



Max-Planck-Institut für Herz- und Lungenforschung Max Planck Institute for Heart and Lung Research



Visitor's Guide

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1 INTRODUCTION

The Max Planck Institute for Heart and Lung Research in Bad Nauheim would like to extend a warm welcome to its guests and new staff members. We wish you a pleasant and successful time at our institute.

This guide provides information you may need before you move to Germany and guidelines about fulfilling necessary formalities at the start of your stay here. We hope that this guideline will also help you to grow accustomed to your new surroundings.

Please note that the staff member who has invited you (here referred to as your 'host') is your main contact for all your queries. He or she will introduce you to the department secretary, whom you may of course contact if your host is absent.

This guide includes web links contains links to other useful information. You should also consult the institute's website: <http://www.mpi-hlr.de/>

We appreciate suggestions on how to improve this guide. If you find information that should be amended or other useful information you think should be added, please let us know.

2 BEFORE YOU ARRIVE

When working in Germany, you have to comply with several legally required formalities. The nature of these depends on your country of origin, the length of your stay, and whether or not you intend to bring your family with you. Here, we provide some general information, but we strongly recommend that you contact your nearest German embassy or consulate for additional information about this as soon as you have accepted your position. Please visit the website <https://www.auswaertiges-amt.de/en> for further details.

2.1 Passport / Visa

Please make sure that your passport is valid for the entire duration of your stay in Germany. If you are staying longer than three months (90 days), you need to apply for a residence permit (*Aufenthaltsgenehmigung*). **Please note that a tourist visa (Schengen-Visa) is not adequate to work in Germany.**

A EU nationals

EU nationals do not require a visa to enter the Federal Republic of Germany. In order to obtain a residence permit, however, several formalities have to be dealt with (see Section 4) shortly after your arrival, for which you will need your **passport**. Please note that your Identification Card is not sufficient for this purpose.

B Non-EU nationals

In principle, all other foreigners require a visa for staying in Germany. However, a visa is not required for visits up to three months for nationals of countries for which the European Community made appropriate agreements. You will find an overview on current visa requirements here:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>

Please apply for your visa early enough, i.e. visit your nearest embassy/consulate four months prior to your intended trip to Germany. Don't forget to hand in your MPI invitation letter.

If you plan to travel to other EU countries during your stay at the Max Planck Institute, please apply for a 'multiple entry visa'. Usually, no border controls within the EU will occur. Exceptions are Switzerland, Norway and Iceland. Please note that the German immigration office will not change a visa into a multiple entry visa, if the embassy or consulate originally issued you with a single entrance visa!

The Federal Foreign Office's website provides information on applying for visas and on where to find a German Embassy or Consulate in your home country. It also lists the foreign Embassies in Germany. For further information, please visit: <https://www.auswaertiges-amt.de/en>



2.2 Other documents

It is also advisable to bring originals or legally certified copies of the following documents:

- Passport, yours and one of all family members coming with you
- Marriage Certificate (if you intend to bring your spouse with you)
Occasionally, the local Residents' Registration Office (*Bürgeramt*) does not accept certificates issued in English.
- The original certificates of your Bachelor and Master Degree or highest graduation (you have to show them to the MPI personal office).

2.3 Health Insurance

In Germany, every person is obliged to have health insurance. Generally, employees are members of a compulsory health insurance scheme. Holders of a fellowship or scholarship should ensure they have adequate health insurance coverage! Within the first two weeks after starting the stipend, students have to verify that they hold a sufficient health insurance. Verifications are made by a health insurance confirmation. The confirmation is sufficient if it comes from a statutory health insurance or from a private health insurance, which provides the same services as a statutory health insurance. The Max Planck Society has agreements with an insurance companies, which offer insurance coverage at a reasonable price.

2.4 Shipping personal property from abroad

If you intend to send personal property via container shipping, we recommend you to contact the main customs office in Frankfurt for detailed information:

Customs Information Centre at the Hauptzollamt Frankfurt am Main
Zollamt Höchst
Michael-Stumpf-Straße 1 - 3
65929 Frankfurt am Main Höchst
☎ +49 (0) 69 / 330930, Fax: +49 (0) 69 / 33093120
E-Mail: poststelle@zaf.bfinv.de

For further information, please follow http://www.zoll.de/EN/Home/home_node.html

2.5 Salary and taxes

Fellowships and grants are usually tax-free. The grant is intended to cover your living expenses and is not paid in return for any scientific activity. By accepting the grant, you do not become an employee of the Max Planck Society. The grant is not subject to income tax or to social security deductions.

If you receive a contract of employment, your income is subjected to tax and social security deductions. Your gross income depends on your position (post-doc, doctoral student, etc.) and the funding source. The final net income varies according to the tax rate. The tax rate depends on the marital status. Normally between 35% and 55% of your salary will be deducted to pay for taxes and social security. Please ask the institute's personnel office for detailed information.

Value Added Tax (VAT)

German value added tax (*Mehrwertsteuer* or *MwSt.*) currently is at 19%.



3 TRAVEL DIRECTIONS

Arriving by public transport from the airport in Frankfurt:

Take any train to **Frankfurt Central Station**. Transfer to a regional train (generally departing from tracks 14-16) and get off at stop: **Bad Nauheim**. (~ 25 minutes)

Detailed information can be found here:

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

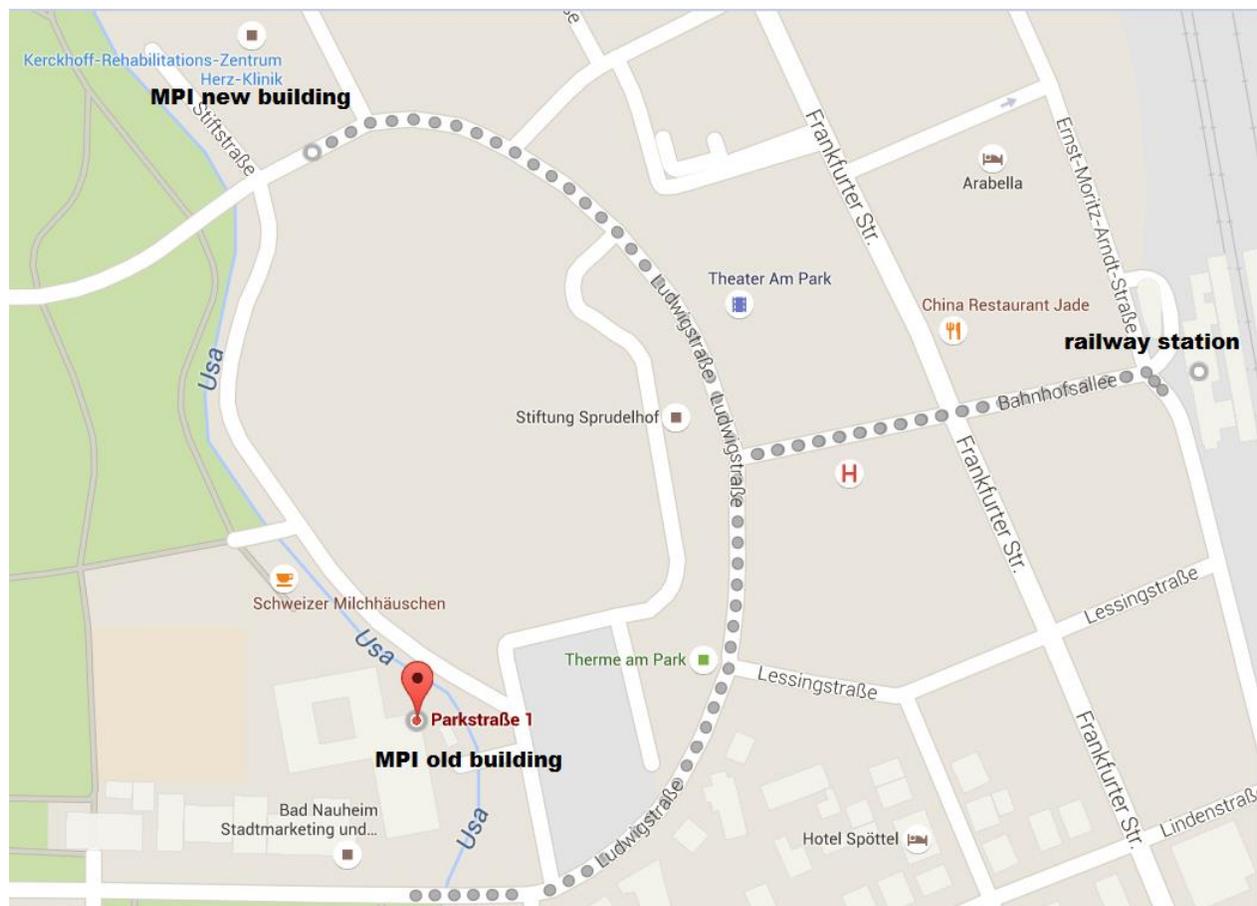
Walking from the railway station to the MPI (old building: Parkstraße)

Both, the new and the old building of the institute are located in walking distance from the railway station.

Go straight down the road (Bahnhofsallee) and follow the left turn. Continue the direction until you see the MPI on your right side.

Walking from the railway station to the MPI (new building: Ludwigstraße)

Go straight down the road (Bahnhofsallee) and follow the right turn. Walk until the end of the road and turn right again when you get to the small bridge. The second building on the right is the new MPI building.





4 GETTING SETTLED

4.1 Your first day at the institute: Visiting the International Office / Personnel department / IMPRS

Secretariat / Supervisor

You will be introduced to the institute, normally by a tour by your host or one of your lab colleagues. They will show you the service departments and introduce you to the staff. Additionally, you will receive an "Employee Entrance Form" from your department secretariat or supervisor. This is required to obtain a keycard for the institute, access to your computer account, etc.

Personnel department

Here you will get your working contract and the HR is responsible for all topics regarding salary and social insurance.

International Office

For further information about registration at the city hall, opening a bank account, forms for foreigner's registration and Visa application, finding a medical doctor etc. please contact the MPI International Officer.

IMPRS – International Max Planck Research School

If you are a member of IMPRS, the coordinator, Dr. Bilge Reischauer, will take care of all your questions regarding the IMPRS program. For information on IMPRS please see:

<http://www.imprs-hlr.mpg.de/>

PhD representative

In addition, every department has a PhD representative, who is a doctoral student elected for one year. The PhD representative welcomes every new PhD, introduces him/her to all PhD relevant issues at the institute and acts as a contact person for doctoral students.

4.1.1 Registration and deregistration at the city hall

You are obliged to register at the resident's registration office (*Einwohnermeldeamt*) within the first week after your arrival. German regulations require registration for everyone who changes residence within Germany, so you also have to inform the registration office whenever you change address, as well as when you finally leave Germany (**deregistration**).

To register/ deregister you will need your passport plus proof of accommodation. Since 01. November 2015 your landlord (in case you're staying at a MPI guest house, the guest house manager will fill in this form for you) has to fill out this form:

https://www.bad-nauheim.de/fileadmin/0_dokumente/buergerservice/Formulare/Meldewesen/Wohnungsgeberbestaetigung.pdf

It's for registration as well as for deregistration. After registration you will receive a copy of your registration certificate (*Meldebescheinigung*).

Note: Without a registration certificate (*Meldebescheinigung*) you can not get a bank account.

Without deregistration you could get problems with your VISA in the future.

The closest office to the institute is:
Rathaus, Parkstraße 36 - 38, Ground Floor,
☎ 06032-343-0, Fax 06032-343-410
E-Mail: stadtverwaltung@bad-nauheim.de

Opening hours:
Monday, Tuesday and Thursday 8 a.m. to 4 p.m.,
Wednesday 8 a.m. to 6 p.m.
Friday 8 a.m. to 12 a.m., and on request

4.1.2. Opening a bank account

In Germany, it is still common to pay cash in department stores, clothes shops and restaurants. Debit-cards (Maestro) are generally accepted, credit cards less often. If you are planning to stay for more than two months, you may consider opening a bank account (*Girokonto*) at a bank as soon as possible. Your salary or grant will be transferred to it and it is easier to transfer regular payments such as rent and electricity. If you have frequent payments from or to your bank account in your home country, ask your home bank whether it works together with a bank in Germany. This could save both costs and time in transferring money to the bank abroad.

You can find a *Commerzbank* just across the street from the old institute building/ Parkstraße. There is also a *Sparkasse* at Kurstraße 2 and a *Volksbank* on the way to the railway station. A *Postbank* is at Ernst-Ludwig-Ring 4. Normally, there is English speaking staff available at the bank. If not, you may ask your international office to assist you.



Please note: Some banks levy charges for holding an account.

Current account: To open an account you need your passport or registration card. With a current account (*Girokonto*) you can pay in and take out money, arrange a standing order (*Dauerauftrag*) for regular payments of the same amount (e.g. rent), transfer money to other accounts (*Überweisung*) or authorize a direct debit (*Einzugsermächtigung*).

EC-card / electronic cash: Once you have opened a current account, you can order an EC-card from your bank. The card works like a credit card with the same advantages and risks. If you lose your EC-card, contact your bank as soon as possible or cancel the EC-card/credit card (Tel: 116 116), reachable 24/7.

4.1.3 Foreigners' Registration / Visa application

Basically, there are two different documents that are important for your stay and legal status in Germany: the visa that is required from some nationals to enter the country, and the residence permit that is needed to stay (and work) in Germany.

For visa or residence permit application the following documents are required:

- a biometric photo
- your passport + current visa *
- health insurance *
- your contract of employment or stipend *
- a certificate from the institute's international office
- the last three monthly salary statements *
- accommodation contract *
- for spouse, a marriage certificate, for children, birth certificates. *

***in original and copy!**

With all your necessary documentation in original and copy you should receive your visa within one day. If you aren't a student, you will have to pay a fee (approx. Euro 50 – 90) for the visa. The charge depends on the duration of your employment contract.

Ausländerbehörde Ordnungsamt
Europaplatz, 61169 Friedberg,
☎ 06031 83 2513

Opening hours:
Monday – Wednesday 07:30 – 16:00 o'clock
Thursday 07:30 – 18:00 o'clock
Friday 07:30 – 12:30 o'clock

4.2 Accommodation

Looking for an apartment...

Finding appropriate accommodations in Bad Nauheim can take some time. Please ask your host for advice in finding either temporary or long-term accommodation. Be prepared to pay 2-3 month's rent as a deposit for your new flat, i.e. before you move in, you have to pay not only the deposit *but also* the first month's rent.

4.2.1 ... in the institute's guest house

Depending on availability, you may also rent a guest room at the start of your time in Germany.

Note: To claim your interest, contact guesthouse.support@mpi-bn.mpg.de

In case there is vacancy, you may rent a guest room for up to one year. Prices vary according to the room and the length of stay.

4.2.2 ... via the Internet

If you prefer to search the internet for a flat, here are some useful links:

<http://www.immobilienscout24.de>

<http://www.immonet.de/>

<http://www.immowelt.de/immobilien/immosuchedetail.aspx?geoid=10806412000>



4.2.3 Searching for accommodation in local newspapers

Private vacant accommodations are advertised in local newspaper „Wetterauer Zeitung“ on Fridays and Saturdays. You can also place an advertisement in a paper yourself.

Wetterauer Zeitung
Parkstraße 16
61231 Bad Nauheim

Accommodations are often offered by a real estate agent, who will show you any flat or house you might be interested in. If you agree to take one of these, the agent will ask for a fee of about 2 -3 months' rent. In addition, the cautionary deposit is usually the equivalent of 3 months' rent.

4.2.4 Alternative options:

Shared apartments

For those who are coming to Germany alone, living in a shared apartment (*Wohngemeinschaft*, sometimes abbreviated as 'WG') is often a good option, since it can help to reduce the rental costs. It also makes it easier to meet other people. You should be aware that WG rooms are often unfurnished. Useful websites are:

<http://www.easywg.de/hessen/WG-Zimmer-bad-nauheim>

<http://www.wg-gesucht.de/en/wohnraumangebote.html>

Some websites are only in German, but most people you contact will understand English. There are no upfront fees for renting a room in a WG, however, you might have to pay a cautionary deposit - usually the equivalent of 3 months' rent.

4.2.5 Temporary accommodation

If you intend to stay in Germany for only a short time, you might consider temporary accommodation in the form of a sublet. Sublets can generally be found under the terms *Untermiete* or *Zwischenmiete*. This means that the flat or rooms are sublet and you sign a contract with the tenant, not the landlord. One website for sublets is:

<http://www.mitwohnzentrale.de>

Furnished, partly furnished or unfurnished? (*Möbliert / teilmöbliert/ unmöbliert*)

In Germany, you can rent furnished, partly furnished or empty flats. Empty flats normally means really empty: sometimes they do not have curtains, lights or even kitchen fittings – often there will simply be wires hanging from the ceiling and/or pipes coming out of the wall. Partly furnished rooms have at least some furniture and kitchen fittings. Apartments are rarely offered with furniture, whereas single rooms or rooms in dormitories (student halls of residence) are generally furnished.

Below are some abbreviations and terminology useful for deciphering the accommodation small ads:

2Zi.-Whg	<i>Zweizimmerwohnung</i>	an apartment consisting of two rooms plus kitchen & bathroom
5ZKDB	<i>5 Zimmer, Küche, Diele, Bad</i>	5 rooms Kitchen, corridor, bathroom
AB	<i>Altbau</i>	an old building, sometimes with high ceilings and thick walls, but not necessarily offering wifi, high-speed internet etc.
ab	<i>From (-date)</i>	the date the apartment becomes available
Bk	<i>Balkon</i>	balcony
EBK	<i>Einbauküche</i>	kitchen with built-in cabinets, an oven, and a sink. Sometimes the outgoing
EG, 1.OG, 2. OG etc. ... DG	<i>(EG= Erdgeschoss DG= Dachgeschoss)</i>	level 1, level 2 ... attic note: In Germany the first level is called „Erdgeschoss“, therefore the American 2nd level is the 1st in Germany.
1. Etage/ 1. Stock	<i>1st Floor, (or 2. Etage, 3. Etage, etc.)</i>	indicates the floor on which the apartment is located note: first floor is normally not a ground level
G-WC	<i>Gäste WC</i>	seperate (guest) toilet
IMM/RDM	<i>Immobilienmakler and Ring Deutscher Markler</i>	this often means that you will have to pay a fee of up to two month's rent on conclusion of the lease.
kalt		Additional charges (costs for electricity, water, heating and rubbish collection etc.) are not included
Kaut.	<i>Kaution</i>	deposit to be paid up front to your landlord, (security/ caution



		money)
Maklergebühr		a fee you have to pay to an agent for finding you an apartment (see IMM/RDM above)
NK	<i>Nebenkosten</i>	additional costs (see „warm“ or „kalt“)
NMM	<i>Nettomonatsmiete</i>	monthly rent, not including additional costs for heating, electricity etc. (without additional costs)
NR	<i>Nichtraucher</i>	non-smoker
Parkett		wooden floor
Laminat		laminat
Prov.	<i>Provision</i>	an amount the landlord has to pay to the estate agent, <u>except you ordered</u> the estate agent.
so.	<i>sofort</i>	immediately
TG	<i>Tiefgarage</i>	underground car parking
warm		Additional charges (costs for electricity, water, heating and rubbish collection etc.) are included
WG	<i>Wohngemeinschaft</i>	A shared apartment; a roommate/flatmate situation

4.3 Miscellaneous: Food

The institute does not run an own bistro, but with a particular cash card you can apply for at the institute's personnel department, you can have well-priced meals at the cafeteria of the Kerckhoff hospital. The cafeteria is located closely to the institute (Ludwigstraße) and is opened from 7 a.m. to 6.30 p.m. during the week and from 11.30 a.m. to 6.30 p.m. on weekends. It serves both, breakfast (7 a.m. to 10 a.m.) and lunch (11.30 a.m. to 2.30 p.m.).

Closely to the institute there are many shops and supermarkets (e.g. Tegut, Rossmann) for groceries, as well as restaurants and bars. Shops and supermarkets are generally open from 9 a.m. until 6 p.m. on working days. Some start even earlier (7.00 a.m.) and / or close later (9 p.m.).

Please note: all shops are closed on Sundays and on official holidays!

4.4 Driving license

Note: A driver's license issued by a non-EU country is valid only for the first six months of your stay in Germany. Afterwards, it has to be converted to a German license. You should apply for the conversion of your license with the correct documentation in good time before this period runs out.

An extension of the above 6-month period is possible if the car owner can prove that he will not stay longer than 12 months in Germany.

For further details please refer to:

<https://www.adac.de/infotestrat/ratgeber-verkehr/fuehrerschein/auslaendische-fuehrerscheine/default.aspx?ComponentId=35172&SourcePageId=48389>

For all questions regarding car registration. *Only available in German.*

<http://www.wetteraukreis.de/service/auto-verkehr/kfz-zulassung/>

The department responsible for driving licenses in Bad Nauheim is:

Kfz-Zulassungsstelle Friedberg
Straßenverkehrsamt Kfz-Zulassung
Europaplatz, Gebäude A, 61169 Friedberg (Hessen),
☎06031 / 83 0, Fax 06031 / 83 13 13



4.5 Mail, Telephone, Internet, Electricity

Mail

Please consult www.deutschepost.de for information about post offices, mailing, charges and German postcodes. The website is also in English.

Private Telephones / Internet access

There are a variety of telecommunications companies offering different rates. For information on DSL (high-speed-access) providers visit the websites:

<http://www.dslweb.de/>

<http://www.verivox.de/>

For information on private telephone extensions visit:

<http://www.telekom.de>

<http://www.unitymedia.de/>

<http://www.1und1.de/>

<http://dsl.o2online.de/provider/content/segmen/anbieter/produkte/aktuelle-angebote/>

Electricity / Power Supply

For power supply, you may ask your landlord to assist you. In addition, you can compare different companies and rates under:

<http://www.verivox.de/>

Note: The European wall power is 220 volts. To use electrical devices with any other voltage requirement you will need a voltage converter or a travel adaptor.

4.6 Public Transport

Throughout Germany you have the opportunity to travel by train with “Deutsche Bahn”. To travel at reasonable prices within Hesse you may use “RMV” (students travel for free! For further information please visit the first link below).

<http://www.rmv.de/> provides information on local transport to and from Bad Nauheim,

<http://www.bahn.de/p/view/index.shtml> has train schedules covering whole Germany.

By using the second link, you can buy your tickets online. They also offer an English version of their websites.

Bus tickets are purchased directly from the bus driver. Tickets for trains are sold at machines at the railway station or available on the internet. However, it is often cheaper to buy multi-journey-tickets or even a weekly or a monthly ticket at one of the RMV service centres.

Main RMV Mobility Centre:
ServiceZentrum Friedberg
Europaplatz – Gebäude A
61169 Friedberg
Telefon (0 60 31) 71 75-0
Telefax (0 60 31) 71 75-111
E-Mail: service.friedberg@vgo.de

Opening Hours:

Monday–Wednesday 7.30 a.m. to 5 p.m.

Thursday 7.30 a.m. to 6 p.m.

Friday 7.30 a.m. to 4 p.m.

Internet: www.vgo.de

4.7 German language courses

Language is the key to the culture of a country. To help you to feel more at home in Germany, the Max Planck Institute offers German courses for members of the IMPRS, one for beginners and one for advanced learners. Please contact Dr. Bilge Reischauer (06032 705-1706) for further information.

4.8 Daycare and Kindergarten

Daycare facilities accept children between the age of 3 months and 3 years. Kindergartens take children aged 3 to 6 years. Childminders, who take care of your child on an individual basis, can be found via newspaper advertisements or the youth welfare office (*Jugendamt*). The local youth welfare office will provide you with information on kindergartens and other childminding facilities for younger and older children in the vicinity. You can contact them at:

jugend.und.soziales@wetteraukreis.de

More information about daycare in Bad Nauheim can be found:

<https://www.bad-nauheim.de/leben-in-bad-nauheim/kitas.html>

The Max Planck Society offers a family service to support parents and offer advice in finding an appropriate solution for childcare. See <https://www.familienservice.de/home>



4.9 Schools

Schools for your children aged 6 -18 years are not hard to find. Generally, where you live determines which school your children go to. The school year begins after the summer holidays.

Attendance at state-run schools in Germany is free of charge. There are only a few private or international fee-paying schools. <http://www.howtogermy.com/pages/education.html> provides a good overview of the German school system. In German schools lessons are held in German. That is undoubtedly the quickest way for your child to learn the language.

5. Information regarding PhD's

5.1 Student ID

In case you are a student, may consider obtaining an international student ID before leaving your home Institution. This can save money while traveling, and with this ID you are often eligible for reduced prices at events such as concerts, operas, exhibitions, etc. in Europe.

5.2 Obtaining official acceptance of your previous academic qualifications

The Max Planck Society resp. the German universities accept several degrees obtained at non-German universities. However, an official acceptance and conversion of your qualifications to German equivalents is generally required. It is essential to bring along either originals or legally certified copies of documents. For further information please contact your host.

5.3. Registration at the University (Immatrikulation)

Goethe Universität Frankfurt

<http://www.goethe-university-frankfurt.de/44341978/home?>

The English Version of the doctoral regulations can be downloaded here:

<http://www.philprom.de/studium/promotion/promotionsordnung/po/>

Justus-Liebig-Universität Gießen

http://www.uni-giessen.de/cms/international-pages/contact/contactaaa?set_language=en

Doctoral regulations JLU:

<https://www.uni-giessen.de/cms/mug/7/findex4.html>

5.4. Others

<https://www.daad.de/deutschland/en/>
www.forschungsportal.net

www.hochschulkompass.de
<http://www.uni-assist.de/>

5.5. Certified translations

If you need to translate your certificates or other documents please check the following links.

<http://search.bdue.de/>

<http://www.justiz-dolmetscher.de/suche.jsp;jsessionid=6156F4E5568C198F1E94C1BF1852CBB5>



6. TELEPHONE NUMBERS

6.1 Important in-house phone numbers (06032 705)

Max Planck Institute for Heart and Lung Research Reception desk at the main entrance	-0
Department of Cardiac Development and Remodelling, Secretary Susanne Martin	-1102
Department of Pharmacology, Secretary Svea Hümmer	-1202
Department of Development Genetics, Secretary Sharon Meaney-Gardian	-1302
Department of Lung Development and Remodelling, Secretary Monika Haselbauer	-249
Head of administration -	-260
Personnel Department Sabrina Penczynski Julia Schmidt	-252 -268
International Office Franziska Hainer / Jenny Engemann (substitute David Prinz)	-262
Travel Department David Prinz (substitute Franziska Hainer)	-263
IMPRS Coordinator Bilge Reischauer	-1706
IT Mario Looso	-1763
House technician/ caretakers Heinz Staubi, Steffen Bender, Rolf Richardt, Jean-Francois Matuszek, Thomas Lehmann	-1501 -231
Chairman of the Workers' Concil Gerhard Stämmler	-408

6.2. Emergency Telephone numbers in Germany

Emergency doctor	112
Fire Department	112
Police	110

National Inquiries	11880 or 118333
The English Language Service can be reached by dialing	11837
For international inquiries	11834