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WORDS OF WELCOME

DEAR LADIES AND GENTLEMEN,
DEAR INTERNATIONAL GUESTS!

We are delighted to welcome you to the Carl von Ossietzky University of Oldenburg. You have chosen the University of Oldenburg for your teaching or research and will now be spending either a short or a longer period of time with us here on the campus of Oldenburg University. We hope that your stay is both successful and pleasant, from a professional and a personal perspective.

Our young university, founded in 1974 and named after the critical journalist and Nobel Peace Prize laureate Carl von Ossietzky (1889-1938), is known for its cosmopolitan and friendly atmosphere. At the same time we consider it incumbent upon us to address pressing global challenges, whether of a social, political, environmental or economic nature. We therefore attach great importance to pioneering research activities which have an impact at a national and an international level. We gladly assume the role of ensuring that our international guests feel well integrated into this community. All the more so as we are aware that your presence on the campus contributes to the University of Oldenburg developing more into the cosmopolitan and high-performing institution which we are all working to achieve.

Internationality plays a very important role here at the Carl von Ossietzky University of Oldenburg. More than 1,000 foreign students and doctoral candidates from over 100 countries study and research here. Every year Oldenburg University welcomes more than 200 researchers from all over the world to its interdisciplinary research groups. Our International Relations Office is happy to provide you and your family members who have accompanied you here with competent and warm support on all organisational matters regarding your stay at the university – and also prior to your arrival.

We are sure that you and your family will settle in very quickly at Oldenburg University and we wish you every success with your academic projects, and that you will also find the personal aspects of your stay both enjoyable and enriching.

Prof. Dr. Dr. Hans Michael Piper
Präsident
President

Birgit Bruns
Leiterin des International Relations Office
Director of the International Relations Office
SERVICES FOR INTERNATIONAL RESEARCHERS
AT THE CARL VON OSSIETZKY UNIVERSITY OF OLDENBURG

The University of Oldenburg has established a service for international visiting researchers to make their time here a rewarding and fulfilling experience. We are happy to assist with all the required formalities and any questions you may have about your time in Oldenburg.

OUR PORTFOLIO OF SERVICES INCLUDES:

- A website in German and English
- Checklists for preparing your stay
- Support in finding accommodation
- Assistance with finding the right kindergarten or school for your children
- Assistance with formalities (visa, registration, health insurance)
- Support in dealing with the authorities
- Interesting excursions and fun events for visiting researchers

Our website features regular updates, with links to information to help you make the most of your stay. You will also receive news about and invitations to upcoming events and services. Please do not hesitate to contact the team at the International Relations Office if you have any questions, problems, requests or suggestions. You can reach us by email or phone, or simply drop by.

INTERNATIONAL RELATIONS OFFICE (IRO)
AT THE CARL VON OSSIETZKY UNIVERSITY OF OLDENBURG

Birgit Bruns (Director)
Building A5, Room 0-072
Telephone: +49 (0) 441 / 798 2468
Email: birgit.bruns@uni-oldenburg.de

N.N. (Secretary)
Building A5, Room 0-072a
Telephone: +49 (0) 441 / 798 4628
Email: iro@uni-oldenburg.de

Internet: www.uni-oldenburg.de/en/iro

Postal Address:
International Relations Office
Carl von Ossietzky Universität Oldenburg
Ammerländer Heerstraße 114-118
26129 Oldenburg
Germany
Promoting talent, inspiring ideas, and openness towards others – these are the University of Oldenburg’s guiding principles. Founded in 1973, it is one of Germany’s newer universities and takes its name from the pacifist and Nobel Peace Prize recipient Carl von Ossietzky (1889-1938), a well-known and prolific journalist during the Weimar Republic.

The University of Oldenburg considers itself a campus university – something that not every German university can claim to be. This ensures close, open interaction between students and professors and seminars with an optimal number of students.

There are more than 98 degree programmes at the University of Oldenburg, including teacher training, social sciences, IT, business and economics, law, linguistics, cultural studies, human sciences, mathematics, and the natural sciences. The University currently has 14,600 students, 220 professors and 2,200 staff members.

A major task for the coming years will be to continue establishing, developing, and achieving top-level scientific performance, as well as outstanding teaching and academic results. The foundations for doing this have already been laid through high-profile, internationally visible interdisciplinary research, competitive PhD programmes and the complete conversion of the University to a Bachelor’s/Master’s track of study.

The University of Oldenburg is an institution that provides the northwest region of Germany with economic and cultural impulses. Naturally, the University is also networked at both the national and international levels and beyond academia through its co-operations and achievements in the fields of research, education, culture, and business and industry. And with 200 partner universities around the world, its activities are undisputably on a global scale.

FURTHER INFORMATION
www.uni-oldenburg.de/en/international/
www.uni-oldenburg.de/en/iro/internationalisation-strategy/
1.2 THE UNIVERSITY AT A GLANCE: FACTS AND FIGURES

- opened in 1973
- approximately 14,600 students
- of whom about 1,100 are international students
- from around 100 countries
- a network of 200 partner universities worldwide
- almost 2,200 staff members including
  - more than 200 professors
  - more than 200 visiting scientists every year
- Family-friendly University
- EXIST-Initiative of the Federal Ministry for Economic Affairs and Energy to support the culture of entrepreneurship
- ERASMUS-Mundus University
- HRK-Audit: Internationalisation of Universities

### FACULTIES

- Faculty I
  - Educational and Social Sciences
- Faculty II
  - Computing Science, Business Administration, Economics, and Law
- Faculty III
  - Linguistics and Cultural Studies
- Faculty IV
  - Humanities and Social Sciences
- Faculty V
  - Mathematics and Science
- Faculty VI
  - Medicine and Health Sciences

### RESEARCH FOCUS AREAS

1. Biodiversity and Marine Sciences
2. Cooperative Critical Systems
3. Diversity and Participation
4. Education and Social Participation
5. Future Energies
6. Health Care Systems and Patient-Centredness
7. Hearing Research
8. Professionalisation Processes in Teacher Education
9. Sensory Neuroscience
10. Social Transformation and Subjectivation
11. Sustainability
1.3 RESEARCH AT THE CARL VON OSSIETZKY UNIVERSITY OF OLDENBURG

The University of Oldenburg is a research hub with an excellent national and international reputation. Interdisciplinarity and social responsibility are key hallmarks of the “research made in Oldenburg”, fostering scientific excellence and high quality standards. All academic fields at the University have developed and apply concise criteria for research excellence, in compliance with international standards and organised to ensure quality, effectiveness, efficiency and originality. Interdisciplinary research facilities enable intense scientific networking at the University, within the academic realm and beyond it. The University’s comprehensive concept for research-oriented teaching and learning systematically introduces students in Oldenburg to cutting-edge research at an early stage in their academic career.

Top-level research is conducted at all of the University’s six faculties. Eleven major research areas currently share an outstanding reputation and form part of the ongoing institutional Development Planning process. These research focus areas are defined as:

1. Biodiversity and Marine Sciences
2. Cooperative Critical Systems
3. Diversity and Participation
4. Education and Social Participation
5. Future Energies
6. Health Care Systems and Patient-Centredness
7. Hearing Research
8. Professionalisation Processes in Teacher Education
9. Sensory Neuroscience
10. Social Transformation and Subjectivation
11. Sustainability

The University of Oldenburg has been extraordinarily successful in securing third-party funding to further its
research achievements in the academic fields listed above. Oldenburg is home to
- a Cluster of Excellence on “Hearing4all”
- three long-term Collaborative Research Centres entitled “Automatic Verification and Analysis of Complex Systems”, “The Active Auditory System” and “Roseobacter”
- two coordinated Research Units, “Individualized Hearing Acoustics” and “Horizontal Europeanization”

All these research groups are funded by the German Research Foundation (DFG). Research at the University also benefits from our excellent research infrastructure, which includes two subject-specific research centres and thirteen scientific centres.

http://www.uni-oldenburg.de/en/academic-research/

The University has successfully institutionalised its cooperation with supra-regional research institutions by establishing five joint professorships, one each with the Helmholtz Alfred-Wegener-Institute, the Senckenberg Society, the Max-Planck-Institute, the Leibniz Centre for Tropical Marine Ecology and the German Aerospace Centre. Furthermore, three Fraunhofer Working Groups are pursuing applied research on a) manufacturing technology and advanced materials, b) hearing, speech and audio system technology, and c) wind energy and energy system technology in Oldenburg. A Max-Planck Junior Research Group is also based at the University and focuses its research on marine biogeochemistry, inorganic biochemistry, and the corresponding methods of analysis.

http://www.uni-oldenburg.de/en/academicinstitutions/
GRADUATE ACADEMY OF THE UNIVERSITY OF OLDENBURG

The Graduate Academy, which celebrates its fifth anniversary in 2016, is the central support unit for doctoral candidates, postdocs, and junior professors of all disciplines at the Carl von Ossietzky University of Oldenburg. A general qualification programme which is open to all early career academics offers transferable skills courses in four core areas:

• Professional and Career Development
• Management and Leadership
• Communication and Presentation
• English for Academic Purposes.

This qualification programme encourages researchers to develop skills and gather experiences that enhance their career prospects inside and outside academia. Furthermore, two exclusive six-month programmes for (1) postdocs at the start of their career and (2) for established postdoctoral researchers, aim to support members of the University at these stages of their careers by offering the aforementioned workshops and coaching sessions.

The Graduate Academy cooperates closely with the University’s faculties and its two graduate schools: the 3GO Graduate School for Social Sciences and Humanities and the OLTECH Graduate School for Science and Technology. These graduate schools provide room for collaboration, exchange and joint activities among researchers from different disciplines, and offer subject-related training courses close to field requirements. The Graduate Academy also devises and ensures quality standards in academic training and supports the development of university-wide guidelines for doctorate studies.

http://www.uni-oldenburg.de/en/graduate-academy

THE HANSE WISSENSCHAFTSKOLLEG (HWK) INSTITUTE FOR ADVANCED STUDY

The HWK is a non-profit foundation jointly run by the state of Lower Saxony and the cities of Bremen and Delmenhorst. Founded in 1995, the HWK supports outstanding scientists in their research interests and facilitates an intense interdisciplinary dialogue between its fellows and neighbouring universities and research institutions in the region. Its primary goal is to strengthen the Northwest of Germany as a renowned location for science and research. The HWK concentrates on four broad areas of research: energy research, marine and climate research, neurosciences and cognitive sciences, and social sciences.

http://www.h-w-k.de/en/

AFFILIATED INSTITUTES OF THE CARL VON OSSIEZTKY UNIVERSITY OF OLDENBURG

Oldenburg’s position as a major research location has been consolidated by the successful establishment of several institutes affiliated to the University, including the OFFIS Institute of Information Technology, the Hörzentrum Oldenburg, NEXT ENERGY – EWE Forschungszentrum für Energietechnologie, the Institute for Economic Education and the Federal Institute for Culture and History of the Germans in Eastern Europe (BKGE). In addition, the Karl-Jaspers-Haus offers academics ideal conditions for conducting research on Karl Jaspers, an important historical figure. It also provides the framework for a long-term project aimed at publishing an edition of Jaspers’ works funded by the Göttingen Academy of Sciences and Humanities and other institutions.

http://www.uni-oldenburg.de/forschung/transfer/an-institute/
Oldenburg University is an open campus with many campus facilities and activities open to students, staff and international visitors, including their families. Our campus provides you with everything you need to get the most out of your work and research, as well as your leisure time. This guide gives you a first close look at the various facilities and services that might be of interest to you.

The University has two campuses in close proximity to each other. The departments and institutes of the natural sciences, mathematics, medicine and the health sciences are located on Wechloy Campus. All other departments and institutes as well as all the main offices and the Central University Administration are located on Haarentor Campus. The University Library, the International Relations Office, one of the two dining halls and sports facilities including a swimming pool and a sauna are also located here. Another dining hall and a cafeteria are located on Wechloy Campus, as well as a sports ground and the University’s Guest House.
Registering yourself and your family with the International Relations Office will enable you to take full advantage of the services the IRO offers:

- Before you arrive in Oldenburg you will receive an online package containing all the information you need for your stay (a checklist of formalities, important addresses and contacts and more).
- We can answer questions regarding your stay in Oldenburg before you arrive.
- If you require assistance in finding accommodation, we will be happy to help. We can also assist you with administrative formalities such as registering with the Residents’ Registration Office, the Foreign Residents’ Office or with local schools or daycare facilities for your children.
- We put you in contact with other international visitors currently teaching or doing research at Oldenburg University.

As soon as you have registered with us, you and your family members can benefit from all the services, information and opportunities the International Relations Office provides.

Please register at: www.uni-oldenburg.de/en/iro/current-visiting-researchers/registration
## EVENTS

The team at the International Relations Office organises welcome receptions for new guests, information evenings and many other events for international visitors and their families on a regular basis.

## RECEPTION

Every semester the International Relations Office, together with the University President, hosts a reception for all international visiting researchers and their hosts.

## THE INTERNATIONAL LUNCH

The University holds a monthly International Lunch for international visitors at the Mensa on Haarentor Campus. This lunch, which always takes place on a Wednesday, provides you with the opportunity to spend some time with colleagues and fellows. Visit the IRO’s website for upcoming dates.
1.6 UNIVERSITY DINING FACILITIES

The Studentenwerk Oldenburg operates dining halls (Mensas), cafés and cafeterias on campuses in Oldenburg, Emden, Elsfleth and Wilhelmshaven. Students, staff, and visitors can enjoy varied and affordable menus including warm meals, a selection of salads, sandwiches/filled rolls (Brötchen) and vegetarian dishes. The main meals, salads and sandwiches are made fresh every day, with many ingredients and products sourced from small local businesses and from organic farming.

DINING HALLS ON HAARENTOR AND WECHLOY CAMPUS

The dining halls on both campuses offer a wide range of daily menus and side dishes: fish, meat, casseroles, stews, vegetables, salads, soups and desserts. Side dishes such as salads, vegetables, soups and desserts can be selected as desired. At the dining hall on Haarentor Campus there is also a pizza-station and the Culinarium, an area where the food is cooked in front of you, offering great and reasonably priced menu specials including steak, casseroles and fish dishes. For pasta lovers there is a Pastatheke with several pasta dishes at each dining hall. Vegetarian and vegan dishes (meaning free of animal-derived ingredients) are also on offer as an alternative to the regular menus.

THE „CAFETEN“ ON HAARENTOR AND WECHLOY CAMPUS

The cafeterias, also known as „cafete“ among students and staff, are popular places for meeting up with fellow students and colleagues. They offer snacks, sandwiches/filled rolls (Brötchen), salads, cakes, sweets, and warm meals, as well as tea (from organic farming), (fair trade) coffee, juices, milk and yogurt. The cafeterias open early so coffee, tea and breakfast snacks are available from 8:00. There are three CaféBars offering various coffee specialties spread across Haarentor Campus, with one of them on the first floor of the Library where the newspaper stands are located (Zeitungsebene).

QUICK INFO

Daily menus at the Mensas and cafeterias:
www.studentenwerk-oldenburg.de/gastronomie/speiseplaene.html (in German)

List of beverages at the Cafébars on Haarentor Campus:
www.studentenwerk-oldenburg.de/de/gastronomie/oldenburg/cafebars-uhlhornsweg.html (in German)

Menu at the Eis+Café on Haarentor Campus (PDF):
www.studentenwerk-oldenburg.de/en/gastronomie/oldenburg/eis-cafe-uhlhornsweg.html (in German)
OPENING HOURS

MENSA ON HAARENTOR CAMPUS
Food Counter (Essensausgabe):
Mon – Fri 11:30 to 14:15
During lecture-free periods:
Mon – Fri 11:30 to 14:00

CAFETERIA ON HAARENTOR CAMPUS
Mon – Thurs 8:00 to 18:30
Fri 8:00 to 16:00
Sat 12:00 to 14:00
During lecture-free periods:
Mon – Fri 8:30 to 15:30

CAFÉBAR AT THE LIBRARY
Mon – Thurs 9:00 to 19:00
Fri 9:00 to 18:00
Sun 10:00 to 17:00
During lecture-free periods:
Mon – Fri 10:00 to 18:00

MENSA ON WECHLOY CAMPUS
Food Counter (Essensausgabe):
Mon – Fri 11:30 to 14:00

CAFETERIA ON WECHLOY CAMPUS
Mon – Thurs 8:00 to 17:30
Fri 8:00 to 14:30
During lecture-free periods:
Mon – Fri 9:00 to 15:00

CONTACT
Email: mensa@sw-ol.de
Telephone: +49 (0) 441 / 798 2661
Internet: www.studentenwerk-oldenburg.de/gastronomie
The University Library comprises two library facilities: The larger Central Library is located on Haarentor Campus and houses literature on the humanities, cultural studies, economics, law, computer science and the social sciences. The Departmental Library on Wechloy Campus houses literature on the natural sciences, engineering, mathematics and medicine. The University Library contains approximately 1.4 million printed books and 2,129 printed journals. About 95% of the collection is held in open stacks. The Library also provides access to electronic resources: 31,000 electronic journals, 161,000 eBooks and 52 databases are available to members of the Carl von Ossietzky University of Oldenburg.
USING THE LIBRARY

During opening hours the University Library is open to everyone. A library card is required to borrow a book or other resources. The loan period for books from the Central Library is four weeks; the Departmental Library is a non-lending library. Textbooks can be borrowed for a period of two weeks.

SPECIAL SERVICES FOR RESEARCHERS

The Media Technology and Production Service offers technical support for digitisation, audio and video production and the recording of lectures or television broadcasts. It provides auditorium and seminar room equipment and event technology.

The University Library offers a wide range of services to assist researchers in publishing their scientific papers. Monographs, proceedings, etc. can be published with the Oldenburg University Press “BIS-Verlag”. The Oldenburg Online-Publication-Server /oops/ is available for open-access publication of scientific results. The University Library also advises researchers on publishing in open-access journals.

The University Bibliography continuously collects andcatalogues the details of publications by academics employed at the Carl von Ossietzky University of Oldenburg. All publications published during their employment here are included in this bibliography and are searchable in the University Library’s ORBISplus search portal.

GOOD TO KNOW

On Wednesday afternoons from 14:00 to 15:00, the Central Library offers a free tour of the facility to anyone who is interested. Registration is not required.

CARL VON OSSIETZKY UNIVERSITY OF OLDENBURG LIBRARY AND INFORMATION SERVICE

OPENING HOURS

CENTRAL LIBRARY ON HAARENTOR CAMPUS

| Mon - Fri | 8:00 to 24:00 |
| Sat/Sun  | 10:00 to 19:00 |

Users can borrow, return or renew loans at the Circulation Desk at all times during the opening hours.

DEPARTMENTAL LIBRARY ON WECHLOY CAMPUS

| Mon - Fri | 8:00 to 20:00 |
| Sat      | 10:00 to 18:00 |

CONTACT

Kim Braun
Telephone: +49 (0) 441 / 798 4025
Email: kim.braun@uni-oldenburg.de
Internet: www.bis.uni-oldenburg.de/en/bishome/
1.8 INTERNET AND IT SERVICES

The IT Services at the University of Oldenburg ensure that students, professors, and university staff have access to an optimally running computer and information infrastructure including the internet and the campus management system.

In order to access many of the electronic services, university members are given a user account and a personal username (loginID). Visiting researchers who are not employed by the University, such as fellowship holders, can be given a guest user account (Gastkonto), though only upon application by a current university member. Please ask your contact person at Oldenburg University or the International Relations Office to apply for a guest user account on your behalf. Upon application, you will be informed of your username/loginID and password, which you can also use for WiFi on campus. You will be allocated an email address based on the following pattern: firstname.lastname@uni-oldenburg.de.

You can log in to your email account from anywhere and at any time via http://webmail.uni-oldenburg.de. Local workstations and drives, however, are usually only accessible on campus.

The IT Services help desk is the first place to contact if you have any problems using the University’s IT facilities. It is located in the entrance area of the Central Library.

UNIVERSITY IT SERVICES HELP DESK

Central Library, Entrance Area
Telephone: +49 (0) 441 / 798 5555
Email: servicedesk@uni-oldenburg.de
Internet: www.uni-oldenburg.de/itdienste/

OPENING HOURS

Mon – Thurs 9:00 to 15:30
Fri 9:00 to 13:00

Registration for a guest user account: www.uni-oldenburg.de/itdienste/details-und-hilfe/zugang-zum-campusnetz/gaeste-der-universitaet
QUICK INFO

STUD.IP
Stud.IP (Studienbegleitender Internetsupport von Präsenzlehre; course-related internet support for classroom teaching) is a campus management system, or open-source learning management system (eLearning), provided by the University and maintained by the IT Services staff. It offers teaching staff the opportunity to provide online access to teaching materials. Web services such as sending messages to and receiving messages from students and discussion forums for lectures and courses are also available. Students have access to all lecture materials that are free from third-party rights and can register for courses, check important deadlines or office hours and take advantage of comprehensive and flexible support. You will also find a list of lectures and classes offered in previous, current, and upcoming semesters at the University, as well as contact information for professors, teachers, students, facilities and institutions.

In order to access Stud.IP you need a user account.
You can log in to Stud.IP via https://elearning.uni-oldenburg.de.
1.9 ARTS AND CULTURE ON CAMPUS

THE STAGES OF UNIKUM
The unikum hosts both professional and non-professional musicians, performers and authors throughout the year and provides an excellent forum for music, comedy, theatre, and reading series. Every year in January and February, a special highlight is the Oldenburg Kabarett-Tage, with both newcomers and professionals performing music, stand-up comedy and theatre on stage.

CONTACT
Email: unikum@sw-ol.de
Internet: www.theater-unikum.de

STUDENT CINEMA GEGENLICHT
On Wednesdays during the lecture period, the student cinema Gegenlicht screens a wide range of classical and contemporary, mainstream and art-house and national and international films. It is located at unikum Bühne 1. The entrance fee is usually 3 EUR but may be slightly higher for special events. For the current programme, please go to www.gegenlicht.net

CONTACT
Email: unikum@sw-ol.de
Internet: www.theater-unikum.de

OLDENBURG UNIVERSITY THEATRE (OUT)
The Oldenburg University Theatre project OUT is the only one of its kind in Germany. It is run entirely by students and the Studentenwerk and focuses on all aspects of theatre production, both on stage and backstage. Its small and large-scale productions range from classical to contemporary and improvisational and are staged throughout the year.

CONTACT
Email: unikum@sw-ol.de
Internet: www.theater-unikum.de

BOTANICAL GARDEN
At the University’s Botanical Garden, near Haarentor Campus, you can view a wide range of domestic and exotic plants. Unlike public parks and gardens it is designed to display the characteristics, growth and biodiversity of the plants (including the less spectacular varieties) rather than simply their aesthetic value. For further information see: www.uni-oldenburg.de/botgarten/

THE INTERNATIONAL SUMMER FESTIVAL
The International Summer Festival is one of the annual highlights at the University. Students from around the world introduce their home countries at stands featuring their traditional dress, music, and information materials. Visitors also have the chance to take a culinary trip around the world by sampling homemade food and drink specialities from the different countries represented at the festival. The Summer Festival has a panel of judges that presents an award to the best-looking stand. The event is accompanied by a full musical and performance programme as well as workshops and activities for children. You can find information about previous and upcoming summer festivals on the ISO website.
1.10 SHOPPING FACILITIES AND HEALTH CARE ON CAMPUS

Haarentor Campus has a good selection of shops that cater to all your shopping needs. The University’s shopping facilities include a bookshop where you can buy textbooks and regular books, a gift shop, an eco-fashion shop, a travel agency and an organic food supermarket (complete with its own bakery). Another supermarket, a bakery and a copy shop are within walking distance. And if all that shopping puts a strain on your wallet there is a Volksbank cash machine on campus.

Haarentor Campus is also home to several medical practices including a dentist, a general practitioner also offering homoeopathy and naturopathy, a chiropractic and naturopathy practice and a pharmacy, as well as several branch offices of health insurance providers.
Oldenburg is located in Lower Saxony, the second-largest state in Germany, in the Northwest of the country and only 50 km away from the North Sea. With a population of almost 160,000, the city on the Hunte River is a hub for economy, science and research, administration and culture. Small and medium-sized businesses and dynamic industrial services are the key economic features of Oldenburg, but it is also home to small manufacturing companies and industries such as automotive suppliers, food companies, photo development and printing services, and printing houses.

With its wide variety of shops and stores, Oldenburg also offers a wonderful shopping experience. The Fußgängerzone, the city’s pedestrians-only shopping district, is well-known even outside the region. A vibrant city, Oldenburg also has a diverse cultural scene. Every year thousands of tourists from all over the world pay us a visit and enjoy the many sights to see and places to go. The Oldenburg State Theatre, housed in an imposing new Renaissance-style stone building, offers a variety of dance and drama performances. Visitors can also enjoy a wide range of museums, or visit the Palace and its beautiful Palace Gardens. Annual markets, feasts, and festivals include the Oldenburg Culture Summer, the Oldenburg International Film Festival, the Oldenburg Kramermarkt and the KIBUM, Germany’s largest non-commercial book fair for literature for children and young adults.
While here you may notice the many bicycles. Oldenburg is a bicycle-friendly city with 270 km of (safe) bicycle paths, and cycling is very popular among locals, both as a mode of transport and as a leisure activity.

In 2008, Oldenburg was voted “City of Science 2009” for its innovations in science and research, which is why it is also called the Übermorgenstadt, or the “day-after-tomorrow city” to express its forward-looking approach. The combination of a strong economy, a diverse and lively cultural scene and innovative science and research make Oldenburg a great place to live.
2.2 TRAVELLING TO OLDENBURG

Please inform your contact person at the faculty level about your flight schedule and time of arrival.

The nearest international airport is City Airport Bremen, 50 kilometres east of Oldenburg. You can take Line 6 of the tram service BSAG, Bremer Straßenbahn AG, the local tram and bus service. The station is opposite the airport’s entrance hall. This tramline goes directly from Bremen Airport (Bremen Flughafen) to Bremen Central Station (Bremen Hauptbahnhof) and takes about 20 minutes.

Tickets to Oldenburg can be purchased at automatic ticket machines operated by BSAG. These machines are located at the airport (exit), at the tram station and on the trams (cash only). There are different fare zones and fares between Bremen and Lower Saxony. Please select fare „F“ for a ticket that is valid on trams to Bremen Central Station, on trains to Oldenburg, and on buses in Oldenburg! Trains from Bremen to Oldenburg leave several times an hour. For train schedules, please see Deutsche Bahn at www.bahn.com.

Additionally, there is a shuttle service between Bremen Airport and Oldenburg (Luftibus). Within Oldenburg, VWG (Verkehr und Wasser GmbH) operates several bus routes, including three routes between Central Station and Oldenburg University (306, 310, and 324). Please note that the website of VWG is available in German only.

INFORMATION

City Airport Bremen:
www.airport-bremen.de/en/

BSAG Bremen Bus and Tram Network:
www.bsag.de/de/auskunft.html

Deutsche Bahn AG:
www.bahn.com/

Luftibus (Airport Shuttle Service):
www.luftibus.de/airport_transfer/

VWG Verkehr und Wasser GmbH:
www.vwg.de

Directions to the University of Oldenburg:
www.uni-oldenburg.de/en/contact

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2.3 GETTING AROUND: PUBLIC TRANSPORT

Germany has a dense and modern public transport network. Most travel destinations can be easily reached by railway, bus, tram or underground train.

Deutsche Bahn operates the main railway network throughout Germany with long-, medium- and short-distance services. Tickets can be purchased at ticket machines, at ticket counters, or online at www.bahn.com. You can save a lot of money by taking advantage of special offers, e.g. Saver Fare (Sparpreis) for advance bookings, several BahnCards (rail cards) that include discounts of 25, 50, or 100% on the regular price (especially for frequent business travellers), regional day tickets, or regional tickets with temporary validity such as the Schönes-Wochenende-Ticket or Niedersachsen-Ticket (the Nice-Weekend Ticket and Lower Saxony-Ticket) that give you one day of unlimited rail travel across Germany on weekends or unlimited travel throughout Lower Saxony on any day for up to 5 persons, i.e. the more people, the lower the price.

As of 2013, intercity buses operate throughout Germany and connect many larger cities. With a fast-growing national network, intercity bus services are less expensive than rail travel. Many providers offer a seat guarantee and free WiFi (aka WLAN). Some intercity bus services also operate in Oldenburg and Bremen. Tickets can be purchased online or, in some cases, on the bus.

The Oldenburg bus network (VWG) covers the entire city, the outskirts and the surrounding areas. It has a service office at Lappan (bus stop of the same name) in the city. Another sales point is located at ZOB (Zentraler Omnibus-Bahnhof), at the northern exit of the central station. Tickets can be purchased at the service office, at the sales point, at ticket machines located at certain bus stops, or on the bus.

Taxis are rather expensive in Germany, and generally used only when absolutely necessary. The total price is made up of a basic fee plus mileage. Tipping etiquette for taxi rides includes rounding up to an even number.

INFORMATION

Deutsche Bahn: www.bahn.com
VWG: www.vwg.de
2.4 GETTING AROUND: CYCLING

As everything in Oldenburg is within easy reach, cycling is possibly the best (and most popular) mode of transport in the city. It is also an effective and eco-friendly alternative to public transport or taxis. Cycling can even be a faster way of getting around than taking the bus, as Oldenburg offers an unusually extensive network of safe cycle paths and designated cycle lanes on roads and cycle routes in its surrounding areas, and flatness is luckily a typical feature of the land in Northern Germany. You may be able to hire a bike from your host or you can hire one at the University's Do-It-Yourself bicycle repair shop (6 € per week, 20 € per month), which also offers free assistance with repairs and inexpensive spare parts.

INFORMATION

Do-It-Yourself Bicycle Repair Shop at Oldenburg University
www.asta-oldenburg.de/fahrradselfhilfe/fahrradselfhilfe
Oldenburg offers a wonderfully diverse and extensive cultural programme. You can enjoy provocative art, a collection of paintings that belonged to the Grand Duke of Oldenburg, the Oldenburg Culture Summer, the Oldenburg Christmas Market, opera productions, or puppet theatre. The programme ranges from rather traditional institutions to contemporary culture and an independent scene. Oldenburg has various theatres and theatre productions to offer, from big stage performances to student theatre at the University. The Museumslandschaft, Oldenburg’s museum landscape, includes the Horst-Janssen-Museum, the Edith-Russ-Haus for Media Art, the City Museum, the State Museum for Art and Cultural History and the State Museum for Nature and Man.

The Schlossgarten (Palace Gardens), designed in the style of an English landscape garden, is a park close to the Schloss Oldenburg (Oldenburg Palace). It has a total area of 16 hectares and is open to the public all year round. You can enjoy a walk here, go for a run, have a picnic or visit one of the various special events that take place during the summer. In 2014 this beautiful green oasis in the heart of the city celebrated its 200th anniversary. There are many special places to go within the gardens: the Tropical House, the Tea Pavilion and the Reading Pavilion, as well as separate smaller gardens such as the Kitchen Garden. Another place to visit is the Dobbenwiesen, a green space in the Dobben district located between the city centre and the University. This is a great spot for playing football or cricket.

At the Botanical Garden near the University a wide variety of domestic and exotic plants is on display. Unlike public parks and gardens, the Botanical Garden is designed to highlight the particular characteristics and biodiversity of the plants, including the less spectacular ones, rather than their aesthetic value.

The OLantis Huntebad is a great place for swimming, sauna, wellness and aqua fitness. It has both an indoor and outdoor area with an open-air swimming pool that is open in the summer. The open-air swimming pool at the Freibad am Flötenteich is another great destination in the summer.

Experience it for yourself!

QUICK INFO
www.staatstheater.de
www.filmfest-oldenburg.de/en
www.kulturetage.de
www.casablanca-oldenburg.de
www.horst-janssen-museum.de
www.stadtmuseum-oldenburg.de
www.oldenburg.de/sprachversionen/gb/tourist-information.html
Sometimes it is the little things that count when it comes to living in Germany. In this section we provide some tips and general information.

**BUSINESS AND OPENING HOURS**

In Germany, shops and stores are usually open from 9:30 to 20:00 Mondays to Saturdays, while shopping malls may close at 21:00 or 22:00. Supermarkets open at 7:00 or 8:00 and close between 20:00 and 24:00. Small shops may close earlier, around 18:00 or 19:00, and on Saturday afternoons. Please note that on Sundays, shops and supermarkets are closed. Petrol stations, corner shops/convenience stores (Kioske) and bakeries open on Sundays and on public holidays, although bakeries generally close before noon.

**SMOKING BAN**

According to Germany’s non-smokers protection law (Nichtraucherschutzgesetz), smoking is banned in all public places, including shops, public transport stations (where it may be allowed in designated smoking areas), airports and sports and leisure facilities. As the federal states each have their own smoking laws, smoking may be permitted in cafés, bars and restaurants. In Lower Saxony, however, smoking is usually only permitted in clearly designated separate rooms.

**ELECTRICITY**

The national electric power transmission network (grid) in Germany uses the standard electrical voltage of 230 volt AC, 50 Hz. European standard plugs, or Europlugs, usually fit all sockets. However, depending on your home country, a plug adapter or transformer (voltage converter) may be needed to connect your electronic devices to German sockets.

**WASTE SEPARATION**

You may have heard about waste separation in Germany. Germans attach great importance to environmental protection. We separate and recycle waste using a waste separation system that includes different coloured waste bins. Waste bins are colour-coded for different types of waste: blue for paper, yellow for plastic, black for general waste and green for organic waste. Waste separation is a serious issue in Germany, so please be careful about what you put in which bin. Plastic and packaging materials are also collected in yellow recycling bags (Gelber Sack). You can pick up these recycling bags for free at some supermarkets. Sometimes, however, it is required to use coupons (vouchers) for the exchange of bags. You can order these coupons either by phone via 0800 - 4842900 (free of charge) or online. You can then exchange the coupons for the bags at a supermarket,
for example. Supermarkets often provide small boxes for the disposal of packaging materials and non-rechargeable batteries. Public containers for disposal of waste glass and old clothes can be found at various locations in Oldenburg, as well as recycling depots for harmful substances, garden waste or electronic waste. The City of Oldenburg has a Waste Collection Calendar that shows the weekly and monthly waste collection times in your street.

THE DEPOSIT SYSTEM

A deposit of up to 25 Cents per bottle/can is charged for most beverages at supermarkets and convenience stores. When you return bottles or cans at reverse vending machines, labelled Pfandrückgabe or Leergutannahme, you get your deposit back in the form of a coupon which you can either use to pay for your groceries at the respective supermarket or simply exchange for cash at the till.

WEATHER

Oldenburg has a temperate climate with warm summers and mild winters.

TIPPING

Tipping in Germany is slightly different to some other countries, where tipping may be higher or not common at all. Germans usually tip 10%, which may be rounded up to an even number. We generally give tips at restaurants, cafés, bars and hairdressers and for taxi rides or (food) deliveries. It is also very common to pay cash rather than by credit card, even at restaurants, and also to pay separately. Waiters will ask you „Zusammen oder getrennt?“, which means „together or separately?“, and if the answer is „separately“ („getrennt“), they will figure out the sum for each customer separately. Again, this is very common, so there is no need to feel uncomfortable about causing any inconvenience. Please note that waiters and waitresses often stay at your table while you pay.

CINEMA

Though dubbing is standard on German television, cinemas often show films in their original language. They are labelled either „OV“ (Originalversion - original version) or „OmU“ (Original mit Untertiteln - original version with [German] subtitles).

QUICK INFO

Waste Collection Calendar for the City of Oldenburg at services.oldenburg.de/index.php?id=45
Enter the name of the street you live in (do not remove the check marks) and click on „Weiter“. The Waste Collection Calendar will be displayed and can be downloaded.

Find out how to order coupons online and where to exchange them for yellow recycling bags:
www.gelber-sack-ol.de/
If you need to see a doctor in Germany, it is a good idea to first ask friends or colleagues for a recommendation. In the phone book (or yellow pages) you can find a list of doctors sorted by medical field and by name. If you need to see a specialist, we recommend that you go to a general practitioner first, who can then refer you to a specialist.

To avoid long waiting times at a doctor’s practice you should make an appointment by phone in advance, though you may have to wait some time for an appointment with a specialist.

Germany’s medical services are of a high standard. Hospitals have Accident & Emergency departments, but you can also go to a local doctor’s practice for urgent medical care (Notdienstpraxen, or Ärztlicher Notdienst) or a pharmacy (Apothekennotdienst) in case of sudden illness or minor injuries that are urgent but not life-threatening. These services are mainly provided in the evening and on weekends when most medical practices are closed. The doctor’s practice for urgent medical treatment is on Auguststraße, near the Evangelisches Krankenhaus.

Pharmacies offer an emergency service outside normal business hours and at weekends (Apotheken-Notdienst). See the website below for a list of which pharmacy is on duty. Please note that eye specialists (ophthalmologists), ENT specialists (ear, nose, and throat - in German Hals, Nasen, Ohren or HNO), surgeons and paediatricians also provide urgent medical treatment, but usually only at hospitals. To find out where you need to go, dial 116 117 (free of charge and without area code).

QUICK INFO

Apotheken-Notdienst:
http://www.oldenburger-apotheke.de/notdienst.html
EMERGENCY PHONE NUMBERS:

IMPORTANT PHONE NUMBERS IN AN EMERGENCY

Police                                         110
Fire Service            112
Ambulance                                                            112
Poisoning (Poisoning Information Centre in Göttingen)                            +49 (0) 551 / 19 240

Emergency and Urgent Medical Care Services Ärztlicher Notdienst Oldenburg
Auguststraße 16
26121 Oldenburg
Phone:                  +49 (0) 441 - 75053 and 116 117
Opening Hours:
Monday, Tuesday and Thursday:     19:00 – 23:00
Wednesday and Friday:                             16:00 – 23:00
Saturday, Sunday and Public Holiday: 9:00 – 23:00
Assisted transport services are available from 23:00 to 7:00

HOSPITALS IN OLDENBURG

Evangelisches Krankenhaus
Steinweg 13-17
26122 Oldenburg
Telephone: +49 (0) 441 - 236 0

Klinikum Oldenburg
Rahel-Straus-Straße 10
26133 Oldenburg
Telephone: +49 (0) 441 - 403 0

Pius-Hospital Oldenburg
Georgstraße 12
26 121 Oldenburg
Telephone: +49 (0) 441 - 229 0

OTHER IMPORTANT PHONE NUMBERS

For breakdown services (recovery, repair) on the roadside and at home provided by the automobile club ADAC (Allgemeiner Deutscher Automobil-Club e. V.):                    0180 - 222 22 22
by the automobile club ACE (Auto Club Europa e. V.):                           0180 - 234 35 36
Public service number to identify car holders and car insurance companies in case of damage to a vehicle:                 0800 / 250 26 00
(free of charge)

LOST OR STOLEN BANK AND CREDIT CARDS

Visa (International):                        0800 - 811 8440
MasterCard (International):       0800 - 819 1040
American Express:                         069 - 97 97 20 00
(Electronic) Cash Cards (Maestro):                   01805 - 021 021
Diners Club (International):                           01805 - 07 07 04
or 069 900 150 - 135/136
To report and lock lost or stolen bank or credit cards:                                                      (+49) - 116 116

DIRECTORY ASSISTANCE PROVIDED BY DEUTSCHE TELEKOM (SUBJECT TO CHARGES)

For German phone numbers:                       11 8 33
In English:                                                                 11 8 37
For international phone numbers:           11 8 34
2.8 FINDING ACCOMMODATION

Our team at the IRO will be happy to assist you in your search for suitable accommodation in Oldenburg. You can take a look at our housing database and make your own pre-selection. As furnished accommodation is scarce and private housing rather expensive, the search may take some time. We therefore recommend that you start looking for accommodation well ahead of your arrival in Germany, i.e. at least three months in advance. Please bear in mind that we can only offer you a maximum choice of three flats, and that we are not responsible for making final rental agreements. The negotiation and acceptance of a rental contract for a flat is a matter between you and your landlord.

Estate agents may also help you, but will charge a fee.

INFORMATION
IRO Housing Database:
www.uni-oldenburg.de/en/iro > Service > Housing database

Estate Agency
Home Company:
www.oldenburg.homecompany.de/en/index

GUEST HOUSE
The University of Oldenburg has a Guest House with six one-bedroom apartments and three two-bedroom apartments. All apartments have a bathroom and shower, a kitchenette with a refrigerator, telephone and internet connections, TV, tableware, bedding and towels. Due to the limited number of apartments it is important to contact the Guest House well in advance if you would like to rent one. Only in rare cases are rooms available on short notice.

INFORMATION
University of Oldenburg Guest House:
www.uni-oldenburg.de/gaestehaus/
Administration: Karin Dorn: karin.dorn@uni-oldenburg.de
Bookings: N.N.
Telephone: +49 (0) 441 / 798 5100

HOTEL
A hotel is the best choice for short visits. You can make a reservation via Tourist Information Oldenburg or contact us at the IRO and we will book a room at a hotel for you.

TOURIST INFORMATION OLDENBURG
www.oldenburg-tourist.de/EN/Overnight/
RENTING IN GERMANY

In German advertisements there are two “types” of rent listed: Kaltmiete and Warmmiete, or “cold rent” (net rent) and “warm rent” (gross rent). A cold rent is the basic rent you pay for a room, flat, or house while the warm rent includes additional costs that come with tenancy (property maintenance services, waste disposal services, in some cases cleaning services, heating, water, chimney sweeping, etc.). In the end you pay the warm rent to your landlord.

cold rent + additional costs = warm rent.

In Germany, rental payments are made per month and usually by standing order. In many cases a deposit must be paid to the landlord that will be refunded to you when your tenancy ends.

Tenancies are usually long-term with no end date on the lease, but sublets (Zwischenmiete) and shared accommodation (Wohngemeinschaft or WG) are also options. Most flats in Germany are let unfurnished, sometimes even without kitchen cupboards and appliances. The size of a dwelling is given as the area in square metres and the number of rooms not including the kitchen and bathroom. Tenants and landlords always sign a written tenancy agreement (rental contract) that complies with German tenancy laws and sets out the legal terms and conditions of the tenancy. In addition to features such as location, size and furnishing the contract usually includes the following:

• the rental price
• all additional costs included in the warm rent
• the deposit amount and details of circumstances in which the deposit can be fully or partly withheld (e.g. to be used for repairing damage caused by you)
• all tenant and landlord obligations
• how to end the tenancy

UTILITIES (ADDITIONAL COSTS)

Additional costs such as heating and water are often, but not always, included in the warm rent. They are calculated on the basis of average household energy usage and living space. In most cases, electricity is not included in the warm rent, so you will need to find an electricity supplier and set up a contract on your own. Payments to energy suppliers are made on a monthly basis and by direct debit, therefore you will not receive a monthly bill. As it is legally required to issue an annual bill that clearly shows actual energy consumption and total payment, your landlord and your energy suppliers must pay you the difference in the event that you paid more than you consumed, or in the event that you consumed more than you paid, you must pay them the difference.

TENANCY LAW

A notice period of three months applies for both the tenant and landlord when terminating the tenancy. The landlord is required to state why he or she is terminating the tenancy. The notice period that applies for the landlord increases to six or nine months if a tenancy has been running for more than five or eight years respectively. Notice must be given in writing, and the tenant has the right to object to the landlord’s termination of the tenancy. If the terms of the tenancy do not comply with the law, or if your landlord does not adhere to the terms of the rental contract, you can seek legal advice from the German Tenants’ Association (Deutscher Mieterbund), although a membership will be required that includes a legal expenses insurance to cover lawsuits.
### List of Abbreviations Used in German Flat and House Advertisements:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Zi-Whg</td>
<td>2-Zimmer-Wohnung</td>
</tr>
<tr>
<td>2-ZKBB</td>
<td>2 Zimmer mit Küche, Bad, Balkon</td>
</tr>
<tr>
<td>Blk/Balk.</td>
<td>Balkon</td>
</tr>
<tr>
<td>DG</td>
<td>Dachgeschoss</td>
</tr>
<tr>
<td>DHH</td>
<td>Doppelhaushälfte</td>
</tr>
<tr>
<td>DU</td>
<td>Dusche</td>
</tr>
<tr>
<td>EB</td>
<td>Erstbezug</td>
</tr>
<tr>
<td>EBK</td>
<td>Einbauküche</td>
</tr>
<tr>
<td>EFH</td>
<td>Einfamilienhaus</td>
</tr>
<tr>
<td>EG</td>
<td>Erdgeschoss</td>
</tr>
<tr>
<td>ELW</td>
<td>Einliegerwohnung</td>
</tr>
<tr>
<td>GWC</td>
<td>Gäste-WC</td>
</tr>
<tr>
<td>HK</td>
<td>Heizkosten</td>
</tr>
<tr>
<td>KDB</td>
<td>Küche, Diele, Bad</td>
</tr>
<tr>
<td>Keine zusätzl. Prov.</td>
<td></td>
</tr>
<tr>
<td>kalt/KM</td>
<td>Kaltmiete</td>
</tr>
<tr>
<td>MM</td>
<td>Monatsmiete</td>
</tr>
<tr>
<td>mtl.</td>
<td>monatlich</td>
</tr>
<tr>
<td>NB</td>
<td>Neubau</td>
</tr>
<tr>
<td>NK/NBK</td>
<td>Nebenkosten</td>
</tr>
<tr>
<td>NG</td>
<td>Nichtraucher</td>
</tr>
<tr>
<td>OG</td>
<td>Obergeschoss</td>
</tr>
<tr>
<td>Stellpl.</td>
<td>Stellplatz</td>
</tr>
<tr>
<td>TG</td>
<td>Tiefgarage</td>
</tr>
<tr>
<td>warm/WM</td>
<td>Warmmiete</td>
</tr>
<tr>
<td>Wfl.</td>
<td>Wohnfläche</td>
</tr>
<tr>
<td>WG</td>
<td>Wohngemeinschaft</td>
</tr>
<tr>
<td>ZH</td>
<td>Zentralheizung</td>
</tr>
</tbody>
</table>
3 FORMALITIES

3.1 VISA AND ENTRY

As a general rule, foreign nationals must hold a valid visa to enter Germany. We recommend that you apply for a visa at the German embassy/German mission in your home country or in your current country of residence as early as possible and well ahead of your intended date of travel. It will provide you with information on entry requirements and on how long the application process will take.

In order to simplify the procedure for visa applications and to reduce the time required to process applications at the visa counter, you have the option of downloading and filling in visa application forms online for free, and then bringing the completed and printed out form to your interview in the visa section of the German embassy. In addition, many German embassies and missions have introduced an electronic appointments system to help manage the number of visitors and shorten waiting times. For more information, please see the websites of the German mission in your home country/current country of residence.

Entry requirements depend on your home country and on the duration and purpose of your stay. If you are coming to Germany for employment or research purposes, you will definitely have to apply for a D visa/national visa/long-term stay visa that allows employment. National visas/D visas may be granted for a maximum of twelve months. A separate work permit or residence permit will not be required.

If you intend to travel to Germany several times within a set time frame, you may be granted a visa that entitles you to enter Germany on multiple occasions within the given period of validity. As a rule, such annual or multi-annual visas, which are valid for one or more years, are only issued to persons who have already been to Germany or other Schengen states several times in the past and whom the mission in question considers to be particularly trustworthy. Please note that even if you have been granted an annual or multi-annual visa, you are still only entitled to stay in Germany for a maximum of 90 days in any 180-day period. Please contact the German mission in your home country for more information.
As of 2008, the visa application fee is 60 EUR (for all types of visa), although you may qualify for a reduction or an exemption from paying visa application fees. Holders of a publicly-funded fellowship from a German funding organisation (such as the DAAD) do not have to pay visa application fees. The same applies to researchers travelling for the purpose of carrying out specific research.

EU CITIZENS, EEA CITIZENS, AND SWISS CITIZENS

Citizens of the European Union, of the European Economic Area (EEA) and of Switzerland do not need a visa to enter Germany or to work here. A valid passport or identity document will suffice for entering Germany. For an extended stay of more than two months, you need to register with the Bürgerbüro in Oldenburg, as it is compulsory in Germany to report your current place of residence/address to local authorities. Swiss citizens and their family members, however, need to apply for a residence permit as it certifies the right to freedom of movement that also applies to them. EU citizens, EEA citizens and Swiss citizens may travel freely within the European Union, including EU member states that are not Schengen states, namely the United Kingdom, the Republic of Ireland, Bulgaria, Croatia, Cyprus, and Romania.

CITIZENS OF THIRD COUNTRIES WITH A VISA EXEMPTION AGREEMENT

Citizens of countries with a visa exemption agreement (also known as visa waiver agreement) with Germany do not have to apply for a visa as long as they do not intend to pursue an economic activity (employment) and/or do not stay in Germany/the Schengen Area for more than three months (90 days). Check the website of the German Federal Foreign Office (Auswärtiges Amt) to find out if your country has such a visa exemption agreement with Germany.

Citizens of countries with a visa exemption agreement with Germany can generally also travel freely to other countries of the Schengen Area. However, a separate visa will be needed for travel to EU member states that are not Schengen states. Under no circumstances should you overstay your visit, as the Schengen law is very strict about entry and exit. If you plan to stay for more than three months (90 days), you need to apply for a national visa/D visa prior to your arrival in Germany. A national visa/D visa may be granted for a period of up to 12 months.

To be granted a national visa, you will be required to provide proof of adequate financial resources and of health insurance coverage, and also proof that you intend to leave the Schengen Area before your visa expires (for example a return ticket). Your health insurance must be covered and adequate financial resources guaranteed for the entire duration of your stay in Germany.

If you come to Germany for a short-term stay but with the intention of taking up gainful employment, you need to apply for a national visa/D visa. You need to submit your application prior to your arrival in Germany.

CITIZENS OF THIRD COUNTRIES

Citizens of Australia, Israel, Japan, Canada, New Zealand, South Korea and the United States do not need a visa to enter Germany and may apply for a residence permit upon arrival, though we recommend
doing so well in advance as you will not be allowed to work in Germany until your residence title allows you to. All other nationals of third countries who plan to stay in Germany for up to three months (90 days) need to apply for a Schengen visa (also known as short-term stay visa/C visa) at the German embassy or German mission in their home country/current country of residence prior to their arrival in Germany. Please note that Schengen visas are valid for three months maximum and will not be extended! Under no circumstances should you overstay your visit, as the Schengen law is very strict about entry and exit.

If you plan to stay in Germany for more than three months (90 days) or intend to work here, you need to apply for a national visa/D visa/long-term stay visa. A Schengen visa does not entitle you to be employed or conduct research in Germany! This is important to know because a C visa cannot be converted into a D visa. If you were granted a C visa but decide to stay in Germany for more than 90 days or to work here, you will have to return to your home country first before you can apply for a D visa.

To be granted a C visa or D visa, proof of adequate financial resources and of health insurance coverage is required, and you also need to provide proof that you intend to leave the Schengen Area before your visa expires (for example a return ticket). Your health insurance must be covered and adequate financial resources guaranteed for the entire duration of your stay in Germany. Upon approval, the Schengen visa/C visa allows you to travel freely to the 26 countries of the Schengen Area, and as of 2010 the national visa/D visa does so, too. However, a separate visa will be needed if you intend to travel to EU member states that are not Schengen states.

If you come to Germany for a short-term stay but with the intention of taking up gainful employment, you need to apply for a national visa/D visa, which can also be issued for three months (90 days) if requested.

QUICK INFO

Federal Foreign Office:  
www.auswaertiges-amt.de/ > English > Entry & Residence > Visa regulations  
(application forms for C visa and D visa)

Official website of the European Union:  
www.europa.eu > Select your Language > Your life in the EU

Federal Office for Migration and Refugees:  
www.bamf.de/ > English > Migration to Germany > Entry rules / Working in Germany
Please also check the websites of the German embassy/the German mission in your home country or of the German Federal Foreign Office (Auswärtiges Amt) for information on the documents required for your visa application. Your application form should be submitted in duplicate. We also recommend making copies of all your documents for your own records.

SCHENGEN VISA / C VISA / SHORT-TERM STAY VISA:

- A valid (biometric) passport or identity card. It must be valid for the entire duration of your stay and for three months after your scheduled departure. Your passport must have been issued within the last ten years and must contain a biometric passport photo.
- The fully completed and signed visa application form with a biometric passport photo that meets visa photo requirements. If you intend to bring your family with you, a separate application form must be filled out for each member of your family.
- Information on the purpose of your stay in Germany.
- Information about your plans to return home before your visa expires.
- Information on and proof of financial resources to ensure that you are in a position to finance your living and travel costs (including your return home).
- Proof of health insurance coverage, for example overseas health insurance/travel health insurance.

NATIONAL VISA/ D VISA/ LONG-TERM STAY VISA (VISA FOR THE PURPOSE OF EMPLOYMENT):

- The same documents as listed above.
- If you intend to work in Germany you need to provide information about your employment (for example your employment contract). You can also submit the invitation letter you received from the University of Oldenburg stating at which institution you will be working.
- If you intend to bring your family with you, copies of your birth certificate and marriage certificate (if applicable) may be required as proof of family relations. The copies must be officially certified and translated into German.
OTHER DOCUMENTS:

- Several biometric passport photos required for various documents.
- Travel insurance for lost or stolen property or for costs incurred before your arrival. Travel insurance often also includes travel health insurance.
- Third-party liability insurance coverage for any damage you cause.
- A valid vaccination certificate/record, and please make sure you undergo a general medical examination (including a dental checkup) prior to your arrival in Germany.
- A driving licence. Citizens of third countries should note that international driving licences are only valid in combination with a national driving licence. You need to carry both documents when driving in Germany. Some driving licences, however, are not valid in Germany due to the different procedures and requirements for taking a driving test in other countries. Driving licences issued within the EU are valid in Germany.
- The University’s Division for Personnel and Organisation requires a certificate of good conduct (Führungszeugnis) if you sign an employment contract with the University. Please check which other documents you will need to produce.

QUICK INFO

There are 26 Schengen states, of which 22 are also EU member states. The remaining four states that are not EU member states but have signed the Schengen Agreement are Norway, Iceland, Lichtenstein (European Economic Area) and Switzerland.

Of the 28 EU member states, only 22 states are also Schengen states. The United Kingdom and the Republic of Ireland have not signed the Schengen Agreement, and Bulgaria, Croatia, Cyprus and Romania are not part of the Schengen Area but will join sometime in the future. Citizens of third countries (non-EU states) need to apply for a visa in order to travel to these countries (except for Bulgaria) even if they have been granted a C visa or a D visa in Germany, and we recommend that you read the information on visa and entry requirements for these countries very carefully. You can also check if your home country has a visa exemption agreement with one of these countries.
If you stay in Oldenburg for more than two months you must report your current place of residence (address) to the Einwohnermeldeamt, the Residents’ Registration Office, within two weeks upon entry and in person. In Oldenburg, you report your current address to either the Bürgerbüro Mitte or Bürgerbüro Nord (the „Citizens’ Office”; the city administration/municipality), depending on which part of town you live in. If you live in the area surrounding Oldenburg, please inform the local office for the respective area. Upon registration you will receive official confirmation of residence. Family members must also be registered, in person. An identification document is always required to register. Please note that you also have to inform the Bürgerbüro before you move back to your home country.

A proof of residential address (Wohnungsgeberbestätigung) has to be submitted when registering at the Residents’ Registration Offices. This form must be filled in by your landlord or your landlord’s representative (e.g. property manager, Hausverwalter) and serves as proof of your current residential address in Oldenburg. It can be downloaded from the website of the Bürgerbüro.

**CONTACT**

Oldenburg Bürgerbüro Mitte  
Pferdemarkt 14  
26121 Oldenburg  
Telephone: +49 (0) 441-235 4444  
Email: buergerdienste@stadt-oldenburg.de

Oldenburg Bürgerbüro Nord  
Stiller Weg 10  
26121 Oldenburg  
Telephone: +49 (0) 441-235 4444  
Email:buergerbuero-nord@stadt-oldenburg.de
To facilitate treatment during temporary visits abroad, public/state health insurance providers may issue their members with a European Health Insurance Card (EHIC) upon application. In some countries they are even obliged to do so. The EHIC is usually printed on the reverse of a standard health insurance card, though in some cases it may be issued as a separate card. It is valid in the 28 countries of the European Union as well as in Iceland, Norway, Liechtenstein and Switzerland.

If you consult a doctor or need medical treatment, you will be required to produce your health insurance card. Please note that initially you will have to pay the costs of the treatment. Once you have submitted the receipts to your insurance provider, whether private or state insurer, the costs will be reimbursed to the same amount as they would if they had been incurred for treatment at home. Any costs in excess of that amount must be covered by you. Please also note that the European Health Insurance Card is not an alternative to travel insurance! It does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property, it does not cover your costs if you are travelling for the express purpose of obtaining medical treatment, and it does not guarantee free services. As each country’s healthcare system is different, services that cost nothing at home may not be free of charge in other countries.
3.4.2

CITIZENS OF THIRD COUNTRIES

Citizens of third countries need to take out private travel or international health insurance. We recommend that you check out different offers and what costs you will be expected to cover yourself before signing up for international health insurance coverage. If you own a credit card you should also check out the services provided by your credit card company. Some credit cards include health insurance coverage for abroad, though its validity is often limited to several weeks or days per year.

3.4.3

IMPORTANT INFORMATION FOR SCHOLARSHIP AND FELLOWSHIP HOLDERS

Please note that as a scholarship or fellowship holder you are not insured by the University. If your scholarship or fellowship does not include health insurance coverage for abroad, you must take out private overseas/travel health insurance. At www.euraxess.de you can find various insurance providers that offer special insurances for international scientists and scholarship holders coming to Germany.
Even for short-term stays abroad we recommend taking out travel insurance and private third-party liability insurance. Travel insurance covers lost and/or stolen property or costs incurred before your arrival such as non-refundable tickets or hotel stays (travel cancellation insurance). Travel insurance can usually be arranged to cover either the duration of your trip exactly or an unlimited number of trips within a fixed period of time. Travel insurance also frequently includes travel health insurance. Third-party liability insurance will cover any damage you may cause. Check with your insurance provider to find out whether and to what extent any damage you cause is covered abroad. Many insurance companies offer services including third-party liability insurance worldwide for stays abroad lasting from just a few days to several years.

EURAXESS
www.euraxess.de > Services > Incoming Researchers > Social security > Health insurance
If your stay in Oldenburg is drawing to an end there are a few things you should take care of before you leave. To help avoid last-minute stress we have put together a checklist for you:

- If applicable, cancel your rental agreement (Mietvertrag) in due time and check with your landlord whether renovation work or repairs need to be carried out before you move out. Make arrangements with your landlord about how and when your security deposit will be reimbursed.
- If applicable, make a note of the readings on the electricity, gas and water meters in your flat and have your landlord confirm and log them.
- Check the flat and stairway for any damage that may have occurred in the course of moving out.
- Leave the apartment clean, as agreed with your landlord.
- Check that you have not forgotten anything inside the flat and that you have taken care of everything. Then return the keys to the flat to your landlord.
- Check with the University’s Personnel Division or your scholarship provider whether you will receive your final salary payment or the final instalment of your scholarship before you leave.
  - De-register from your Oldenburg address at the Citizens’ Office (Bürgerbüro).
  - If you want your post to be forwarded to a new address, fill in and send off a Deutsche Post change of address order form (Nachsendeauftrag).
  - If you wish to have luggage conveyed to your new address, make the necessary arrangements with a shipping agent.
  - If you have been paying the compulsory radio and TV licence fees (Rundfunkbeitrag), de-register with the ARD ZDF Deutschlandradio Beitragsservice.
IMPRESSUM

Carl von Ossietzky Universität Oldenburg
D-26111 Oldenburg

Telephone: +49 (0) 441/798-0
Email: praesidium@uni-oldenburg.de
www.uni-oldenburg.de

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Please note that the information we provide is not legally binding and no substitute for professional advice, consultation, or services. We strongly recommend that you consult authorities such as the German Embassy in your home country or your local Foreign Residents' Office.

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CONTACT

INTERNATIONAL RELATIONS OFFICE
Building A5, Room 0-072
Telephone: +49 (0)441-798 2468 or 4628
Internet: www.uni-oldenburg.de/iro

Postal Address:
International Relations Office
Carl von Ossietzky Universität Oldenburg
Ammerländer Heerstraße 114-118
26129 Oldenburg
Germany