Dear students,

Welcome to TU Berlin!

It is great that you will study at TU Berlin in the upcoming semesters!

In order to help you prepare your stay and studies in Berlin we developed this guide and hope it will make it easier for you to adjust to your new environment.

This guide is mainly intended for newly enrolled students, but we think it will also be helpful for students enrolled in a higher semester as well as for participants in the preparatory course (Studienkolleg).

We additionally recommend:

- the guide “Wo geht’s lang?” by the student counselling team (TUB main building, room H 0070)

- please read the study and examination regulations and the study guide of your study program carefully

We also strongly recommend:

- by all means, please pay a visit to the student counselling team of your study program

- for all general questions (e.g. regarding living, housing, visa etc.) please contact the team for International Student Counselling (TUB main building, room H 0051), office hours: Monday, Tuesday and Thursday 09.30-12.30h and 13.30-16.30h, Friday 10.00-15.00h, Tel. 314-24359

- for further questions (e.g. regarding the organization of your studies, problems with studying and examinations, change of study program, social and residence problems) please contact Dr. Fred Mengering (TUB main building, room H 0055), office hours: Tuesday and Thursday 09.30-12.30h and by individual appointment, Tel. 314-24691

All rooms mentioned above are accessible for wheelchairs. Suitable restrooms and parking are available for students with disabilities.

The team of International Student Counselling
# Table of Contents

## TU Berlin

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>08</td>
</tr>
<tr>
<td>Teaching and Studies</td>
<td>09</td>
</tr>
<tr>
<td>Structure of the University</td>
<td>10</td>
</tr>
<tr>
<td>Types of Courses</td>
<td>11</td>
</tr>
<tr>
<td>The Online Course Catalogue</td>
<td>13</td>
</tr>
<tr>
<td>SWS/ ECTS Conversion</td>
<td>14</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>14</td>
</tr>
<tr>
<td>International Student Counselling</td>
<td>15</td>
</tr>
<tr>
<td>Other Contacts</td>
<td>18</td>
</tr>
</tbody>
</table>

## Beginning your Studies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>26</td>
</tr>
<tr>
<td>Residence Registration</td>
<td>28</td>
</tr>
<tr>
<td>Proof of Health Insurance</td>
<td>29</td>
</tr>
<tr>
<td>Student Social Fund Fee and Public Transportation Pass</td>
<td>30</td>
</tr>
<tr>
<td>Residence Permit</td>
<td>31</td>
</tr>
<tr>
<td>Bank Account</td>
<td>32</td>
</tr>
<tr>
<td>Library Card</td>
<td>34</td>
</tr>
<tr>
<td>Computer Account</td>
<td>34</td>
</tr>
<tr>
<td>Mensa Card</td>
<td>35</td>
</tr>
<tr>
<td>Academic Matters</td>
<td>36</td>
</tr>
</tbody>
</table>

## While in Berlin

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Courses</td>
<td>40</td>
</tr>
<tr>
<td>University Sports Center</td>
<td>40</td>
</tr>
<tr>
<td>TU Berlin Library</td>
<td>42</td>
</tr>
<tr>
<td>Computer Pools</td>
<td>43</td>
</tr>
<tr>
<td>Food and Drink</td>
<td>45</td>
</tr>
<tr>
<td>Courses at other Berlin Universities</td>
<td>47</td>
</tr>
<tr>
<td>Life and Culture in Berlin</td>
<td>48</td>
</tr>
</tbody>
</table>
Addresses

- Short Term Accommodation 54
- List of Buildings 55
- TU Berlin Map (Main Campus) 59
GENERAL INFORMATION

Like almost all universities in Germany Technische Universität Berlin is a state institution. Of the four Berlin universities (there are Freie Universität, Humboldt-Universität and the Universität der Künste) it is the second largest and one of the oldest universities of technology in Germany.

In 2016 31,702 students were enrolled at TU Berlin, of whom 6,106 (19.3 %) were international students.

Currently about 326 professors, 28 guest professors and 2,641 assistant lecturers are involved in teaching and research as well as a staff of 2,125 employees for technical services and administrative tasks in the departments and the central administration.

Momentarily TU Berlin offers 43 Bachelor degree programs and 66 Master degree programs with an emphasis on engineering and natural sciences, as well as economics, social sciences, planning sciences and humanities.
TEACHING AND STUDIES

Studying at TU Berlin (and German institutions of higher education in general) demands a great deal of self initiative. Whereas the curriculum of a particular field of study provides information about which subjects are to be taken and/or to be completed with an examination, it is left to the students to decide when to meet these requirements during their studies.

Owing to the Bologna process TU Berlin, like most German universities, has finished the transition from the old study structure to the undergraduate (Bachelor level) and graduate (Master level) program system and the curricula of the study courses have also changed accordingly. They are comprised of modules with lectures, exercises, seminars, projects, etc.

The purpose of the Bachelor degree programs is the systematic introduction of subjects and the imparting of basic knowledge, while the Master degree programs place greater emphasis on exemplary learning and research-oriented teaching.

For current undergraduate and graduate courses please refer to this website:

www.tu-berlin.de
Quick Access: 7001

At present students do not pay a tuition fee at universities in Berlin even though its introduction is being discussed with increasing frequency. However, international students will pay a contribution to the Student Social Fund. Additionally they have to cover the costs for the semester ticket which allows the use of Berlin’s public transportation system (see page 30).
STRUCTURE OF THE UNIVERSITY

The universities of Berlin are organized according to the principle of academic self-administration, the most important constituents being the Academic Senate, the Council, the Board of Curators and the President. The President acts as the head of the University and is elected by the Council for a period of 4 years. Faculties are in charge of teaching and research. They independently organise their curricula, research projects and the work plans of all employees.

The deans, elected among the professors, represent their school and deal with all matters of research and teaching.

Of course students are engaged in university politics as well. The official and most influential student organization is the Allgemeiner Studentenausschuss (General Student Committee), ASTA for short, which is usually formed by a coalition of several student parties. Apart from political activities, the ASTA offers a wide range of student services and activities, such as group travel for students, inexpensive movies, a stationery shop and much more.
TYPES OF COURSES

Overview

In general courses at TU Berlin are parts of modules either of an undergraduate or graduate program. The most important types of courses at TU Berlin are Vorlesung (lecture), Übung (exercise/tutoring), Seminar, Hauptseminar (seminar for advanced students), Integrierte Veranstaltung (integrated course), Projekt and Praktikum (practical course).

The main differences lie in the aim of the courses, the number of students per instructor and the degree and kind of participation expected from the students, e.g. presentations, discussions, homework, etc.

They do also vary in their examination requirements, i.e. the type of examination or proof of academic achievement.

Vorlesung VL (Lecture)

A Vorlesung primarily consists of a lecture held by a professor, and provides an overview of certain main points of a particular subject. Although students’ participation is minimal, you are always welcome to ask questions. The ratio of students to lecturer tends to be quite large but can vary from one course of study to another. Sometimes a written exam concludes the lecture.

Übung UE (Exercise)

Exercises are designed to go into full detail concerning the theoretical matters of a lecture and are usually conducted by an assistant lecturer or teaching assistant. Here the emphasis lies in the practically oriented application of what you have learned in the lecture, e.g. calculations. An Übung requires more interaction between the students and the instructor and your active participation is desired. The classes are generally medium in size (up to 30 students).

Seminar SE, Hauptseminar HS (Advanced Seminar)

In seminars students and instructors work together on a clearly defined topic and common discourse plays a major role. For this reason lectures and papers prepared by the students who have concentrated on one aspect of the Seminar topic are very important. Hauptseminare are intended for more advanced students.

In general the number of students per teacher in seminars should be rather small (up to 20 students).
Integrierte Veranstaltung IV  
(Integrated Course)

An *integrierte Veranstaltung* combines the concept of the lecture with that of the exercise. Hence, the lecturer is either a professor or an assistant lecturer and the lecture will be discussed during the seminar.

Projekt PJ (Project Work)

*Projekte* give you the opportunity for independent research and the application of knowledge, most often within given time limits, conducted by a teacher, a professor or an assistant lecturer acting as an advisor.

The results of the projects are summarized by the students in form of reports, papers or presentations. Generally project classes are rather small.

Praktikum PR (Practical Course)

A practical course involves several hours of work a week on a daily basis mainly in laboratories or in other research facilities.
THE ONLINE COURSE CATALOGUE

All courses offered per semester at TU Berlin are listed in the online course catalogue - the Vorlesungsverzeichnis. You can find the online course catalogue here:

www.tu-berlin.de/lsf/
Quick Access: 80594

Please use the link to the “Online-Vorlesungsverzeichnis” and then click again on “Online-Vorlesungsverzeichnis”. Now you have to choose the Semester in the upper right corner. Then click „Suche nach Veranstaltungen“ (search for lectures). Now you will be able to look for certain courses according to specific search criteria, e.g. language, time, lecturer, etc.

The courses are listed according to the faculties (see pages 22-23).

Next to the title of the course and a brief description of its contents you will find the course number (e.g. 0150 L 10) as well as an abbreviation for the course type.

The day, the time, the building and room, the frequency (e.g. weekly) and the name of the lecturer are stated as well.

The abbreviation SWS stands for Semesterwochenstunden (the average number of hours per week of a particular course during this semester). The average class usually accounts for 2 SWS.

It should be noted here that the academic hour is actually only 45 minutes long, so that 2 SWS cover 90 minutes (once a week).

In case the catalogue for the upcoming semester is not available yet (since it is usually published shortly before the beginning of the new semester), you should refer to those of the past semesters. The changes from one winter/summer semester to another are usually rather minor.

If you want more detailed information about the courses in specific areas please refer to this website:

www.tu-berlin.de
Quick Access: 4510

For some departments commented course catalogues are listed here.

Although TU Berlin offers an increasing number of courses being held in English most lectures and courses are conducted in German. International students should therefore have a notion of the German language in order to successfully study at TU Berlin and should attend German language courses offered through TU Berlin’s Center for Modern Languages (ZEMS).
SWS/ ECTS CONVERSION

There are two ways to measure academic workloads at TU Berlin: ECTS credits and SWS (Semesterwochenstunden).

The “European Credit Transfer System" (ECTS) was initiated by European universities in order to make academic achievements transferable from one university to another. The goal of this system is to increase student mobility and to make the transfer and reliable assessment of academic achievements possible.

For this reason a certain number of ECTS credits has to be granted for a course with a certain workload that is comparable to the workload of a course at another European university.

Until now TU Berlin has assigned ECTS credits to all study courses already transformed into Bachelor and Master courses.

Another measure of the workload of a course at TU Berlin is the number of hours per week per semester (SWS). In some subject areas you will still have to settle for these SWS in case ECTS credits are not applied yet.

ACADEMIC CALENDAR

| Winter Semesters: | October 01 - March 31 every year |
| Lecture period:   | middle of October - middle of February |
| Winter Holidays:  | from around December 20 to the first days of January |
| Examination Period: | end of February |

| Summer Semesters: | April 01 - September 30 every year |
| Lecture period:   | middle of April - middle of July |
| Public Holidays:  | May 01, Ascension Day and Pentecost |
| Examination Period: | end of July |

For the exact semester dates please refer to our website (Quick Access: 159054)!
INTERNATIONAL STUDENT COUNSELLING

The International Student Counselling team is responsible for international students at TU Berlin and provides guidance and help in all administrative matters.

Contacts

The following units offer services for international students:

- the International Student Counselling team
- the Bachelor and Master service teams
- the teams for recognition/credit evaluation and for counselling of international exchange students

Student Counselling
Dr. Fred Mengering
Telephone: 314 - 24 691
Room: H 0055
Tuesday, Thursday 09.30 - 12.30

Tutorial Counselling
Ghefar Adwan, Maria Kornienko, Camila Beatriz Perez Monzon, May Said, Ernest Valverde Laks
Room: H 0051
Monday, Tuesday and Thursday 09.30 - 12.30
13.30 - 16.30
Friday 10.00 - 15.00

International Student Counselling

We offer counselling and various other services for a smooth start of your studies and will assist you in handling study-related, social and residence-related problems.

We organize information sessions for newly enrolled students at the start of each semester, we offer excursions, company visits and cultural events and also can take care of the extension of your residence permit. Please do not hesitate to contact us as soon as you have encountered any problems!

General Counselling and Events
Gabriela Rabe
Telephone: 314 - 24 411
Room: H 0054
Tuesday, Thursday 09.30 - 12.30

Extension of Residence Permits
Telephone: 314 - 24 359
Email: binstud@international.tu-berlin.de
Room: H 0051
Friday 10.00 - 15.00
Bachelor and Master Service Teams

You probably remember these units from their handling of your application and from admission and enrolment. They are responsible for:

- information regarding application, admission and enrolment of national and international applicants at TU Berlin
- evaluation of the requirements for university entrance
- applications regarding the change of study programs
- enrolment and exmatriculation
- re-enrolment for each following semester
- granting leave of absence

You can ask all your questions related to these topics in the Campus Center (TUB main building, room H 30) and find more information on the following website: www.tu-berlin.de/?id=20843

Bachelor Service Team:
Email: telefonservice@tu-berlin.de
Internet: http://www.studsek.tu-berlin.de/menue/bachelor_bewerbung_immatrikulation/

Master Service Team:
Email: graduateadmissions@r1a.tu-berlin.de
Internet: http://www.tu-berlin.de/?id=78365

Telephone Service:
030/314-29999

Monday - Thursday 09.00 - 17.00
Friday 09.00 - 14.00
Counselling of International Exchange Students

This unit offers counselling for international students who study at TU Berlin within the frame of a university partnership or exchange program.

Erasmus / European Exchanges:
Beatrice Vinci
Telephone: 314 - 24 696
Email: exchange.programmes@tu-berlin.de
Room: H 0039/0040
Tuesday, Thursday 09.30 - 12.30
14.00 - 16.00

Overseas:
Olaf Reupke
Telephone: 314 - 71 464
Email: overseas@tu-berlin.de
Room: H 0041b
Tuesday, Thursday 09.30 - 12.30

Recognition/ Credit Evaluation

This office is your first contact if you have already studied abroad and want to have credits from your previous studies recognized/transferred towards your study program at TU Berlin.

Doctoral/PhD applicants can get information on application requirements and procedures as well as a first evaluation regarding the equivalence of their foreign degree(s). Further information is also available on the websites of our TU-DOC office for young researchers: www.tu-berlin.de/?id=142409.

Please bring your degree certificate(s) and/or transcripts of records as well as all other relevant documents with you. Application forms and other important information are available at http://www.auslandsamt.tu-berlin.de/international_office/recognition_office/parameter/en/.

www.tu-berlin.de
Quick Access: 13147

Students who have transferred from a German university can contact the examination board of their study program directly. Please see http://www.pruefungen.tu-berlin.de/menue/information/pruefungsausschuesse/parameter/en/.

www.tu-berlin.de
Quick Access: 142223

Peter Marock
Telephone: 314 - 24 692
Email: peter.marock@tu-berlin.de
Room: H 0053
Tuesday 09.30 - 12.30
14.00 - 16.00
Thursday 09.30 - 12.30
The Preparatory School prepares applicants with foreign university entrance qualifications for the “examination to assess the aptitude of foreign applicants for a university study program” (Feststellungsprüfung) in the following fields, provided the applicant does not have a direct university entrance qualification: (natural) sciences and engineering (T-course), economics (W-course). In cooperation with the Charité Berlin, the Studienkolleg offers a fee-based M-course, which qualifies for medical study programs.

The regular period of study of this program is two semesters, with 30-32 lessons (45 min. each) per week in the following subjects:

- **T-course:** German, Mathematics, Physics, Chemistry and Computer Science
- **W-course:** German, Mathematics, Economics, History of Economics, English and Computer Science
- **M-course:** German, Mathematics, Biology, Chemistry and Physics

OTHER CONTACTS

**Examinations Office**

This office is responsible for:

- the handing-out of study and examination regulations
- application and admission for the final exam (Bachelor / Master)
- registration for single subject and module exams
- cancellation of registered exams
- legalization of Bachelor and Master degree certificates, diplomas and diploma supplements
- certification of passed exams (for completed modules only) and of the current study account for (governmental) authorities, scholarships, BAFöG, application purposes etc.

For more information, please see: www.tu-berlin.de/?id=9368

**Office Hours**

**Rooms:** H 0002, H 0010, H 0019, H 0023, H 0025

**Monday, Thursday and Friday** 09.30 - 12.30

**Thursday** 13.00 - 16.00

**Preparatory School / Studienkolleg**

The Preparatory School prepares applicants with foreign university entrance qualifications for the “examination to assess the aptitude of foreign applicants for a university study program” (Feststellungsprüfung) in the following fields, provided the applicant does not have a direct university entrance qualification: (natural) sciences and engineering (T-course), economics (W-course). In cooperation with the Charité Berlin, the Studienkolleg offers a fee-based M-course, which qualifies for medical study programs.

The regular period of study of this program is two semesters, with 30-32 lessons (45 min. each) per week in the following subjects:

- **T-course:** German, Mathematics, Physics, Chemistry and Computer Science
- **W-course:** German, Mathematics, Economics, History of Economics, English and Computer Science
- **M-course:** German, Mathematics, Biology, Chemistry and Physics
The “Feststellungsprüfung” is held for both internal and external candidates in each semester. Passing the Feststellungsprüfung entitles the student to admission to a study program in all the German federal states.

Applicants who already passed a Feststellungsprüfung, are able to extend their field of possible study programs with an “additional assessment test“ (Ergänzungsprüfung).

Applicants with a direct Higher Education Qualification can apply for a preparatory German course (Propädeutikum) and sit the single subject exam in German as a foreign language (Feststellungsprüfung Deutsch), which next to the DSH 2 and TestDaF (4x4) also entitles the student to a university course of study.

Student Counselling and Psychological Counselling

Student Counselling provides detailed information on study programs, curricula and entrance requirements and helps you choose the right study program as well as give support when you encounter study and examination problems, especially as a beginner.

If any of the above concerns you, if you plan on changing your university in Germany or need information on career options in a particular field you are welcome to drop in at our Infothek in room H 0070 without appointment. Here you can also pick up the guide “Wo geht’s lang?” with lots of useful tips on student life in Berlin.

Head of Studienkolleg:
Claudia Börsting
Straße des 17. Juni 145, 10623 Berlin
Telephone: 314 - 72 720
Email: contact@studienkolleg.tu-berlin.de
Room: EB 519
Monday, Wednesday and Friday 10.00 - 12.00
Tuesday 14.00 - 15.30

Telephone: 314 - 29 999
Email: telefonservice@tu-berlin.de
Room: H 0070
Monday, Thursday and Friday 09.30 - 12.30
Tuesday 14.00 - 18.00
Thursday 14.00 - 16.00

Telephone Consultation:
Monday - Thursday 09.00 - 17.00
Friday 09.00 - 14.00
Psychological Counselling

Telephone: 314 - 24 875 / -25 235, -25382  
Email: psychologische-beratung@tu-berlin.de  
Room: H 0059, H 0060, H 0061  
Tuesday 10.30 - 12.30

Telephone Consultation:  
Monday, Wednesday  
and Thursday 14.00 - 14.30

Counselling for students with disabilities

Agent for students with disabilities:  
Janin Dziamski  
Telephone: 314 - 25 607  
Email: janin.dziamski@tu-berlin.de  
Room: H 0060  
Thursday 15.00 - 17.00

Studentenwerk Berlin:  
Beatrix Gomm  
Telephone: 939 39 - 84 16  
Email: bbs.hardenbergstr@stw.berlin  
Room: Hardenbergstraße 34, Zi 019  
Tuesday 10.00 - 13.00
The Career Service helps you plan your career while you are still studying and after graduation. They organize trainings and events regarding topics such as applications for jobs and job start, career planning, key competences, working abroad etc.

Their module Prepare offers job preparation with future employers during your studies. In a two-week summer or winter school you will acquire interdisciplinary job-relevant competences which are then applied and reinforced in real company projects. This module is worth 6 ECTS credits.

International internships of two to twelve months in Europe can be funded with an ERASMUS+ scholarship, and there is a PROMOS scholarship for internships in overseas countries.

The „Deutschlandstipendium“ supports students who have excelled during their studies, who have shown a particular commitment or have successfully mastered personal challenges.
Mentoring Program for International Students

Mentoring courses are intended to make learning easier for international students at TUB during the first semesters. They are offered in addition to regular courses. The mentoring program is related to the current tutorial and exercise tasks of the lecture, i.e. there is no additional homework to be done, but instead they offer the possibility to apply the learning content of the lecture and to discuss and clarify open questions. Taught by academic staff or student tutors, they offer help related to the following topics:

- Elimination of academic difficulties
- Preparation for exams
- Orientation at the start of your studies
- Introduction to ways of learning and teaching at the university

Faculties II, IV and V offer the following courses and office hours within the Mentoring Program:

Faculty II:
- Lineare Algebra
- Analysis I für Ingenieure
- Analysis II für Ingenieure

For up-to-date information on dates and rooms please see the ISIS website of the Institute of Mathematics of Faculty II: https://www.isis.tu-berlin.de/course/index.php?categorid=60

Faculty IV:
- Theoretische Grundlagen der Informatik
- Methodische und Praktische Grundlagen der Informatik
- Technische Grundlagen der Informatik
- Technische Grundlagen der Informatik für Wirtschaftsinformatiker
- Grundlagen der Elektrotechnik
- Elektrische Netzwerke
- Einführung in die Informatik
- Analysis für Ingenieurwissenschaften
The mentors of Faculty IV also offer individual counselling for international students who have encountered problems during their studies or their life in Germany.


For further information on the courses and contact data of the mentors please also see: https://www.isis.tu-berlin.de/2.0/course/view.php?id=660

Faculty V:

- Mechanik I
- Mechanik II
- Fachmentorium Konstruktion

They also offer work groups for the discussion of personal and academic problems as well as of the use of IT in the students’ home countries.

**Academic counsellor:**

Dr. Nazir Peroz  
Telephone: 314 - 27 897  
Email: peroz@tu-berlin.de  
Room: FH 519  
Wednesday 10.00 - 12.00

**Tutorial counsellor:**

Jelisaweta Kamm  
Telephone: 314 - 25 494  
Email: jelisaweta.kamm@campus.tu-berlin.de  
Room: FH 516  
Thursday 14.00 - 16.00

**Counselling for international students in Computer Science**

TUB offers separate counselling for international students in the Computer Science and Computer Engineering study programs for:

- Problems at the start of your studies
- Planning your Bachelor and Master studies
- Problems related to study projects and the Bachelor/Master thesis
Beginning your Studies

- Accommodation
- Residence Registration
- Proof of Health Insurance
- Student Social Fund Fee and Public Transportation Pass
- Residence Permit
- Bank Account
- Library Card
- Computer Account
- Public Transportation
- Mensa Card
- Academic Matters
ACCOMMODATION

Dormitory

All dormitories in Berlin are administered by the Studentenwerk Berlin and the number of rooms is very limited for exchange students.

The rooms are generally small studios or single rooms with shared kitchen and bathrooms. They are furnished including a bed, a wardrobe, a desk and chairs. You have to bring your own bed linen, pillows and blankets, pots and pans, dishes, glasses and cutlery.

The prices of the rooms depend on size and furnishing. The average rent lies between €205 and €355. The dormitories’ distance to our campus does not influence the price of the room.

The first month’s rent and a deposit of one and a half month’s rent plus €10 administration fee in cash are due when you move in. The deposit will be refunded (depending on the room’s condition) when you move out.

Please keep in mind:
If you wish to move into a dormitory room you have to apply for it directly. Information about the application procedure will be provided shortly after the application deadline via email. It is not possible to apply for a room in any particular dormitory since they will be allocated according to availability!

Important!
You can cancel it up to three weeks before the beginning of the rental agreement without any explanation. After this deadline the Studentenwerk will charge you one month’s rent.

Note:
Dormitory rooms always have to be rented for the whole semester, i.e. until the end of February/March or end of August/September.

Other dormitory options are the Student Village Schlachtensee or the House of Nations where you have to apply independently:

www.studentendorf-berlin.com
www.house-of-nations.de
Private Accommodation

Finding suitable housing on the free market is getting more difficult every year - so please plan enough time for your flat search.

*Mitwohnagenturen* (Flat Sharing Agencies) are a way of finding a long-term furnished room, assuming you do not plan to ship your furniture to Berlin. These agencies will attempt to find lodgings for you if you inform them of the length of your stay, how much you are willing to pay and where you would like to live. Ideally you will obtain a room belonging to someone who is studying abroad for a year. You will find the addresses of some *Mitwohnagenturen* in the appendix under “other accommodation”.

Just in case you do not find satisfactory housing before you leave for Berlin you can look for a room in a shared flat on the internet. Google, for example, finds a lot of offers under “*WG-Zimmer in Berlin*”.

Lodging in a youth hostel makes sense if you simply need a place for a few days and when it is just a question of having a roof over your head for a short while but they are not suitable for longer periods of time.

Usually the rooms are shared and some youth hostels offer breakfast. However you should note that the IYHA (International Youth Hostel Association) hostels require a membership card. A number of addresses are listed in the appendix under: “IYHA Hostels, Independent Hostels, Student and Youth Hotels”.

Please check out our website for more housing options and webpages:

www.tu-berlin.de
Quick Access: 119610
RESIDENCE REGISTRATION

Everyone living in Germany, including the Germans, has to register with the city they live in. You have to register with a Meldestelle (a residence registration office) at any Bürgeramt within 14 days upon your arrival and will receive an Anmeldebestätigung (confirmation of registration).

You will need the following documents to register:

- Anmeldeformular (registration form)
- Valid passport or official ID
- Rental agreement (if available) or signature of your landlord on the registration form.

You can buy the Meldeformular at any stationery shop for about €1, obtain it at the Meldestelle or download it for free.

You can either bring along your lease contract or the registration form can be signed by your landlord or landlady, meaning that you cannot register until you found permanent accommodation such as a dormitory room, a room in a shared flat or your own apartment. If you are renting a flat as a subtenant the main tenant must sign the form.

You should always carry your Anmeldebestätigung with you. If you move to another address in Berlin you have to register with the city again and inform TU Berlin’s Immatrikulationsamt (Enrolment Office in the Campus Center) of your address change.

In order to make an online appointment and to download the registration form please use:

www.tu-berlin.de
Quick Access: 137244

Here you will find the link to the Bürgerämter where office hours and locations are listed. Use the Bürgeramt closest to you or check other Bürgerämter if you urgently need an appointment.
PROOF OF HEALTH INSURANCE

For students enrolled at a German university it is mandatory to provide proof of sufficient health insurance. Where and how you can get insured as well as the costs depend on the insurance you have in your home country and on the documents you bring along to Germany.

European Health Insurance Card - EHIC

Students who have the EHIC just have to bring us a copy of their valid card in order to prove that they are sufficiently insured while studying in Berlin. For EHIC holders health insurance is free of charge. The German health insurance company will receive the money from the health insurance company in your home country in case you have to see a doctor or have to be hospitalized.

Non-European students

Students from Non-European countries have to obtain compulsory student health insurance or if sufficiently privately insured may apply for a waiver.

However, we must point out that it is not advisable to obtain a health insurance waiver. In case you have to see a doctor or, if worst comes to worst, have to be hospitalized you will have to pay the bills yourself. Only after sending in your bills to your private health insurance company you will get back the money. This usually takes more than a few weeks. So please bear in mind that this means forsaking security in favour of false economies.

The monthly fee for compulsory health insurance is approximately €90.
STUDENT SOCIAL FUND AND PUBLIC TRANSPORTATION PASS FEE (SEMESTERTICKET)

Each semester all students are obliged to pay a contribution to the Studentenschaft (student body), the Studentenwerk and the student social fund and also have to purchase the Semesterticket (public transportation pass). With the Semesterticket you are allowed to use public transportation in Berlin for the whole semester starting on the first day of the semester.

The combined semester contribution and ticket fee amounted to approx. €300 (exact amount will be announced via email) in past semesters. Please note that this is not a tuition fee!

You can either pay cash directly at the cashier’s office of TU Berlin in room H 2106 on the second floor of the main building or use the payment machine in the entrance hall of the main building next to the reception area.

You will receive a receipt of payment which you have to present in order to get enrolled at TU Berlin.

Please bear in mind that it may take up to 1 - 2 weeks after enrollment before you receive your Semesterticket. Any money laid out for individual public transportation tickets during that period can unfortunately not be refunded!
RESIDENCE PERMIT (AUFENTHALTSBEWILLIGUNG)

International students who are non-EU-citizens and who live in Germany for a period exceeding 3 months are required to obtain a residence permit if they did not get a visa for the whole time of their stay. This applies equally to students who applied for a study or entry visa before entering the country since this visa expires after 3 months.

You can apply for the residence permit either through TU Berlin or at the office of the responsible authorities (Ausländerbehörde).

At TU Berlin

On Fridays between 10.00 and 11.30 an appointment list will be put on the notice board in front of room H 0051. Sign up on the list and return for your appointment accordingly between 11.30 and 15.00. You can also make an appointment during their office hours.

The advantage is that it is on campus and rather convenient. The disadvantage is that it takes about four weeks to finally receive the residence permit. For further residence permit questions or to make an appointment you can reach our colleagues at binstud@international.tu-berlin.de

At the authorities (Ausländerbehörde)

Here the advantage is that you will receive your residence permit on the same day you apply and have a wonderful opportunity to get acquainted with the proverbial German bureaucracy.

The disadvantage is that the Ausländerbehörde (Foreigner’s Registration Office) is not located in the university's vicinity and that you always have to wait in line no matter how early you get there.

You need (including copies!):

- Student ID Card/ Admission Letter (they prefer the ID Card!)
- Valid passport
- Residence Registration Confirmation
- One biometric passport-size photographs
- Proof of financial support
- Proof of health insurance
- Application fee of up to €60

Ausländerbehörde des Landeseinwohneramts

Keplerstraße 2
10589 Berlin
Telephone: 90269 - 4000
Email: abh@labo.berlin.de
Monday, Tuesday 07.00 - 14.00
Thursday 10.00 - 18.00

Residence Permit Information:
www.tu-berlin.de
Quick Access: 137245
Beginning your Studies

BANK ACCOUNT

It really makes sense to open a student bank account while in Berlin. For students in dormitories it even is indispensable in order to be able to transfer the rent.

If your home bank co-operates with a particular bank in Berlin, you should open an account with them. Usually money transfers from your home country are free of charge then.

If this is not the case, you can open a student account with one of the various banks in Berlin. For a student account you usually do not have to pay any administrative bank charges.

Deutsche Bank, Berliner Bank, Commerzbank, Postbank and HypoVereinsbank are worth mentioning here because they have a cash confederation. This means that you can withdraw cash from any automatic teller machine at any of these banks without paying an additional fee.

Deutsche Bank
Otto-Suhr-Allee 6/16
10585 Berlin (Charlottenburg)
Telephone: 34 07 - 0

Monday, Tuesday, Thursday 10.00 - 18.00
Wednesday, Friday 10.00 - 16.00

Berliner Sparkasse
Rankestr. 33-34
10789 Berlin (Charlottenburg)
Telephone: 869 869 69

Monday, Thursday 09.30 - 18.00
and Friday 09.30 - 16.00

Commerzbank
Tauentzienstraße 9
10789 Berlin (Charlottenburg)
Telephone: 230 853 0

Monday, Wednesday 09.00 - 16.00
Tuesday, Thursday 09.00 - 18.00
Friday 09.00 - 14.00
Otherwise there usually is no further difference in the general terms and conditions of these banks. The Berliner Sparkasse is also a good option since there is a good availability of branches throughout the city.

In order to open a student bank account with one of the banks in Berlin you will need the following documents:

- Passport or official ID
- Residence Registration
- TU Student ID Card or Acceptance Letter

In case it is not possible to open a student account without the TU Student ID Card or the acceptance letter, you should open a regular provisional account (for which you have to pay banking fees) and later on have it transformed into a student account with your student ID Card.

It may also be an option to open a bank account with one of the many online banks.
LIBRARY CARD  
(BIBLIOTHEKSAUSWEIS)

To use the libraries of TU Berlin you only need your student ID card which you will receive within 1-2 weeks after starting the enrollment process. It is valid from April 1st / October 1st on.

If you want to use one of the other university libraries in Berlin, e.g. at Humboldt or Freie Universität, you just have to show their librarians your TU Berlin student ID card and they will provide you with a library card for external students which allows you to borrow their books and use their archives.

Please find further information concerning the TU Berlin library system in chapter four.

COMPUTER ACCOUNT

The computer pools at TU Berlin are open to all students and administered by TU Berlin’s IT-Service-Center tubIT. Permission to use the computer rooms does not come automatically with your admission to study.

When picking up your student ID card you will also receive an information letter containing a code with which you will be able to set up your tubIT Email account. Once you have set up your account you are also allowed to use the computer pools of TU Berlin.

If you are already registered with Eduroam you will also be able to use it at TU Berlin.

tubIT Information

Electrical Engineering building

Telephone: 314 - 28 000
Room: EN 024 (Ground Floor)
MENSA CARD

The Mensa Card is the only way to pay your meals in the main student cafeteria (Mensa) and you can also use it in the Studentenwerk’s cafeterias throughout the campus of TU Berlin and all the other universities in town.

To obtain a Mensa Card you need:

- TU Student ID Card/ Admission Letter
- €1,55 (deposit)

You can obtain the card at the registers in the TU Mensa, preferably between 11.15 and 11.45 or 13.30 and 14.30 when it is less busy.

The deposit of €1,55 will be refunded after you return the card. The card can be charged with money through the machines in the foyer of the Mensa (ground floor) and in the area of the food counters (first floor, near the registers).
ACADEMIC MATTERS

Besides administrative matters it is also important to make arrangements concerning your intended study plan at TU Berlin.

Course Catalogue (Vorlesungsverzeichnis)

First of all, you should make sure that all the courses you wish to attend are offered during the semesters you are at TU Berlin. If your German is not sufficient the English course list you can find here may help:

www.tu-berlin.de
Quick Access: 137266

The online course catalogue is available on this site:

www.tu-berlin.de/lsf
Quick Access: 80594

Departmental Academic Counselling (Studienfachberatung)

In case you have questions concerning the contents, duration and degree of difficulty of specific courses you can also contact the departmental academic counseling units for advice and information.

They will give you a study guide in which the courses are described in detail and can also provide first hand information about the course requirements.

The addresses and office hours can be found on the websites of the respective departments or here:
Counseling Unit

For further information about courses, studying at TU Berlin in general and other problems please turn to TU Berlin’s Counseling Unit (Studienberatung) in room H 0070.

Please check out their website:

www.tu-berlin.de
Quick Access: 137245

You can also reach them via email: telefonservice@tu-berlin.de

Course Registration

Most courses do not require a previous online registration - you simply attend the first date of instruction and sign up. However, if online registration is necessary, this will be stated explicitly in the course catalogue.

Concerning the proof of academic achievements and the examinations for the courses please refer to page 18!

Architecture students, please note:
The introduction and the assignment of projects in the architecture department usually takes place a week before the lecture period starts!
While in Berlin

Language Courses

University Sports Center

TU Berlin Library

Computer Pools

Food and Drink

Courses at other Berlin Universities

Life and Culture in Berlin
While in Berlin

**LANGUAGE COURSES**

The Modern Language Center (Zentraleinrichtung Moderne Sprachen -ZEMS) is responsible for all language courses offered at TU Berlin. All available courses are listed in the course catalogue. In addition, you can obtain further information from the notice boards in the various offices and through the student advising staff of the ZEMS. Usually you have to pay an extra fee of up to €50 to attend the courses. Courses are offered before and during the semester.

**UNIVERSITY SPORTS CENTER (ZENTRALEINRICHTUNG HOCHSCHULSPORT)**

The Zentraleinrichtung Hochschulsport (ZEH) is responsible for the entire sports program at TU Berlin and offers a wide range of recreational sports activities for which it is generally necessary to register during the first week of the semester.

All sports courses and events will be listed on the TU Sports website at the beginning of every semester. Here you can also find the exact scheduling and information about the duration of the courses:

**ZEMS Counselling - HBS Building**

Hardenbergstraße 16-18
10623 Berlin
Telephone: 314 - 24 914
Email: daf@zems.tu-berlin.de
Room: HBS 3.18
Internet: www.zems.tu-berlin.de
All sports courses at the ZEH require registration and charge a small fee. You have to register online at the beginning of the semester.

After registration you will receive a sports ID card which you have to bring along when attending sports courses.

You just need:

- your student ID number

The registration fee for basic sports courses is €10 per semester and authorizes you to participate in all basic courses. The registration fee for more specific/exotic courses ranges from €8 to €35 per semester. You can either pay cash at the ZEH office or via money transfer.
TU BERLIN LIBRARY  
(UNIVERSITÄTSBIBLIOTHEK)

The TU Berlin Library includes:

- the Zentralbibliothek  
  (main library)
- the Abteilungsbibliotheken  
  (departmental libraries)
- the Dokumentationsstellen  
  (documentation centres)

and, thus, constitutes the library system of the university. The collection of approximately 2.11 million media units and 7,184 continuously held magazines are distributed among the Zentralbibliothek and the Abteilungsbibliotheken.

The organisation of the university library is rather complex because there are not only Abteilungsbibliotheken and Dokumentationsstellen scattered all over the campus, but additionally a number of departmental libraries which do not belong to the TU Berlin library.

To simplify matters as much as possible, we advise you to go to the lending desk of the main library or to your departmental library and get first hand information about the rules, location and business hours of the specialised library of use to you. The Lehrbuchsammlung (textbook collection) should be mentioned here as well since it holds several copies of all the textbooks used in all the departments of TU Berlin.

The lending period is four weeks at a time. During the summer holidays the library extends this period and puts up a notice to this effect. Failure to return books within the deadline results in a fine per volume and week. If necessary it is also possible to extend the lending period and to reserve books.
COMPUTER POOLS

The computer pools of TU Berlin can only be used after setting up a tubIT user account (see page 34). After your enrollment at TU Berlin you will receive the necessary information on the procedure.

Sometimes the departments and institutes have their own computer pools for which other conditions may apply, e.g. a special application or the participation in a certain course of studies.

Since the computer rooms of the tubIT are often overcrowded, it is always a good idea to ask in your department if they provide a computer pool and whether you are allowed to use it or not.
### While in Berlin

<table>
<thead>
<tr>
<th>PC-Pool in the building of Electrical Engineering</th>
<th>Einsteinufer 17, 10623 Berlin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: EN 004 and EN 048 (24 hour access)</td>
<td></td>
</tr>
<tr>
<td>Monday, Wednesday, Thursday and Friday</td>
<td>08.00 - 18.00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10.00 - 18.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC-Pool in the main building</th>
<th>Strasse des 17. Juni 136, 10623 Berlin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: H 3017</td>
<td></td>
</tr>
<tr>
<td>Monday - Friday</td>
<td>10.00 - 14.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC-Pool in the Mathematics building</th>
<th>Strasse des 17. Juni 136, 10623 Berlin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: MA 270</td>
<td></td>
</tr>
<tr>
<td>Monday, Wednesday, Thursday and Friday</td>
<td>08.00 - 18.00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10.00 - 18.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CIP-Pool 29 in the EB building</th>
<th>Strasse des 17. Juni 145, 10623 Berlin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: EB 14</td>
<td></td>
</tr>
<tr>
<td>Monday, Friday</td>
<td>09.00 - 19.00</td>
</tr>
<tr>
<td>Tuesday, Wednesday, Thursday</td>
<td>09.00 - 21.00</td>
</tr>
</tbody>
</table>

TUbit Hotline and Helpdesk: 314 - 28 000
FOOD AND DRINK

If you study hard (and probably do some serious partying at night) you will definitely get hungry sooner or later.

Whether you want to enjoy a feast or just have a quick snack, TU Berlin offers the Mensa (main student cafeteria) and a number of cafés and cafeterias to satisfy your needs.

The Mensa and some of the cafeterias on our campus are run by the Studentenwerk Berlin and offer a wide range of food and hot meals. It is only here that you can use your Mensa Card.

At the other cafeterias, which are run by students or other organisations, you have to pay in cash.

Mensa (Main Student Cafeteria)

The Mensa offers a wide variety of main courses, side dishes, drinks, salads and desserts.

The meals are subsidized by the city-state of Berlin. As a result you only pay the actual cost of the food and a part of the production costs of an average €2 to €3 per meal. Thus, a main course with a side dish, a small salad, dessert and a drink is not very expensive.

TU Berlin Mensa

Hardenbergstr. 34 (2nd floor)
10623 Berlin (Charlottenburg)

Seats: 850

Monday - Friday 11.00 - 14.30
Other Cafeterias and Cafés

Due to its long business hours the small cafeteria in the TU Mensa is a good alternative if you are too late for the Mensa. The food is also subsidised and although the choice is not as extensive as the Mensa’s, they do offer sandwiches, lunch and dinner meals, ice cream and coffee specialities.

Cafeteria, Coffeebar and Ice Cream Parlour in the TU Mensa

Mensa Building (ground floor)
Monday - Friday 08.00 - 15.30

Cafeteria „Wetterleuchten“ (on the groundfloor in the west part of the main bldg.)
Monday - Thursday 08.00 - 18.00
Friday 08.00 - 16.00

Cafeteria „Skyline“ (on the 20th floor of the TEL bldg.)
Monday - Friday 07.30 - 16.15

Cafeteria in the A-building
Straße des 17. Juni 152
Monday - Friday 08.00 - 16.30

Cafeteria in the March-building
Marchstraße 23
Monday - Friday 08.00 - 15.00

Cafeteria in the ACK-building
Ackerstraße 71-76 (Mitte)
Monday - Thursday 08.15 - 15.00
Friday 08.15 - 14.30

Cafés run by students

- Café TELquel (TEL)
- Café in the Mathematics bldg. (MA)
- Atomic Café (EW)
- Café A (A)
- Café Chez King Louis (EB)
- Café Erdreich (BH)
- Café Shila (E)
- i-Café (FR)
- Planwirtschaft (B)
- Café Capital (WW)
- WiWi Café (EB)
COURSES AT OTHER BERLIN UNIVERSITIES

Students at TU Berlin are also allowed to attend courses at Freie Universität Berlin, Humboldt-Universität and the Universität der Künste. Should you be interested in particular courses offered at these universities you can register as a Nebenhörer (external student). However, you have to attend the majority of your courses at TU Berlin.

For registration you need:

- Your TU Student ID Card
- Your Passport or official ID

Registration takes place at the universities' own enrollment offices (Immatrikulationsbüro):

Freie Universität Berlin - Studierenden-Service-Center
Ilitisstr. 1, 14195 Berlin
U1-Bahnhof Dahlem Dorf

Humboldt-Universität - Studierenden-Service-Center
Unter den Linden 6, 10099 Berlin
S-Bahnhof Friedrichstraße

Universität der Künste Berlin - Immatrikulations- und Prüfungsamt
Einsteinufer 43, 4. OG, Raum 403 A - 403 K
Berlin Charlottenburg
LIFE AND CULTURE IN BERLIN

To make life in Berlin worthwhile it is also important to enjoy the rich cuisine, to relax in its natural surroundings, to club in the hottest locations and to walk through the city savouring the diverse buildings created by internationally renowned architects through the centuries.

In Germany, cuisine culture is quite diverse. It consists of many regional specialities like Bratwurst and Sauerkraut or Spätzle and Maultaschen. Berlin is world famous for its Currywurst and Döner. Since Berlin combines many different cultures you will also find a lot of international restaurants, from Brasilian to Mongolian, in all price ranges.

Additionally Berlin is boasting great nature in- and outside of the city. In the city’s heart, you will find the Tiergarten in close proximity to TU Berlin. It is a huge park with little lakes and lawns suited either for recreation or sports. Moreover, there are over 180 km of waterways within the city borders, mostly lined by old trees and lawns also inviting you to take a rest in the sun.

Due to its wide range of architectural treasures Berlin always invites you to take a walk through the streets and enjoy the combination of the old and new shapes of the city. World famous architects have their share in it, like Gropius, Mies van der Rohe, the Bauhaus Group and many more.

For the night owls among you, it is important to know that the Berlin club scene is rather alternative and always changing. One day a club is the hottest spot in town, the next it’s closed or moved to another location.
Living Expenses

Although most of the things mentioned above can be freely obtained, the cost of living in Berlin is relatively low. However, there are many ways for students to reduce their costs: student dormitories and shared flats offer affordable housing, cheap supermarkets and student pubs are also helpful. Cultural events, gyms as well as certain shops offer student discounts—it is always worth asking!

All in all (for accommodation, food, leisure, etc.) €740 per month is a realistic amount, depending on where and how you choose to live and what your leisure time activities are.

The value-added tax rate in Germany is currently 19%. For some goods, a reduced rate of 7% applies (e.g. for food, books, etc.). The tax is always included in the final price of the product.

Here is a list of the approximate monthly expenses to be expected (all prices are in €):

- Rent 350.-
- Food 160.-
- Clothes 60.-
- Student Health Insurance 80.-
- Telephone, internet, mobile phone etc. 50.-
- Books, stationery etc. 40.-

**Total:** €740.-

Not included are your semester fees which incur at the beginning of each semester and include membership in the student association plus public transport for the whole semester. This means that your expenditure will be slightly higher at the beginning of the semester.

Also not included are leisure time activities. This very much depends on how active you are!
While in Berlin

Typical Prices to be expected for Food and Drink

- loaf of bread 2.-
- Schrippe (crusty roll) 0.20 to 0.50
- kg of apples 2.-
- Vegetable and fruit prices vary according to season
- kg of potatoes 1.-
- liter of milk 0.90
- kg of rice 1.-
- bottle of mineral water (0.75 l) 0.80
- cup of coffee (in cafés) 2.-
- beer 0,3l (in pubs) 3.-
- Big Mac 4.-
- Döner Kebab 3.- to 4.-
- Currywurst 2.50-

Typical Prices to be expected for Entertainment

- Ticket to the cinema (student rate) 7.-
- Ticket to the theatre (student rate) 6.- to 30.-
- Entrance to museums (student rate) 2.- to 8.-

Basic Dictionary

<table>
<thead>
<tr>
<th>English</th>
<th>German</th>
<th>English</th>
<th>German</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good morning!</td>
<td>Guten Morgen!</td>
<td>How are you?</td>
<td>Wie geht es dir?</td>
</tr>
<tr>
<td>Good afternoon!</td>
<td>Guten Tag!</td>
<td>Excuse me!</td>
<td>Entschuldigung!</td>
</tr>
<tr>
<td>Good evening!</td>
<td>Guten Abend!</td>
<td>Enjoy your meal!</td>
<td>Guten Appetit!</td>
</tr>
<tr>
<td>Good bye!</td>
<td>Auf Wiedersehen!</td>
<td>Cheers!</td>
<td>Prost!</td>
</tr>
<tr>
<td>Thank you!</td>
<td>Danke!</td>
<td>Two beers, please!</td>
<td>Zwei Bier, bitte!</td>
</tr>
</tbody>
</table>
Cultural Scene

Once settled in Berlin you will notice how amazing Berlin’s cultural program is. It is hard to believe, but Berlin boasts three opera houses and more than 150 theatres and playhouses. Additionally, Berlin offers more than 170 museums including very rare and precious collections and more than 200 private galleries. Each year Berlin hosts numerous top acts, artists and bands. You will find up to 1,500 cultural events each day.

For more info about events, e.g. concerts, exhibitions, plays, parties and movies in Berlin check out these websites:

- www.zitty.de
- www.berlin030.de

Each semester we aim to organize several cultural and social events for our exchange students in order to give you the opportunity to meet your fellow students and to get to know the city of Berlin better.

To find out about the dates of the events please check out this quick link:

- www.tu-berlin.de
  Quick Access: 134529
Addresses

Short Term Accommodation

List of Buildings

TU Berlin Map (Main Campus)
Addresses

SHORT TERM ACCOMMODATION

Flatshare Agencies / Helpful Websites

City Mitwohnzentrale
Linienstraße 111
10115 Berlin
Tel. +49 -30 - 19 430
Homepage: www.city-mitwohnzentrale.com
E-Mail: berlin@city-mitwohnzentrale.com

Zeitraum Wohnkonzepte
Immanuelkirchstr. 8
10405 Berlin (Prenzlauer Berg)
Tel. +49 - 30 - 441 66 22 (Prenzlauer Berg) +49 30- 322 33 00 (Charlottenburg)
Fax. +49 30- 441 66 23
Homepage: www.zeit-raum.de / E-Mail: info@zeit-raum.de

Websites:
www.studenten-wg.de/
www.studenten-wohnung.de/
www.wohngemeinschaft.de/
www.wg-gesucht.de/
www.kleinanzeigen.ebay.de
www.wohnpool.de
www.immowelt.de/
www.freiraum-berlin.com
www.immobilienscout24.de
www.coming-home.org/
www.craigslist.org

DISCLAIMER

We developed this guide to help international students adjusting to TU Berlin. The International Student Counselling tried to verify all information provided in this guide. However, the International Student Counselling cannot be made responsible for any errors or omissions. Students should always keep in mind that it is their responsibility that all academic and visa/residence conditions as well as other necessary arrangements are met.
# LIST OF BUILDINGS (Quick Access: 3244)

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Architekturgebäude, Straße des 17. Juni 152,</td>
</tr>
<tr>
<td>AA</td>
<td>Agrarpolitik und Agrarstatistik, Albrecht-Thaer-Weg 2</td>
</tr>
<tr>
<td>AB</td>
<td>Angewandte Botanik, Rothenburgstraße 12</td>
</tr>
<tr>
<td>ACK</td>
<td>Ackerstraße 76, 13355 Berlin</td>
</tr>
<tr>
<td>AL</td>
<td>Ausländische Landwirtschaft, Podbielskiallee 64</td>
</tr>
<tr>
<td>AM</td>
<td>Alte Mineralogie, Hardenbergstraße 38</td>
</tr>
<tr>
<td>AP</td>
<td>Acker- und Pflanzenbau, Albrecht-Thaer-Weg 2</td>
</tr>
<tr>
<td>AT</td>
<td>Albrecht-Thaer-Weg 4</td>
</tr>
<tr>
<td>B</td>
<td>Bauingenieurgebäude, Hardenbergstraße 40a</td>
</tr>
<tr>
<td>BA</td>
<td>Alter Bauingenieurflügel, Hardenbergstraße 40</td>
</tr>
<tr>
<td>BEL</td>
<td>Marchstraße 6 und 8</td>
</tr>
<tr>
<td>BH</td>
<td>Bergbau- und Hüttenwesen, Ernst-Reuter-Platz 1</td>
</tr>
<tr>
<td>C</td>
<td>Chemiegebäude, Strasse das 17. Juni 115</td>
</tr>
<tr>
<td>C-L</td>
<td>Chemie-Lager, Strasse des 17. Juni 115</td>
</tr>
<tr>
<td>CAR-B</td>
<td>Carnotstraße IA</td>
</tr>
<tr>
<td>CR</td>
<td>Cranzbau, Lebensstraße 1/Hertzallee</td>
</tr>
<tr>
<td>E</td>
<td>Elektronische Institute, Einsteinufer 19</td>
</tr>
<tr>
<td>EB</td>
<td>Erweiterungsbau, Straße des 17. Juni 145</td>
</tr>
<tr>
<td>EMH</td>
<td>Elektrische Maschinen (EM)</td>
</tr>
<tr>
<td>E-N</td>
<td>Elektrotechnik-Neubau, Einsteinufer 10</td>
</tr>
<tr>
<td>ER</td>
<td>Ernst-Reuter-Haus, Straße des 17. Juni 112</td>
</tr>
<tr>
<td>ES</td>
<td>Englische Straße 20</td>
</tr>
<tr>
<td>EU</td>
<td>Geb.Komplex Landgut Eule, Kremsnitzerstraße 53,49(W0),63 (WS)</td>
</tr>
<tr>
<td>F</td>
<td>Flugtechnische Institute, Marchstraße 12,</td>
</tr>
<tr>
<td>FR</td>
<td>Franklinstraße 28-29</td>
</tr>
<tr>
<td>FRA-B</td>
<td>Franklinstraße 15/15a</td>
</tr>
<tr>
<td>FS</td>
<td>Gebäudekomplex Franklinstraße, Franklinstraße 5/7</td>
</tr>
<tr>
<td>GG-B</td>
<td>Gärungsgewerbe, Biotechnologie, Seestraße 13-15</td>
</tr>
<tr>
<td>GOR</td>
<td>Gorbatschow Haus, Salzufer 11/12</td>
</tr>
<tr>
<td>GD</td>
<td>General-Pape-Straße 100</td>
</tr>
<tr>
<td>GV</td>
<td>Getreideverarbeitung, Seestraße 11</td>
</tr>
<tr>
<td>Codes</td>
<td>Addresses</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>H</td>
<td>Hauptgebäude, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>HAD</td>
<td>Hardenbergstraße 4-5</td>
</tr>
<tr>
<td>HE</td>
<td>Hörsaal Elektrotechnik, Straße des 17. Juni 136</td>
</tr>
<tr>
<td>HER-A</td>
<td>Heerstraße 446-448</td>
</tr>
<tr>
<td>HF</td>
<td>Hermann-Foettinger-Gebäude, Mueller-Breslau-Str. 8</td>
</tr>
<tr>
<td>HFT-FT</td>
<td>Hochfrequenztechnik (HFT) + Fernmeldetechnik (FT), Einsteinufer 25</td>
</tr>
<tr>
<td>HH</td>
<td>Hoechst-Haus, Steinplatz 1</td>
</tr>
<tr>
<td>HL</td>
<td>Heizung und Lüftung, Marchstraße 4</td>
</tr>
<tr>
<td>HS</td>
<td>Hellriegelstraße, Hellriegelstraße 6</td>
</tr>
<tr>
<td>N</td>
<td>Gebäudekomplex Invalidenstraße, Invalidenstraße 42</td>
</tr>
<tr>
<td>J</td>
<td>Lebenstraße 1,</td>
</tr>
<tr>
<td>JS</td>
<td>Joachimstaler Straße 31-32</td>
</tr>
<tr>
<td>K</td>
<td>Gebäudeteil Kraftfahrzeuge, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>KE</td>
<td>Kehler Weg</td>
</tr>
<tr>
<td>KEP</td>
<td>Keplerstraße 4-6</td>
</tr>
<tr>
<td>KF</td>
<td>Ehem. Kraft- und Fernheizwerk, Fasanenstraße 1 A KG</td>
</tr>
<tr>
<td>KPW</td>
<td>Kulturtechnik und Grünlandwirtschaft, Lenzallee 76</td>
</tr>
<tr>
<td>KL</td>
<td>Königin-Luise-Straße 22</td>
</tr>
<tr>
<td>KPK</td>
<td>Kompaktzyldotron-Bunker, Hardenbergstraße 36</td>
</tr>
<tr>
<td>KT</td>
<td>Kerntechnik, Marchstraße 18</td>
</tr>
<tr>
<td>KWT</td>
<td>Kraftwerkstechnik und Apparatebau, Fasanenstraße 1</td>
</tr>
<tr>
<td>L</td>
<td>Lebensmittelchemie, Mueller-Breslau-Straße 10</td>
</tr>
<tr>
<td>LB</td>
<td>Landwirtschaftliche Betriebslehre, Im Dol 27/29</td>
</tr>
<tr>
<td>LT</td>
<td>Landtechnik, Zoppperstraße 35</td>
</tr>
<tr>
<td>M</td>
<td>Mechanik, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>MA</td>
<td>Mathematik, Straße das 17. Juni 135</td>
</tr>
<tr>
<td>MAR</td>
<td>Marchstraße, Marchstraße 23</td>
</tr>
<tr>
<td>MB</td>
<td>Müller-Breslau-Straße 11/12, 10623 Berlin</td>
</tr>
<tr>
<td>ME</td>
<td>Maschinenelemente, Helmholtzstraße 13-14</td>
</tr>
<tr>
<td>MHD</td>
<td>Magnetohydrodynamik-Halle, Marchstraße 18</td>
</tr>
<tr>
<td>MS</td>
<td>Mechanische Schwingungslehre, Einsteinufer 5</td>
</tr>
<tr>
<td>NSH</td>
<td>Neue Schönhauser Straße 20</td>
</tr>
<tr>
<td>Code</td>
<td>Location</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
</tr>
<tr>
<td>O</td>
<td>Obstbau, Albrecht-Thaer-Weg 3</td>
</tr>
<tr>
<td>OE</td>
<td>Ehem. Oetker-Haus, Franklinstraße 29</td>
</tr>
<tr>
<td>P</td>
<td>Physik, Hardenbergstraße 36 a</td>
</tr>
<tr>
<td>PF</td>
<td>Pflanzenernährung, Lentzallee 55/57</td>
</tr>
<tr>
<td>P-N</td>
<td>Physik-Neubau, Hardenbergstraße 36</td>
</tr>
<tr>
<td>PC</td>
<td>Physikalische Chemie</td>
</tr>
<tr>
<td>PHI</td>
<td>Gebäude Philippstraße, Philippstraße 13</td>
</tr>
<tr>
<td>PTZ</td>
<td>Produktionstech. Zentrum - Doppelinstitut, Pascalstraße 8-9</td>
</tr>
<tr>
<td>REU</td>
<td>Reuchlinstraße 10-11</td>
</tr>
<tr>
<td>RDH</td>
<td>Rudolf-Drawe-Haus, Fasanenstraße 89</td>
</tr>
<tr>
<td>RO</td>
<td>Rohrdamm 22/Wernerwerkdam 2</td>
</tr>
<tr>
<td>SB</td>
<td>Satellitenbeobachtungsstation, Munsterdamm 88</td>
</tr>
<tr>
<td>SF</td>
<td>Schweinfurthstraße 24</td>
</tr>
<tr>
<td>SG</td>
<td>Severingelände-Gebäude 1-13, Salzufer 17/19</td>
</tr>
<tr>
<td>SPH-TR</td>
<td>Sportgelände an der Harbigstraße, Harbigstraße 34</td>
</tr>
<tr>
<td>SPW</td>
<td>Sporthallen an der Waldschulenallee, Waldschulenallee 7</td>
</tr>
<tr>
<td>TA</td>
<td>Technische Akustik, Einsteinufer 25</td>
</tr>
<tr>
<td>TAP</td>
<td>Technische Akustik-Prüfhalle, Einsteinufer 31</td>
</tr>
<tr>
<td>TC</td>
<td>Tech. Chemie (Franz-Fischer-Bau), Straße des 17. Juni 124</td>
</tr>
<tr>
<td>TEL</td>
<td>Ehem. Telefunken Hochhaus, Ernst-Reuter-Platz 7</td>
</tr>
<tr>
<td>TH</td>
<td>Tierzüchtung und Haustiergenetik, Lentzallee 86</td>
</tr>
<tr>
<td>TIB 1-4</td>
<td>Gebäudekomplex Humboldthain, Gustav-Meyer-Allee 25</td>
</tr>
<tr>
<td>TK</td>
<td>Thermodynamik und Kältetechnik, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>V</td>
<td>Verformungskunde, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>VWS</td>
<td>Versuchsanstalt für Wasser- und Schiffsbau</td>
</tr>
<tr>
<td></td>
<td>- Schleuseninsel -, Mueller-Breslau-Straße</td>
</tr>
<tr>
<td>W</td>
<td>Wasserbau und Wasserwirtschaft, Straße des 17. Juni 144</td>
</tr>
<tr>
<td>WF</td>
<td>Werkzeugmaschinen &amp; Fertigungstechnik, Fasanenstraße 90</td>
</tr>
<tr>
<td>WG</td>
<td>Wassersportgelände, Siemenswerderweg 27</td>
</tr>
<tr>
<td>WW</td>
<td>Wirtschaftswissenschaften, Uhlandstraße 415</td>
</tr>
<tr>
<td>ZI</td>
<td>Gebäude der Zuckerindustrie, Amrumer Straße 32</td>
</tr>
</tbody>
</table>
## Addresses

<table>
<thead>
<tr>
<th>Code</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Architecture Building, Straße des 17. Juni 152</td>
</tr>
<tr>
<td>A-F</td>
<td>Architekturgebäude Flachbau, Straße des 17. Juni 152</td>
</tr>
<tr>
<td>AM</td>
<td>Old Mineralogy, Hardenbergstraße 38</td>
</tr>
<tr>
<td>B</td>
<td>Building Engineering building Hardenbergstraße 40</td>
</tr>
<tr>
<td>BA</td>
<td>Old Building Engineer Wing (in the Physic bldg.), Hardenbergstraße 40</td>
</tr>
<tr>
<td>BEL</td>
<td>Building Marchstraße 6 und 8, AStA, Kindergarten, Café Campus</td>
</tr>
<tr>
<td>BH-A</td>
<td>Bergbau und Hüttenwesen, Ernst-Reuter-Platz 1</td>
</tr>
<tr>
<td>BH-N</td>
<td>Altbau und Neubau, Ernst-Reuter-Platz 1</td>
</tr>
<tr>
<td>BIB</td>
<td>University Library Fasanenstraße 88</td>
</tr>
<tr>
<td>C</td>
<td>Chemistry building, Straße des 17. Juni 115</td>
</tr>
<tr>
<td>C-L</td>
<td>Chemie-Lagerhaus, Straße des 17. Juni 115A</td>
</tr>
<tr>
<td>E/E-N</td>
<td>Elektrotechnische Institute, Altbau und Neubau Einsteinufer 19</td>
</tr>
<tr>
<td>EB</td>
<td>Extension Straße des 17. Juni 145</td>
</tr>
<tr>
<td>EMH</td>
<td>building parts EM (Electrical machines) and HT (High Voltage Engineering), Einsteinufer 11</td>
</tr>
<tr>
<td>ER</td>
<td>Ernst-Ruska-Building Hardenbergstraße 36A</td>
</tr>
<tr>
<td>EW</td>
<td>Eugene-Paul-Wigner-Building Hardenbergstraße 36</td>
</tr>
<tr>
<td>F</td>
<td>Building of the Aeronautical Institutes, Marchstraße 12, 12A, 12B, 14</td>
</tr>
<tr>
<td>FH</td>
<td>Fraunhoferstraße 33-36</td>
</tr>
<tr>
<td>FR</td>
<td>Building Franklinstraße 28/29</td>
</tr>
<tr>
<td>GOR</td>
<td>Gorbatschow-House, Salzufer 11/12</td>
</tr>
<tr>
<td>H</td>
<td>Main Building of the Technische Universität Berlin, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>HBS</td>
<td>Building Hardenbergstraße 16-18</td>
</tr>
<tr>
<td>HE</td>
<td>Lecture Theatre Electrical Engineering, Straße des 17. Juni 136</td>
</tr>
<tr>
<td>HF</td>
<td>Hermann-Föttinger-Building, Müller-Breslau-Straße 8</td>
</tr>
<tr>
<td>HFT</td>
<td>Radio-Frequency Engineering, Einsteinufer 25</td>
</tr>
<tr>
<td>HL</td>
<td>Heating and Ventilation building, Marchstraße 4</td>
</tr>
<tr>
<td>K</td>
<td>Motor Vehicles building part, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>KF</td>
<td>Former Power Station and District Heating System, Fasanenstraße 1</td>
</tr>
<tr>
<td>KT</td>
<td>Nuclear Engineering building, Marchstraße 18</td>
</tr>
<tr>
<td>KWT</td>
<td>Power Station Engineering and Design and Manufacture of Apparatus, Fasanenstraße 1</td>
</tr>
<tr>
<td>L</td>
<td>Food Chemistry building, Müller-Breslau-Straße 10</td>
</tr>
<tr>
<td>M</td>
<td>Mechanics building part, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>MA</td>
<td>Mathematics building, Straße des 17. Juni 136 (with canteen)</td>
</tr>
<tr>
<td>MAR</td>
<td>Marchstraße, Marchstraße 23</td>
</tr>
<tr>
<td>MB</td>
<td>Building Müller-Breslau-Straße 11-12</td>
</tr>
<tr>
<td>MS</td>
<td>Mechanical Oscillation building, Einsteinufer 5</td>
</tr>
<tr>
<td>OE</td>
<td>former Oetker House, Franklinstraße 29</td>
</tr>
<tr>
<td>PC</td>
<td>Physical Chemistry building, Straße des 17. Juni 135</td>
</tr>
<tr>
<td>PTZ</td>
<td>Manufacturing Engineering Centre Institute, Pascalstraße 8-9</td>
</tr>
<tr>
<td>RDH</td>
<td>Rudolf-Drawe-House, Fasanenstraße 89</td>
</tr>
<tr>
<td>SG</td>
<td>Building complex Severin-Gelände Salzufer 17/19</td>
</tr>
<tr>
<td>ST</td>
<td>Steinplatz 2</td>
</tr>
<tr>
<td>TA</td>
<td>Technical Acoustic Einsteinufer 25</td>
</tr>
<tr>
<td>TAP</td>
<td>Technical Acoustic building - Exam hall, Einsteinufer 31</td>
</tr>
<tr>
<td>TC</td>
<td>Technical Chemistry building, Straße des 17. Juni 124</td>
</tr>
<tr>
<td>TEL</td>
<td>TU high rise building, former Telefunken high rise, Ernst-Reuter-Platz 7</td>
</tr>
<tr>
<td>TEM</td>
<td>Transelectronical Microscopy Marchstraße 10</td>
</tr>
<tr>
<td>TK</td>
<td>Thermodynamics and Refrigeration Engineering bldg., Straße des 17. Juni 135</td>
</tr>
<tr>
<td>V</td>
<td>Metal Forming building part, Central Facility for University Sports (ZEH), Straße des 17. Juni 135</td>
</tr>
<tr>
<td>VWS</td>
<td>Central Workshop, former Research Institute for Water- and Shipbuilding- Sluices, Müller-Breslau-Straße</td>
</tr>
<tr>
<td>W</td>
<td>Hydraulic Engineering and Water Management building, Straße des 17. Juni 144 und 144A</td>
</tr>
<tr>
<td>WF</td>
<td>Machine Tools and Technical Production building, Fasanenstraße 90</td>
</tr>
<tr>
<td>Z</td>
<td>Poststelle, Druckerei, Materialausgabe, Straße des 17. Juni 135</td>
</tr>
</tbody>
</table>
International Affairs
International Student Counselling

Straße des 17. Juni 135
10623 Berlin, Germany

Telephone: 314 - 24 411
Fax: 314 - 28 540
Room: H 0055