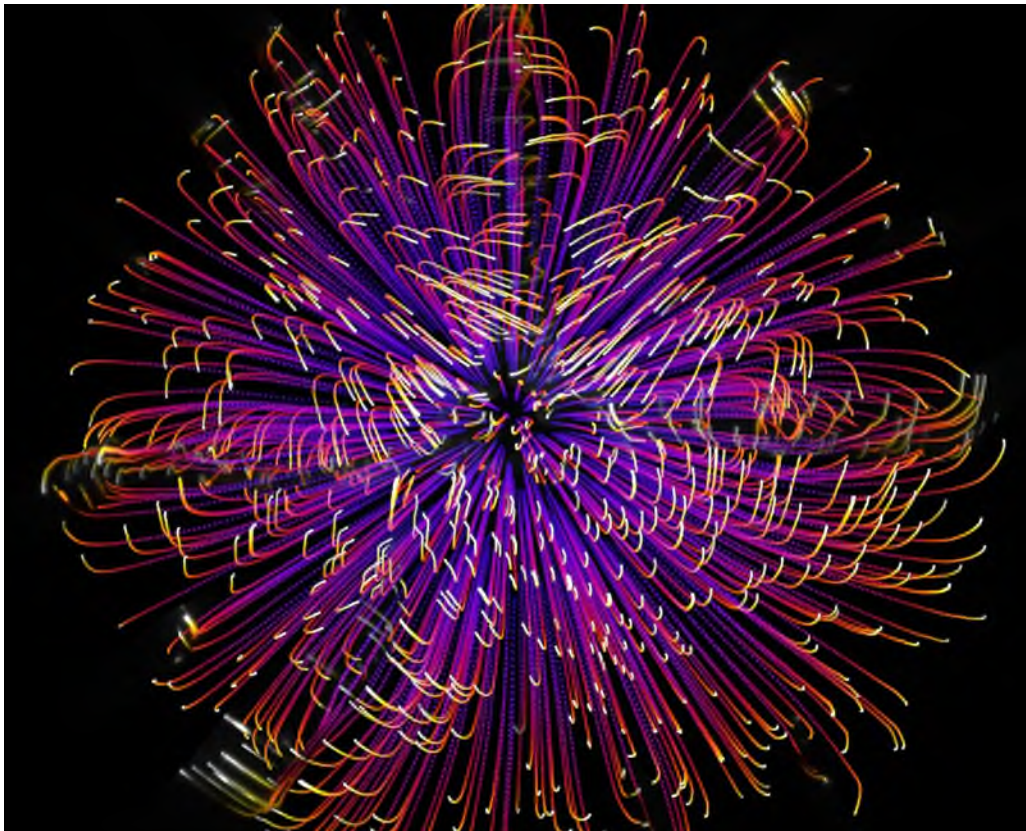




# Welcome to the Max Planck Institute of Colloids and Interfaces

GUIDELINES FOR NEWCOMERS

12/2019



A firework of beads to understand biofilm growth. © Max Planck Institute of Colloids and Interfaces/Berit Schulte

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## WELCOME

The Max Planck Institute of Colloids and Interfaces (MPICI) would like to warmly welcome you and wishes you all the best for your stay in Germany! As you prepare to come to MPICI, 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 MPICI 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 to 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! <http://www.mpikg.mpg.de/welcome-office>.

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/>.

Berlin Online Stadtportal: [www.berlin.de](http://www.berlin.de)

Landeshauptstadt Potsdam: [www.potsdam.de](http://www.potsdam.de)

## INTERNATIONAL OFFICE

For any questions or problems before or during your stay in Germany, please feel free to contact the MPICI International Office (IO). You will receive assistance with:

- Visa, registration and residence permit
- Health insurance
- renting an MPICI apartment and much more

### Contact

#### International Office

Ms. Angelina Schneider (room Z-1.023)

Phone: +49 (0) 331-567-9101

Email: [Angelina.Schneider@mpikg.mpg.de](mailto:Angelina.Schneider@mpikg.mpg.de)

Website: <http://www.mpikg.mpg.de/en/welcome-office>

Apart from the IO you can get support from Welcome Service, located on the third floor of the GO:IN Center on our campus. The Institute has a partnership with Welcome Service to provide you with additional help during your stay.

## WELCOME SERVICE IN THE GO:IN BUILDING

### Contact

Am Mühlenberg 11, 14476 Potsdam

Email: [tina.stavemann@potsdam-sciencepark.de](mailto:tina.stavemann@potsdam-sciencepark.de) or [carolin.schneider@potsdam-sciencepark.de](mailto:carolin.schneider@potsdam-sciencepark.de)

Website: [www.potsdam-sciencepark.de/de/welcome-service/](http://www.potsdam-sciencepark.de/de/welcome-service/)

**The Welcome Service in the GO:IN building offers you these services:**

- Finding long-term accommodation
- Language courses for MPICI employees
- Additional insurance types, such as personal liability insurance, household insurance, etc.
- International Women's Group (IWG).

## HOW TO FIND US

The Max Planck Institute of Colloids and Interfaces is part of Potsdam-Golm Science Park that is located on the outskirts of the city of Potsdam. The Science Park is the largest science and research site of the German state of Brandenburg.

### *By train*

from Berlin main station

From 9 am to 3 pm:

regional express RE1 (towards Magdeburg) to Potsdam main station

from Potsdam main station:

bus 605, 606, 612, X5 to Wissenschaftspark Golm

regional train RB 20, RB 21, RB 22 to Golm station

From 7 am to 9 am and from 3 pm to 6 pm:

direct connection (RB 21, RB 22, directions Wustermark via Potsdam, Schönefeld via Potsdam) from Berlin Friedrichstraße, Hauptbahnhof, Zoologischer Garten, Charlottenburg, Wannsee to Wissenschaftspark Golm

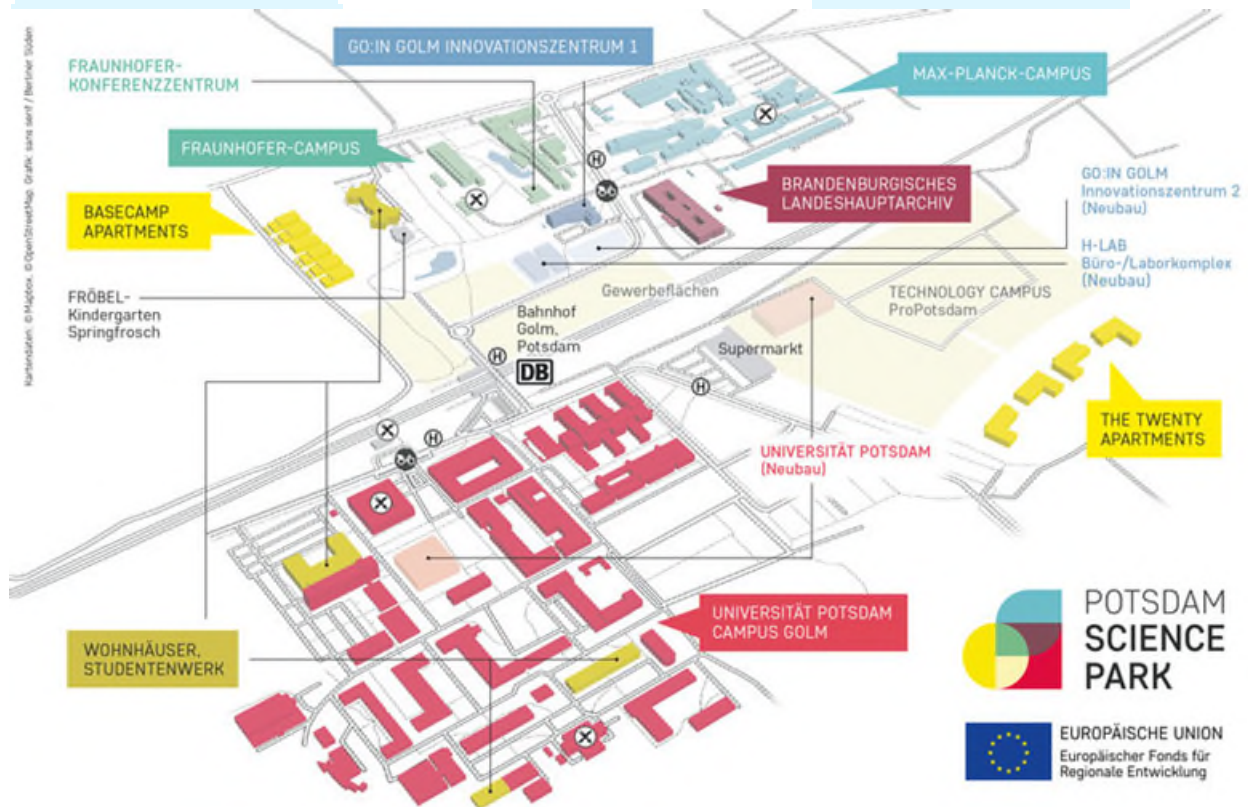
It is a 10 minutes' walk from the station to Max Planck Institute of Colloids and Interfaces or one bus stop (bus no. 605 or 606). Please note that you need to get a ticket for zones ABC if you're travelling from Berlin (zone C includes Potsdam).

For more details about public transport please consult the homepage of the Verkehrsverbund Berlin-Brandenburg (VBB):

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

**By car:**

e.g. on the A10 - take exit Potsdam Nord or Leest - direction to Potsdam-Golm. The University compound is situated in front of the station on Karl-Liebknecht- Straße.







## YOUR ARRIVAL

The secretaries will help you to answer your questions and will allocate your office at the Max Planck Institute of Colloids and Interfaces (MPICI)

### Theory & Bio-Systems

Ms. Susann Weber (room K-1.122)

Phone: +49 (0) 331-567-9601

Email: [Suann.Weber@mpikg.mpg.de](mailto:Suann.Weber@mpikg.mpg.de)

### Biomaterials

Ms. Kerstin Gabbe (room K-2.211)

Phone: +49 (0) 331-567-9401

Email: [Kerstin.Gabbe@mpikg.mpg.de](mailto:Kerstin.Gabbe@mpikg.mpg.de)

### Biomolecular Systems

Ms. Dorothee Böhme (room K-2.176)

Phone: +49 (0) 331-567-9301

Email: [Dorothee.Boehme@mpikg.mpg.de](mailto:Dorothee.Boehme@mpikg.mpg.de)

### Colloid Chemistry

Ms. Carolin Nuglisch and Ms. Luisa Bastian (room K-2.122A)

Phone: +49 (0) 331-567-9501

Email: [Carolin.Nuglisch@mpikg.mpg.de](mailto:Carolin.Nuglisch@mpikg.mpg.de) and [Luisa.Bastian@mpikg.mpg.de](mailto:Luisa.Bastian@mpikg.mpg.de)

**Administration Department**

Ms. Angelina Schneider (room Z-1.023)  
Phone: +49 (0) 331-567-9101  
Email: [Angelina.Schneider@mpikg.mpg.de](mailto:Angelina.Schneider@mpikg.mpg.de)

**COMPUTER SUPPORT TEAM**

The computer support is responsible for installing your computer account. After your arrival please contact the computer support for permission to use the institute IT environment and to setup an email account.

**Contact**

room K-0.155  
Phone: +49 (0) 331-567-9696  
Email: [it-support@mpikg.mpg.de](mailto:it-support@mpikg.mpg.de)  
website: <http://www.mpihg.mpg.de/en/it-service>

**LIBRARY**

The library of the MPICI is a specialized library offering services mainly to the scientists at the institute.

**Contact**

Room K-0.003  
Phone: +49 (0) 331-567-9160 or 9162  
Email: [biblio@mpikg.mpg.de](mailto:biblio@mpikg.mpg.de)  
Website: <http://www.mpihg.mpg.de/library>

**WORKS COUNCIL**

The works council (Betriebsrat) is elected by the staff to represent their interests to the management. By statute, they have certain rights, for example, they approve candidates during the hiring process as well as other aspects, such as salaries.

The works council is additionally available as a contact point, should you experience any problems in the workplace.

**Contact**

Room: K-1.172  
[Betriebsrat@mpikg.mpg.de](mailto:Betriebsrat@mpikg.mpg.de)

**EQUAL OPPORTUNITY REPRESENTATIVE**

Equal opportunities are a highly important issue at the MPICI. To guarantee these, counseling and support is provided by the equal opportunity representatives. The representatives will help to avoid and if needed, help to remove institutional disadvantages to students, staff and the faculty because of gender.

**Contact**

Email: [Equal.Opportunities@mpikg.mpg.de](mailto:Equal.Opportunities@mpikg.mpg.de)  
Website: <http://www.mpihg.mpg.de/equal-opportunities>

## BEFORE ARRIVING IN GERMANY

Once you have found out that you will be joining the Max Planck Institute of Colloids and Interfaces, please get in touch with the International Office.

Important questions for you to think of in advance:

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

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 intend to start employment at MPICI 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, etc.). If in doubt, please contact the Embassy or local Consulate of the Federal Republic of Germany in your country.

**The following documents you should bring with you for your stay in Germany:**

- Passport or identity card
- Visa, if required
- Birth certificate (original)
- Marriage certificate (original)
- Insurance coverage for Germany
- Matriculation certificate (for students)
- PhD certificate
- Driving licence
- Several biometric passport photos



## Living in Potsdam/Berlin

### ***Finding Accommodation***

The secretary of your department can book the guesthouse for you for the first month after your arrival and, upon request, extend your stay at the guesthouse for up to a maximum of three months.

### **Contact**

Guest House Administration

Ms. Eva Reis

Phone: 0331-237 351 108

Email: [eva.reis@potsdam-sciencepark.de](mailto:eva.reis@potsdam-sciencepark.de) or [guesthouse@potsdam-sciencepark.de](mailto:guesthouse@potsdam-sciencepark.de)

Website: <http://www.mpikg.mpg.de/5637732/guesthouse>

### **Other Options**

For short-term accommodation (<6 months) in Potsdam or Berlin, it is recommended to look for other guesthouses (“Gästehaus”), vacation rentals (“Ferienwohnungen”) or furnished apartments (“möblierte Wohnungen”).

The following resources could be useful:

- [www.airbnb.de](http://www.airbnb.de)
- [www.homecompany.de](http://www.homecompany.de)
- [www.wunderflats.de](http://www.wunderflats.de)
- <https://www.wg-gesucht.de/>

### **Long-Term Accommodation**

If you are looking for long-term accommodation (>6 months) in Potsdam or Berlin, check out the following resources:

- [www.immobilienscout24.de](http://www.immobilienscout24.de)
- [www.immonet.de](http://www.immonet.de)
- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- [www.youniq.de](http://www.youniq.de)
- [www.stw.berlin/en/housing.html](http://www.stw.berlin/en/housing.html)
- [www.ebay-kleinanzeigen.de/](http://www.ebay-kleinanzeigen.de/)
- [www.studentenwerk-potsdam.de/housing/our-halls-of-residence/?L=1#/](http://www.studentenwerk-potsdam.de/housing/our-halls-of-residence/?L=1#/)
- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- [www.immobilienscout24.de](http://www.immobilienscout24.de)
- [www.immonet.de](http://www.immonet.de)
- [www.studenten-wg.de](http://www.studenten-wg.de)
- [www.homecompany.de](http://www.homecompany.de)

Another option would be renting a furnished room at BaseCamp Potsdam-Golm. The BaseCamp building is located in the immediate proximity to MPICI and Golm train station:

- [www.basecampstudent.com](http://www.basecampstudent.com)

If you are enrolled at one of the universities of Studentenwerk Potsdam (e.g. University of Potsdam) you are eligible to apply for a room in one of the student dormitories. More information can be found here:

- [www.studentenwerk-potsdam.de](http://www.studentenwerk-potsdam.de)

If you are looking for an apartment in Potsdam or Berlin for a *minimum of 1 year* (or 6 months in a shared flat), do not hesitate to contact the Welcome Service in the GO:IN building.

### Contact

Ms. Tina Stavemann

Welcome Service in the GO:IN building

Am Mühlenberg 11, 14476 Potsdam

Email: [tina.stavemann@potsdam-sciencepark.de](mailto:tina.stavemann@potsdam-sciencepark.de)

Website: [www.potsdam-sciencepark.de/de/welcome-service/](http://www.potsdam-sciencepark.de/de/welcome-service/)

In Germany, apartments are generally unfurnished, unless stated otherwise. In Berlin, it is also quite often that an apartment is available as soon as possible “ab sofort”. If you would rather have your rental contract begin on a certain date, refine your search criteria or talk this over with the landlord and see if you can come to an agreement.

### Shared Flats (“WG”)

There are lots of ads on info boards, offering flats to share. This is called a “WG” or “Wohngemeinschaft”, i.e., you get your own room but share a kitchen and bathroom with roommates.

### Security Deposit

If you are going to rent an apartment, make sure the deposit is reasonable - around two or three monthly rents excluding utility costs. “Kaltmiete” (the rent excluding utility costs) and “Warmmiete” (rent inclusive of utility costs) refer to the amount of the basic rent and the rent with utilities respectively. The deposit is returned to you (around 3-6 months after leaving) in full if you leave the apartment undamaged.

### Electricity

Since electricity companies can only estimate how much you will consume, you pay a monthly flat rate and the difference is settled after the end of each year. The electricity readings are taken whenever you move in and out of an apartment. If your consumption exceeds the payments made so far, the monthly flat rate will be increased; if you have consumed less, it will be decreased. In some houses the hot water is heated by a boiler instead of the heating system and hence uses electricity. Please note that this significantly increases the costs for electricity.

### Utilities

Besides the monthly electricity charges, you are charged for other general utilities associated with the management of the building complex. These can include costs for heating (including heating up water), garbage disposal, property tax, charges for street cleaning, lighting in the public areas of the house, elevator use if applicable, water consumption and sewage, fees for the janitor, maintenance person (“Hausmeister”), etc. Usually, you need to conclude separate contracts for electricity and gas (depending on your contract). When moving in and out, the meters for electricity and water (and gas if applicable) are read to calculate your consumption during your tenancy.

*Signing the contract*

Before you sign the contract, ask a German speaker to go through the main paragraphs with you. You should also receive a signed copy for your own records. We recommend writing a complete list with the landlord, documenting all pieces of furniture in the apartment and more importantly, any damage you notice (even if they are minor damages!). This helps to avoid arguments concerning your deposit when moving out.

It is sometimes necessary, in case it is stated by the contract, to apply for home insurance (“Hausratversicherung”) and/or personal liability insurance (“Haftpflichtversicherung”), especially in case you are going to rent a furnished apartment.

In general, you should always consult with someone before signing a document in a foreign language. Never sign anything if you do not know what it is for or if you do not understand the contents of the document you are signing!

**Glossary**

**Altbau** – an old building, usually built before 1950s

**Besichtigung** – apartment viewing

**DG/Dachgeschoss** – attic floor

**EBK/Einbauküche** – built-in kitchen

**EG/Erdgeschoss** – ground floor (BrE)/first floor (AmE)

**Erstbezug** – (about an apartment) rented for the first time after renovation

**Hausmeister** – maintenance person

**Hausverwaltung** – property management

**Kaltmiete** – rent without utilities

**Kaution** – security deposit

**Nebenkosten** – utilities

**Untermiete/Zwischenmiete** – sublet

**Warmmiete** – rent with utilities included

**WBS** – a document certifying someone’s eligibility to live in a state-subsidized apartment

**WG/Wohngemeinschaft** – shared apartment

**Zi/Zimmer** – room

**TV AND RADIO LICENSE (“RUNDFUNKBEITRAG”)**

Rundfunkbeitrag is an obligatory monthly license fee for public access to radio and television. Every household (with very few exceptions) must pay this monthly fee, which is currently set at a monthly total of EUR 17.50 per apartment. This fee remains the same regardless of how many people live in the same apartment and/or whether there is any appliances in the apartment.

If you live in the Max Planck Campus guesthouse, these fees are already covered by MPICI. If you live with roommates, make sure you talk to them about sharing the costs.

**You are liable to pay this fee as soon as you are registered in Germany!**

If you do not register for the fee yourself, ARD ZDF Deutschlandradio will register your apartment for you and charge you an outstanding balance dating back to your registration date! If you receive such a letter, do not ignore it or dispose of it as this can lead to more serious consequences. You can also contact them to arrange the outstanding payment via installments.

## STEPS AFTER ARRIVING IN GERMANY

### STEP 1: REGISTRATION OF RESIDENCE

As soon as you find a permanent place to stay in Potsdam or Berlin, you will have to register your address at the local Residence Registration Office (*Einwohnermeldeamt/ Bürgeramt*), usually located in the town hall. Here you will receive a form called *Anmeldebestätigung/Anmeldebescheinigung*.

In **Berlin** you will find several offices, depending on which district you live in. Please book online an appointment here <https://service.berlin.de/dienstleistung/120686/>.

**Remark for Berlin:** You can register your address in any district you like.

For **Potsdam**, please contact the International Office for an appointment.

The following documents are required for your appointment:

- Identity card/passport
- Appointment
- Confirmation of residence from your landlord
- rental contract
- Birth certificate (only if you register in Berlin for the first time)
- Marriage certificate and/or birth certificates of children (if applicable)

If you are coming to Germany with your family, you'll need an appointment and the same documents for each member of your family.

**Keep your registration confirmation and/or your tax identification number safely stored – they are important documents!**

**Remarks:**

After registration and only if you have an employment contract, the local Financial Office will also send you a **tax ID number**. This is a very important number that you should keep safe for your records.

If you change your address, you need to re-register within 14 days at the Residents' Registration Office at your new address. The procedure is the same as with "Anmeldung" if you move to Berlin; in Potsdam, please select "Wohnsitz ummelden" when you book your appointment, otherwise it is the same procedure.

**STEP 2. HEALTH INSURANCE**

Having health insurance in Germany is a legal requirement. 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 MPICI

There are two ways of working at a Max Planck Institute:

- On a contract of employment (TvöD) 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 (TvöD). In this case, you are liable for tax and social security contributions. Employees are also insured by MPICI 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 Max Planck Society (MPS) 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*

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.

In case you have a scholarship from the Max Planck Society then please contact the International Office at the MPICl.

### **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.

Once you've 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 one 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 in the vicinity of 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.

#### STEP 4. RESIDENCE PERMIT

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.

For Potsdam and Berlin: Please contact the International Office for an appointment.

##### **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.**

Contact the IO for the list of documents you need to prepare for the residence permit application. Depending on your status at the Institute and city of residence the list of the required documents may vary.

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 MPICI 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 the IO for further assistance.

## **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 31<sup>st</sup> to January 1<sup>st</sup>. Neujahr (January 1<sup>st</sup>) 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.

### **1<sup>st</sup> May**

The 1<sup>st</sup> 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 50<sup>th</sup> day after Easter.

### **3<sup>rd</sup> of October**

The 3<sup>rd</sup> 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.

### **Christmas**

Christmas encompasses three days, 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> 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

## **LOOKING FOR A THERAPIST:**

[www.kvberlin.de](http://www.kvberlin.de)

[www.therapie.de](http://www.therapie.de)

## CHILD DAYCARE AND KINDERGARTENS

Your child can be registered for a kindergarten, a nanny, a nursery (8 weeks to 3 years), a nursery school (3 to 6 years) or an after-school care center (up to 4 hours in the afternoon for school kids independent of the employment status of the parents). You can choose if you prefer a nanny or a nursery until the age of 3.

The staff members of the MPICI have the possibility to receive day care for their children (aged 8 weeks to 6 years) in the Fröbel Kindergarten “Springfrosch”. Parents who would like to enroll their child into this Kindergarten must meet the following conditions:

- One parent must be employed with the MPICI
- The other parent must also work or be engaged in another activity (e.g. studying, language course, etc.) for at least six hours per day.

For further details please visit our website <http://www.mpikg.mpg.de/childcare>.

In all other aspects of family life in Potsdam, including parental and/or child benefits, other kindergartens and enrolling your children in schools, please contact Welcome Service in the GO:IN building.

### Contact

Ms. Carolin Schneider

Welcome Service in the GO:IN building

Am Mühlenberg 11, 14476 Potsdam

Email: [carolin.schneider@potsdam-sciencepark.de](mailto:carolin.schneider@potsdam-sciencepark.de)

Website: [www.potsdam-sciencepark.de/de/welcome-service/](http://www.potsdam-sciencepark.de/de/welcome-service/)

## SPORTS & RECREATION

### ***Football and Volleyball:***

If you'd like to play a game of football and/or volleyball, you'll find the courts at the back of the Institute. Please contact the reception in the central building for equipment.

### ***Sports with the University of Potsdam:***

If you are an MPICI employee and would like to join a local fitness club and/or take part in sports courses, you can do this, for example, with the University of Potsdam.

When registering, scroll down to Group 3 as your status (“Statusgruppe 3”) and select to register as a member of a cooperating institute of the University of Potsdam (“Koop. Einrichtungen & An-Institute der Uni Potsdam”). The price also reflects your status.

### ***Fitness Club:***

There are two gym locations, one being here in Golm (goFIT) and the other close to Potsdam's main train station (beFIT). There are different fare options for the fitness clubs, depending on the length of the membership.

### *Sports Courses:*

The university additionally offers specific sports courses. You can sign up for a course or several courses throughout the university semester and/or during the lecture-free periods. Alternatively, you can also look at sports offers from other universities or gyms.

Check out well-being meet-ups and self-help groups in Berlin or Potsdam:

[www.meetup.com](http://www.meetup.com)

## **BEFORE LEAVING GERMANY**

We hope you've had a great stay at MPICI full of growth and professional and personal development!

Here's a few important things to think of before you leave:

### **MPICI Leaving Form**

Before leaving the Institute, please think of filling out a leaving form. You can get this form from the Personnel Office or the secretary of your department.

### **Terminating Contracts in a Timely Fashion**

Cancelling contracts usually requires notice according to terms stated in the contract. In Germany, this is usually 3 months' notice, however each contract must be checked for its individual cancellation policy. Please remember to cancel all your standing contracts. These can include: apartment/room, electricity, gas, cell phone, landline, internet, TV and radio license fee, as well as health insurance.

If utilities were not included in your rent and you concluded separate contracts with the respective providers, you have to remember to cancel these too. For electricity, gas, heating, and water, you should note down the numbers of the meters on the last day of rent and forward these numbers to the providers. The meters are situated either in the apartment or in the basement.

If you need to cancel your rental contract with less notice than what is stated in your contract, you will have to negotiate with your landlord about the remaining rental payments. It could be possible to find a new tenant (who must also be accepted by the landlord). If you find that you need to find a new tenant, please contact the IO with a summary of your flat/an exposé. In case you cannot take all your furniture with you when moving, you can use our Offer and Search service on the campus website.

You can cancel your TV and radio fee by filling out the online form or by email. Contact the International Office for assistance.

### **De-registration**

This is a very important step and applies for all residents who plan on leaving Germany. Please make sure you send a de-registration form to your local "Bürgeramt". Please contact the IO for further help.

## JOIN MAX PLANCK ALUMNI ASSOCIATION

Do you want to become an alumnus/alumna of the MPIC? Then please visit our website for further details <http://www.mpikg.mpg.de/en/alumni>.

### **Disclaimer Notice**

The guide is provided for informational purposes only and represents no legal advice on any subject matter.

