Living in Jena...

... A Guidebook for International Students
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Foreword

Welcome to Jena!

On behalf of the Studentenwerk Jena-Weimar and the commissioner for foreigners of the city of Jena, we would like to greet you upon your arrival in your new place of study.

We’re thrilled that you have decided to study in our beautiful city. In the university town of Jena, academic and cultural traditions mix and mingle with the flair of a modern metropolis. Here you’ll find one of Germany’s oldest traditional universities and a new technical institute, academic centers and departments, large and small-scale companies that have settled around high-technology centers, as well as a colorful social and cultural life. And let’s not forget the gorgeous surroundings: Jena lies in the middle of the lovely Saale valley, surrounded by mountains and forests.

With this brochure, we want to ease your transition to life in Jena and give you tips and suggestions for your everyday life. This booklet is a supplement to the informational material that you have already received from your university or other institutions and may not answer all of your questions. However, here you’ll find many contact points and counseling centers to which you can turn at any time.

This brochure was developed within the framework of “Studentenservice International,” a project funded by the Robert-Bosch-Stiftung and organized by the Deutsches Studentenwerk (DSW). As part of this project, Polish student Dorota Jankowska worked as an intern in Jena for nine months and got to know the workings of both the Studentenwerk and Jena’s universities, as well as many city and university groups. The brochure in your hands is a tangible result of her internship in Jena. Dorota Jankowska has incorporated into this booklet her personal experiences of being an “outsider” and the peculiarities of everyday life, both from a totally personal view.

We wish you much fun both in reading and in exploring your new home and we hope that you will feel comfortable here in Jena.

We would love to hear your requests or additional suggestions for a new edition of this brochure.

Dr. Ralf Schmidt-Röh
Managing Director
Studentenwerk Jena-Weimar

Dörthe Thiele
Commissioner for Foreigners
City of Jena
1 Introducing the Studentenwerk

The Studentenwerk Jena-Weimar is responsible for about 29,000 students in Jena, Weimar and Gera:

- Friedrich-Schiller-Universität Jena
- Fachhochschule Jena
- Bauhaus-Universität Weimar
- Hochschule für Musik „Franz Liszt“ Weimar
- Berufsakademie Thüringen, Studienabteilung Gera

The responsibilities of the Studentenwerk include:

- Funding: educational and vocational training grants according to the Bundesausbildungs-förderungsgesetz (Bafög)
- Feeding: maintenance of all cafeterias
- Housing: allocation and maintenance of student housing and arrangement of private living spaces
- Advising: social, psychological and cultural advices and services, including the operation of corresponding facilities
- Culture: promotion of the artistic activities of students
- Daycare: operation of kindergarten facilities

Address:
Studentenwerk Jena-Weimar
Postfach 10 08 22
07708 Jena

Homepage: http://studentenwerk.uni-jena.de/

INFOtake – Information Point for the Studentenwerk
INFOtake in Jena
Ernst-Abbe-Platz 5
Tel.: 03641/ 930506
E-mail: infotake-jena@stw.uni-jena.de
Opening hours: M - Th: 9.00 - 16.00
F: 9.00 - 14.00
2 Housing

2.1 Service Package

Since 1998, a service package has been offered for foreign students that includes the following benefits:

- A furnished room in a student living facility, which you may choose from one of two living categories:
  - 2nd category: a single room in one of the newly renovated living facilities on Emil-Wölk-Straße or Carl-Zeiss-Promenade, or a single apartment at Schlegelstraße 2-8
  - 1st category: all other living facilities, except Naumburger Straße
- A credit of 2.00 € per day for use in the cafeterias (i.e., you receive meal vouchers which you can use to dine for free Monday through Saturday)
- Support from a student mentor
- Semester fee (covers your student identification card, which allows you free use of local public transportation and certain routes on the Deutsche Bahn; see chapter 6 for more information)
- Compulsory accident insurance

The service package does not include health insurance. This can be obtained by request at an additional cost.

**Price per semester:** 1400.00 € first living category/1600.00 € second living category

**Application deadline:** 31 July (for winter semester) or 31 January (for summer semester)

**Applications and information:** Frau Apel, 03641/93 05 06, infotake-jena@stw.uni-jena.de, Address: Studentenwerk Jena-Weimar, PF 100822, 07708 Jena.

2.2 Student Living Facilities

**Offered:**
- *Single apartments* – one-room apartment with kitchen or kitchenette, bath or shower and private WC
- *Single rooms* – a private room within an apartment with joint use of the kitchen, bathroom and WC

**Prices** range from 94.00 € to 299.00 € per month, depending on the quality of living and the size of the room. Incidental costs such as electricity, gas, water, heat, janitorial services and trash disposal are included.

*Please note that all lease prices refer to a minimum lease period of six months. For shorter lease periods, you must pay a much higher rent.*

**Accoutrements:**
- **Options:** choice between a furnished or unfurnished room
- **Basic furniture**: in furnished rooms: desk, chair, bookshelf, wardrobe and bed. Normally, you must provide your own bed linen, quilts and pillows, as well as pots and dishes. You can buy quilts, pillows and sheets (for about 20.00 €) as well as bed linen (about 10.00 €) from the building management.
- **Laundry facilities**: washing machines and dryers available for use at a cost of 1.00 €
- **Telephone and television connections**: available in all living facilities
- **Internet access**: available in some living facilities (for 10.00 € per month, requested through the building management)

**Security Deposit**: Upon moving into one of the living facilities, you are required to pay a security deposit of 200.00 €. Please make sure that all previously existing damages are recorded in the apartment transfer report that you will sign when you move in. Otherwise you will be liable for these damages, which can quickly become expensive. Your security deposit serves as a safeguard for your landlord. Upon moving out, you should leave your room just as you found it when you moved in. If no damages are found in the rooms you rented, your security deposit will be returned to you in full.

**Keys**: The key that you will receive works in the building door, the apartment door and the door to your room, as well as in the doors of all communal rooms. Take good care of your key, as replacing it if it is lost is very expensive.

**Security Deposit Refund**: Your security deposit will be transferred back to your bank account six weeks after you move out of the living facility. This is often a problem for foreign students who must close their German bank accounts before leaving the country. Your security deposit can be transferred to a foreign country, but you must pay any applicable bank charges yourself. If you want to receive payment in cash before your departure, you must notify the building management at least 14 days beforehand. You must first deposit your last month’s rent payment at the main cash desk of the Studentenwerk (Philosophenweg 20), then present your deposit receipt to the building management. Your security deposit will be paid out at the main cash desk after you turn over your room. The rooms will be inspected by the building management or the landlord.

**Information**: Descriptions of the living facilities can be found in the flyer “Wohnen in Jena” (available from INFOtake) or on the Studentenwerk homepage under “Wohnliches.”

### 2.3 Mentors for Foreign Students Living in Student Residences

Student mentors are active in some student residences. Their responsibilities include:
- Helping foreign students with any problems they might have after their arrival, e.g. with banks, health insurance companies or other agencies
- Being there to answer any and all questions about the residence and living in Germany
- Offering social activities (e.g. beginning-of-the-semester parties, hikes, excursions to the onion market in Weimar or the concentration camp at Buchenwald, international dinners, Christmas parties, grilling and music evenings)

The list of mentors can be found on the Studentwerk homepage under “Wohnliches” – “Mentoren.” The building manager can also tell you the name of your mentor after you finalize your lease.
2.4 Private Apartments

Instead of living in student housing, you may wish to look for a room on your own.

Private apartment listings can be found in the following places:

- **INFOtake** – Information Point for the Studentenwerk – Here you can look at numerous apartment listings, as well as get advice on your apartment search.
  
  INFOtake in Jena
  Ernst-Abbe-Platz 5
  Tel.: 03641/ 930506
  E-mail: infotake-jena@stw.uni-jena.de
  Opening hours:  M - Th:  9.00 - 16.00
                  F:  9.00 - 14.00


- **In the Newspapers** – e.g. TLZ Jena (Thüringische Landeszeitung), OTZ (Ostthüringer Zeitung)

- **“Bulletin Boards”** – Here people hang up many different advertisements and offers, including apartment listings, items for sale, information about events and activities, etc. “Bulletin boards” can be found in the main university building (Fürstengraben 1), on the WiWi campus (Carl-Zeiss-Strasse 3), in the cafeteria on Ernst-Abbe-Platz, in the cafeteria on Philosophenweg 20, and in the buildings of the Fachhochschule (Carl-Zeiss-Promenade 2), among other places.

**Practical tip:** If you rent a private apartment, you should make sure that your lease agreement contains the following information:

- Parties to the contract (lessor and lessee)
- Details about the apartment (address, size, which rooms are available)
- Price of the rent, incidental costs and potential additional costs, e.g. security deposit
- Beginning of the tenancy and, if short-term, end of the lease
- Cancellation period
- Any additional clauses

There are two different types of rental costs: **cold** (usually only the basic rent without incidental costs) and **warm** (normally includes basic rent, heating costs and incidental costs, i.e. housecleaning, janitorial services, trash fees, electricity, water). Be sure to inquire exactly what is included in your rent.

*If you are subletting, please examine rental conditions carefully and compare prices!*
3 Checklist upon Your Arrival

3.1 The First Step

Akademisches Auslandsamt – responsible for assisting foreign students in university matters. Here you can:

- Enroll yourself in the university (register for your course of study)
- Apply for a student identification card
- Receive the certificate required by your health insurance company
- Receive information about agencies you will need to visit (bureaucratic channels)
- Pick up informational brochures, e.g. about the university/Fachhochschule, the city of Jena, university groups, etc.
- Be paired with a student tutor who will be responsible for you
- Ask questions about your course of study
3.2 Bureaucratic Channels

At the following institutions you will need the following documents:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Required Documents</th>
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</thead>
<tbody>
<tr>
<td>Bürgerservice</td>
<td>Passport, lease agreement (EU citizens must also submit a copy of their passport)</td>
</tr>
<tr>
<td>Bürgerservice City: Löbdergraben 12</td>
<td></td>
</tr>
<tr>
<td>Bürgerservice Lobeda-Ost: Richard-Sorge-Str. 4</td>
<td></td>
</tr>
</tbody>
</table>
| Health insurance company of your choice | All: Passport, certificate from the Akademisches Auslandsamt or notice of admission  
If you have an international health insurance card or the Auslandskrankenschein E111 (or equivalent), you should register with the AOK and provide them with the documents from your home country, so that you don’t have to take out an additional health insurance policy. |
| Bank of your choice | Passport, registration card, student identification card (temporary ID card also allowed) |
| Ausländerbehörde – ALL NON-EU COUNTRIES! | Passport, lease agreement, registration card, student identification card, certificate of studies (with signature and stamp from the Akademisches Auslandsamt), proof of health insurance, proof of funding for your studies (e.g. a bank statement from the last 3 months) or certificate that you are receiving a stipend (this certificate can be issued by the Akademisches Auslandsamt), 2 passport photos |
| Richard-Sorge-Str. 4 |
| Tel. 03641/493761 |
| Fax 03641/493769 |
| E-mail: auslaenderbehoerde@jena.de |

Ausländerbehörde opening hours:
M  7.00 - 12.00
T  8.30 - 12.00
W  geschlossen
Th 8.30 - 12.00 and 14.00 - 18.00
F  8.30 - 12.00

If you aren’t sure if you need to obtain a visa, please ask at the Ausländerbehörde or visit the homepage of the Auswärtiges Amt: [http://www.auswaertiges-amt.de](http://www.auswaertiges-amt.de) (Informationsservice/Häufige Bürgeranfragen)

If you have problems with any of these agencies, departments and institutions, contact your tutor, mentor or caretaker.

4 „Damit Studieren gelingt“
The Studentenwerk offers extensive services—“...damit Studieren gelingt”—to help you organize your everyday life easily and solve your problems quickly, without wasting your valuable time and energy.
Feel free to take advantage of the many services offered at our counseling center:

### 4.1 Free Counseling

Beratungsstelle des Studentenwerks Jena-Weimar
Wagnergasse 26
07743 Jena

Up-to-date office hours can be found on the Studentenwerk homepage under “Soziales.”

<table>
<thead>
<tr>
<th>Counseling Service</th>
<th>Specialties</th>
</tr>
</thead>
<tbody>
<tr>
<td>General social counseling</td>
<td>- Specific questions from foreign students</td>
</tr>
<tr>
<td>Annett Kretschmer 03641/ 93 06 81</td>
<td>- Funding your studies (loans, free meal tickets – see chapter 4.5)</td>
</tr>
<tr>
<td>Office hours:</td>
<td>- Questions about health insurance</td>
</tr>
<tr>
<td>T 9.00-12.00</td>
<td>- Other questions about social services</td>
</tr>
<tr>
<td>W 13.00-16.00</td>
<td></td>
</tr>
<tr>
<td>Psychosocial counseling</td>
<td>- COUNSELING IN ENGLISH AVAILABLE UPON REQUEST!</td>
</tr>
<tr>
<td>Beate Schuhmann 03641 / 930680</td>
<td>- Home sickness, longing for friends and family</td>
</tr>
<tr>
<td>Annett Kretschmer 03641 / 930681</td>
<td>- Difficulties in confronting fears about exams, etc.</td>
</tr>
<tr>
<td>Jana Zeil 03641 / 930682</td>
<td>- Difficulties with your studies</td>
</tr>
<tr>
<td>Andrea Kaluza 03641 / 930595</td>
<td>- Releasing tension and conquering stress</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:psb@stw.uni-jena.de">psb@stw.uni-jena.de</a></td>
<td>- Conflicts with your family or partner</td>
</tr>
<tr>
<td></td>
<td>- Course offerings, e.g. relaxation courses, degree coaching</td>
</tr>
<tr>
<td>During registration times, you can</td>
<td></td>
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<tr>
<td>make an appointment:</td>
<td></td>
</tr>
<tr>
<td>M 13.00-14.00</td>
<td></td>
</tr>
<tr>
<td>T 15.00-17.00</td>
<td></td>
</tr>
<tr>
<td>Th 10.00-11.00</td>
<td></td>
</tr>
<tr>
<td>Legal counseling</td>
<td>Questions about legal issues</td>
</tr>
<tr>
<td>RA Norbert Plandor</td>
<td></td>
</tr>
<tr>
<td>Office hours:</td>
<td></td>
</tr>
<tr>
<td>During the semester: Th 17.00-19.00</td>
<td></td>
</tr>
<tr>
<td>When the university is not in session, you may call the office directly: 03641/820877</td>
<td></td>
</tr>
</tbody>
</table>

### 4.2 Stay Informed

There are many contact points where you can receive up-to-date information, but don’t forget to check the following sources first.

- „Dschungelbuch“ – contains many important addresses, as well as tips for organizing your course of study and your free time. You can purchase it at INFOtake or in the Thalia bookstore.
- „Wegweiser“ – contains extensive information about the services and activities of the Studentenwerk. You can pick it up for free at INFOtake.
- „Studienführer“ – contains concise summaries of information pertinent to your studies, including semester schedules, fields of study, faculties, departments and exam offices. Ask at the FSU or FH.
- „Infood“ – free magazine containing menus and opening hours of the cafeterias, as well as up-to-date information about events for German and foreign students. “Infood” is published monthly and is displayed in all cafeterias.
You can visit the Akademisches Auslandsamt (questions about your course of studies, see chapter 3 for address) or INFOtake with any questions you may have. There you will either receive immediate assistance or be directed to the appropriate institution. For specific questions about your field of study, please visit the appropriate department (see above: “Studienführer”).

4.3 Dining

The Studentenwerk cafeterias offer a wide variety of delicious meals at affordable prices.
- Every day you can choose a fixed menu: usually a main course with salad, fruit or dessert, starting at 1.50 €.
- “Wahlessen”: in the cafeteria at Philosophenweg 20, this means that you can create your own lunch menu. You pay separately for each dish. Elsewhere, “Wahlessen” simply refers to a higher-priced meal.
- A vegetarian menu is also available every day. Every cafeteria also features a salad bar where you can create your own salad.
- Noodle-lovers should visit Pasta Basta (Ernst-Abbe-Platz), featuring delicious pasta dishes daily.
- In the cafeterias you can also grab a quick snack. Sandwiches, soups, cakes, ice cream, fruit and salad are available, along with specialty coffees and various types of tea and cold drinks.

Don’t forget to bring your student identification card!! Otherwise you won’t be able to eat at student prices and will have to pay much more!!

You can find all addresses, opening hours and menus in the “Infood” magazine or on the Internet on the Studentwerk homepage, under “Essenzieles.” There you will also find information about which products are used in the preparation of the food (e.g., pork, beef, preservatives).

4.4 Funding Your Studies

As a matter of principle, it is assumed that foreign students who have decided to study in Germany have adequate funds at their disposal. You will require about 500-585.00 € per month.
Part-time jobs are often already taken and as a result are hard to find. Financial aid opportunities for foreign students are similarly meager and generally are restricted to the support of students in acute financial emergencies.

BAföG: In general, foreign students are not entitled to financial support under the BAföG. For exceptions, see: Bundesausbildungsförderungsgesetz Abschnitt 2, §8, Staatsangehörigkeit.

Stipends: There are many private and public agencies that award stipends. You can find a large database listing various stipends at www.daad.de.
Loans and One-time Financial Aid: If you find yourself in a financial emergency, you can receive limited support upon verification of certain criteria. You can apply for one-time aid through the Akademisches Auslandsamt at your institution (address: see chapter 3.1) or through the ESG (address: see chapter 5.1, table). The Studentenwerk can also support you. Here you can apply for meal tickets, which you can use to eat for free in the cafeterias. Full-time students can also apply for a hard money loan, but the money must be paid back after the completion of your studies. You can obtain information about loans and meal tickets at the general social counseling center (see chapter 4.1).

4.5 Employment

Work Permits: Foreign students may work 90 full days (no more than 8 hours per day) or 180 half days (fewer than hours per day) without a special work permit, unless their visa reads: “Selbständige Erwerbstätigkeit und Arbeitsaufnahme nicht gestattet.” Students may work part-time at their university or at other academic establishments without time constraints. If you don’t know whether or not you are allowed to work, please inquire at the Ausländerbehörde (address: see chapter 3.2).

Income Tax Card: In all cases, you must submit an income tax card to your employer, so that he or she can pay your taxes and social insurance contributions. You can apply for an income tax card at your local city council. Please note that you will need a separate income tax card for each employer.
At the end of your employment or at the end of the calendar year, your employer will certify which taxes have been paid. He or she can mark this directly on your income tax card or write out a separate certificate, which you then can attach to your income tax card.
If you wish to receive a full or partial income tax refund, you must go to your local tax office at the end of the calendar year, where you can fill out and submit a tax return form. The money will be transferred to your bank account upon a review of your tax statement.

<table>
<thead>
<tr>
<th>Stadtverwaltung / Bürgeramt</th>
<th>Finanzamt Jena</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing address : 07703 Jena</td>
<td>Leutragraben 8</td>
</tr>
<tr>
<td>Postfach 100 338</td>
<td>7743 Jena</td>
</tr>
<tr>
<td>Street address: Löbdergraben 12</td>
<td>Telephone: 03641/378-0</td>
</tr>
<tr>
<td>Telephone: 03641/ 49 37 00</td>
<td>E-mail: <a href="mailto:buergeramt@jena.de">buergeramt@jena.de</a></td>
</tr>
</tbody>
</table>

5 These Organizations are Here for You...

5.1 Student Organizations:

Jena is home to an array of student organizations that exist to help foreign students feel comfortable in Germany, begin their studies successfully, connect with other students and get settled in Jena.

Int.Ro
Address: Carl-Zeiss-Str. 3, Raum E54
Tel: 03641/930996
E-mail: intro@uni-jena.de
Homepage: [http://www.introseite.de/](http://www.introseite.de/)
Target group: All foreign students

What they have to offer:
Int.Ro – Abbreviation for “International Room”
Int.Ro is the international students department of the student council of Friedrich-Schiller-Universität Jena. Several university groups and initiatives have joined forces within the framework of Int.Ro in order to support the integration of foreign students, as well as offer them help and advice.

They offer an extensive program of events for foreign students:
- Initiation weeks – At the beginning of each semester, Int.Ro organizes a number of social activities, e.g. the “Schnitzeljagd” through Jena (a question-answer game), pub tours, hikes and parties. Through these events, you have the opportunities to find friends quickly and no longer feel like a stranger in the city.
- Student language courses – through which you can learn a foreign language or teach your native language
- “Sprachtandems” – this system is based on two people coming together and mutually profiting from one another through the acquisition of a foreign language. If you as a native speaker of Polish, Spanish, Italian, French, Czech or another language have mastered your tongue and want to pass it on and at the same time find someone who will let you in on the secrets of the German language, you can register at Int.Ro. You will fill out a simple form in which you declare what language you are offering and what language you are seeking. Interested students will then call you or send you an e-mail. Where, when and how often you meet with your language partner is flexible and entirely up to you.
- “Stammtische” – Int.Ro can also provide you with information about different national “Stammtische”: meeting places, dates, times, contact persons. Check it out – there may be a number of students who are looking for conversation in their native language.
- International festivals and holidays are organized in conjunction with all of the groups associated with Int.Ro.

You can also subscribe to the newsletter put out by Int.Ro and Sokrates-Alumni, so that you always receive the most up-to-date information via e-mail!

Studentenrat of the Fachhochschule Jena

Referat Ausländer
Carl-Zeiss-Promenade 2
07703 Jena
Room: 05.00.12 (Haus 5, ground floor, Raum 12)
Telephone: 03641/205-143
E-mail: stura@fh-jena.de
**Target group:** foreign students studying at the FH

**What they have to offer:**
- Individual support/assistance for foreign and exchange students in both academics and everyday life that goes well beyond the FH’s tutoring program – also help with exam problems.
- Advice on international courses (background in Bachelor/Master programs and their different variations). Recently, students in the social sciences department have begun offering advice and assistance with practical questions.
- Collaboration with Int.Ro for common events
- International “Stammtisch”
- Cultural events, e.g. excursions to the national theater in Weimar as well as the “Kulturarena” in Jena, visits to the flower, fruit and vegetable festival in Gera
- Multicultural workshops
- “Sprachbrücke – by Students for Students – Teach Your Language” – “Tandem” partners

**Overview of Student Groups:**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>Target group</th>
<th>What they have to offer:</th>
</tr>
</thead>
</table>
| AIESEC Jena | AIESEC Jena Carl-Zeiss-Str.3, R.5.26 Tel. 03641/943098 info@aiesec-jena.de www.aiesec-jena.de | All students | - AIESEC provides an international platform for the development of tomorrow’s leaders  
- Workshops; “soft skills” training; events with intercultural, economic or socially relevant themes  
- Business contacts  
- International internship exchanges |
| Bahá’í-Hochschulgruppe | Int.Ro Jena Bahai.de http://www.bahai.de/jena/hochschulgruppe.htm | All students | - Lectures with subsequent discussions about values and moral beliefs  
- Social events |
| Debatthergesellschaft Jena e.V. | Saalstr. 22 Cbroja@gmx.de www.debatthergesellschaft.de | All students | - Formal debates about various topics (in both German and English)  
- Learn about the principles of rhetoric as well as argumentative strategies in an enjoyable way |
| ELSA – European Law Student's Association | ELSA-Jena e.V. c/o Dekanat der Jurist. Fakultät Carl-Zeiss-Str. 3 | Law students | - Seminars, conferences and lecture series on legal topics  
- L@W events – visits |
<table>
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<tr>
<th>Institution</th>
<th>Address</th>
<th>Target group</th>
<th>What they have to offer:</th>
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<tbody>
<tr>
<td>EMSA – European Medical Student’s Association</td>
<td>07743 Jena Tel: 03641/942097 Fax: 03641/942002 <a href="mailto:secgen@elsa-jena.de">secgen@elsa-jena.de</a> <a href="http://www.elsa-jena.de/">http://www.elsa-jena.de/</a></td>
<td>Medical students</td>
<td>from legal offices and businesses</td>
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<td>- On the international level: moot courts (simulated court proceedings), legal debates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Procurement of paid internships</td>
</tr>
<tr>
<td>ERASMUS-Alumni</td>
<td>Int.Ro <a href="mailto:eckart.nowottny@uni-jena.de">eckart.nowottny@uni-jena.de</a> <a href="http://www.med.uni-jena.de/emsa/">www.med.uni-jena.de/emsa/</a></td>
<td>All students</td>
<td>Lectures on medical topics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Ethics seminars</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- “Projekt: Teddybärkrankenhaus”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- By request: assistance with organizing your course of study</td>
</tr>
<tr>
<td>ESG - Evangelische Studentengemeinde</td>
<td>Bebelstr.17a, 07743 Jena Tel. 03641/449790 <a href="mailto:Sabine.Nagel@uni-jena.de">Sabine.Nagel@uni-jena.de</a> <a href="http://www2.uni-jena.de/esg/">http://www2.uni-jena.de/esg/</a></td>
<td>All students</td>
<td>Much to offer!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Many one-day excursions as well as longer trips, poetry readings, parties, visits to the theater, canoe tours, hikes, bowling and much more... definitely recommended!</td>
</tr>
<tr>
<td>GASP - Gruppe für den Austausch von Studierenden der Politikwissenschaft</td>
<td>Int.Ro <a href="mailto:GASP-Jena@web.de">GASP-Jena@web.de</a> <a href="http://www.gasp.uni-jena.de/">http://www.gasp.uni-jena.de/</a></td>
<td>All students</td>
<td>Joint worship services and prayer sessions as well as religious discussions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emphasis: Religion</td>
<td>- Theme nights, open nights (music nights, international nights, etc.), “Erzählcafe,” volley ball, hikes, language courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- In special cases: financial support for foreign students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- “Stammtische” and events with political themes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Professional support for political science students (mentors)</td>
</tr>
<tr>
<td>Institution</td>
<td>Address</td>
<td>Target group</td>
<td>What they have to offer:</td>
</tr>
<tr>
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</tr>
<tr>
<td>JEF - Junge Europäische Föderalisten Thüringen e.V.</td>
<td>c/o Jan Gadow Markt 18 07743 Jena <a href="mailto:jef-thueringen@gmx.net">jef-thueringen@gmx.net</a> <a href="http://www.jef-thueringen.de/">http://www.jef-thueringen.de/</a></td>
<td>All students up to 35 years old</td>
<td>Seminars, formal discussions, “Stammtische” and other projects focused around current European topics</td>
</tr>
<tr>
<td>JISK - Jenaer Internationalen Studierendenkreis</td>
<td>Int.Ro <a href="mailto:Mail@jisk.org">Mail@jisk.org</a> <a href="http://www.jisk.org">www.jisk.org</a></td>
<td>All students</td>
<td>Discussion circles, international nights, film series, excursions, Lectures (globalization, ecology, foreign aid), Opportunities to realize your own ideas</td>
</tr>
<tr>
<td>KSG - Katholische Studentengemeinde</td>
<td>Am Johannisfriedhof 1 07743 Jena Tel.: 03641/449276 <a href="mailto:chef@ksg-jena.de">chef@ksg-jena.de</a> <a href="http://www.ksg-jena.de">http://www.ksg-jena.de</a></td>
<td>All students</td>
<td>Bible study, prayer sessions, liturgy, lectures on various topics, Open nights (videos, DVDs, slide shows, games, cinemas, beer gardens, bike tours, crafts, baking, cooking...)</td>
</tr>
<tr>
<td>Melton Foundation</td>
<td>Int.Ro <a href="mailto:Info@melton.uni-jena.de">Info@melton.uni-jena.de</a> <a href="http://www.melton.uni-jena.de/">http://www.melton.uni-jena.de/</a></td>
<td>USA, China, Chile, India, Germany</td>
<td>Social projects, meetings, informational nights</td>
</tr>
<tr>
<td>SMD- Christlicher Studentenkreis Gastfreundschaftsprogramm</td>
<td><a href="mailto:steffi-kohl@web.de">steffi-kohl@web.de</a> <a href="http://www.kauhaus.de/~cplus/index">http://www.kauhaus.de/~cplus/index</a></td>
<td>All students</td>
<td>Welcome Initiative – the Gastfreundschaftsprogramm offers you the opportunity to connect with a German family. The host families are Christian, and the opportunity is available to all students independent of nationality, culture and religion.</td>
</tr>
<tr>
<td>UNIQUE intern. Hochschulzeitung</td>
<td>Int.Ro <a href="mailto:redaktion@unique-online.de">redaktion@unique-online.de</a> <a href="http://www.unique-">www.unique-</a></td>
<td>All students</td>
<td>Opportunity to work on a magazine: write articles, gain editorial experience</td>
</tr>
</tbody>
</table>
### 5.2 General Organizations

<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>Target group</th>
<th>What they have to offer:</th>
</tr>
</thead>
</table>
| Afro-Center | Knebelstr. 3  07743 Jena  Tel. 03641/ 44 00 08 info@afrocenter.de  www.afrocenter.de | | - Lectures, discussion nights, film nights  
- Drumming workshops, African theater |
| Ausländerbeauftragte der Stadt Jena | Am Anger 15  07743 Jena  Mailing address: 07703 Jena, Postfach 100 338  Tel. 03641/ 49 2635 ausl.beauftragte@jena.de  theieled@jena.de | | - Counseling for foreigners living in Jena  
- Counseling for bi-national marriages and partnerships  
- Contact persons in cases of discrimination and xenophobia  
- Public relations work for the improvement of relationships between Germans and foreigners |
| Ausländerbehörde | Richard-Sorge-Str. 4  0 36 41/ 49 37 61 auslaenderbehoerde@jena.de | | - Handling official issues relating to foreigners  
- Questions about visas and work permits |
| Ausländerbeirat Jena | Unterlaungasse 2,  07743 Jena  Tel. 03641/493325 reamauersberger@hotmail.com | | - Free counseling for immigrants and foreign students – counseling available in several languages |
| AWO Kreisverband Jena e.V. Jugendmigrationssdienst | Kastanienstraße 11  07747 Jena  Tel: 03641-331291  Fax: 03641-573897 jmd@awo-jena.de  www.jmd-jena.de | | - Guidance about integration for new immigrants between 16 and 27 years old  
- Individual counseling for young people with immigrant backgrounds between 12 and 27 years old  
- Courses and groups offered (e.g. German, English, PC courses, Internet, theater, film)  
- Networking and social integration work  
- Initiation and guidance regarding the intercultural opening of social services and institutions (workshops, seminars) |
Institution | Address | What they have to offer:
--- | --- | ---
Frauenzentrum „Towanda“ e.V. | Schulstr. 11a 07749 Jena towanda_jena@web.de http://www.frauenzentrum-towanda.de/ | - Broad range of activities for women: courses, literature nights, readings, breakfasts, volley ball, tango classes - Counseling
Iberoamerica | Knebelstr. 3 07743 Jena Tel/Fax.03641/66 65 14 | - Dance classes, language classes - Counseling in Spanish and Portuguese
Islamisches Zentrum | Knebelstr. 3 07743 Jena | - Opportunities for prayer
KOKONT | Löbdergraben 25a 07743 Jena Tel. 03641/ 23 66 06 Kokont@t-online.de www.kokont-jena.de | - Contact persons for those affected by discrimination or violence - Realization of projects

### 6 Practical Tips

In Germany you will be confronted with a new culture and way of life. This new reality may seem strange at first. We have collected the following practical information to help your transition to life in Jena go as smoothly as possible.

#### 6.1 Transportation and Travel

**Local public transportation: Bus + Straßenbahn**

Once you are enrolled at a college in Jena, you can use public transportation within Jena **free of charge** with your normal or temporary student identification card (unsealed, un laminated, undamaged) and an official photo ID (personal identification card or passport). If you want to bring your bicycle on board, you must purchase a reduced-price ticket. Wheelchairs, strollers and luggage may be brought on board free of charge.

Before you receive your student identification card, you can buy one-way tickets from the ticket machines on all buses and trams. It is recommended that you have change with you – most of the ticket machines accept only coins. A one-way ticket costs 1.50 €. You can purchase other kinds of tickets at the service center in HolzMarktPassage: day tickets for 3.80 €, week tickets for 14.60 €. “Schwarzfahren”—i.e. riding buses and trams without a valid ticket—is a punishable offense and will cost you 30.00 €!

For prices, routes and other details, see [http://www.jenah.de/](http://www.jenah.de/)

**Driver’s license**

If you came to Jena by car or want to buy an automobile locally, please note that you need a driver’s license that is valid in Germany. For EU citizens, the new EU driver’s license (with the EU flag) will suffice. Non-EU citizens should obtain an international driver’s license. We recommend that you become familiar with German traffic rules. We also would like to make you aware that there are very few free parking places in the city center.
**Taxis**

Taxis are a luxury in Germany. A taxi ride from Westbahnhof to a residence on Griesbachstraße, for example, costs about 6.00-7.00 €. A ride from Paradiesbahnhof to Lobeda normally costs 10.00-14.00 €.

**The Deutsche Bahn**

There are four train stations in Jena: Paradiesbahnhof (Knebelstr.) and Westbahnhof (Westbahnhofstr.), as well as Saalbahnhof (Saalbahnhofstr.) and Bahnhof Göschwitz (Lobeda). There you can find travel centers, train schedules and up-to-date information.

With your student identification card (unsealed, un laminated, undamaged) and a photo ID (personal identification card or passport), you are authorized to use the Deutsche Bahn **free of charge** on designated routes. However, when you begin your studies here, you should ask beforehand whether this privilege still exists. The discount is valid in all regional trains, regional express trains and city express trains (not in long-distance trains such as ICE, IC, D, IR, IRE) for the following connections:

- Großheringen - Göschwitz - Saalfeld
- Großheringen - Apolda - Weimar
- Gera - Gotha - Weimar - Kranichfeld
- Orlabahn zwischen Orlamünde und Pößneck.

You are also permitted to bring a bicycle on the aforementioned routes free of charge. However, you must acquire a free ticket from a ticket machine.

If you are planning a longer journey, you should visit the Deutsche Bahn homepage or your nearest DB travel center at least two weeks before your trip. There you will find up-to-date information about pricing options which can help you save a lot of money (25% and 50% discounts, special offers, “Schönes-Wochenende-Ticket,” “Thüringen-Ticket”). If you travel by train often, it is worthwhile to purchase a Bahncard at a DB travel center. With a Bahncard, you can always purchase discounted tickets.

For special offers, connections and train schedules, see [www.bahn.de](http://www.bahn.de).

There are also private long-distance trains, which are operated by the company InterConnex. For routes, prices and more detailed information, see [http://www.interconnex.info/](http://www.interconnex.info/).

**Car pooling**

On the Internet, you can find numerous car pooling opportunities ([http://www.mitfahrgelegenheit.de/](http://www.mitfahrgelegenheit.de/), [http://mitfahrzentrale.de/](http://mitfahrzentrale.de/)). Drivers offer information about when they are driving and what routes they are taking. You can always check to see if anyone is offering your desired connection by visiting the aforementioned homepages and typing in your departure date and destination.

If you find a notice that is of interest to you, you should contact the driver via telephone or e-mail to ask about available seats and agree on details such as the specific place of departure, how much luggage you may bring, price, etc. As a member of the car pool, you have a say in the cost of the trip (examples of prices: Jena to Dresden – about 5.00-8.00 €, Jena to Stuttgart – about 15.00-20.00 €, Jena to Berlin – about 12.00-14.00 €). Prices depend on the type of car and the number of passengers. You also have the ability to place your own advertisements.
You can find up-to-date offers or leave your own advertisement on the ground floor of the main university building. An information board is located there where people who are offering or looking for car pooling opportunities hang their advertisements on special slips of paper.

**Bicycling**

Bicycles are a popular mode of transportation, especially in university towns. Automobile drivers generally observe the rights of cyclists, so you can feel safe on the streets. In addition, Jena features numerous bicycle paths, e.g. one that connects Lobeda with the city center. We want to make you aware that your bicycle must be fully functional, i.e. properly equipped with working brakes, a bell and reflectors on the spokes, as well as front and rear lights.

**Flying**

Many airlines offer affordable flights if you book your tickets well in advance. Sometimes you can travel by plane cheaper than with the Deutsche Bahn. Some of the most inexpensive airlines include Germanwings, Skyeurope, Ryanair, HLX or Easy Jet, Air Berlin, et al.

### 6.2 Shopping

**Shopping times:**

The store closing law in Germany states that businesses must remain closed on Sundays and holidays. In general, only select pharmacies, bakeries and flower shops are open on those days. If you urgently need something, you can buy basic articles at gas stations for a marked-up price. Pharmacies also offer “emergency services” at night and on holidays. A list of open pharmacies can be found in the daily newspapers.

In most shops, you can pay with your EC-Card at no extra cost. A few stores also accept credit cards.

**Exchanges/Returns:**

It is important to keep the receipts from the goods you purchase. Most items can be exchanged or even returned within 14 days of purchase upon presentation of your receipt, without having to give a reason for the return. This does not apply to food or sale items. All goods (except food) come with a two-year warranty, which means that when your new shoes break, you can either exchange them for new ones, have them repaired for free or get your money back. In such cases, you also must present your receipt.

**Shopping cheaply:**

German students do most of their food shopping at inexpensive supermarkets such as Aldi, Plus, Netto, Lidl and Kaufland. Smaller shops have fewer sales, and so in
general their prices are also higher. Stores that offer organic products (i.e. ecologically cultivated, without harmful additives) also charge more for their products.

Seasonal sales enjoy great popularity in Germany and occur at two times during the year: in summer (June) and in winter (January). At seasonal sales, you can purchase items such as clothing from 30% up to 70% cheaper.

Online markets are also very popular. The biggest portal is eBay (www.ebay.de) – the worldwide online marketplace where you can buy and sell new and used items at auction. Of particular importance to students is ZVAB (Zentrales Verzeichnis Antiquarischer Bücher www.zvab.de) – here you can browse and buy old books through a large database of all German secondhand bookstores.

*Online commerce can be risky, please buy carefully!*

**Pfand:**
Most drinks (beer, mineral water and caffeinated beverages) in Germany are sold in “Pfand bottles” or “Pfand cans.” That means that when you buy a drink, you pay a deposit that you get back when you return the bottle or can. This does not apply to Tetra Paks, juices or uncaffeinated beverages. The “Pfand” usually amounts to about 15-25 cents.

**Tote bags:**
When shopping, you must pay extra for plastic or paper bags. Many people own their own bags, which they use repeatedly.

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**6.3 Sorting Your Trash**

In Germany, much value is given to separating your trash in order to help protect the environment. There are different colored bins for different types of trash.

**Glass containers - green**
Bottles and jars that you cannot bring back to the store for a deposit, e.g. jars of preserves (marmalade jars, pickle jars, etc.), sparkling wine bottles, drinking glasses, etc.
Please sort your glass by color!

**Residual waste bins - black**
Ashes, cigarette butts (cold!), small commodities such as pans or hairbrushes, leftover textiles, nylon stockings, diapers, hygiene products, rubber parts, ceramic, porcelain, light bulbs, mirror shards, photos

**Bio-waste bins – black/brown**
Leftover food, kitchen waste (bits of fruits and vegetables, citrus and banana peels), eggshells, coffee grounds, tea bags, wood ashes, flowers, potting soil, cat litter
**Yellow bins for light packaging or packaging with the “Grüner Punkt”**
Plastic, drink cartons (mostly a mixture of paper, plastic and aluminum), aluminum foil, tin foil, yogurt containers, fabric softener containers, plastic wrap, vacuum packaging, snack bags, cans

**Paper bins - blue**
Packaging made of paper, cardboard, newspapers, magazines, waste paper e.g. paper bags, cigarette packs, writing paper, gift wrap, catalogues

If you aren’t sure what belongs in which trash bin, it is best to ask your German roommate.

### 6.4 Using the Telephone

Country code for Germany: 0049  
City code for Jena: 03641  
For calls from outside Germany, you should omit the 0 in the city code, e.g. if you want to call Jena, you should dial 00493641 and then the number.

You can dial the information desk of Deutsche Telekom if you can’t find a telephone number:  
Telephone numbers within Germany: 11833  
International telephone numbers: 11834

**Important Telephone Numbers**

**Emergency numbers:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>110</td>
</tr>
<tr>
<td>Fire department/emergency physician/ambulance</td>
<td>112</td>
</tr>
<tr>
<td>Damage repair service (if you smell gas or a water pipe breaks)</td>
<td>4040</td>
</tr>
<tr>
<td>CHI medical emergency services Every day including holidays 19.00-7.00</td>
<td>597631</td>
</tr>
</tbody>
</table>
| Spiritual counseling Free, anonymous, independent of your religious denomination, around the clock, available for all questions and problems | Protestant – 0800 111 0111  
Catholic – 0800 111 0222 |

**Land lines**
The largest telephone service provider in Germany is Deutsche Telekom. Alongside that, there exist several alternative providers which offer more affordable local connections, e.g. Tropolys ([http://www.tropolys.de](http://www.tropolys.de)). In order to have a land line connection at home, you must first choose a provider and sign a contract with them. In general, you will have to pay a one-time fee (about 90.00-100.00 €) for the connection, beyond which there is a basic service charge, to be paid monthly. Depending on your choice of provider, the monthly charge will cost about 18.00 €. The cost of individual telephone calls depends on the rate of the call. You will receive your telephone bill monthly and should pay it within 14 days. If you forget to pay your
bill, you will receive a warning and have to pay an extra charge. After multiple warnings, your telephone number will be disconnected.

If you use a “call-by-call” system, it can be cheaper for you to call internationally than domestically. To use this system, first enter the dialing code of an alternative telephone service provider (a list of all providers, as well as price comparisons, can be found at [www.billiger-telefonieren.de](http://www.billiger-telefonieren.de) or [http://www.teltarif.de/](http://www.teltarif.de/)) and then dial the telephone number you wish to call. The fee will be calculated on your normal telephone bill.

You also have the option of buying a pre-paid calling card which includes a PIN that you can enter each time you place a telephone call, in order to make cheap calls from your telephone (landline or cell phone). One advantage of a pre-paid card is that it can be used from any telephone – the charges are deducted directly from the card and do not appear on your telephone bill.

**Cell phones**

There are a number of cellular phone providers in Germany, including O2, T-Mobile, Vodafone, E-Plus, Tschibo and many more (for an overview and price comparisons, see [http://www.inside-handy.de](http://www.inside-handy.de)).

You can choose between a standard cell phone contract and a pre-paid plan (without a contract or basic fee). The advantage of a contract is that you can usually make calls more cheaply and also are provided with “free minutes,” as well as a wide choice of low-priced phones. The disadvantage is that you are bound to the contract for a specific period of time (at least one year) and must pay a fixed monthly fee in addition to the basic telephone charges. Be forewarned: some telephone companies may demand that you have a residence permit for the duration of the cell phone contract.

One alternative to a cell phone with a contract is a pre-paid phone card, which can be purchased either as a starting package (SIM card only – recommended if you already have a phone without a SIM lock) or as a combination starting package and basic cell phone. The resulting costs are not calculated retroactively at the end of the month but are paid in advance, so you can monitor your expenditures more easily. A pre-paid phone card account usually comes with a starting credit of 10.00-15.00 €. You can add credit to your account anytime and as often as you wish.

**Telephone boxes**

Telephone boxes work with phone cards, which you can purchase at the post office or at various kiosks for 5.00 € or 10.00 €. You also have the ability to call someone collect, at his or her cost. You can find more information, along with instruction manuals, in the telephone boxes themselves.

### 6.5 Using the Post

The cost of a stamp for a standard letter up to 20g:

- Within Germany: 0.55 €
- Within Europe: 0.70 €
All other countries: 1.70 €
For postcards:
Within Germany: 0.45 €;
Within Europe: 0.65 €;
All other countries: 1.00 €

You can find more information about prices, special offers, packages and letters at the Deutsche Post homepage (http://www.deutschepost.de/) or at your local post office.
It is also possible to purchase stamps from automated machines.

Thuringia is also home to the private company City-Kurier (http://www.citykurier.de), which provides an alternative letter delivery service. Through City-Kurier, you can send letters and postcards within Thuringia at a lower price (e.g. 0.45 € for a standard letter).

6.6 Physicians and Illness

If at any time you become ill, you should first look for a doctor in Jena. There are many places where you can find the Index of Physicians (“Verzeichnis der Ärzte”): on the Internet at www.gelbeseiten.de or www.kv-thueringen.de, in the newspaper, or in the telephone book.
If you want to find a doctor who speaks your native language, please contact your embassy or consulate. For general illnesses, you will need a general practitioner (“Hausarzt” or “Arzt für Allgemeinmedizin”).

In Germany it is recommended that you make an appointment with your doctor (via telephone or in person). Many doctors have consultation hours to which you may go without making an appointment, but then you may have to deal with long waiting times. Don’t forget to bring proof of insurance (your international insurance card and check book or a chip card from your German health insurance company) with you. For your first doctor visit in each quarter (per quarter year = every three months), there is a mandatory practice fee in the amount of 10.00 €, which can only be paid in cash. You should keep your receipt, so that further fees are waived upon your next doctor visit within three months. You should let the doctor to whom you paid the practice fee give you a referral if necessary.

If you are covered by a state-owned health insurance company, your doctor will send the bill for your treatment directly to your insurer. If you are privately insured, you will have to pay for your medical exams yourself, however you will receive your money back upon presenting the doctor’s bill to your insurer.

PLEASE NOTE: in general, your health insurance will only cover urgent dental treatments! Before you go to the dentist, find out which costs your health insurance company will and which ones you will have to pay for yourself! At the dentist, you must also pay a practice fee.

For patients insured by German health insurance companies, medicine prescribed by a doctor generally can be obtained for free (if you are covered by a private company) or for a small co-payment (state-owned company). This only concerns medicine for which you have received a prescription. Drugs or other products for the “improvement of one’s private
lifestyle” (e.g. birth control), for which you need a prescription but which do not remedy illnesses, will not be paid for by your health insurance company. If you are privately insured, as before, you must pay for your medicine out of your own pocket before you receive a refund from your insurance company.

It is sometimes the case that the medicine you need is not available in your pharmacy. This is no reason to worry; you can place an order for your medicine without having to pay an additional charge. The drugs will be shipped within hours and will be ready for you to pick up on the afternoon of the same day or early the next morning.

6.7 Broadcasting Fees (GEZ)

If you own a television or radio, you must register it with the Gebühreneinzugszentrale and pay any applicable fees. You can fill out the registration form online at http://www.gez.de or download it and send it through the mail (GEZ, 50656 Köln).

Broadcasting fees as of 1 April 2005:
Radio (basic fee) 5.52 EUR
For three months: 16.56 EUR

Television 17.03 EUR
For three months: 51.09 EUR

Radio and television 17.03 EUR
For three months: 51.09 EUR

Liability for these charges begins on the first day of the month in which your television or radio first gets reception. Broadcasting fees must be paid four times per year (every three months). Monthly payment of broadcasting fees is not possible.

6.8 Course Catalogue

The course catalogue contains an overview of course offerings, seminars and lectures, as well as the up-to-date office hours of all instructors. You absolutely need to have this in order to create your class schedule. You can download the FSU’s electronic course catalogue for free at www.uni-jena.de or purchase a hard copy from your department. The Fachhochschule course catalogues can also be bought in book form or found on the Internet at http://www.fh-jena.de/studium/stundenplan.html.

6.9 Student Identification Card

Your student identification card brings you many price advantages, e.g. when buying tickets at cinemas, theaters, museums, concerts and events. You can also eat in the cafeterias at student prices when you present your student identification card. Many newspapers offer students cheaper subscriptions – you can receive a newspaper for the first few weeks at no cost, then decide if you want to subscribe at a reduced rate. Clothing stores, hair salons,
fitness studios, swimming pools, etc. also offer student discounts. Simply ask everywhere you go!

There are plans to introduce a new student ID in the form of a chip card (called the Thoska – Thüringer Hochschul- und Studentenwerks-Karte). You will also be able to pay in the cafeterias with this card.

6.10 Photocopying

Sometimes you will need to photocopy rare newspaper articles or seminar materials. On campus there are several copy shops where you can copy documents not only in black-and-white but also in color and in different formats. Self-service photocopiers are also located in a number of university buildings. To operate them you will need a chip card, which can be used not only for photocopying but also for checking out books from the library (ThULB). This card can purchased at the following automated machines:
1. FSU main university building, Schlossgasse 1, near the security desk
2. ThULB Jena, Bibliotheksplatz 2, check out, ground floor
3. Carl-Zeiss-Str. 3, in the foyer, across from the security desk
4. Carl-Zeiss-Str. 3, entrance area of the social sciences library

You can also add credit to your card at the automated machines. When you want to photocopy something, insert your card in the scanner and make your copies. The money will be deducted directly from your card.

6.11 Courtesy

The preferred form of address among students in Germany is “du.” In your interactions with all other people, you should usually use “Sie,” unless someone has suggested to you that you can call each other “du.” Physical contact during conversation is undesirable. It is normal for people to sneeze or blow their noses in public places. During your lectures and seminars, as well as in the cinema or theater, you should turn off your cell phone.

Punctuality is highly valued. If you have made an appointment to meet someone but know you won’t be able to arrive on time, you should inform the person who is waiting for you. A short phone call will usually suffice.

6.12 Tourist-Information

Here you can get information about what is located where in the city and which newsworthy events are taking place in Jena. It is an important contact point for those who want to discover Jena as tourists. Many hikes and guided city tours are offered in Jena. We also encourage you visit Jena’s homepage: www.jena.de

Jena Tourist-Information
Johannisstr. 23
07743 Jena
Tel. 03641/ 49 80 50
E-mail: tourist-info@jena.de
7 Before Your Departure

Be sure to allow yourself sufficient time to take care of all of these formalities before you leave Jena:
- Arrange for the return of your security deposit two weeks before moving out of student living facilities (see chapter 2.2)
- Notify the Bürgerservice one week before your departure
- Cancel your health insurance
- Close your bank account
- Un-enroll from the university
- Collect your necessary “Scheine” and hold on to them as a record for your home university
- Cancel: phone service, newspaper subscriptions, auto insurance, fitness studio membership, etc.

PLEASE RESPECT NOTICE PERIODS FOR ALL CANCELLATIONS!

We wish you great success with your studies in Jena and a wonderful time in Thuringia!
Imprint

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