



ATB

Leibniz-Institut für
Agrartechnik und Bioökonomie

Welcome to the ATB Potsdam!



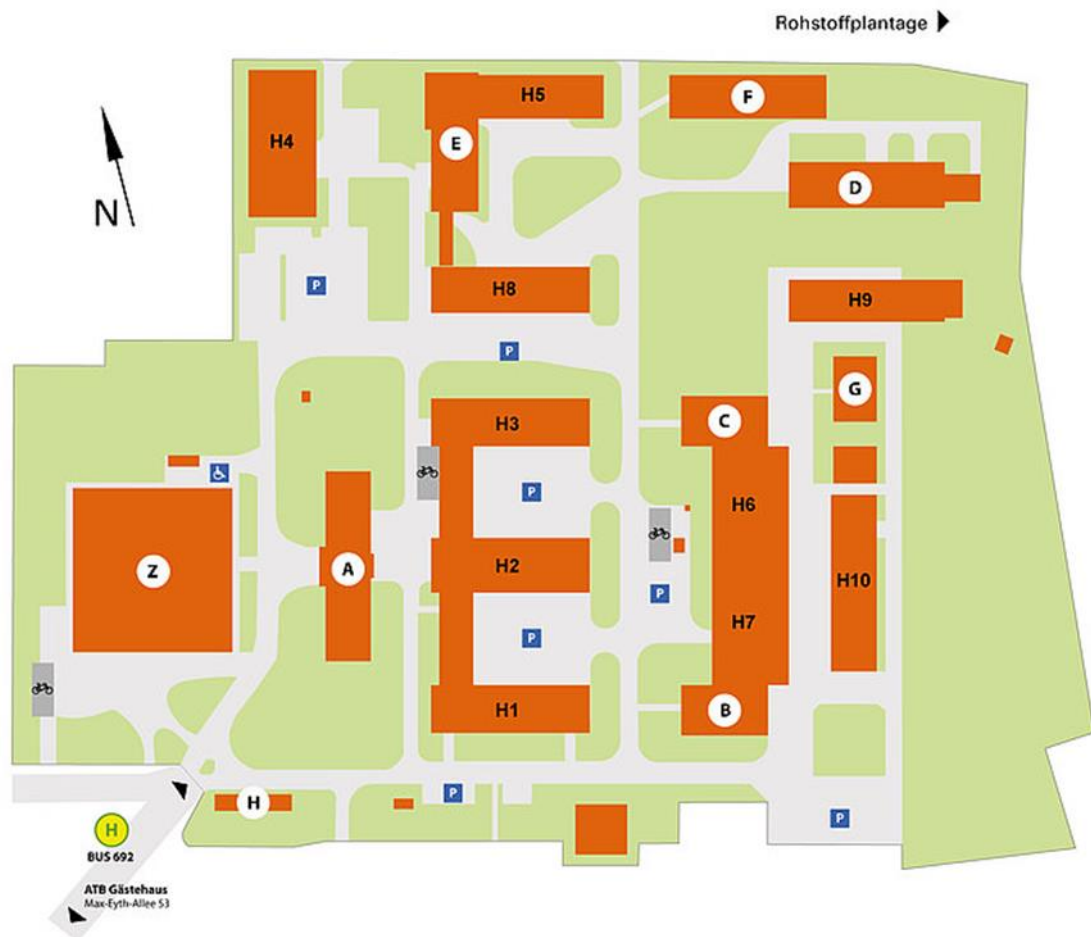
Leibniz-Institut für Agrartechnik und
Bioökonomie e.V. (ATB)
Max-Eyth-Allee 100
14469 Potsdam

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Introduction

Welcome to the Leibniz Institute for Agricultural Engineering and Bioeconomy (ATB)!
This guide informs you about first important bureaucratic steps and gives suggestions for your free time.



Citizens Service Potsdam and tax identification number

Your first stop in Potsdam should be the Citizen Service Potsdam (“Bürgerservice”) in the City Hall. In order to register there you need the so-called Confirmation of accommodation provider (“Wohnungsgeberbestätigung”). You will receive this confirmation from your landlord/landlady or their administration. Note: Other cities may have different regulations.

In case your stay will be longer than three months, your registration at the Citizens' Service Office is mandatory. (Note: If you will not stay in Germany more than three months and do not want to open a bank account, you do not need to register at the Citizen Service Office.)

You can get an appointment by booking via the online portal.

On the following pages, you will find a picture-by-picture explanation of how to book an appointment via the online portal.

Should you not be able to get an appointment, please check the portal again later. New appointments will be released Monday – Saturday at 8 am. If you are having trouble getting an appointment, please contact the Human Resources Department of the ATB.

As soon as you have registered, you should automatically receive your tax identification number from the BZSt by post. You must give this number to your employer so they can deduct your income tax.

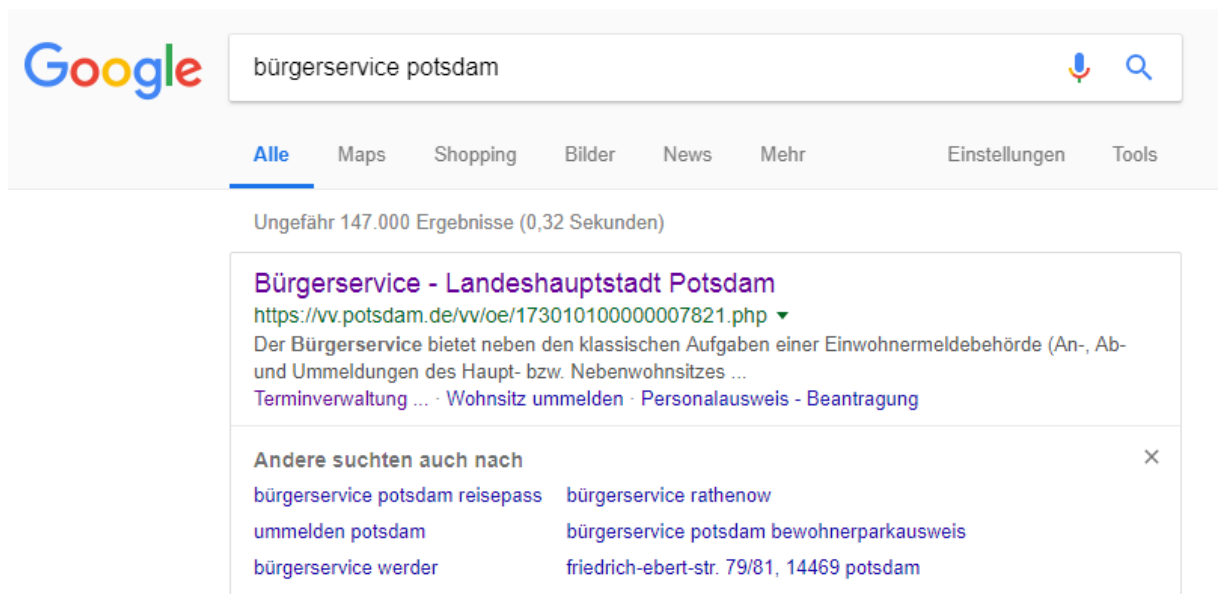
Check box:

Citizens Services Office

- passport
- confirmation of accommodation („Wohnungsgeberbestätigung“)
- remember polling number

Instructions: book an appointment online with Citizen Service (“Bürgerservice”)

1. Google: „bürgerservice potsdam“ / „Bürgerservice Potsdam“ or use the following link (then go straight to 3): https://egov.potsdam.de/tnv/?START_OFFICE=buergerservice



2. Go to the online meeting portal “Terminverwaltung-Online des Bürgerservicecenters”

- International
- Bürgerservice
- Übernachten
- Verkehr
- Branchenbuch
- Ausschreibungen
- Potsdam.de Mail
- Suchen

- Potsdam entdecken
- Leben in Potsdam
- Kultur / Sport
- Politik / Verwaltung
- Wissenschaft / Bildung
- Wirtschaft / Arbeit

Startseite > Stadtverwaltung der Landeshauptstadt Potsdam > 3 Geschäftsbereich Soziales, Jugend, Gesundheit und Ordnung > 32 Fachbereich Ordnung und Sicherheit > 322 Bereich Bürgerservice > 3221 Arbeitsgruppe Bürgerservicecenter

Startseite

Stadtverwaltung der Landeshauptstadt Potsdam

3 Geschäftsbereich Soziales, Jugend, Gesundheit und Ordnung

32 Fachbereich Ordnung und Sicherheit

322 Bereich Bürgerservice

3221 Arbeitsgruppe Bürgerservicecenter

3222 Arbeitsgruppe Bürgerservice Standesamt

3223 Arbeitsgruppe Bürgerservice Kfz-Zulassung / Fahrerlaubnis

3224 Arbeitsgruppe Ausländerbehörde

Das Fundbüro

3221 Arbeitsgruppe Bürgerservicecenter

Überblick

Dienstleistungen

Downloads / Links

Beschreibung

Der Bürgerservice bietet neben den klassischen Aufgaben einer Einwohnermeldebehörde (An-, Ab- und Ummeldungen des Haupt- bzw. Nebenwohnsitzes; Erstellung von Personalausweisen und Reisepässen) auch eine Vielzahl von Dienstleistungen anderer Bereiche und Arbeitsgruppen der Stadtverwaltung an.

Dies betrifft zum Beispiel die Ummeldung von Kraftfahrzeugen innerhalb der Landeshauptstadt Potsdam. Bitte beachten Sie, dass die Kfz-Angelegenheiten hier nur für Privatpersonen durchgeführt werden!

Darüber hinaus sind im Bürgerservice Antragsformulare für verschiedene Verwaltungs- und andere Angelegenheiten zu erhalten.

Ebenso werden im Bereich Bürgerservice die Fundsachen verwaltet und deren Versteigerung vorbereitet.

Sie haben die Möglichkeit

- jetzt online in der [Terminverwaltung-Online des Bürgerservicecenters](#) einen Termin zu vereinbaren
- telefonisch (+49 331 289-1111) einen Termin zu erhalten
- montags bis freitags, zu den jeweiligen Öffnungszeiten, direkt an der Infothek des Bürgerservicecenters einen Termin zu vereinbaren.

Hinweis: Die Möglichkeit, eine Wartenummer am Ticketautomaten zu ziehen, besteht nur noch samstags. Es wird um Verständnis gebeten, dass bei hohem Publikumsaufkommen der Ticketautomat bereits vor Ablauf der Öffnungszeiten abgestellt werden kann, wenn absehbar ist, dass die Abarbeitung der Wartenden die Öffnungszeit weit übersteigt.

Wartebereich des Bürgerservicecenters (© LHP)

- The next step is to make a new appointment (“Termin vereinbaren”).

Terminverwaltung der Landeshauptstadt Potsdam

neuen Termin vereinbaren

Termin vereinbaren bei

Bürgerservicecenter

Friedrich-Ebert-Str. 79/81
14469 Potsdam
E-Mail: buergerservice@rathaus.potsdam.de

Termin vereinbaren

vereinbaren Termin ändern

Terminnummer*

Änderungs-PIN*

Termin ändern

- Selection of the request: here you indicate that you want to register a „Hauptwohnsitz“ (your main apartment). You have to choose the number of people you want to make an appointment

Terminverwaltung der Landeshauptstadt Potsdam

Terminaten

Wo: Bürgerservicecenter, Friedrich-Ebert-Str. 79/81, 14469 Potsdam
Was: ?
Wann: ?

Anliegen

Anliegen	Anzahl	Dropdown
Anmeldung einer Haupt- oder Nebenwohnung (Anzahl der Familienmitglieder anklicken)	1	▼
Anmeldung einer Hauptwohnung inkl. einer KfZ-Ummeldung (Anzahl der Familienmitglieder anklicken)	0	▼
Anmeldung einer Haupt- oder Nebenwohnung bei Umzug innerhalb von Potsdam (Anzahl der Familienmitglieder anklicken)	0	▼
Anmeldung einer Hauptwohnung bei Umzug innerhalb von Potsdam inkl. einer KfZ-Ummeldung (Anzahl der Familienmitglieder anklicken)	0	▼
Abmeldung einer Haupt- oder Nebenwohnung	0	▼
Beantragung eines Kinderreisepasses/Verlängerung/Aktualisierung	0	▼
Beantragung eines Personalausweises	0	▼
Beantragung eines vorläufigen Personalausweises	0	▼
Personalausweis Verlustmeldung/ Wiederauffindung	0	▼
Beantragung eines Reisepasses	0	▼
Beantragung einer Meldebescheinigung	0	▼
Beantragung eines Führungszeugnisses	0	▼
Beantragung einer Gewerbezentralregisterauskunft	0	▼
Beglaubigung von Schriftstücken oder Unterschriften	0	▼
Beantragung eines Bewohnerparkausweises	0	▼
Bewohnerparkausweis - Verlängerung	0	▼
Änderung eines Bewohnerparkausweises (bei Umzug oder Fahrzeugwechsel)	0	▼

Zurück Weiter

for (you + number of people that are moving here with you) and then click on “Weiter” (=continue).

- By clicking on these links, you can get further information on which documents to bring to the appointment. As they are already listed in the checkbox above, you can click „Weiter“.

Terminverwaltung der Landeshauptstadt Potsdam

Hinweise
Bitte beachten Sie die Zusatzinformationen für Ihre Anliegen.

Terminaten
Wo: Bürgerservicecenter, Friedrich-Ebert-Str. 79/81, 14469 Potsdam
Was: ?
Wann: ?

zusätzliche Informationen zu den Anliegen
Anmeldung einer Haupt- oder Nebenwohnung (Anzahl der Familienmitglieder anklicken)
[Anmeldung einer Hauptwohnung](#)
[Anmeldung einer Nebenwohnung](#)

Zurück **Weiter**

- In the blue boxes, you can see how many appointments are still free on this day. Then you can choose a date, a time and click “Ok”.

November 2022							
KW	Mo	Di	Mi	Do	Fr	Sa	So
44		1 0 frei	2 0 frei	3 0 frei	4 0 frei	5 0 frei	6 geschlossen
45	7 0 frei	8 0 frei	9 0 frei	10 0 frei	11 0 frei	12 0 frei	13 geschlossen
46	14 0 frei	15 0 frei	16 0 frei	17 0 frei	18 0 frei	19 0 frei	20 geschlossen
47	21 23 frei	22 98 frei	23 108 frei	24 109 frei	25 60 frei	26 geschlossen	27 geschlossen
48	28 0 frei	29 0 frei	30 0 frei				

Terminverwaltung der Landeshauptstadt Potsdam

Hinweise
Wählen Sie einen frei auf OK, geben Ihre D Vorwärts bzw. Rück
Samstags stehen wi

Terminaten
Wo: Bürgerservicecenter, Friedrich-Ebert-Str. 79/81, 14469 Potsdam
Was: ?
Wann: ?

Termine
Verfügbare Termine am: 03.04.2019
10 freie Termine
10:45
10:55
11:00
11:15
11:40
11:45
12:35
12:40
12:45
13:15

Rückwärts **Vorwärts**

7. Next you will see when (=“Wann“) your appointment is and you must enter your title (=Anrede; Frau = Ms/Mrs, Herr = Mr), first (=“Vorname“) and last (=“Nachname“) name.

Terminverwaltung der Landeshauptstadt Potsdam

Hinweise

Bitte geben Sie Ihre Daten ein. Achten Sie auf die Richtigkeit Ihrer Angaben, denn nur so kann die Terminvereinbarung reibungslos erfolgen. Wenn Sie alle benötigten Daten eingegeben haben, klicken Sie auf die Schaltfläche **Weiter**.

Wir bitten Sie um Verständnis, dass der Termin bereits 5 Minuten nach Termin verfällt. Nur so kann eine reibungslose Terminabarbeitung gewährleistet werden.

Terminaten

Wo: **Bürgerservicecenter, Friedrich-Ebert-Str. 79/81, 14469 Potsdam**
Was: **1x Anmeldung einer Haupt- oder Nebenwohnung (Anzahl der Familienmitglieder anklicken)**
Wann: **Mittwoch, 03.04.2019 um 12:45 Uhr**

Ihre Daten

Anrede ... bitte wählen ...

Vorname Max

Nachname* Mustermann

Zurück Weiter

8. By clicking „Absenden“, the appointment is fixed. You will then get an overview of your appointment – including your polling number („Aufrufnummer“) as well as your change number („Änderungs-PIN“). Please make sure to note these numbers, or print out the overview. The polling number appears at Citizen Service on a display and you can see which counter you should go to.

Terminverwaltung der Landeshauptstadt Potsdam

Hinweise

Bitte überprüfen Sie die Richtigkeit der Daten. Wenn Sie Fehler entdecken, gelangen Sie mit der Schaltfläche Zurück auf die vorherige Seite und können Ihre Eingaben ändern. Sind die Daten in Ordnung, klicken Sie auf Absenden.

Ihre Daten

Termin bei

Name: **Bürgerservicecenter**
Anschrift: **Friedrich-Ebert-Str. 79/81, 14469 Potsdam**

Anliegen

Anliegen: • **1x Anmeldung einer Haupt- oder Nebenwohnung (Anzahl der Familienmitglieder anklicken)**

Terminaten

Datum: **Mittwoch, 03.04.2019**
Uhrzeit: **12:45 Uhr**

Kontaktdaten

Name: **Max Mustermann**

Zurück Absenden

9. If you have to cancel the appointment, you can do so by clicking “Termin ändern oder stornieren”. You will need your polling number (“Terminnummer”) and change number (“Änderungs-PIN”) to do so.

Terminvereinbarung

Hinweise

ACHTUNG

Können Sie Ihren Termin nicht wahrnehmen, bitten wir Sie diesen rechtzeitig zu **STORNIEREN**, damit die frei gewordene Zeit wieder zur Verfügung gestellt werden kann.

Die Stornierung ist mit der **Terminnummer** und der **Änderungs-PIN** möglich.

Auswahl

Termin vereinbaren bei

Bürgerservicecenter

Friedrich-Ebert-Str. 79/81
14469 Potsdam
E-Mail: buergerservice@rathaus.potsdam.de

Termin vereinbaren

vereinbarten Termin ändern oder stornieren

Terminnummer*

Dieses Feld muss ausgefüllt sein.

Änderungs-PIN*

Dieses Feld muss ausgefüllt sein.

Termin ändern oder stornieren

Visa and Immigration Office

Nationals of non-EU member states normally require a visa for entry. The type of visa is determined by the purpose of your stay: student visa, employment, residence permit for highly qualified people, and visa for the purpose of research. Keep in mind long waiting periods when applying for a visa. You should submit your application 3-4 months before departure. For your visa application the ATB will provide you with a letter of invitation. The following link gives you information about visa regulations in Germany: <https://www.auswaertiges-amt.de/en/visa-service/-/215870>

Please also note that ever since the beginning of the pandemic, the waiting periods became even longer and getting an appointment requires patience and luck. At the present time, we advise you to directly go to the Immigration Office to get an appointment or handling your matter instead of calling them or sending an e-mail.

If you want to get an appointment with the Immigration Office (renewal etc.), you already have to be registered with the Citizen Service in the city where you live. Otherwise, you will not get an appointment by the Immigration Office. If you stay no longer than three months in Germany, you do not have to register by the Immigration Office.

If you come to Germany on a scholarship that is funded by public funds, you are exempt from the fees (https://www.gesetze-im-internet.de/aufenthv/_52.html).

Check box: Visa

- Application for the Issuance of a Residence Permit ([https://vv.potsdam.de/vv/Aufenthaltserlaubnis - Antrag auf Erteilung Stand 05.02.2014.pdf](https://vv.potsdam.de/vv/Aufenthaltserlaubnis_-_Antrag_auf_Erteilung_Stand_05.02.2014.pdf))
- Passport
- Biometric passport photo (observe passport requirements from the Federal Foreign Office (<https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/fotomustertafel.html>)
- Certificate for current and valid health insurance (NOT the chip card; you can ask your insurance company for that certificate)
- financing evidence
- scholarship commitment, employment contract or hosting agreement with the university
- registration certificate from the Citizen Services Office
- for renewal: substantiated documentation of the need for renewal
- completed application for Visa Prolongation ([https://vv.potsdam.de/vv/Visaverlaengerung Stand 05.02.2014.pdf](https://vv.potsdam.de/vv/Visaverlaengerung_Stand_05.02.2014.pdf)) ([https://vv.potsdam.de/vv/Information zum Antrag Stand 05.02.2014.pdf](https://vv.potsdam.de/vv/Information_zum_Antrag_Stand_05.02.2014.pdf))
- further documents that may be required by the Immigration Office
- fee in cash

Health insurance

In Germany, you are required to have a health insurance. The insurance must cover medical treatment of acute illnesses and accidents in Germany. The choice of health insurance company depends on the type of your contract and the payment.

Under the two following links you can see different health insurances in Germany, which usually provide their websites in different languages as well: <https://www.krankenkassen.de/krankenkasse/krankenkasse-wechseln/>
<https://www.gkv-spitzenverband.de/krankenkassenliste.pdf>

You are free to choose among the different insurance companies, for example: Techniker Krankenkasse (<https://www.tk.de/en>), Barmer (<https://www.barmer.de/en/become-member>) and Mawista (<https://www.mawista.com/en/>). Mawista offers interesting choices for students and scientists.

If you come to Germany on a scholarship, the health insurance is usually covered. When in doubt, please double check.

Bank account

You can find a complete guide for opening a **non resident** bank account in Germany here:

<https://banks-germany.com/open-dkb-euro-bank-account-for-non-residents>

<https://www.auswandern-handbuch.de/how-to-open-a-german-bank-account-for-non-residents/>

Also, you can find an overview of banks with English Service in Germany (**for residents**) here:

<https://banks-germany.com/german-banks-english-service-germany/>

Popular choices for bank accounts are Deutsche Bank (Charlottenstraße 40, 14467 Potsdam) and Commerzbank (Lindenstr. 45, 14467 Potsdam).

If you want to open a bank account in Germany fast, you must first register in the Citizen Service Office.

Note: If you will not stay in Germany more than three months and do not want to open a bank account, you do not need to register at the Citizen Service Office.

Check box: bank account

- passport
- proof of registration
- employment contract

Apartment Search Potsdam

There is a list of apartments available in the human resources department, which be forwarded to you on request.

These past years, rental costs in Potsdam and Berlin have gone up by more than 40%. A furnished room in a shared flat can be rented from 450,-€ per month. Usually you have to pay a rental deposit to the landlord, which amounts to about two to three basic rents. The city of Potsdam gives the following orientation points for the rental prices:

- furnished WG room from 450€
- furnished one-room apartment from 550€
- furnished two-room apartment from 800€ (for a maximum of 2 adults and a small child)
- furnished three-room apartment from 1000€ (for families of 3 persons or more)

In our experience, the market situation is so tense now that it is a stroke of luck to find something in this price segment. You should definitely consider the surrounding area. Please see <https://www.uni-potsdam.de/en/welcomecenter/preparation/housing> for further information on living in Potsdam.

Among the high rental rates, there is a general low availability of apartments in the city of Potsdam. If you want to register in Potsdam at the Citizen Service with your main apartment, you need a confirmation of accommodation (“Wohnungsgeberbescheinigung”). You receive this certificate from your landlord or housing cooperatives. If you live with someone only for sublease, that certificate is not enough. You also do not get the confirmation if you live with friends or acquaintances.

If you plan to stay in Potsdam for a longer period, finding a flat to share with someone (e.g. from ATB) might be advantageous (in German: “Wohngemeinschaft” or “WG”). It is also possible to move into an already existing WG, but you still need a confirmation from your landlord.

Another option is the ATB guesthouse. There are only a limited number of apartments available. Please make sure to get in touch with the ATB as soon as possible in advance. For inquiries for the guesthouse, please contact Caroline Wildt: cwildt@atb-potsdam.de.

Newcomer Meeting

Usually, the newcomer meeting takes place approximately every one to two months. This event is for all new employees of the ATB. You will receive much information about the ATB, the Leibniz Association and get a tour of the area. During the pandemic, however, the newcomer meeting takes place much less often.

For further information, you can contact: presse@atb-potsdam.de.

VBL

General remarks

Our supplementary pension's institution is the VBL (Federal and State Government Employees Retirement Fund).

As an employee in TV-L, you are eligible for pension and surviving dependents provisioning according to § 25 TV-L amongst self-participation. You can find further details in the collective agreement about company pension of employees in public service (Tarifvertrag Altersversorgung – ATV).

VBL Klassik

As employer, we will register our employees at the VBL from the beginning of their work. In principle, every employee is supposed to be registered in the basic insurance of the VBL.

In VBL East, levies and contributions are levied to finance this. Employee contributions are deducted from supplementary pension charge income. The ATB transfers the money to the VBL. Therefore, you do not have to do anything in that regards. The contributions are different in East- and West- Germany due to historical causes but there is no effect on the amount of your company pension. It is the same everywhere.

To be eligible for company pension, you must have worked for at least 60 months. There are exceptions for the pay scale area East and if the insured event occurred by an accident at work which is related to employment.

Insuring yourself by VBLextra and VBLdynamik

You also have the option to insure yourself by VBLextra and the VBLdynamik.

Scientific fixed-term employees

There is a special arrangement for scientific fixed-term employees. You have the option to choose between the VBL Klassik and the VBL extra.

You can find details here: <https://www.vbl.de/de?t=/VBL/english&i=1113979957474&l=0&e=UTF-8&ParentID=1228245487465>

Please submit your application form within 2 months after the beginning of your employment at the department for human resources. If you have any questions, do not hesitate to contact the department for human resources.

Who is responsible for what?

If you have questions regarding your employment contracts or health insurance, please contact: personal@atb-potsdam.de

Depending on which department you work in, you will be assigned to one of the three personnel administrators.

The ATB library is a reference library. The library has a modern reading room with OPAC-workstations, a freehand floor with microfiche reader and a magazine for serial publications as well as an extensive magazine and outdoor magazine. Responsible is Ulrike Praeger: upraeger@atb-potsdam.de

For further issues, please check <https://intranet.atb-potsdam.de/en/Who-is-responsible.html>.

Also, you can find out about the process in advance here: https://intranet.atb-potsdam.de/files/intranet/Dokumente/Sonstige/Bibliothek_OA_Finanzierung_de_en.pdf.

For literature orders, especially interlibrary loans, please use this form: https://intranet.atb-potsdam.de/files/intranet/Dokumente/Sonstige/Bibliothek_Literaturbestellung_de_en.pdf.

Deregistration City of Potsdam

Deregistration is required for:

- Moving abroad (main residence)
- Abandonment of the secondary residence (secondary or second home)
- giving up one of several secondary residences

You only need to deregister an apartment with the Citizen Office if you will not move into a new apartment in Germany after moving out of your current apartment. For example, if you leave Germany, if you move your residence abroad or if you give up a secondary residence. The deregistration form must be completed in full and signed by the person obliged to register.

You can find further information here:

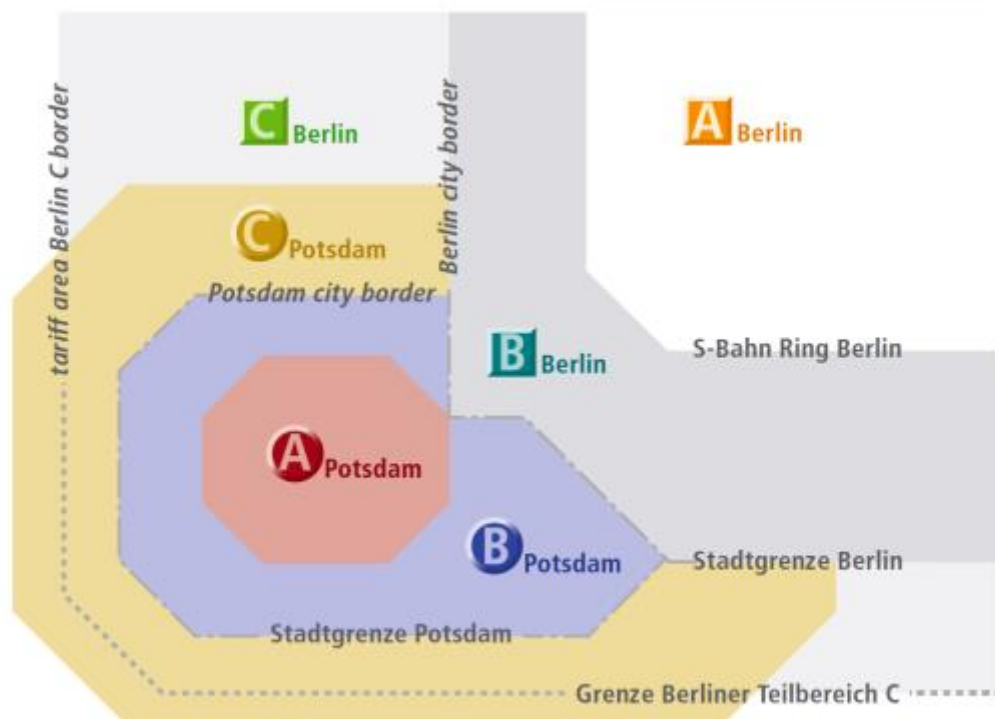
<https://vv.potsdam.de/vv/produkte/173010100000008433.php#tab-infos>

Here you can find a checklist if you are moving away:

https://vv.potsdam.de/vv/Merkblatt_Checkliste_Umzug.pdf


Public transport

Berlin and Potsdam have an interlocking transport system. In Berlin, there are the tariff areas A, B and C. Tariff area C covers all the tariff areas of Potsdam. The tariff areas of Potsdam are also divided into A, B and C. With a Berlin ABC ticket, you can also travel in the Potsdam area up to a certain limit.



You can find further information here: <https://www.vbb.de/fahrplan/liniennetze>

You can find the map of Berlin and Brandenburg here: https://www.vbb.de/fileadmin/user_upload/VBB/Dokumentation/Liniennetze/bahn-regionalverkehr-brandenburg-und-berlin-mit-plusbus-linien.pdf

You can find the map of Potsdam here: <https://www.swp-potsdam.de/de/verkehr/fahrplan-und-liniennetz/> 

You can buy tickets inside buses and trams, or at ticket machines that are located at stations as well as the DB Navigator app (<https://play.google.com/store/apps/details?id=de.hafas.android.db&gl=US>). If you purchase your ticket at a ticket machine, do not forget to validate the ticket. If you want to take a regional train and there is no ticket machine at the station, go to the conductor immediately and buy the ticket there. The conductors have to get off the train at each station, so you can see where they are then.

If you need to use public transport, it is cheaper to buy a monthly or yearly ticket. Interns and students get reduced prices. For that, please go to the customer service:

- Friedrich-Ebert-Straße 107, 14467 Potsdam, opening hours: Monday - Friday from 7.00 am - 6 pm, Saturday from 8.30 am - 2.30 pm, Sun/holiday closed
- Bahnhofspassagen, Friedrich-Engels-Straße 99, 14473 Potsdam, opening hours from Monday to Friday from 07.00 am – 7.00 pm, Saturday from 09.00 am – 5.00 pm, Sun/holidays from 09.00 am – 3.00 pm

There you can find all information on season tickets, buy tickets, get personal timetables or get information about timetable changes.

You can look for timetables and routes yourself on the Internet: <https://www.vbb.de/en>

Another option for finding routes is downloading an app. For example the BVG app "BVG Fahrinfo: Routenplaner" (<https://play.google.com/store/apps/details?id=de.eos.uptrade.android.fahrinfo.berlin&hl=de&gl=US>) as well as the VBB app DB Navigator (as mentioned before) are available free of charge.

If you are a student at a university in Potsdam or Berlin, your public transportation ticket is your semester ticket. For universities in Berlin, please check the tariff area that is covered by your semester ticket, you might need an extra ticket for Potsdam. If you are enrolled at a university abroad, you will not receive any discounts.

Tages- und Nachtliniennetz



Tagesliniennetzplan Potsdam ab 09.12.2018

gültig ab 09.12.2018, Liniennetzplan Potsdam mit Kennzeichnung der Tarifbereiche Potsdam ABC
PDF - 1,93 MB



Nachtliniennetzplan Potsdam ab 09.12.2018

Liniennetzplan Potsdam mit Kennzeichnung der Tarifbereiche Potsdam ABC. Nachtlinienverkehr im Zeitraum von 1.00 Uhr bis 5.00 Uhr.
PDF - 1,86 MB

Via the ATB, there is the possibility to purchase a company ticket. The ATB gives employees a ticket subsidy of 15.00€ per month. The ViP Verkehrsbetriebe Potsdam GmbH on their part grant a discount of 8.00€ per month. The company ticket is tied to a subscription for at least 12 months. School pupils, trainees and students (including student assistants, research assistants, interns who are studying) are not entitled to a company ticket. You can find the form and the exact conditions on the intranet.

https://intranet.atb-potsdam.de/files/intranet/Dokumente/Sonstige/Personal_Bestellschein_VBB_Firmenticket.pdf

For further information and questions about the company ticket, please contact: personal@atb-potsdam.de.

Bicycle

If you want to save money, it is advisable to get a bicycle. The city center of Potsdam and the ATB are very easy to reach by bike. The scenic surroundings are also ideal for bicycle tours.

Two examples of shops and repairs near the ATB:

- Fahrradgott ("Bicycle god") Christoph Niemann, Potsdamer Str. 100A, 14469 Potsdam, 0177 3188938
- Thomas Ganse, bicycle repairman, Potsdamer Str. 201, 14469 Potsdam, 0331 520371, <https://www.zweiradfritze.de/index.html>

There is also the option to buy a used bike via internet portals, for example via eBay Kleinanzeigen: <https://www.ebay-kleinanzeigen.de/>.

Radio and television fee

Using a television and radio is available to everyone in Germany. Public stations are also called "Rundfunk". Every household needs to pay a radio and television fee ("Rundfunkbeitrag" = broadcasting contribution). The broadcasting contribution is the same for every flat. If you are of age and live in a guest-house, for example, you have to pay the monthly radio fee of 18.36 €.

People who are exempted from the radio fee are people who receive unemployment benefit II, social assistance or basic old-age security, trainees and students who receive BAföG and no longer live with their parents, deafblind people and recipients of aid for the blind.

You can find more information here: https://www.rundfunkbeitrag.de/welcome/index_ger.html

Language courses

In principle, you may attend a German course at universities, universities of applied sciences and evening schools. The following link gives you an overview over language courses offered by the Welcome Center Potsdam: <https://www.uni-potsdam.de/de/welcomecenter/in-potsdam-berlin/sprachkurse/sprachkurspotsdam.html>

It is possible to book language courses through the ATB. For further information, please contact personal@atb-potsdam.de.

You may also educate yourself with Apps like Babbel or Duolingo or on the Internet. The following addresses and examples should provide you an overview.

Name	What is good?	Link
DW – Deutsche Welle	Free of charge, with course videos, course videos divided by language level, news in German	https://www.dw.com/en/learn-german/s-2469
German is easy!	Free of charge, Blog for all who wants to learn German, grammar course, vocabulary, work out and more	http://yourdailygerman.com/learn-german-online-course/
DeutschAkademie	The online German course of the DeutschAkademie is a comprehensive grammar trainer of the German language and is free of charge; Online live class from 90€	https://www.deutschakademie.de/online-deutschkurs/
deutsch-lernen.com	Free of charge German courses, tips for job applications and an online test	https://www.deutsch-lernen.com/
deutsch.info	In cooperation with Erasmus, learn German for free and with support in different languages, in addition to online courses, grammar, games and audio-visual materials, you will also find practical information about living and working in Germany and Austria	https://deutsch.info/
loecsen	Free of charge, you first learn a few words, phrases and practical expressions by heart, which you can use in everyday life and which are useful when travelling, category blocks like restaurant, numbers, colors, travel etc., different languages	https://www.loecsen.com/de/lernen-deutsch
Deutsch Kurs Hannover	German courses (online from 29€/month) from A to C, videos, exercises, tests	https://www.deutsch-kurs-hannover.com/deutsch-lernen-online-kostenlos
Sprachschule AKTIV	Free of charge, German grammar from A to C	https://www.sprachschule-aktiv-muenchen.de/deutsch-uebungen-grammatik/
LingoHut	Free of charge, 109 lessons	https://www.lingo-hut.com/en/159/learn-german

Klett	Online exercises, free of charge, for reviewing vocabulary and grammar, 160 exercises (40 each for A1, A2, B1.1 and B1.2), dialogical means of speech and listening comprehension, registration is not required, results can be sent by e-mail	https://www.klett-sprachen.de/aus-sichten/r-1/18#reiter=medi-athek&dl_niveau_str=A1&dl_kategorie=2
deutschlernerlbog	Free of charge, blog for level A to C, besides grammar and other methods there is also music and videos	https://www.deutsch-lernerblog.de/deutsch-a1-deutsch-lernen-a1-deutsch-fuer-anfaenger/
memostoria	Youtube and Podcasts	https://www.youtube.com/watch?v=4IWQW5_CPGQ
Goethe Institut	Free of charge, topics such as German at work or German laboratory, audio language course	https://www.goethe.de/de/spr/ueb.html

Libraries

Apart from the library at the ATB, there are other facilities in Potsdam that can be used for literature research. You can order books from libraries via the ATB interlibrary loan system. This service is available nationwide. This means that you do not have to go to the libraries mentioned below as an example.

Stadt- und Landesbibliothek Potsdam

The Stadt- und Landesbibliothek Potsdam is one of the largest public libraries in the state of Brandenburg. It is located in the Education Forum, together with the Potsdam Adult Education Centre (*Volks-hochschule*, short: *VHS*) and the Science Floor.

<https://www.bibliothek.potsdam.de/>

UB Potsdam

The Potsdam University Library is the largest scientific library in the state of Brandenburg and a central infrastructure facility. It provides researchers, lecturers and students of the University of Potsdam with literature and other information resources. Each campus has their own libraries (Golm: IKMZ/House 18, Neues Palais: Houses 9, 10, 11, Griebnitzsee: House 5).

The library in Golm is the closest one to the ATB. It contains literature for the natural sciences, computer workstations and reading areas.

<https://www.ub.uni-potsdam.de/de/>

Bibliothek der Fachhochschule Potsdam

The library of the Potsdam University of Applied Sciences is a central institution of the Potsdam University of Applied Sciences and, like the university itself, founded in 1992.

<https://www.fh-potsdam.de/informieren/organisation/wiss-einrichtungen/bibliothek/bibliothek-news/>

Leisure

Examples of culture, music, events

- **Palaces and Gardens:** From Sanssouci Palace to Peacock Island and the Grunewald Hunting Lodge – Potsdam, Berlin and Brandenburg are home to many palaces, gardens and parks worth visiting.
<https://www.spsg.de/en/palaces-gardens/palaces-and-gardens-overview/>
- **Golm rockt:** For two days, a music festival will take place on the campus of Golm (near the ATB).
<http://golmrockt.de/>
- **Potsdamer Schlössernacht:** The Potsdamer Schlössernacht is an event held in the parks of Sanssouci Palace in Potsdam during summer, which takes place annually since 1999. Since 2002, the number of visitors has been limited to 32,000. The palaces and gardens are illuminated and about 450 artists perform throughout the park.
<https://www.potsdamer-schloessernacht.de/en/>
- **Baumblütenfest:** The Tree Blossom Festival is a folk festival, which attracts several hundred thousand visitors to Werder and its surroundings in just over a week. For many years, the Tree Blossom Festival has taken place in the week around May 1st. The dates will be announced in the press.
- **Fête de la Musique:** At the Fête de la Musique - Potsdam's largest music festival - you get the chance to shimmy from one concert to the next across the city. From singer-songwriter in the tram to hip-hop in the planetarium to polkabeats on Weberplatz - there are hardly any quiet spots at the Fête.
<https://www.fete-potsdam.de/>
- **Erlebnismnacht:** During the Potsdamer Erlebnismnacht (“event night”), the historical city center of Potsdam is closed for cars. Stages for musical events will be set up, food and drinks will be available for purchase or you can marvel at acrobatics.
<https://potsdamer-erlebnismnacht.de/>

- **Potsdam Museum:** The Potsdam Museum-Forum for Art and History owns one of the largest collections of art, cultural and regional history in Brandenburg. The permanent exhibition is free of charge.
<https://www.potsdam-museum.de/>
- **Museum Barberini:** The Barberini Museum in Potsdam presents themes from the entire history of art with a focus on Impressionism and art from the GDR.
<https://www.museum-barberini.com/en/>
- **Filmmuseum:** Movie theater and museum in one: The cinema of Filmmuseum Potsdam is the only film theatre in Potsdam's historic city center and invites to historical feature films and documentaries as well as to selected current productions daily (except Mondays) from 5 pm on. The screenings are regularly framed by events with guests and discussions with the audience. Silent films are accompanied by live music on the Welte cinema organ. The museum offers an insight into movies and series produced in Germany in the Babelsberg studios – with requisites from the German Sandman, Quentin Tarantino and many more.
<https://www.filmmuseum-potsdam.de/Ueber-das-Kino.html>
- You can find further free events here:
<http://kultuer-potsdam.de/eintrittsfrei-kalender.html>
- The Potsdam Marketing team also offers many ideas for activities and ventures:
<https://www.potsdam-tourism.com/en/home>
<https://www.potsdamtourismus.de/veranstaltungen/>
<https://en.potsdam.de/content/welcome-city-culture-potsdam>

Cinemas

It's movie time:

- **UCI Luxe:** <https://www.uci-kinowelt.de/kinoinformation/potsdam/59>
- **Thalia:** The Filmkunsttheater from 1917 offers thematic film series and regular events with film makers.
<https://www.thalia-potsdam.de/>

Theatre and dance

- **fabrik Potsdam:** The modern theatre offers dance performances, concerts, dance or yoga workshops and parties in the café.
<https://fabrikpotsdam.de/>
- **Hans Otto Theater:** The repertoire of the theatre in the stylish glass building includes plays, musicals, readings and youth theatre.

<https://www.hansottotheater.de/>

- **Kabarett Obelisk:** Cabaret in the form of sketches and chansons that criticize political conditions or current events in a parodic, witty way.

<https://www.kabarett-potsdam.de/>

- **Nikolaisaal:** The Nikolaisaal is a concert and event venue in the city center of Potsdam, Wilhelm-Staab-Straße 10/11.

<https://www.nikolaisaal.de/>

- **Theaterschiff:** Comedy, play, radio play and party on a ship with a cozy pub and tables on the summer deck.

<http://www.theaterschiff-potsdam.de/>

On the road at night

- **Waschhaus:** The Waschhaus is a party and leisure facility in Potsdam.

www.waschhaus.de

- **Club Laguna:** Bar and dance club with atmospheric terrace, lounge areas, happy hour and theme parties.

<http://www.clublaguna-potsdam.de>

- **Pub a la Pub:** Parties and live concerts held in the lively student pub with its large outdoor area.

www.pubalapub.de

- **Gutenberg 100:** Live music & karaoke bar.

www.gutenberg100.de

- **bar gelb:** Bar with regular game nights and pub quizzes.

<http://v3.bargelb.com/>

- **11-line:** Café, bar and art gallery with exhibitions and occasional live music events.

<https://11-line.de/>

Hiking

Sometimes you just need some peace and quiet and time to switch off.

You can find tour suggestions for example at Komoot (<https://www.komoot.com/>). You can download it on your mobile or use it in your web browser. It is a kind of Facebook for outdoor activities. The first region is free. You can also use it to plan your own routes.

At the following links, you can find hiking suggestions for Potsdam:

<https://www.potsdam.de/content/wandern-potsdam-und-umgebung>

<https://www.reiseservice-potsdam.de/wandern/>

Sports societies and sports

The ATB aims to promote preventive health care for its employees and supports **health-promoting measures**. You can find more information under the following link:

<https://intranet.atb-potsdam.de/de/gesundheitsmanagement.html>

Fancy sports in a **club**? The advantages over commercial sports providers are for example the lower prices. They also offer different types of sports frequently.

Examples of sports clubs in Potsdam are:

- <https://www.bornimer-sc.de/>
- <https://www.sc-potsdam.de/>
- <https://potsdamer-laufclub.de/>
- <http://www.gruen-weiss-golm.de/golm/>

Under the following link, you can find various sports clubs in Potsdam: <https://www.potsdam.de/kategorie/sportvereine> .

You may also join a **sports class** via the **Academic Sports Center** which is part of the University of Potsdam. Classes usually start with the beginning of each semester and take part during the lecture period. Since these classes are rather cheap, they book out quickly, so make sure to book them on time: <https://www.uni-potsdam.de/en/hochschulsport/>

Here you can find examples of fitness studios, some of which also offer other sports or outdoor sports:

- <https://www.kreislauf-sportstudio.de/>
- <https://www.original-bootcamp.com/>
- <https://www.ladys-1st.de/>
- <https://johnreed.fitness/club-potsdam>
- <https://www.fitnessfirst.de/clubs/potsdam>

Travel

There are various ways to travel around Germany.

The Deutsche Bahn can be very expensive to travel by, but there are always savings offers. For example, you can get from Berlin to Hannover for 25€. You will find different offers in the following link:

<https://www.bahn.com/en/view/index.shtml>

Flixbus/Flixtrain

A cheaper alternative to the Deutsche Bahn is to travel with Flixbus. A trip to Rostock, for example, is available from 9.99€. The central transfer point is the Central Bus Station in Berlin (<https://zob.berlin/en>), which is easily accessible by public transport.

Flixbus: <https://global.flixbus.com/>

Meanwhile there is also Flixtrain. You can find the connections here:

https://www.flixtrain.com/?_sp=5a35ec98-9302-4a46-a27e-0c316b7c09cc.1603977997295&_ga=2.245970828.925836733.1603977992-1511985786.1603977992

Further helpful links:

<https://welcome-center-germany.com/expats-guide-on-moving-to-germany/>

<https://www.make-it-in-germany.com/en/>

<https://www.germanguide4u.com/>

The *Bundesamt für Migration und Flüchtlinge* (BAMF, Federal Office for Migration and Refugees) released an app, the *ankommen* app (arriving app), which contains helpful information on coming to and living in Germany: <https://ankommenapp.de/APP/EN/Startseite/startseite-node.html>

We wish you a great time at the ATB!

