



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)! The Leibniz Institute for Agricultural Engineering and Bioeconomy (ATB) would like to warmly welcome you and wishes you all the best for your stay in Germany! As you prepare to come to ATB, this guide will help to ease your transition to the Institute and Potsdam/Berlin area. Please take some time to review the information provided concerning your next steps in getting ready to settle in Germany.

We hope that you will take advantage of the opportunities ATB offers and that your interactions with other members, as well as with the rest of the community, will be enjoyable and productive.

With these guidelines, we would like to inform you about the formal documentation necessary for your stay and also give you some basic information about the life and living in Germany. While reading, please keep in mind that some contact information may have changed over the time and that you should always look up the current contact details on the internet!

Visit the official website of the Federal Foreign Office of Germany for a first impression and to get a general idea about Germany before you come here: <https://www.auswaertiges-amt.de/de/>.

Landeshauptstadt Potsdam: www.potsdam.de

Berlin Online Stadtportal: www.berlin.de

This guide informs you about first important bureaucratic steps and gives suggestions for your free time.

Before arriving in Germany

Important questions for you to think about in advance:

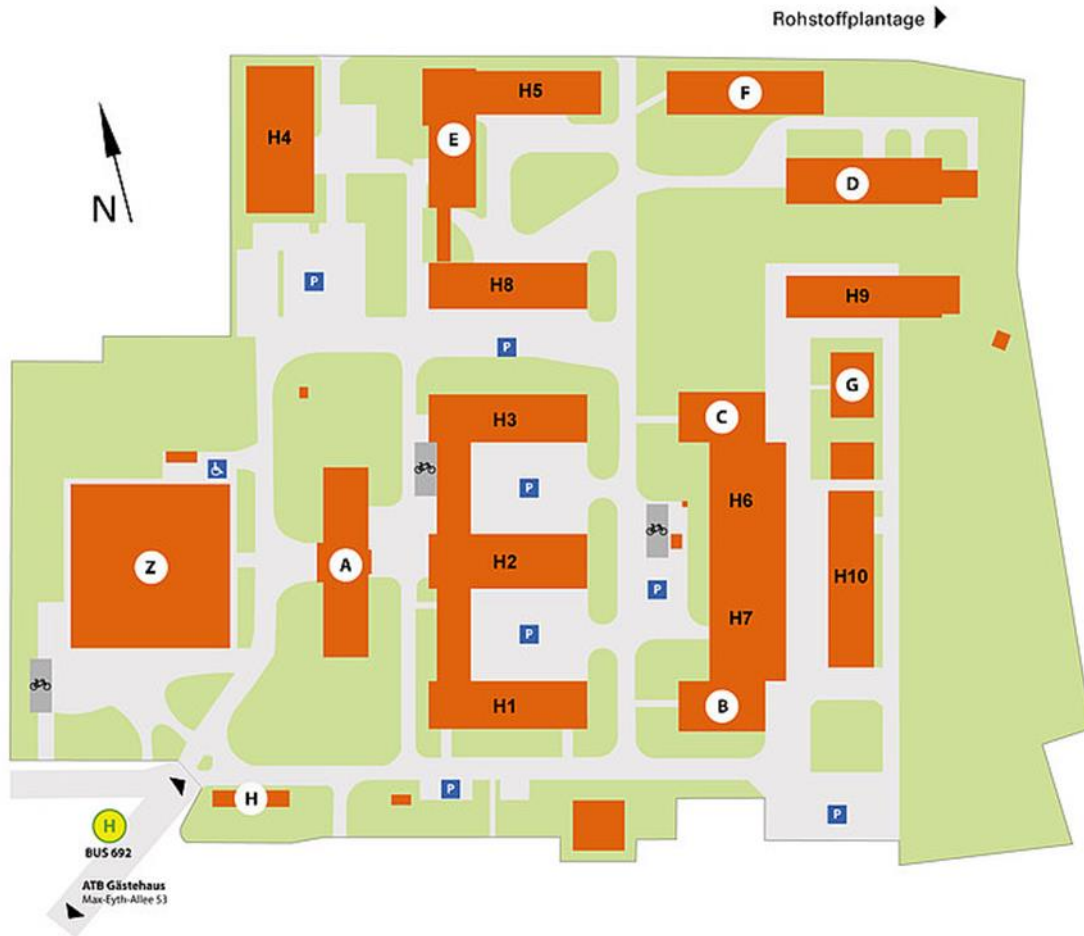
- Do I need a visa for Germany?
- Which documents should I bring?

The website of the German Federal Foreign Office provides an overview of entry visa requirements for different countries. Please note, however, that in case you are a non-EU national and you intent to start employment at ATB immediately upon arrival, you should apply for a German national visa in your country anyway, even though the list says “no” (such as USA, Canada, Australia, Brazil, etc.). If in doubt, please contact the Embassy or local Consulate of the Federal Republic of Germany in your country.

You should bring the following documents with you for your stay in Germany:

- Passport or Identity Card
- Birth certificate (original)
- Visa, if required
- Marriage Certificate (Original)
- Insurance Coverage for Germany
- Driver's license
- Matriculation certificate (for students)
- Several biometric passport photos
- University degree certificate, if applicable also with official English translation

How to find us



Z CIRCLE: Reception

Microbiome Biotechnology • Microbiology Lab

A Directorate • Administration • Technology Assessment

B Agromechatronics • System Process Engineering

C Agromechatronic • Data Science in Agriculture **D** Microbiome Biotechnology

E System Process Engineering • Sensors and Modelling

F Microbiome Biotechnology

G System Process Engineering **1** Boundary layer wind tunnel

2 Central workshop • **Delivery of goods**

3 Biogas lab • Biochar lab

4 Plant fiber lab

5 Fluids lab

6 Research labs Engineering for crop production

7 Fresh produce lab

8 Storage

9 Heating house

10 Pilot plant Biobased chemicals

Address

Leibniz Institute for Agricultural Engineering and Bioeconomy (ATB)
Max-Eyth-Allee 100
14469 Potsdam – Germany

Approach by car:

From the region:

A10 Berliner Ring to exit Potsdam Nord. Follow the B273 towards Potsdam (via two roundabouts and a bridge). About 100 m behind the sign Potsdam, at the fork, leave B273 and turn sharply left into Rückertstraße (not towards the center). At the next fork, turn left into Max-Eyth-Allee and follow the road to the ATB.

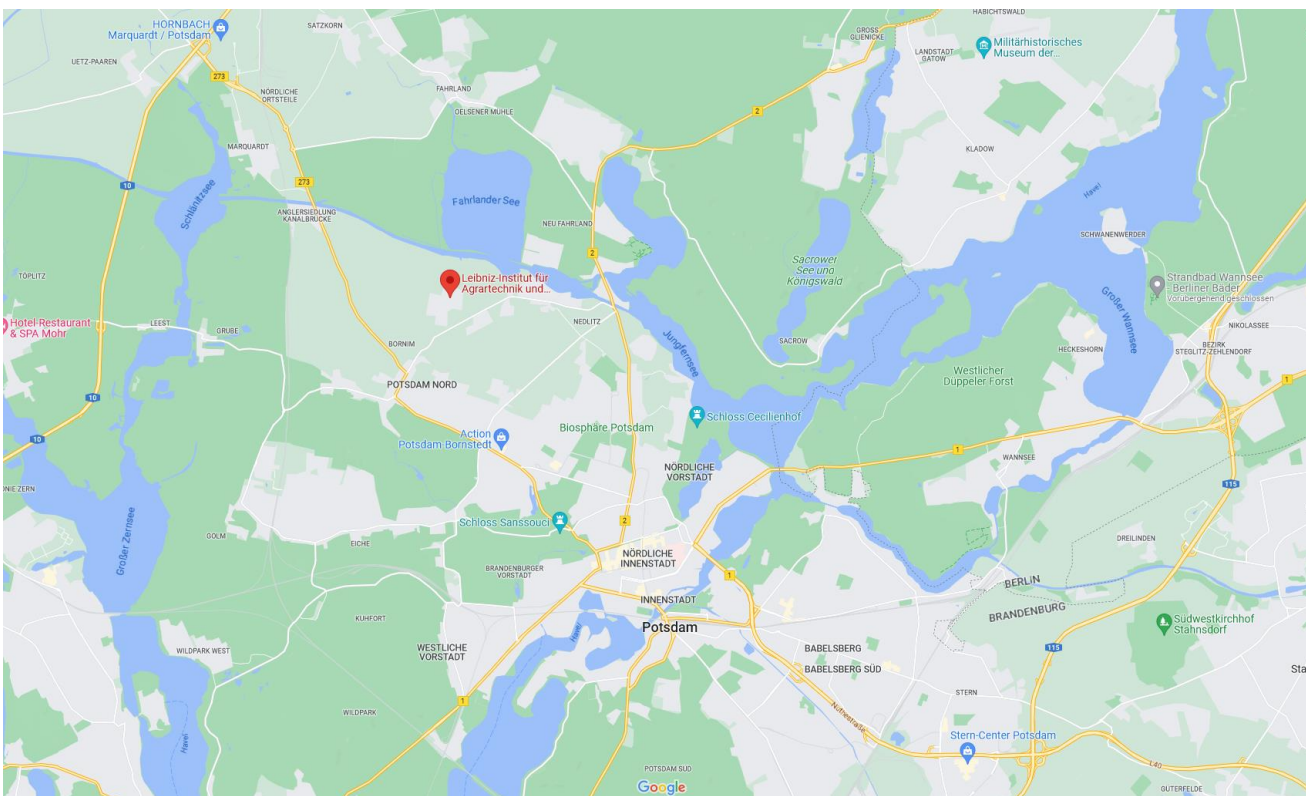
From Potsdam:

Follow B2 / B273 towards A10 Hamburg. Keep to the right at the traffic light in Bornstedt and follow the main road (Rückertstraße). At the next left turn of the main road stay continue straight forward following Rückertstraße. After another 500 m keep left into Max-Eyth-Allee until you reach ATB.

From Berlin-Spandau:

Follow B2 Richtung towards Potsdam. Immediately after the second bridge, turn sharply right into Lerchensteig. After approx. 2 km at a fork, turn right into Max-Eyth-Allee to ATB.

Note: If you use **Google Maps** for navigation, please enter **Max-Eyth-Allee 101** as your destination address (otherwise, Google Maps will lead you wrong)



Approach by public transport

When buying a ticket at a vending machine, please note that the ticket must be validated before entering the train. The validating machines look like that →

You can also buy a ticket via the DB Navigator app

(<https://www.bahn.com/en/booking-information/db-navigator-app>)



From Airport Berlin-Brandenburg BER (*Flughafen BER Terminal 1-2*):

Take regional railway (RB23) to Potsdam Central Station (approx. 50 min, ticket Berlin BC).

or:

Take regional or urban railway (S-Bahn) to Berlin Central Station. Change here to S7 heading for Potsdam Central Station. (approx. 75 min, ticket Berlin ABC).

From Potsdam Central Station:

Take tram line 92 to terminus „Kirschallee“, change to bus line 692 direction „Bornim, Institut für Agrartechnik“, get off at terminus . Tram/bus frequency is every 20 minutes, running-time is approx. 35 minutes.

Schedules:

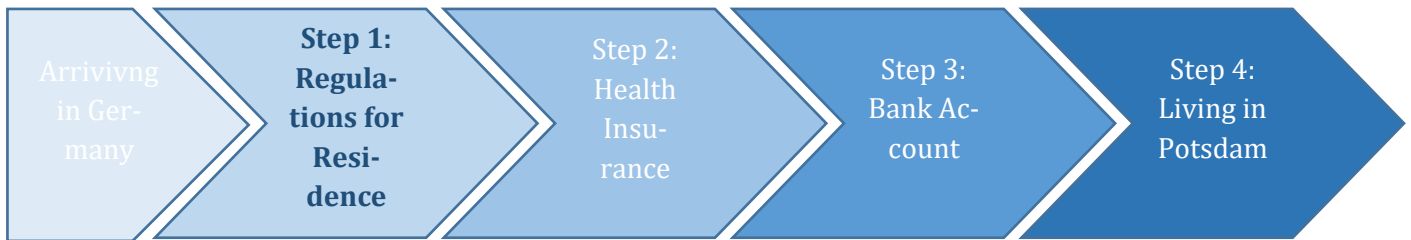
You can look for timetables and routes on the DB navigator app or Internet:

Throughout all of Germany: <https://www.bahn.com/en>

Travel service of German Railways: <http://bahn.hafas.de>

Berlin Public Transport: <http://www.bvg.de>

Potsdam Public Transport: <http://www.vip-potsdam.de>



Step 1: Regulations for Residence

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.

After registration and only if you have an employment contract, the local Financial Office will also send you a tax ID number („Steuernummer“). You must give this number to your employer for them to deduct your income tax.

If you move and change your address, you need to re-register within 14 days at the Residents' Registration Office at your new address. Please select „Wohnsitz ummelden“ when booking your appointment, otherwise it is the same procedure.

Check box:

Citizens Services Office

- passport
- confirmation of accommodation („Wohnungsgeberbestätigung“)

Keep your registration confirmation and your tax identification number safely stored – these are important documents!

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

The screenshot shows a Google search result for 'bürgerservice potsdam'. The search bar contains the text 'bürgerservice potsdam'. Below the search bar, there are tabs for 'Alle', 'Maps', 'Shopping', 'Bilder', 'News', 'Mehr', 'Einstellungen', and 'Tools'. The search results show approximately 147,000 results in 0.32 seconds. The top result is 'Bürgerservice - Landeshauptstadt Potsdam' with the URL <https://vv.potsdam.de/vv/oe/17301010000007821.php>. Below the main result, there is a section 'Andere suchten auch nach' with several related search terms like 'bürgerservice potsdam reiseepass', 'bürgerservice rathenow', 'ummelden potsdam', 'bürgerservice potsdam bewohnerparkausweis', 'bürgerservice werder', and 'friedrich-ebert-str. 79/81, 14469 potsdam'.

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

The screenshot shows the website '3221 Arbeitsgruppe Bürgerservicecenter'. The header features the Potsdam logo and navigation links for 'International', 'Bürgerservice', 'Übernachten', 'Verkehr', 'Branchenbuch', 'Ausschreibungen', 'Potsdam.de Mail', and 'Suchen'. Below the header, there are several menu items: 'Potsdam entdecken', 'Leben in Potsdam', 'Kultur / Sport', 'Politik / Verwaltung', 'Wissenschaft / Bildung', and 'Wirtschaft / Arbeit'. The main content area is titled '3221 Arbeitsgruppe Bürgerservicecenter' and includes a 'Beschreibung' section. The description states that the Bürgerservice offers various services, including registration, passport applications, and vehicle registration. It also mentions that the service is available online through the 'Terminverwaltung-Online des Bürgerservicecenters' and provides a list of services and contact information. A photo of the waiting area of the Bürgerservicecenter is also shown.

- 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

Termindaten

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 freien Termin aus der Liste. Anschließend klicken Sie auf OK, geben Ihre Daten ein und klicken Sie die Schaltflächen Vorwärts bzw. Rückwärts.
Samstags stehen wir Ihnen ebenfalls zur Verfügung.

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

Terminverwaltung der Landeshauptstadt Potsdam
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.

Termin

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

Vorname

Nachname*

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)**

Termin

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

Kontakt

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

vereinbaren Termin ändern oder stornieren

Terminnummer*

Dieses Feld muss ausgefüllt sein.

Änderungs-PIN*

Dieses Feld muss ausgefüllt sein.

Termin ändern oder stornieren

Visa, Immigration Office and Residence Permit

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).

Citizens from the European Union (EU) and the European Economic Area (EEA) do not need a residence permit. EEA citizens include those from Iceland, Liechtenstein and Norway. Citizens from all other countries must apply for a residence permit at the Foreigners' Office ("Ausländerbehörde"), if the stay in Germany is planned for more than 90 days. This should be done in your city of residence.

Locations

Potsdam:
Ausländerbehörde
Helene-Lange-Straße 6/7
14469 Potsdam

Berlin:
Business Immigration Service II (BIS II)
Lise-Meitner-Straße 1
10589 Berlin

Since there is a considerable processing time, you should submit your residence permit application well in advance before your current visa expires OR within 90 days if no visa was required for entry.

If your family comes with you to Germany, all members must be present at the appointment. You will also need to provide a set of documents for each member of your family including the birth certificates of the children and (for married couples) your marriage certificate (with a certified German translation).

Remarks for Non-EU/EEA Citizens:

You can only start working at ATB if you have a long-term visa (national D visa) for scientific work/research OR one of the residence permits mentioned above.

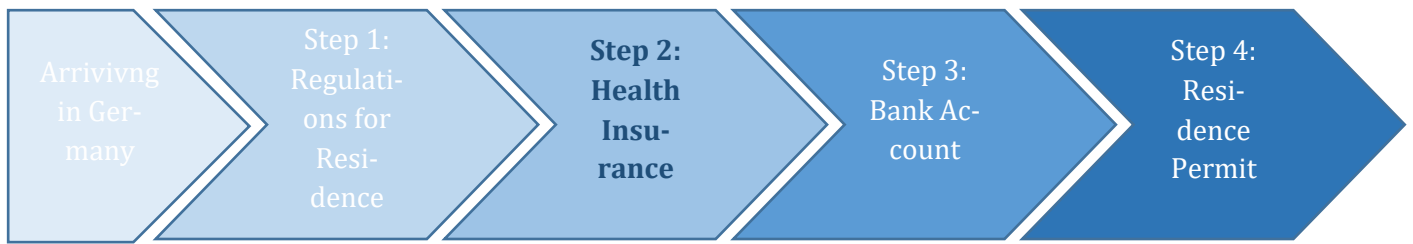
Citizens specifically from the following countries must therefore take this into consideration, as these countries do not require an entry visa for Germany: Australia, Israel, Japan, Canada, New Zealand, Republic of Korea, and the USA.

Please contact HR for further assistance, if needed.

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)
- 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/Information_zum_Antrag_Stand_05.02.2014.pdf)
- further documents that may be required by the Immigration Office
- fee in cash

Depending on your status at the institute and city of residence, the list of the required documents may vary.



Step 2: 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. This section will provide you with important information relevant to choosing the right type of insurance for you during your stay.

What is your status at the Institute?

In order to find out what type of health insurance you can sign up for, it is important to determine your status at ATB.

There are two ways of working at ATB:

- On a contract of employment (TV-L) or
- On a fellowship/scholarship

If you have an employment contract, you are normally paid in accordance with the Collective Wage Agreement for Government Service Workers (TV-L). In this case, you are liable for tax and social security contributions. Employees are also insured by ATB against accidents at work and occupational health issues.

If you have a fellowship or scholarship, it means you have no contractual employment relationship with the Institute. Scholarship holders are normally tax-exempt and are automatically covered by ATB group accident insurance.

Which type of health insurance is right for you?

In general, there are two types of health insurance in Germany – public and private.

Public Health Insurance (“gesetzliche Krankenversicherung”)

If you have an employment contract and an annual salary that is below the official income threshold you can only take out public health insurance. The costs are usually split equally between the employer and employee. An exception to this is if you have an employment contract and an annual salary that is above that threshold; in this case you can choose between public and private insurance.

The benefits of public health insurance schemes are roughly the same; however, there are differences in customer service, supplementary benefits and optional rates. Family members are co-insured without additional contributions under certain conditions, for instance, if they do not have an income. In this case, you can apply for family insurance (“Familienversicherung”).

Public health insurance schemes have a standard contribution rate based on your gross salary. The contribution rates change slightly each year and are shared equally by the employer and employee. The employer’s contribution also includes nursing care, pension and unemployment insurance; the employee’s contribution, for which you are liable, is automatically deducted from your salary along with tax.

In general, if you have public insurance, medical bills are sent directly to your insurance company: You don't have to pay for medical services upfront. There are some exceptions, e.g. fees for prescriptions, relatively small contributions for medicine, some medical aids and treatments (massages), spectacles, and special fillings for dental cavities.

Private Health Insurance (“private Krankenversicherung”)

Scholarship holders

If you come to Germany on a scholarship, the health insurance is usually covered. When in doubt, please double check. Scholarship holders can normally only take out private insurance. Check in with your scholarship provider first to find out whether they grant private insurance coverage to their scholarship holders.

In case your scholarship provider does not offer private health insurance coverage, it is important that you sign up for a private health insurance of your choice. In that case, you will take care of the health insurance fee payments yourself.

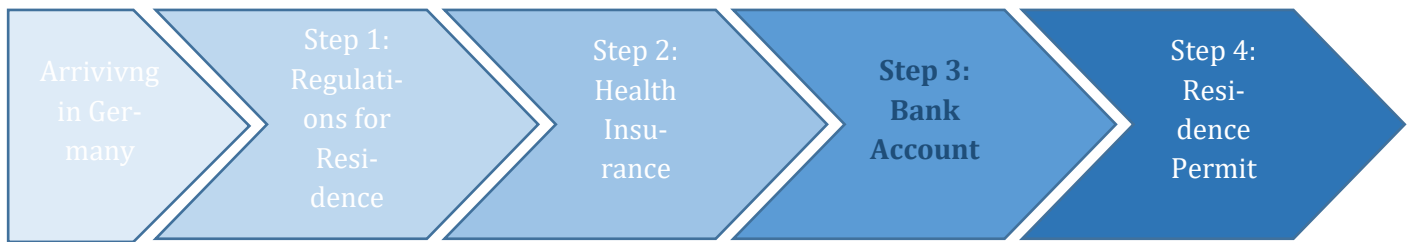
Under the two following links you can see different health insurances in Germany, which usually provide their websites in different languages as well:

<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.



Step 3: Bank account

If you stay in Germany for a longer period, receive a regular salary/scholarship and have to pay rent, it is advisable to open a local bank account. The services banks provide are roughly the same, but there are differences in customer service and monthly fees. To open an account, you need your passport and registration confirmation.

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.

Once you have opened an account, your bank will first send you an EC card (electronic cash card) by post and then, in a separate letter, you will receive a PIN number (personal identification number). These are sent separately as an extra security precaution. It could take about a week to have full access to your account.

Choosing the suitable bank for you depends on your expectations and needs. For many, service in English may be a primary concern. Convenience could also be important – does the bank have branches near your flat or are they easily accessible by transit? Does the bank have many ATMs (“Geldautomaten”) around the city?

Start by visiting a bank and setting up an appointment with a financial advisor. You will quickly find out if the bank offers service in English. If you’re not comfortable with the options that the institution provides, you can set up an appointment with another advisor at a different bank.

Remarks:

Withdrawing money at an ATM is usually free at branches of your bank. Using ATMs of other banks incurs additional fees. Transfers abroad can also be expensive. Ask the bank in your own country, whether it has a cooperation agreement with a German financial institution.

In addition to the EC card, there are credit cards that you can use to make cash-free payments. They can also be used to make withdrawals at ATMs with an additional fee, however, you usually see a notification. The most widely used credit cards in Germany are the Eurocard/MasterCard and Visa card.

Regular payments with your bank account can generally be made in the following ways:

- Direct debit (“SEPA-Lastschriftmandat“)

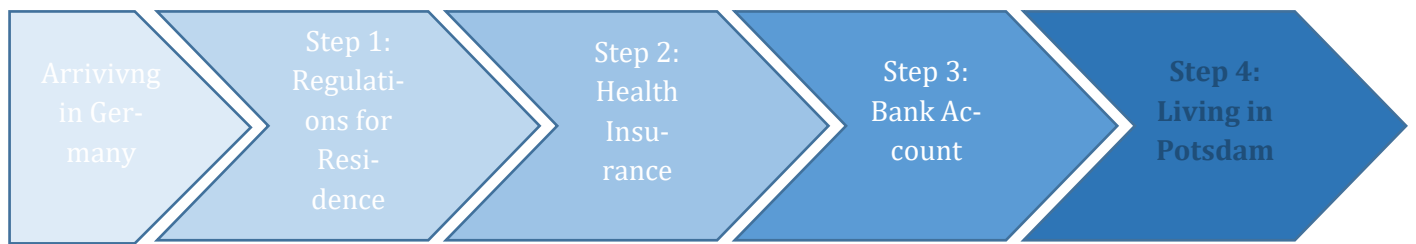
This is an instruction to a third party allowing them to take money from your account in accordance with your contract. This can only occur, if you have signed a form for a direct debit mandate.

- Standing order (“Dauerauftrag“)

This is an instruction to your bank to make regular and fixed payments to a third party. This can be set up (and cancelled) online.

Check box: Bank account

- passport
- proof of registration
- employment contract



Step 4: Living in Potsdam

Apartment Search Potsdam

For detailed information on accommodation, please see our accommodation guide: https://www.atb-potsdam.de/fileadmin/generell/Dokumente/Accommodation_2023.pdf

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.

Public holidays (state Brandenburg only)

Generally, these days are work-free, but some service industries like cafes, bakeries, restaurants, and cinemas are open. Christmas and Easter are traditionally holidays, where families come together.

New Year's Eve

The beginning of a new year is celebrated on the night of December 31st to January 1st. Neujahr (January 1st) is a national public holiday.

Easter

Easter with Good Friday, Easter Sunday and Easter Monday is the most important festival in the Christian calendar in Germany.

1st May

The 1st of May is a worker holiday, like in many other countries.

Ascension Day (Himmelfahrt)

Ascension Day in Germany is the 40th day of the Easter holiday. It marks when Christ ascends to heaven after remaining on Earth to visit loved ones and prove his resurrection.

Whitsun (Pfingstfest)

Whitsun is celebrated with Whit Sunday and Whit Monday. This is the 50th day after Easter.

3rd of October

The 3rd of October is the day East and West Germany were officially reunited in 1990.

Reformation Day

Reformation Day (31 October) is a Protestant holiday celebrating the onset of the Reformation. (Note: Not a holiday in all states of Germany, e.g. Berlin.)

Christmas

Christmas encompasses three days, 24th, 25th and 26th of December.

Emergency numbers

- Police: 110
- Fire Brigade & Ambulance: 112
- Poison control center: 030 192 40
- Berliner Krisendienst Hotline 030 390 63 00
- Dental emergency 0331 2415051
- Veterinary emergency service 0331 973034

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:

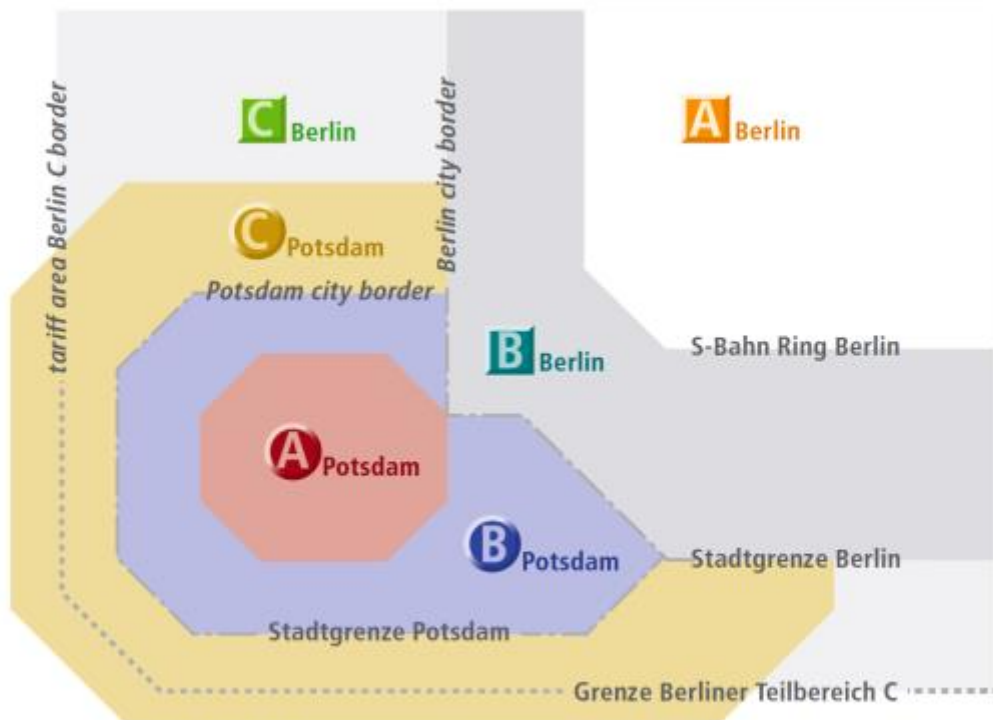
<https://vv.potsdam.de/vv/produkte/173010100000008433.php#tab-infos>

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/en/driving-information/maps/>

You can find the map of Berlin and Brandenburg here: https://www.vbb.de/fileadmin/user_upload/VBB/Dokumente/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://www.bahn.com/en/booking-information/db-navigator-app>).

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 regularly, it is cheaper to purchase the “**Deutschlandticket**”. It allows you to travel by any local public transport throughout all of Germany. Please mind that this kind of ticket is only available via subscription. You can find further information here: <https://www.bahn.com/en/offers/regional/deutschlandticket>. For questions on public transportation in Potsdam, 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 on the Internet: <https://www.bahn.com/en>

Another option for finding routes is downloading an app. For example the VBB app DB Navigator (as mentioned before) as well as the BVG app "BVG Fahrinfo: Routenplaner"

(<https://www.bvg.de/en/subscriptions-and-tickets/all-apps/fahrinfo-app>) 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

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

ticket, you might need an extra ticket for Potsdam. If you are enrolled at a university abroad, you will not receive any discounts.

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.kleinanzeigen.de/stadt/potsdam/>.

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.
- **Fete 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/>

- **Erlebnisnacht:** During the Potsdamer Erlebnisnacht (“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-erlebnisnacht.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/>

We wish you a great time at the ATB!

