There are four different coloured trash bins to sort your trash

Blue bin: paper and cardboard

Yellow bin: all plastics, light metals, milk and orange juice containers

Brown bin: all biodegradable material

Black bin: the rest you can't assign to the other bins except glass

Glass has to be sorted by color and can be thrown in large recycling dumpsters located in several places around town.

Some glass bottles, called *Pfandglas* (all beer bottles, most milk bottles and glass yoghurt containers, drink bottles brought from the mensa), can be returned at the grocery store for cash.

Batteries can also be recycled by returning them to various shops selling batteries.

If you move into a flat and you do not have a black or brown trash bin to share, you will need to buy your own at the Stadtwirtschaft Jena. You can also get your schedule of garbage collection at the Stadtwirtschaft Jena. The wheelie bins have barcodes attached and in addition to a yearly standing charge you will be billed according to how often your bin has been emptied through the year.

Stadtwirtschaft Jena

Löbstedter Str. 67 / 68

07749 Jena

Phone 806-0

Safety

In general Jena is a very safe place, but you should pay attention to some universal safety rules. As a woman it is advisable not to walk alone at night and in general you should avoid some areas of town (especially Lobeda and around the West-Bahnhof) at night.

Jena has the highest percentage of non-Germans of all towns in East Germany and most people have a friendly attitude towards foreigners. However there are always some exceptions.

Shopping

On weekdays stores in Jena are usually open from 8:00 or 9:00 a.m. to 6:00 p.m. or 8:00 p.m., depending on size and location of the shop. In Germany all shops are closed on Sundays. On Saturdays stores close at 1:00 p.m., a few at 4:00 p.m., especially larger grocery stores. Late at night or on Sunday the only (expensive) option to buy snacks or some food are gas stations or the shop at the Westbahnhof train station.

Taxes

It more or less depends on your contract if you have to pay taxes, and if so, how much. If you have a normal working contract, you are obliged to pay regular taxes and social contributions.

A convention, the so called *Doppelsteuerabkommen*, regulates a once-only taxation, either in your home country or in Germany. General rule is that taxes are paid in the land in which you get payment and where you stay longer than 183 days in one tax year.

Kindergeld

EU-citizens can apply for *Kindergeld* at the *Familienkasse*, a department of the labor exchange (*Arbeitsamt*).

As non EU-citizen you are eligible for *Kindergeld* on condition that the residence permit is an *Aufenthaltsgenehmigung* or an *Aufenthaltsberechtigung*, that you live and work in Germany and that your children are under the age of 18 years and live in your household.

For the first three children the monthly amount is 154 € per child, for all following children you will get 179 € per child. The money is electronically transferred to your account. To apply you will need the birth certificates of your children.

Familienkasse

Agentur für Arbeit Jena
Stadtrodaer Str. 1
07749 Jena
phone: 379-0

If you have a child born while you are in Germany, you will require an officially translated copy of your marriage certificate in order to get a birth certificate for your child.

Taxis

At daytime a kilometer costs 1,20 €, at nighttime and on week-ends 1,30 €.

Jenaer Taxigenossenschaft eG, phone **45 88 88**, www.jenaer-taxi.de

City Taxi Jena e.V., phone **55 66**

Taxi Hermann, phone **36 86 44**

Taxi Beyer, phone **37 00 51**

Telephone

Deutsche Telekom, phone 0 800 33 01000

Enquiries (national, 24 h) 11 8 33

Enquiries (national, in English: 6:00-23:00) 11 8 37

Enquiries (international, 24 h) 11 8 34

Telephone service, phone 0 800 33 02000

If there is no telephone installed in your apartment you can call Deutsche Telekom to make an appointment. Though it might take up to 10 work-days to get your new phone connection, 2 or 3 days is the norm. The fee is 51.56 €.

You can buy your own telephone at the Telekom Agency (expensive) or in bigger shops with an electronics department. The Telekom Agency (*T-Punkt-Laden*) is located on the top floor of the *Goethe-Galerie*.

Telephone cards for public phones can be purchased at news agencies or gas stations.

You will find the German telephone directory under www.telefonbuch.de. The local directory or www.gelbeseiten.de (yellow pages: business companies, doctors, shops, restaurants etc.).

A good place to check cheap telephone rates is at www.billiger-telefonieren.de or at www.besttelephonerates.com

Time

12:00 am: 12 Uhr (Mittag)

6:00 am: 6 Uhr (früh)

midnight: 24 Uhr (Mitternacht)

6:00 pm: 18 Uhr or 6 Uhr abends

1:00 am: 1 Uhr (nachts)

7:00 am: 7 Uhr (morgens)

1:00 pm: 13 Uhr

7:00 pm: 19 Uhr

2:00 am: 2 Uhr (nachts)

8:00 am: 8 Uhr (morgens)

2:00 pm: 14 Uhr (or 2 Uhr nachmittags)

8:00 pm: 20 Uhr or 8 Uhr abends

3:00 am: 3 Uhr (nachts)

9:00 am: 9 Uhr (morgens)

3:00 pm: 15 Uhr (or 3 Uhr nachmittags)

9:00 pm: 21 Uhr

4:00 am: 4 Uhr (morgens)

10:00 am: 10Uhr (vormittags)

4:00 pm: 16 Uhr (or 4 Uhr nachmittags)

10:00 pm: 22Uhr

5:00 am: 5 Uhr (morgens)

11:00 am: 11 Uhr (vormittags)

5:00 pm: 17 Uhr

11:00 pm: 23 Uhr

Tourist Information

You'll find information about Jena under www.jena.de.

Tourist information

Johannisstraße 23

07743 Jena

phone 49 80 50

e-mail: tourist-info@jena.de

Office hours: Mo to Fr: 9:30 am to 7:00 pm, Sa: 9:30 am to 4:00 pm

TV and Radio

In Europe (except for France) television works in the PAL mode which means that if you bring along your TV from overseas, it is not sufficient just to use a voltage converter to make it run. A regular North American (NTSC) TV set or VCR will not be able to function in the PAL mode. Fortunately, multi-system television sets and VCRs exist that can display both NTSC and PAL TV.

If you own a radio and / or television, you have to pay dues to the *Gebühreneinzugszentrale* (GEZ). The monthly fee for using a radio is 5,32 € and for running a TV (with or without radio) is 16,15 €. Registration forms are available at your bank or online www.gez.de (*anmelden*).

Vehicles

If you bring your car or any other motor vehicle to Germany and you plan to stay longer than one year, you have to register your vehicle as soon as possible at the *KFZ-Zulassungsstelle im Bürgeramt* (Löbdergraben 12).

You need to bring:

- your passport
- driver's license
- registration papers from your home country
- the old license plates of your car
- certificate of insurance (*Versicherungsdoppelkarte*)
- a statement of the Federal Office for Motor Vehicles, stating that your car was not previously registered in Germany (*Kraftfahrt-Bundesamt, 24932 Flensburg, phone 0461-3160, it might take about 10 days to get an answer*)
- a technical description of your vehicle in German (*Einfuhrgutachten, DEKRA*)
- a technical test that your car is roadworthy (*TÜV-Volluntersuchung, DEKRA*)
- a measurement of exhaust gas (*Abgassonderuntersuchung, ASU, DEKRA*)
- if your car comes from the US or Canada, you will need the customs documents and the sales contract or a document showing that you are the owner of the vehicle

DEKRA

Brüsseler-Str. 5
07747 Jena-Lobeda
phone 03641-3819-0
office hours: Mo: 8:00 am to 4:00 pm
Tu, We, Th, Fr: 8:00 am to 6:00 pm
Sa: 9:00 am to 12:00

at the end of the business park in Lobeda behind HORNBAACH on the left side leaving town

Water

Tap water in Germany is carefully supervised and therefore safe to drink. In some areas the local drinking water is high in calcium content and appliances such as coffee machines need to be decalcified from time to time.

Your apartment will be billed for water by the Stadtwerke Jena. You have to pay two monthly installments of your estimated consumption and the final balance (with credit or additional charge) is sent to you in the first three months of the following year.

Stadtwerke Jena
Göschwitzer Str. 22
07745 Jena
phone 688-0

Service Center
Grietgasse 4 (near central bus station)
07743 Jena
688-366

More Information about Germany

The library of the institute has several copies of "**Facts About Germany**", where you can learn a lot about the country, its history, government, states, economy, society and culture.

Please ask our librarians.

Useful web-sites:

Jena

www.jenaonline.de cultural events

www.jena.de general information about Jena (English websites on *Kultur, Tourismus, and Wirtschaft*)

www.jenah.de bus and tram info

www.uni-jena.de/International-lang-en.html Friedrich-Schiller University, Jena, webpages for visiting students and scientists with a lot of information and further links (in nine languages)

General:

www.howtogermaany.com tells you everything you need to know about living and working in Germany as a foreigner (incl. some helpful German/English vocabulary)

www.tatsachen-ueber-deutschland.de/389.0.html Facts about Germany, including the legal system, education, science and research, society and culture

www.bahn.de Deutsche Bahn

www.german-way.com/german/travel.html travel information

www.bundesregierung.de German Government

www.auswaertiges-amt.de Foreign Ministry, for visa regulations, travel recommendations

www.avh.de Alexander-von-Humboldt-Stiftung: research in Germany

www.dfg.de Deutsche Forschungsgemeinschaft: research in Germany

www.daad.de/info-f-a/de German Academic Exchange Service

www.livingabroad.com

www.german-way.com

www.telephonbuch.de German telephone directory

www.mpg.de Max-Planck-Society Germany

www.mieterbund.de Tenants' rights association

www.campus-germany.de Studying and Living in Germany (in several languages)

<http://dict.leo.org> a very useful online-dictionary (German-English/English-German)